

**AGENDA**  
**WOOD COUNTY BOARD OF SUPERVISORS**

**DATE:** Tuesday, June 17, 2025  
**TIME:** 9:30 AM  
**LOCATION:** Courthouse – Room 300

---

CALL TO ORDER

ROLL CALL

EXCUSALS: Supervisor Hahn

INVOCATION: Supervisor Hamilton

READING OF THE MINUTES OF THE PREVIOUS MEETING

RESIGNATIONS:

APPOINTMENTS/Re-APPOINTMENTS:

ADRC-CW Advisory Committee member - Marilyn Follen

Wood County Wildlife Area Advisory Committee – 3 year term – Mike Wipfli, Scott McAuley

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

ACKNOWLEDGEMENTS & RECOGNITIONS

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

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

SET DATE FOR NEXT COUNTY BOARD MEETING – Tuesday, July 22, 2025 (NOTE DATE CHANGE)

ADJOURN

---

**Join by phone**

+1-408-418-9388 United States Toll

Meeting number (access code): 2494 791 8421

**Join by WebEx App or Web**

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m4e0d7e4f20769a536dffbd35d760afea>

Meeting number (access code): 2494 791 8421

Meeting password: 061725

PROCEEDINGS OF THE WOOD COUNTY BOARD OF SUPERVISORS

May 20, 2025 – 9:30 a.m.

---

The Wood County Board of Supervisors composed of nineteen members convened in the Wood County Boardroom at the Courthouse in Wisconsin Rapids, Wisconsin on Tuesday, May 20, 2025.

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

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

Excused was Hovendick.

Supervisor Hahn gave the invocation led the Pledge of Allegiance.

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

There was no public comment.

Supervisor Zurfluh was recognized and introduced the head coach and the team members of the 2025 Girls Basketball Championship Team, the Assumption Royals. Vice Chair Valenstein read the resolution that was introduced to the board recognizing this achievement.

**RESOLUTION 25-5-1**

Introduced by: Supervisors Valenstein, Clendenning, & Zurfluh

INTENT & SYNOPSIS: To recognize the 2025 Assumption Girls Basketball Team on winning the Division 5 State Championship.

FISCAL NOTE: None

Motion by Valenstein/Penzkover to adopt Resolution 25-5-1. Motion carried unanimously via voice vote.

Referrals were noted.

Committee minutes presented: Operations.

Chairman Pliml declared his intention on taking the first 4 resolutions with one vote. No objection heard.

**RESOLUTION 25-5-2**

Introduced by: Operations Committee

INTENT & SYNOPSIS: To amend the 2024 budget for Employee Health Fund Claims (51430) for additional expenditures that were not anticipated during the original budget process.

FISCAL NOTE: No cost to Wood County. The source of the funding is unanticipated revenues from Health Fund Departmental Charges. The adjustment to the budget is as follows:

Function	Account Name	Debit	Credit
47410	Health Fund Dept Charges	\$115,790	
51430	Health Fund Claims		\$115,790

Motion by Buttke/Clendenning to adopt Resolution 25-5-2. Motion carried unanimously. Excused was Hovendick.

### RESOLUTION 25-5-3

Introduced by: Health & Human Services and Operations Committees

INTENT & SYNOPSIS: To amend the 2024 Budget for Human Services Norwood Health Center (NHC), Edgewater Haven (EWH) and Community programs for additional expenditures that were not anticipated during the original budget process.

FISCAL NOTE: No additional cost to Wood County. The source of funding is unbudgeted/unanticipated revenue in Community State Aids (43561) and available unused appropriations in NHC Crossroads (54324), EWH Nursing (54210), and Community MH Contracts (54475). The adjustment to the budget is as follows:

ACCOUNT	ACCOUNT NAME	DEBIT	CREDIT
54324	NHC CROSSROADS	\$78,000	
54326	NHC ADMISSIONS		\$78,000
54210	EWH NURSING	\$66,000	
54211	EWH HOUSEKEEPING		\$2,000
54212	EWH DIETARY		\$10,000
54213	EWH LAUNDRY		\$2,600
54214	EWH MAINTENANCE		\$35,400
54218	EWH SOCIAL SERVICES		\$12,300
54319	EWH ADMINISTRATION		\$3,700
43561	COMMUNITY STATE AIDS	\$621,000	
54475	COMMUNITY MH CONTR.	\$84,000	
54401	COMMUNITY CW		\$517,000
54405	COMMUNITY YOUTH AIDS		\$188,000

Motion by Buttke/Clendenning to adopt Resolution 25-5-3. Motion carried unanimously. Excused was Hovendick.

### RESOLUTION 25-5-4

Introduced by: Health & Human Services and Operations Committees

INTENT & SYNOPSIS: To amend the 2025 Norwood Health Center (NHC) Administration (54365) budget to fund the 1.0 FTE Assistant Administrator Position approved with resolution # 24-12-10

FISCAL NOTE: Wages for Assistant Administrator Position shall be funded by 2024 Norwood Health Center (NHC) Budget surplus, creating no impact on Wood County's tax levy.

Account	Account Name	Debit	Credit
49210	Transfer from GF	\$121,884.97	
54365	Administration		\$121,884.97

Motion by Buttke/Clendenning to adopt Resolution 25-5-4. Motion carried unanimously. Excused was Hovendick.

#### **RESOLUTION 25-5-5**

Introduced by: Property & Information Technology and Operations Committees

INTENT & SYNOPSIS: To authorize the use of available jail contingency funds for the demolition of county-owned properties in the Triangle Development and to amend the 2025 Maintenance Capital Projects account with said funds.

FISCAL NOTE: The source of funding is unspent jail contingency funds from available debt borrowing placed in the Capital Projects Fund Balance (34113). The adjustment to the budget is as follows:

Function	Account Name	Debit	Credit
34113	Capital Projects Fund Bal.	\$500,000	
57119	Maintenance Capital Projects		\$500,000

Motion by Buttke/Clendenning to adopt Resolution 25-5-5. Motion carried unanimously. Excused was Hovendick.

Committee minutes presented: Health & Human Services, Public Safety, Civil Service Commission, Conservation, Education, & Economic Development, Golden Sands Resource Conservation & Development Council, North Central Wisconsin Tourism Partnership Tourism Committee.

#### **RESOLUTION 25-5-6**

Introduced by Conservation, Education, & Economic Development Committee

INTENT & SYNOPSIS: Amend the Marshfield Sewer Service Area/Water Quality Management Plan – 2040.

FISCAL NOTE: No cost to Wood County.

Motion by Leichtnam/Hamilton to adopt Resolution 25-5-6. Motion carried unanimously. Excused was Hovendick.

Committee minutes presented: Judicial & Legislative, Highway Infrastructure & Recreation, Wood County Wildlife Area Advisory, Property & Information Technology, Central Wisconsin State Fair Board of Directors, Fairgrounds Commission, McMillan Library Board of Trustees, South Central Library Board of Trustees, Jail Construction Adhoc.

Without objection, Chairman Pliml adjourned the meeting at 10:02 AM. Next scheduled county board meeting is June 17, 2025.

Trent Miner  
County Clerk



## **REFERRALS FOR JUNE 17, 2025 – COUNTY BOARD**

- None

## **MINUTES OPERATIONS COMMITTEE**

**DATE:** Tuesday, June 3, 2025  
**TIME:** 10:00 AM  
**PLACE:** Courthouse – Conference Room #302

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

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

1. Chair Valenstein called the meeting to order at 10:00 AM.
2. There was no public comment.
3. Motion by Zurfluh/Pliml to approve the consent agenda. Motion carried unanimously.
4. Health Director Smith presented a resolution creating a county FTE from a Recovery Corp member using opioid funding. This has been through the Health & Human Services Committee, where it passed unanimously. Motion by Rozar/Zurfluh to approve the resolution and forward it onto the county board for their consideration. Motion carried unanimously.
5. Wellness Coordinator Boeshaar reviewed updates of the Wellness Program.
6. County Treasurer Gehrt reviewed an agreement drawn up with Indulto Studios, LLC whereby they would remove 6 carvings from the old Port Edwards Paper Mill Administration Building, which the county owns through tax deed. Gehrt reviewed the document and highlighted the pertinent information. Motion by Rozar/Hahn to approve the agreement as presented. Motion carried unanimously.
7. Gehrt presented a resolution and agreement relating the sale of a tax deeded parcel to the City of Wisconsin Rapids. Minor changes were made to the original that was in the committee packet in order to comply with state statutes which were highlighted by Gehrt. Motion by Rozar/Pliml to approve the resolution and agreement and forward onto the county board for their consideration. Motion carried unanimously.
8. Finance Director Yang presented 2 budget amending resolutions listed below:
  - a. Amend 2025 LWCD budget for unanticipated DNR grant
  - b. Amend 2025 Health budget for Opioid Settlement fundsMotion by Hahn/Rozar to approve the resolutions and forward onto the county board for their consideration. Motion carried unanimously.

9. Yang, along with Marshfield City Administrator Barg reviewed the current status of financing the Fairgrounds Commission, along with previous agreements that were structured for funding of the buildings and grounds of the Fairground. The City and County are looking for a more formalized structure for the request of these funds, such as the process used for the UW Commission budget. Work will continue on this goal. There is an immediate need for new siding on the Expo Building that could be completed with the 2025 City and County funds. Motion by Pliml/Rozar to release the 2025 budgeted amount of \$25,000 for the Expo Building Siding project. Motion carried unanimously.
10. Tim Deaton from the Horton Group reviewed the most recent health insurance claim history and where the current budget year is sitting financially. Next month, more data will be brought to the committee so final decisions before the 2026 budget process commences.
11. Human Resources Director McGrath reported that at the most recent department head meeting, the group has requested to move away from the Core Values Program into a departmental recognition program. This will start in 2026. A new policy will be forthcoming.
12. Human Resources has moved forward with employee service recognition beginning at 10 years instead of beginning at 15 years. This is also opened for those that are between 10-14 years of service to retroactively be included.
13. The next regular meeting will be held on Tuesday, July 8, 2025, at 10:00 AM.
14. Motion by Rozar/Hahn to go into closed session pursuant to Wis. Stats. 19.85(1)(e) to establish bargaining parameters and grant authority to the Human Resources Director to enter into bargaining with the Wood County Deputy Sheriff's Association, WPPA/LEER, on behalf of Wood County. Motion carried unanimously.
15. Motion by Hahn/Pliml to return to open session. Motion carried unanimously.
16. Chair Valenstein adjourned the meeting at 11:21 AM.

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

# Operations Committee

June 3, 2025

NAME	REPRESENTING
Bill Cloyd raising	wcb # 15
Jeff Penzkofer	wcb 11
Tim Deaton	Horton Group
Kim McGrath	HR
Kelli Szymanski	HR
Dennis Polach	wcb-14
Darrin Steinbach	Finance
Sue Smith	Health
Heather Gehrt	Treasurer
Pamela Yang	Finance
Tom Buehler	CB 3
Lance Plume	WCB
Nick Flanagan	Corp. Counsel
Chad Schooley (WebEx)	P&F
Nick Flugaur (WebEx)	HR
Melissa Schuerman (WebEx)	HR
Shawn Becker (WebEx)	Sheriffs Dept
Quentin Ellis	Sheriffs Dept
Ryan Baeshager (WebEx)	Wellness
Tiffany Ringer (WebEx)	Reg of Needs
Jennifer Selinske (WebEx)	C/Mfld Finance Dir
Justin Casperson (WebEx)	C/Mfld Parks & Rec
Kimberly Stimac (WebEx)	Clerk of Courts
Marissa Kornack (WebEx)	Norwood
Mary Schlegelhaft (WebEx)	Human Services
Steve Burg (WebEx)	C/Mfld Administrator
Kara Jensen (WebEx)	Reg in Probate
Justin Cielewicz (WebEx)	Edgewater Haven
Katie Hlaanstad (WebEx)	Norwood Edgewater
Brandon Vorwink (WebEx)	Human Services
Amy Kaup (WebEx)	IT

## **MINUTES OPERATIONS COMMITTEE**

**DATE:** Tuesday, June 10, 2025  
**TIME:** 10:00 AM  
**PLACE:** Courthouse – County Board Room

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

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

1. Chair Valenstein called the committee to order at 10:00 AM.
2. There was no public comment.
3. The committee reviewed the 2026 CIP requests using debt, tax levy, user fees, departmental rent, state/federal grants, and carryover funding. Department heads were on hand to answer questions relating to their specific requests.
4. Finance Director Yang will be reaching out to our financial advisors as it relates to the effects of increasing debt, the usage of some undesignated general fund balance, and the effect of general fund usage on our bond rating.
5. Chair Valenstein declared the meeting adjourned at 11:48 AM.

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

**Operations Committee**  
**June 10, 2025**

NAME	REPRESENTING
Bill Clendenizing	WCB #15
R VANTASSEL	WC MAINT
Sarah Christensen	WCEM
Amy KAUF	IT
Darrin Steinbach	Finance
Roland Hawk	Hwy
QUENTIN KUIS	SHERIFFS
Paul Bernard	WC PZ
Brandon Vruwink	Human Services
Justin Cielewicz	Edgewater Haven
Marissa Kornack	Norwood
Katie Haanstad	Human Services
Jason Grueneberg	P13
Paul Bernard	P23
Shawn Becker (WebEx)	Sheriff's Dept



# Wood County

## WISCONSIN

OFFICE OF THE  
COUNTY CLERK

*Trent Miner*

---

### Letter of Comments – June 2025

- During the years where we only have two elections, we spend the off-time reviewing our procedures, updating our checklists, and reviewing what things we can improve on or do more efficiently. We are in that process now. It has surprised me how much we have changed procedures and operations in this office when I read the old procedures we used.
- After 4 months of 2025 in the books, our marriage license numbers are pretty steady and, if the trend holds, we should make our budgeted amount this year.
- Due to an executive order, the US Dept of State, along with the passport agency, is re-working some of the passport applications which has created a shortage of forms, nationwide. We are told that if we run out of forms, we will need to provide photocopied ones. That would be at our expense. The forms we get from the Department of State are free to us. In addition, the price of postage that we pay to send out the accepted applications has been increasing and increasing, while the acceptance facilities have not had an increase for a quite a few years. The fee to the Department of State went up about 2 years ago, however. Hopefully the Department of State reviews this and adjusts their fee structure appropriately.
- Speaking of passports, we see a lot of parents bring in their small children so that the whole family can obtain passports. As you can imagine, little people get quite impatient as we go through all the paperwork that is required for passport applications. When I first came into office, my wife and I bought markers and stuff for the kids to draw on while they waited for Mom and Dad to do the paperwork. That was only mildly successful, at best. Kimberly and I have a subscription to Disney + streaming service, mostly for the grandkids when they come over and visit, but I put the app on my cell phone. Now, when kids come in, I fire up Bluey on the phone and you have never seen such well-behaved little squirts! It makes it easier for the parents, and the staff, to have calm and distracted little ones while we attend to the paperwork. It is the small things that separate us from the Post Office when folks think about coming to us instead of them. The dum-dum suckers we have on the counter do not hurt either!
- This past month I have had two different meetings that have pulled me out of the office for parts of days. One was our district county clerk meeting held in Stevens Point. The other was a County Clerks Elections Committee meeting in Wausau.
- During the HVAC system redo, we will be hosting/co-habiting with the Emergency Management Dept., since their office will have more extensive work done to it than ours will. We have them set up in our back room since we had already moved some storage items out to make room for our portion of the HVAC work.



# Wood County

## WISCONSIN

Office of  
Finance Director

**PaNyia Yang**  
Finance Director

**Date:** 5/28/2025  
**To:** Operations Committee  
**From:** PaNyia Yang  
**Subject:** Monthly Letter of Comments

---

### **Departmental Activities**

#### Finance Department Updates

a. ARPA Funds

As of April 30<sup>th</sup>, we still have about \$6.7 million to spend – the majority being \$3.8 million of park improvements/building, \$1 million for the courthouse heating system, and \$1.17 million for the radio system update. The smaller amounts consist of Land & Water Conservation with \$226,000, Highway with \$238,000, Planning & Zoning with \$146,000 and Sheriff with \$60,000.

b. 2026-2030 CIP

As a reminder, a special Operations Committee meeting has been set up on Tuesday, June 10<sup>th</sup> at 10:00 AM to discuss the 2026-2030 CIP requests. I will remind department heads this week to attend the meeting or send a representative (if they are able to) to discuss their requests. As a recap, below are the preliminary totals for each funding source:

1. Debt - \$12,025,665
2. Departmental Rent (Maintenance) - \$420,000
3. Other (fund balance) - \$110,000
4. State/Federal Grant - \$1,186,385
5. Tax Levy - \$958,548
6. User Fees (Highway) - \$1,715,000

c. Year End / Audit Preparation

Our annual external audit was conducted on April 28<sup>th</sup> through May 9<sup>th</sup>. During this two-week period, we were busy answering questions and/or pulling additional information requested by the auditors. As usual, the audit went very smooth. I am very grateful for my Finance team and all the other departments for being able to provide answers and documentations in a timely manner to our auditors. Everyone was well-prepared, which made this process go so smooth. Thank you! Even though the on-site audit ended on May 9<sup>th</sup>, the overall audit process itself is technically still ongoing and isn't completed until June 30<sup>th</sup>. Darrin and I have been busy finalizing numbers and preparing our annual comprehensive financial report (ACFR). We'll have a draft copy to Wipfli the first week of June for their review.

At the end of 2024, unassigned/unrestricted General Fund balance is looking to be about \$40.2 million. After subtracting (\$3.2 million) that was applied to 2025's budget, this leaves us a balance of \$36.9 million to use at Wood County's discretion. Per our General Fund policy, we need to retain 4 months or 33% of next year's general fund expenditures in our fund balance. This means that out of the \$36.9 available, \$13.1 million should be retained per policy. The remainder \$23.8 million can be used for one-time expenditures that do not increase recurring operating costs and pay-as-you-go capital outlay expenditures.





# Wood County

## WISCONSIN

Office of  
Finance Director

**PaNyia Yang**  
Finance Director

---

### **Agenda Items**

#### **Resolutions**

- a. Amend the 2025 Land Water & Conservation budget  
This resolution seeks to amend LWCD's Admin budget of \$50,000 for unanticipated revenues from the DNR Surface Water grant. No cost to Wood County.
- b. Amend the 2025 Public Health budget  
This resolution seeks to amend Public Health's budget of \$25,000 for disbursing opioid settlement funds to Three Bridges Recovery Wisconsin, Inc. Current balance in the cash account as of today is \$163,491.21.

#### **Discuss Marshfield Fairgrounds Commission annual payment**

Wood County has budgeted and provided annual payment to the Marshfield Fairgrounds Commission in maintaining and improving the fairgrounds for many years. From 2012 to 2022, the annual payment reverted to the City of Marshfield for repaying a \$400,000 loan they took out on behalf of the Commission for capital expenditures. Payments resumed in 2023 to the Commission. We have not yet sent payment to the Marshfield Fairgrounds Commission for 2025.



# Wood County WISCONSIN

## HUMAN RESOURCES DEPARTMENT

May 30, 2025

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

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

---

### Human Resources Activity

	May 2025	2025 Year-to-Date
Applications Received	137	860
Positions Filled	13	81
Promotions/Transfers	3	23
New Hire Orientations	11	58
Terminations, Voluntary	10*	42
Terminations, Involuntary	1	3
Retirements	1	9
Turnover Rate	1.12%	1.04%
Exit Interviews	3	21

\*Six of these are casual

### Human Resources Narrative

#### General Highlights

1. The annual Wage Grade Appeal process is closing on May 31<sup>st</sup>. Department Heads were notified at the beginning of April of the timeline and process to share appropriately with staff, as well as cost information. As of current, we have received five (5) appeal requests. McGrath Human Resources Group will review them and provide a recommendation to the Committee at their July meeting.
2. We have added a 10-year service category to the Wood County Employee Service and Retirement Recognition Program. All employees who are reaching 10 years of service in 2025 will be recognized through the program. We will also be providing a "Catch Up" gift option to any current Wood County employee who has provided 10 years of service to Wood County and has not yet been recognized for years of service (employees reaching 11-14 years of service).
3. Completed the Q1 2024 Wood County Core Value Awards process. To be nominated, a Wood County employee would have been witnessed exemplifying one or more of the six identified Wood County Core Values. A total of 23 nominations were received for the quarter, of which Department Heads reviewed and voted on at their Q2 Department Head meeting. The following employees were selected to receive a Core Values Award:
  - Ryan Bannerman (Sheriff) for Compassion
  - Jennifer Atwood (Human Services) for Integrity

- Bryan Peterson (Sheriff) for Service
  - Theodore Ashbeck (Sheriff) for Initiative
4. Began the initial preparations for the 2025 Leadership Retreat. We are again partnering with Mid-State Technical College for our annual professional development day, which is scheduled to take place on Thursday, November 13<sup>th</sup>.

### **Meetings & Trainings**

1. Attended the Operations Committee meeting on May 6<sup>th</sup>.
2. Attended County Board on May 20<sup>th</sup>.
3. Attended the Wisconsin Association of County Personnel Directors (WACPD) Spring Conference in Eau Claire on May 1-2<sup>nd</sup>. Topics presented included Conflict Resolution and De-Escalation, Contract Costing, Employment Law, Bargaining, Benefits, and the Conflict Capable Methodology.
4. Attended the Network Exchange for HR Professionals hosted by the Heart of WI/Chamber of Commerce on May 14<sup>th</sup>. Attorney Dean Dietrich presented "Recent HR law changes and anticipated policy changes under the Trump Administration."
5. Attended the Stevens Point Area Human Resources Association (SPAHR) monthly meeting at MSTC on May 14<sup>th</sup>. A panel of local HR presenters discussed "Talent Acquisition & Retention".
6. Attended the von Briesen Breakfast Briefing webinar titled "Immigration Update for Employers" on May 28<sup>th</sup>.
7. Held the monthly conference call with The Horton Group on May 27<sup>th</sup> to discuss various benefit topics, including the 2026 renewal projection.
8. Held individual staff and team meetings to discuss and provide updates on the department's identified 2025 goals.
9. Team members attended various webinars related to benefits, employment law, and compliance.

### **Benefits**

1. 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.
2. Processed and prepared monthly COBRA remittance, EBC admin fees, and stop loss admin fees.
3. Reconciled monthly enrollments for health, dental, vision, life, and disability insurances.
4. Assisted multiple employees with questions related to FMLA, leaves of absence, retirement, and benefit claims concerns.
5. Processed COBRA notifications for dependents on the health plan reaching age 26.

### **Recruitment**

1. Updated the Status of Open Positions, Headcount Sheet (FTE Control), New Hire, and Termination spreadsheets daily.
2. Assisted multiple departments with interviews and selection process.
3. Reported new hires with the Wisconsin New Hire Reporting Center.
4. Posted multiple vacancies on Cyber Recruiter and other pertinent employment sites based on the Request for Hire submitted. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of position status.
5. Communicated with multiple applicants, employees, and supervisors regarding varying positions.
6. Continue to work with Edgewater, Norwood, and Human Services to review and update/pause/re-instate subscriptions with Indeed. Continually looking into different options to ensure we are reaching out to interested candidates in a timely manner.
7. Scheduled multiple post-offer, pre-employment drug tests with multiple testing locations for applicants offered employment.

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

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
Replacement	Clerk of Courts	Court Clerk – Family/ Paternity	Position posted: deadline 6/2/2025
Replacement	Dispatch	Dispatcher	Vacancy filled through eligibility list 6/16/2025
Replacements	Edgewater	CNA, RN, LPN, and Dietary Assistant – (Multiple)	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 6/10/2025
Replacement	Health	Program Asst-Bilingual	Position posted; deadline 6/2/2025
Replacement	Highway	Truck Operator	Position posted; deadline 5/26/2025
Replacement	Human Services	FSET Case Manager-WR	Position posted; interviews conducted, references/background completed, offer extended and accepted, filled 6/2/2025
Replacements	Human Services	FSET Case Managers – Portage County (2)	Position posted; interviews conducted, references/background completed, offer extended and accepted, one position filled 6/9/2025. Interviewing for 2 <sup>nd</sup> position.
Replacement	Human Services	Adult Services Case Manager (EMH/APS Coord)	Position posted; interviews conducted, filled internally 5/19/2025
Replacement	Human Services	Casual Bus Drivers	Position posted; deadline 6/16/2025
Replacement	Human Services	Youth Mentor Case Manager	Position posted; interviews conducted, references/background completed, offer extended and accepted, filled 5/27/2025
New positions	Human Services	Children’s Waiver Case Mgr (Support & Service Coordinators) – 2	Positions posted; interviews conducted, references/backgrounds completed, offers extended and accepted, both positions filled
Replacement	Human Services	CCS Manager (fka: CCS Program Manager)	Position posted; interviews conducted, filled internally 5/26/2025
Replacement	Human Services	CCS Case Manager	Position posted; interviews conducted, references/background completed, offer extended and accepted, filled 6/2/2025
Replacement	Human Services	Case Mgr/SW- Permanency Sprt Coord	Position posted; deadline 6/16/2025
Replacement	Human Services	Family Interaction Worker	Position posted; deadline 6/2/2025
Replacements	Human Services	CCS Case Mgr (Support & Service Coordinator)	Positions posted; deadline 6/16/2025
Replacement	IT/Systems	IT Intern	Position posted; deadline 5/26/2025
Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, and LPN	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 8/4/2025
Replacement	Norwood	FT Receptionist	Position posted; interviews conducted, references/background completed, offer extended and accepted, filled 5/27/2025

Replacement	Norwood	Head Nurse – LTC	Position posted; interviews conducted; references/background being completed
Replacement	Parks	LTE II's (Summer) - Dexter	Position posted; deadline 6/9/2025
Replacement	Sheriff	Deputy Sheriff	Position posted; deadline 5/25/2025
Replacement	Sheriff	Corrections Officers – Establish Eligibility List	Position posted; deadline 6/9/2025
New	UW Extension	AmeriCorps	Transferred intern to County position

### **Safety/Risk Management**

1. Managed open claims with Aegis/Charles Taylor throughout the month, including roof damage to the Highway Shop and vehicle damage to a Human Services bus.
2. Corresponded with various insurers regarding claims and pending litigation.
3. Attended Norwood Safety Committee on May 13<sup>th</sup>.
4. Met with Emergency Management, Dispatch, Edgewater, Norwood, and IT staff on various dates to discuss messaging in the Everbridge System.
5. Performed AHA BLS Skills Testing for 23 Health Department staff on May 9<sup>th</sup>, 14<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup>, 27<sup>th</sup>, and 28<sup>th</sup>.

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

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

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

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

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

1. 3/20/25 – Human Services – Employee slipped on ice in the River Block parking lot, injuring R wrist
2. 3/30/25 – Norwood – Employee was struck in the face/nose by resident's elbow while assisting with ADLs
3. 4/12/25 – Sheriff's (Corrections) – Employee sprained L ankle while tripping going down stairs in the Jail

### **First Aid Injuries (3)**

1. 5/2/25 – Norwood – Employee tripped on mat while repositioning resident, causing lower back pain
2. 5/15/25 – Norwood – Employee fell on both knees after tripping while pushing wheelchair
3. 5/20/25 – Highway – Employee had lower back pain after lifting items while servicing sewer mound system

### **Property/Vehicle Damage Claims (3)**

1. 2/6/25 – Highway – Rubber roof on Highway Shop truck storage area was damaged due to windstorm (est. damage \$205,964.78.00) – insurance to reimburse less deductible cost
2. 4/2/25 – HS-Transportation – Bus 254 sustained damage to fender when high winds blew open door (est. damage \$5,094.92)
3. 5/23/25 – Sheriff's – Squad windshield replaced as a result of spreading stone chip (actual damage \$401.21)

#### Liability Claims (2)

1. 3/21/25 – Human Services (Transportation) – Bus was struck by private vehicle while transporting clients on Marshfield city street, 1 client injured (insurance subrogation is underway)
2. 5/8/25 – Highway – Extended box on dump truck damaged Charter coaxial/fiber line in Auburndale (actual damage \$12,981.17) – submitted to County Mutual.

#### NEW EEOC/ERD Claim (1)

1. 5/20/25- Former Human Services employee submitted a claim alleging violation of the Equal Employment Opportunity Act (EEO) and Pregnant Worker Fairness Act (PWFA), experiencing discrimination based on pregnancy and sex. County Mutual assigned external counsel to Lindner Marsack. Our position statement is currently being drafted.

#### OPEN EEOC/ERD Claims (3)

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. Hearing decision was received on March 21, 2024. The judge found no probable cause on three counts and probable cause on one count. A settlement agreement has been finalized with all settlement funds being reimbursed by Chubb Insurance.
3. 12/13/24- Former Clerk of Courts employee submitted a claim alleging violation of the Equal Employment Opportunity Act (EEO), experiencing discrimination based on national origin and sex. County Mutual assigned external counsel to Lindner Marsack. Our position statement was drafted, finalized, and submitted to the EEOC on January 21, 2025.

#### Other

1. Posted multiple announcements on LinkedIn and Facebook throughout the month. These include job advertisements, employee recognition, and other relevant community-focused announcements.
2. Updated our Exit Interview questions with feedback and insight from Department Heads.
3. Q2 Random DOT testing completed successfully.
4. Continuing to work on updating job descriptions as jobs evolve and vacancies occur.
5. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
6. Reconciled and processed the April Unemployment Insurance payment.
7. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
8. Facilitated New Hire Orientation on May 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup> and 27<sup>th</sup>.
9. Conducted exit interviews on May 13<sup>th</sup>, 14<sup>th</sup>, and 20<sup>th</sup>.
10. Responded to multiple verifications of employment.
11. Replied to requests from surrounding counties with varied information.
12. 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—JUNE 2025

1. Attended Wisconsin Counties Association weekly calls on Mondays in May.
2. Participated in a Zoom meeting with Andy Phillips, WCA Counsel on May 2.
3. Attended United Way Officer's meeting on May 2.
4. Attended Operations meeting on May 6.
5. Participated in a Zoom meeting with Andy Phillips, and 4 other County Treasurer's on May 6.
6. Participated in a Teams meeting with Catalis, tax collection software company on May 7.
7. Attended United Way Board of Directors meeting on May 7.
8. Attended Wisconsin County Treasurer's Association District 6 meeting in Fall Creek on May 20.
9. Participated in a Teams meeting with Catalis regarding onboarding of Municipalities on May 21.
10. Participated in a Teams meeting with members of the Highway Department and permitting company regarding implementation of a new permitting program on May 22.
11. Participated in the Wood County Housing Task Force Zoom meeting on May 27.
12. Participated in the Department Head meeting on May 28.
13. Participated in Zoom meeting on Act 235 put on by WCA In the Boardroom on May 28.
14. I will be participating in a Teams meeting with Catalis and Municipal Treasurers regarding the pet licensing program on May 30.
15. I will be donating blood through the employee blood drive on May 30.
16. I will be out of the office the week of June 9 at the Wisconsin County Treasurer's Association Summer Conference being held in Kenosha County. If you need something, please reach out to me before then.



# Wood County

## WISCONSIN

### Employee Wellness

*Ryan Boeshaar*

---

#### Letter of Comments – May 2025

- I spent a good amount of my time doing telephonic and in-person health coaching. I spoke with 147 people in May to review their biometric results and discuss any wellness goals they may have. Additional dates/times for health coaching have been created for June in the Managewell portal. Health coaching is the third and final step to enrolling in the Wellness Program and becoming eligible for the reduced insurance premium discount rate for 2026. The deadline to complete the health coaching session is June 30, 2025.
- The 6-week Australia Step Challenge for quarter 2 started in May and wraps up on Sunday, June 15. The emphasis behind this challenge is to improve physical activity by tracking your steps on a weekly basis. As your number of steps increase, you will discover new locations along the map of Australia. This challenge continues to be a popular one as this year had the highest participation rate yet. Below is a breakdown of the participation rates.
  - Total Participation = 159
  - Option 1 (50,000 steps per week) = 111 (70% of participants)
  - Option 2 (70,000 steps per week) = 48 (30% of participants)
- To celebrate employee wellness month in June, I put together a wellness bingo activity participants can try and complete during the month. Participants will have two bingo cards to choose from and will need to complete at least 2 rows on the card to earn 100 wellness points towards the 2025 program. Both bingo cards have a wide variety of activities that encompass all the dimensions of wellness. Participants are asked to send in their completed cards to me by July 1, 2025 for credit.
- Weekly occurrence of working with new hires and/or employees who have previously not enrolled in the Wellness Program to create their wellness portal accounts so they may begin the process of completing the qualifying activities and become more involved with wellness.



**RESOLUTION#**

DATE June 17, 2025  
Effective  
Date Upon passage and posting

Page 1 of 2

Introduced by Health & Human Services Committee; Operations Committee

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

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

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

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

**WHEREAS,** the Opioid Task Force recommended the use of opioid settlement funds towards Three Bridges Recovery Wisconsin, Inc., and

**WHEREAS,** studies on peer support found improved relationships with providers and social supports, reduced rates of relapse, increased satisfaction with treatment, and increased treatment retention (Reif, S., et. al. (2014).), and

**WHEREAS,** Three Bridges Recovery Wisconsin, Inc. was formed as a result of grassroots efforts through the Wood County Drug Task Force and has been awarded Emergency Department to Recovery (ED2) grant funding since 2018, and

**WHEREAS,** from January 2022 to present, 592 individuals in Wood County have benefitted from peer recovery support through Three Bridges Recovery, and

**WHEREAS,** more than 30 community organizations have partnered, collaborated, and/or contracted with Three Bridges Recovery to offer their invaluable services, and

**WHEREAS,** Wisconsin Voices for Recovery suddenly announced a cut in ED2 Recovery funding to Three Bridges Recovery in April 2025 for established hospital emergency departments such as Aspirus Wisconsin Rapids Hospital, causing a major loss in program funding, and

**WHEREAS,** Three Bridges Recovery has relied on ED2 Recovery funding as a major funding source to provide free peer recovery services to individuals in many settings such as Wood County criminal justice programs, community-based referrals and self-referrals, and

Adopted by the County Board of Wood County, June 17, 2025

County Clerk

County Board Chairman

**WHEREAS**, Three Bridges Recovery employs Recovery Coaches who have lived experience to support peers who are in need of connection, support, and guidance to find treatment and sustain long-term recovery, and

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

**NOW THEREFORE BE IT RESOLVED**, to amend the Health Department budget for 2025 by appropriating \$25,000 of unspent Opioid Settlement Funds (48900) to Public Health (54121), and

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



## RESOLUTION#

DATE June 17, 2025

Effective  
Date

Upon passage & posting

Page 1 of 1

## Conservation, Education and Economic Development Committee and Operations Committee

Introduced by

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

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

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

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

**WHEREAS**, the Land & Water Conservation Department will receive additional grant funds in the amount of \$50,000.00 to disburse as cost share payments for participants implementing harvestable buffers, cover crops and/or residue management; and,

**WHEREAS**, additional funds were not expected to be obtained and therefore were not included in the 2025 budgeted amount; and,

**WHEREAS**, the \$50,000.00 will have no impact on the county tax levy; and,

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

**NOW THEREFORE BE IT RESOLVED**, to amend the Wood County Land and Water Conservation budget (56121) by appropriating \$50,000.00 from unanticipated State of Wisconsin DNR Surface Water Grant funds (43586) for the purpose of disbursing as cost-share payments to participants; and,

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

Adopted by the County Board of Wood County, June 17, 2025

County Clerk

County Board Chairman



## RESOLUTION#

DATE June 17, 2025  
Effective  
Date June 17, 2025

Page 1 of 2

Introduced by Operations Committee

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

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

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

**WHEREAS**, pursuant to a tax deed, Wood County took ownership of a parcel of land (the "Property") identified as Parcel # 34-02599 and with a property address of 330 9th Avenue South in the City of Wisconsin Rapids, which is more particularly described as:

Lot 1 of Wood County Certified Survey Map No. 8659 (recorded in Volume 29 of Survey Maps at Page 259 as Document 2007R05517) being all of Lot 15 and part of Lot 14 of West Side Assessor's Plat No. 1, and also being part of vacated 9th Avenue South, City of Wisconsin Rapids, Wood County, Wisconsin; and

**WHEREAS**, the Property was originally occupied by Northern Steel Castings; and

**WHEREAS**, during the sealed bid process no offer was received on the aforementioned property; and

**WHEREAS**, an open bid process was held during which the City of Wisconsin Rapids has agreed to accept transfer of the property for

\$1.00 with the intent to perform a site-use assessment, address any needed remediation activities, and redevelop the property to revitalize the neighborhood. Said intent and proposed obligations are reflected in a proposed Real Estate Sales Agreement, which is attached hereto and incorporated by reference; and

**WHEREAS**, any proceeds will be distributed in accordance with Act 216.

Adopted by the County Board of Wood County, June 17, 2025

County Clerk

County Board Chairman

**NOW THEREFORE BE IT RESOLVED**, that Wood County approves the transfer of said property described herein to the City of Wisconsin Rapids for the sum of \$1, subject to execution of a signed Real Estate Sales Agreement.

**BE IT FURTHER RESOLVED**, that the County Board Chairman and the County Clerk are authorized on behalf of Wood County to execute all documents required for the completion of the transfer of the property to the City of Wisconsin Rapids.

## REAL ESTATE SALES AGREEMENT

**This Agreement** is made and executed by and between the **City of Wisconsin Rapids**, a Wisconsin municipal corporation ("Buyer"), and **Wood County**, a Wisconsin municipal corporation ("County".)

**Witnesseth**, the County agrees to sell and the Buyer agrees to buy the following described real estate ("Property"):

The former Northern Steel Castings property, 330 9<sup>th</sup> Avenue South, Tax Parcel No.34-02599, City of Wisconsin Rapids, Wood County, Wisconsin

upon the following terms and conditions, to-wit:

1. The purchase price shall be one and no/100 Dollars (\$1.00).
2. Buyer shall in good faith continue site investigation activities to identify any potential contamination and perform associated building demolition and remediation thereafter with the intent to redevelop the site for its highest and best use within the neighborhood. Moreover, effort shall be made by Buyer to access financial assistance to carry out the above through organizations such as the Department of Natural Resources and Wisconsin Economic Development Corporation.
3. Buyer, having access to and having inspected the same, shall accept Property in an "as is" condition. County makes no representations or warranties regarding the condition or adequacy of Property. Buyer acknowledges that it has received access to the Property and conducted all inspections that it deems necessary and appropriate.
4. Sale shall be consummated, and conveyance made on or before June 20, 2025, at the office of the City Attorney or at such other place as the parties may agree. If a closing agent is requested by either party for the closing of this transaction, each of the parties shall pay one half of the cost of said closing agent.
5. Any objections to the title must be raised by Buyer in writing prior to closing and thereafter the County shall cure such defects, if the same render title unmerchantable, before completing sale.
6. County hereby agrees to convey title by Warranty Deed, free and clear of all liens and encumbrances except municipal and zoning ordinances, recorded easements for public utilities, recorded building and use restrictions and covenants.
7. Occupancy of Property to be given Buyer at closing.

### CITY OF WISCONSIN RAPIDS, BUYER

Dated this \_\_\_\_\_ day of May, 2025.

By: \_\_\_\_\_  
Matt Zacher, Mayor

By: \_\_\_\_\_  
Jennifer M. Gossick, City Clerk

**WOOD COUNTY, SELLER**

Dated this \_\_\_\_\_ day of June, 2025.

By: \_\_\_\_\_  
Lance A. Pliml, Board Chair

By: \_\_\_\_\_  
Trent Miner, County Clerk

## **MINUTES**

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

**DATE:** Thursday, May 22, 2025  
**TIME:** 5:00 PM  
**PLACE:** Edgewater Haven Nursing Home, Conference Room

**MEMBERS PRESENT:** Donna Rozar (WebEx, arrived 4:42 PM), Tom Buttke, John Hokamp, Lee Thao, Laura Valenstein, Rachel Stankowski, Marie Topping

**MEMBERS EXCUSED:** Dr. Tim Golemgieski, Leslie Kronstedt

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

1. Vice Chair Thao called the meeting to order at 4:00 PM declared a quorum present.
2. There were no public comments.
3. Representatives of the Samuels Group presented a plan for their company to provide Architectural/Engineering Services for the CBRF unit at Edgewater, highlighting their experience in the county health care field, as well as their current relationship with the county with the jail project. Different pricing scenarios for professional services were presented.
4. The consent agenda was reviewed. Motion by Valenstein/Hokamp to approve the consent agenda. Motion carried unanimously.
5. Health Director Smith presented a resolution to move a Recovery Corp member to a full time Community Health worker. Motion by Buttke/Hokamp to approve the resolution and forward it onto the county board for their consideration. Motion carried unanimously.
6. Smith presented a resolution to amend the 2025 Health Dept. budget for the purpose of expending opioid settlement funds to Three Bridges Recovery Wisconsin, Inc. Motion by Valenstein/Stankowski to approve the resolution and forward it onto the county board for their consideration. Motion carried unanimously.
7. Norwood Administrator Kornack reviewed the current status of the Norwood water management and a possible easement being looked at for a second line to come into the facility.
8. The committee reviewed the presentation given by Samuels Group for the professional services needed to move forward with the Edgewater Haven CBRF project. Motion by Buttke/Valenstein to engage with the Samuels Group for design



services and construction management services for Phase 1, for a total of \$169,000. Motion carried unanimously.

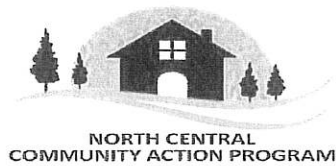
9. Edgewater Haven Administrator Cieslewicz presented a new policy for incentive pay for those employees that pick up shifts that are not filled. He is presenting the same policy being utilized by Norwood Health Center. Human Resources is in favor of the standardization of these policies for these employees. Motion by Valenstein/Topping to approve the policy as presented. Motion carried unanimously.
10. Human Services Director Vruwink requested a tuition reimbursement for a Human Services employee completed their education to be a mental health therapist. They meet all the requirements set in county policy. Motion by Buttke/Hokamp to approve the tuition reimbursement request as presented. Motion carried unanimously.
11. Legislative Issues were discussed by CVSO Larson and Director Vruwink.
12. Motion by Valenstein/Hokamp to go into closed session pursuant to 19.85(1)(f) Wis. Stats to consider leave of absence requests. Motion carried unanimously.
13. Motion by Hokamp/Valenstein to return to open session. Motion carried unanimously.
14. The next meeting will be held on Thursday, June 26<sup>th</sup> at 5:00 PM at the Wood County Annex & Health Center Classroom.
15. Vice Chair Thao declared the meeting adjourned at 5:33 PM.

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

## Health & Human Services Committee

**May 22, 2025**

[illegible]



## North Central Community Action Program- Board Meeting Minutes-4/14/25

The regular meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, April 14, 2025, via zoom as individual staff and Board members logged in from their remote locations. The meeting was called to order at 5:30 pm by Vice-President Lenore Breit.

Pam took roll:

Present	Absent	Staff
Conway	Fischer (ex)	Diane
Dorava	Lemmer (ex)	Pam
Valenstein	Rotter (ex)	Tony
West	McGivern (ex)	
Zacher	Lang (ex)	
Guerrero	Robinson	
Kieper	Nyen	
Vorpagel		
Breit		

Minutes: Lenore Breit asked if there were any changes or questions. A motion was made by Laura Valenstein to accept the February minutes as presented. Second was made by Matt Zacher. Motion carried.

Finance Committee: Pam reviewed the statements. Pam discussed ytd expenses versus budget estimates. Pam reviewed balance sheet items including the weatherization inventory cash flow summary. We are currently cash flowing \$370,950 on weatherization expenses including jobs in progress. Pam stated the Other liability account is now zero as all 2024 pension has been paid out. We began accruing 2025 pension at the end of March. Motion was made by Bill Conway to approve the financial statements. Second was made by Joe Dorava. Motion carried. Pam reported our auditors should be presenting the audit at the June meeting.

By-Law Discussion and review: By-laws were sent in advance for Board members to review. Diane explained the CSBG organizational standards require us to have our by-laws reviewed by an attorney every 5 years. Diane sent the by-laws to Steve Robinson and Peter Rotter and did not receive any issues. There are no changes since they were reviewed and approved in 2020. Motion was made by Matt Zacher to accept the By-laws as presented. Second was made by Holly Kieper. Motion carried.

Grants/Funding update: Diane discussed our housing programs being full with the exception of our housing prevention program. Diane reported we have not received any information regarding funding cuts or decreases in programs. Tony reported he was at a training last week and the State employees did not have any information to report but were not concerned about funding cuts.

Weatherization: Tony reported we have completed 335 units and 56 Baseload jobs in this contract, July through March. Our current deferral rate is 41%. Tony reported the annual Quality assurance reviews

for weatherization and program services both went well. There were a couple of minor questions regarding a photo which we provided and an additional note they wanted included in the Home Energy Plus system.

Next Meeting Date: Our next meeting will be June 16, 2025, via Zoom at 5:30 p.m.

A motion was made by Matt Zacher to adjourn the meeting. Second was made by Christine Vorpapel. Motion carried. Lenore Breit declared the meeting adjourned at 5:58 pm.

*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](mailto:ssmith@co.wood.wi.us)*

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

- We are still awaiting feedback from the Public Health Accreditation Board (PHAB). They are doing a preliminary review of our document submissions for any glitches. Then they will thoroughly review each document submitted against the national standard to determine whether we have met the standard. There is no timeline on when they will complete that or when they will schedule our mandatory virtual site visit.
- We received notice from WI DHS that our immunization grant funding will be cut in half effective immediately.
- I am thankful I had the opportunity to attend the National Association of Counties Opioid Solutions Leadership peer exchange in Washington DC earlier this month. We toured a Stabilization Center in the downtown area where individuals who use substances can pop in for help, food, and referrals to services. We had presentations on the federal landscape around funding and reprioritization. My favorite presentation was a demo of a tool called Opioid Settlement Principles Resource and Indicators, or OSPRI. It is an interactive tool that we can use for developing evaluation measures to monitor the effectiveness of interventions. The tool can be found here:  
<https://opioidprinciples.jhsph.edu/ospri/#:~:text=What%20is%20OSPRI?,jurisdiction%20to%20reduce%20overdose%20risks>.
- While I was in Washington DC, I had the opportunity to meet with Congressman Van Orden. We chatted over lunch about a variety of things. He is again placing our \$3.5 million request for funds for the FQHC construction in WI Rapids into the federal budget as Community Project Funding/Congressionally Directed Spending. Regarding the cuts we are seeing in public health, he reminded me that we truly have no control over that. We need to be flexible, efficient, and creative and when things get challenging, "Take a knee and rehydrate." 😊
- Our team from the health department met with Representative Spiros and have a meeting with Senator Testing coming up later this month. We met with Representative Krug last month. The purpose of these connections is to get to know one another better, discuss the work and priorities of the health department, answer questions they may have and learn about their priorities and how we can support their work in the legislature.

### **SUPERVISOR OF STRATEGIC INITIATIVES REPORT – KRISTIE RAUTER EGGE, MPH**

- Niki Lucht received the Presidential Citation Award from the Wisconsin Public Health Association!!
- Staff updated employee public health competency assessment for workforce development and are developing an individual development process for employees that includes their performance evaluation and training goals, workforce assessment results, and training options to help reach their goals.
- Staff are updating the Community Engagement Guide for the Wood County Health Department.
- Staff met with UW Madison Nursing School to discuss hosting a DNP student for their health policy practicum and are serving as a mentor for a group of three residents in the N2PH residency program.

### **Quality Improvement/Performance Management**

Staff met with another health department to learn and gain insights into their Quality Improvement and Performance Management processes.

### **Emergency Preparedness**

Staff attended a Medical Response Surge Exercise to practice emergency response plans for a family assistance center, risk communication, and resource allocation.

### **Communication/Branding**

The WCHD Annual Report was published and is located on the [WCHD Website](#). The Public Health Policy and Communication Coordinator helped plan and prepare for the next Statewide Public Information Officer Network meeting that is held for communicators in the Public Health field. They attend bi-weekly meetings on the WI DHS/WALHDAB Communication Strategy Workgroup to plan a statewide communications strategy to communicate about public health. Staff are meeting to review and update the identified priority area pages on the Healthy People Wood County website.

### **CHIP Work**

Staff presented to the Health and Human Service Committee on the Community Health Improvement Plan and staff continue to put together measures to track the Community Health Improvement Plan's progress on the goals & objectives through the Monitoring and Evaluations Plan. Planning has been focused on the best places to distribute the Community Health Improvement Plan and collaborate on efforts. Healthy People Wood County also held an Advisory Council Meeting.



## Transportation and Recreation

- The Central Wisconsin Catch-a-Ride Pilot project continues to develop with new meetings scheduled each week with potential partners. To date, 12 letters of support have been collected from local businesses and organizations to help garner support for grants and community donations.
- We're back! The River Riders and Marshfield Community Bike Share programs are ready for you by the end of May. Bikes and stations are rolling out throughout May in Wisconsin Rapids and Marshfield, and you can rent a bike for just \$1/hour. Marshfield Locations include Wildwood Park and Zoo, Marshfield Clinic Health System YMCA, Marshfield Fairgrounds, and the Marshfield Public Library. Wisconsin Rapids locations include White Sands Beach Lake Wazeecha, McMillan Memorial Library, and West Grand Ave Bridge. Enjoy this summer with bike share!

## Housing

Staff met with Family Health Center to learn more about their RentReady program and assist with referrals to their program. Staff met with a subcommittee of the Wood County Housing Task Force and organizations in surrounding counties to help plan the Central Wisconsin Housing Summit that will be held in April 2026.

## Substance Use

- *Drug Free Communities (DFC) Support Program:* The competing continuation application for Years 6-10 DFC grant was submitted, which included a working action plan and budget for the upcoming fiscal year beginning September 30, 2025. The Action Plan includes underage drinking and youth THC use. Notice of award will be released in August.
- *THC Committee:*
  - Members of the committee presented at the Northwoods Coalition Summit on April 24 in Rhinelander. The presentation shared with other coalitions aimed to improve understanding of psychoactive hemp-derived cannabinoids, their legal status, the lack of regulations in the state of Wisconsin, and the efforts of the IMPACT THC committee to address youth use of THC products in Wood County.
  - Members of the committee attended the 6th Annual Teaching Cannabis (and other drugs) Awareness and Prevention Virtual Conference on April 9 & 10. The conference is aimed to teach on recent studies on the impact of cannabis and other substances on the developing brain, heart, and lungs in adolescents. The conference shared strategies for communicating with middle and high school students about cannabis, and how to apply early intervention strategies to prevent and help stop cannabis and other drug use.
  - The committee began a youth-focused survey on THC to gather insights from young people about their perceptions and beliefs surrounding THC use. This survey will be available until the end of May, and the information collected will help guide the committee's efforts to address youth THC use.
  - Additionally, members met with a local THC retailer to discuss the annual meeting with retailers and explore ways they can support IMPACT's initiatives aimed at preventing youth THC use.
- *Alcohol Workgroup:* Members of the committee met with the Wisconsin Alcohol Policy Project team to discuss funding for alcohol age compliance checks in Wood County. The project team is working to provide funding for the upcoming compliance checks in South Wood County. Additionally, committee members met with a local tavern owner to discuss the conditions surrounding alcohol licensing and how temporary licenses impact their business. Staff also updated the Wood County alcohol outlet density map.
- *RX Committee:* The Take Back event occurred on Saturday, April 26, in Wood County. Over 1,400 pounds of medication were collected and disposed of during this one-day event, along with permanent disposal sites. The committee actively promoted the Drug Take Back event through a radio interview and distributed flyers, magnets, and permanent disposal information to local businesses.
- *Opioid Task Force – Wood County Opioid Settlement:* The Wood County Opioid Task Force met April 17 and identified two emerging needs for Opioid Settlement funding. Peer support services are being drastically impacted by federal funding cuts with the elimination of the Marshfield Clinic AmeriCorps (Recovery Corps) programs and cuts to the Emergency Room 2 Recovery (ED2) peer support funding. With so many community partners relying on the established peer support services in our communities, the Opioid Task Force voted to approve funding for a Community Health Worker position at Wood County Health Department and for Three Bridges Recovery Wisconsin to continue offering peer support services in Wood County. The group also determined Wood County Health should apply for match funding through Vital Strategies for up to \$100,000.
- *Naloxone Direct Program:* Wood County Health Department receives free naloxone nasal spray from WI Department of Health Services to distribute to individuals and agencies in Wood County who are at greatest risk, or encounter those at greatest risk, of drug overdose. Naloxone is a lifesaving medication that reverses the effects of an opioid overdose to restore breathing. Overdose Prevention and Naloxone Administration Training was provided to 13 people in April through the MSTC continuing education course and a monthly training for the Adult Day Treatment Group through Human Services. Additionally, 35 doses of naloxone nasal spray were distributed in April, including to a new partner organization, Inclusa. Although we are not able to track all community naloxone data, two individuals reported that two lives were saved by our community naloxone saturation efforts in April. Many of these community saves go unreported, as fewer people are calling 911 for fear of incarceration.
- *Drug Checking Technologies:* Wood County Health Department applied for resources to check for the presence of potent and potentially harmful substances in the drug supply. Fentanyl and Xylazine test strips are a safety measure to give someone more knowledge of whether these substances are in the drug they are using. Fentanyl is a powerful opioid that is 50 times more potent than heroin and 80-100 times more potent than morphine. Illegally produced fentanyl (non-pharmaceutical) has been showing up in the illicit drug supply since 2013 causing a large majority of current overdose



deaths. Xylazine (or “tranq”) is a veterinary tranquilizer not approved by the FDA for human use. This substance has been trending in the Wisconsin drug supply more recently and can complicate an overdose, as there is currently no overdose reversal medication for this type of substance. Fentanyl, on the other hand, is an opioid that will respond to naloxone.

- **Public Health Vending Machines:** In April, 323 items were vended from the six public health vending machines located in Marshfield and Wisconsin Rapids. These machines have been in place since August 2024 and have quickly become a known and valuable resource to individuals throughout these communities. The top vended items continue to be naloxone nasal spray and drug test strips, although some items are currently out of stock. Funding was secured from Marshfield Area Community Foundation to support public health resources for the three Marshfield machines, and additional resources have been obtained through Family Health Center of Marshfield.
- **LifePoint:** Wood County’s LifePoint program is a satellite of Vivent Health. The program offers stigma-free support to individuals who use drugs and have barriers to accessing care. According to the CDC, people who are new to using syringe service programs are five times more likely to be connected to treatment services than those who do not. Five individuals participated in LifePoint in April and additionally supported 29 others.
- **Marshfield Area Coalition for Youth (MACY) Drug Task Force:** MACY plans to contract a Project Manager to oversee efforts of the Drug Free Communities grant for North Wood County. With federal funding uncertainties, the MACY Steering Committee has decided not to hire a full-time Program Coordinator currently. The Drug Task Force continues efforts around primary youth prevention and reducing harms related to adult alcohol and other drug use.
- **Providers and Teens Communicating for Health (PATCH):** The PATCH teen consultants received enrichment trainings to further their education in health insurance and mental health. The teens also participated in their end of the year evaluations for data collection with the PATCH program leaders in Madison. The teens built and practiced a mental health presentation that included their personal stories involving mental health that will be presented in the community. The presentation was done at the Healthy People Wood County Advisory Council meeting.

#### Mental Health

Staff met with the National Alliance on Mental Illness (NAMI) Portage and Wood County to both share and gain insight on each organization, ongoing efforts, and potential collaboration on Mental Health initiatives in Wood County. Staff developed social media posts and graphics to promote Mental Health Awareness Month.

#### Financial Security

Staff met with multiple partners to work on the financial security objectives including childcare, food insecurity, and economic development. Staff met with partners to learn more about the Community Eligibility Provision (CEP) Program to decrease youth food insecurity which is a CHIP goal. Staff completed a financial security work plan in the Community Health Improvement Plan.

#### Wisconsin Rapids Downtown Farmers Market

The Wisconsin Rapids Downtown Farmers Market is excited to welcome the community back for another season, starting Thursday, June 12. This year, we’re proud to have 40 vendors signed up, offering a wide variety of fresh produce, handmade goods, baked treats, hot foods, and more. The market will open every Thursday and Saturday from 8 am to 1 pm through mid-October. Based on valuable feedback from last season’s survey, we’ve adjusted our closing time to 1 pm to better meet the needs of both our vendors and visitors. In a great show of support, the City of Wisconsin Rapids has installed permanent signage to help guide locals and visitors directly to our downtown market location. Vendor applications are still being accepted; there’s still time to join this vibrant community event.

#### Central Wisconsin Farmers Market Collaborative (CWPMC)

Staff have been attending Farmers Market Pre-season meetings and introducing the project, completed and sent out a press release, completed and sent out a Central WI Farmers Market Collaborative (CWPMC) e-newsletter, worked on a website copy for CWPMC, implemented a Stevens Point Farmers Market information booth with increased payment technologies, hired a Stevens Point Conservation and Community Planning intern to assist with data collection this summer, and hired two grad students to assist with a payment technology booth in Stevens Point.

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

##### TNC Program Review

Staff successfully completed the 2024 annual Transient Non-community Well Review with the Wisconsin Department of Natural Resources earlier this month. Within the 2024 calendar year, staff completed water sampling for 415 well systems throughout Wood, Adams, and Juneau Counties. Staff also conducted sanitary surveys for 93 of those systems that were due for evaluation. The purpose of a sanitary survey is to evaluate eight elements of a water system that are essential for assuring safe drinking water, as well as update department records, provide technical assistance, and identify potential risks that may impact drinking water quality.

##### Training

Jill Ibarra attended Sanitization for Food Safety: Using Sanitizer Test Strips presented by the National Environmental Health Association. Members of the Environmental health staff attended the Wisconsin American Water Resources Association Annual Conference which included presentations and breakout sessions on Wisconsin’s groundwater.



### New Businesses and Consultations

A pre-licensing inspection was completed for Papabelly's, a mobile food establishment based out of the Arpin area. A pre-licensing inspection was completed for Yum House, a mobile food establishment out of Wisconsin Rapids. A pre-licensing inspection was completed for a new catering business in Marshfield. A pre-licensing inspection was completed for a new short-term rental home in Marshfield. A pre-licensing inspection was completed for Crane Berry Campground in Babcock due to a change in ownership. A pre-licensing inspection was completed for Tommy's Tamales for a new base of operations.

### Complaint Investigations

Eleven complaint investigations were completed in the month of April.

- A complaint was received regarding maintenance issues and possible mold in a rental unit. Environmental health staff contacted the landlord and discussed the complaint. No health hazards were identified.
- A caller reported an individual living in a garage with junk outside. Staff investigated the complaint, but no public health hazards were identified. An individual was staying as a guest but has since left and the scrap metal has been removed.
- A complaint was received regarding bedbugs in a rental complex. Staff reached out to the property manager and professional treatment has been started.
- A tenant reported multiple concerns with a rental home. No health hazards were identified. Staff contacted the tenant's landlord to notify them of the complaint for follow-up.
- A caller reported issues with a fuse box and loud noises coming from the refrigerator. Environmental health staff did not identify any public health hazards and notified the tenant that they should reach out to their landlord.
- A complaint was received regarding a food handler at a licensed food establishment preparing chicken without a beard net. Staff conducted a complaint inspection and reviewed hair net policy. Corrective actions are in place.
- A caller reported possible black mold and a hole in the ceiling of a rental unit. Staff contacted the landlord, and the apartment has since been cleaned and the hole will be patched.
- A caller reported mold concerns and no running water at a licensed lodging facility. Environmental health staff completed a complaint inspection and discussed the concerns with the owner. No violations were observed at the time of inspection.
- A caller reported cockroaches in an apartment unit. Environmental health staff discussed concerns with property manager and ongoing pest control treatment is occurring.
- A complaint was received regarding mold inside an ice machine at a licensed food establishment. Staff completed an onsite complaint inspection. No further follow-up.
- A complaint was received regarding bed bugs in a rental complex. Staff notified the landlord and professional pest control treatment has been ongoing.

### **HEALTHY SMILES FOR WOOD COUNTY REPORT – NICOLE BURLINGAME, RDH**

We have completed our sealant program for 2024-2025, placing 1724 sealants. We are very close to completing our second fluoride applications at most schools and our third fluoride applications at all Wood County Head Starts. We have provided preventative dental care to 3239 children so far this school year.

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

#### Family Health (MCH) & Injury Prevention

See attached summary of 2024 family health and injury prevention programming data. Two Community Health Workers completed the Certified Child Passengers Safety Technician course and exam in April.

#### Communicable Disease

The measles outbreak continues to impact our southern states. There are now 967 confirmed cases of measles in the US in 2025. No cases have been identified in Wisconsin. We continue to work with our partners, including local health systems, to prepare for measles response locally.

#### Students

Seven UW-Eau Claire nursing students have completed their projects for the spring semester with the health department. This year's students completed two projects, one focused on researching and designing mitigation strategies for highly pathogenic avian influenza (HPAI) and measles, and the other on an outreach campaign to promote Healthy Smiles program participation.

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

- The WIC team has started work on a new quality improvement project to revamp the intake process during a WIC appointment. The plan is to complete the intake portion (income assessment, reviewing proof of identity/address, and signing the Rights and Responsibilities form) days or several hours prior to the WIC appointment, so families have more quality time with the WIC Nutritionist or Dietitian to work on health and nutrition related goals. Currently, the intake process takes up 5-10 minutes out of the total 15 minutes allotted for a WIC appointment which limits the amount of



education the WIC Nutritionist or Dietitian can provide. We implemented this new process starting April 1 and are continuing the quality improvement process as we work through the hurdles.

- Kayla Saeger, our WIC Vendor Manager, has started routine vendor monitoring assigned by the state. During April, WIC vendor monitoring was completed for Pick N Save, Quality Foods, and Walmart, completing 3 out of the 6 assigned vendors for 2025.
- Lilly Valdez resigned from her position as Bilingual Program Support due to her family moving out of state. Her last day was April 29, 2025.

Caseload for 2024 (Contracted caseload 1676)

	Dec 2024	Jan 2025	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Active (initial)</b>	1517	1531	1532	1528	1504								
<b>Active (final)</b>	<b>1529</b>	<b>1534</b>	<b>1541</b>	<b>1527</b>									
<b>Participating</b>	1518	1534	1540	1527	1504								





# Family Health & Injury Prevention 2024

## Family Health

Public health nurses (PHNs) and community health workers (CHWs) provide prenatal care coordination, maternal-child health home visiting, lactation services, and Parents as Teachers programming to improve health outcomes.

## Injury Prevention

Child passenger safety and Cribs for Kids® programs are educational programs designed to give caregivers the knowledge and skills to prevent unintentional injury/death and improve access to car seats and safe sleep environments.

**220** Referrals received follow-up for family health services

**502** Home and personal visits completed

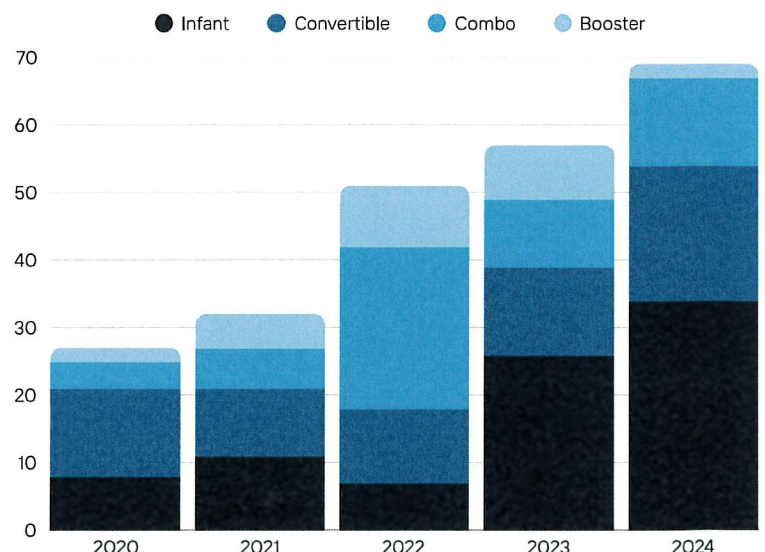
**31** Families participated in Parents as Teachers

**11** Parents as Teachers group connections held

**30** Developmental screenings completed

**25** Pack N Play portable cribs provided to eligible families

**69** Car seats provided to eligible families



## **WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT May 2025**

### **Director Update by Brandon Vruwink**

The State Budget Process is moving forward. The Committee on Joint Finance wrapped up its regional listening sessions and has not begun working on the budget. The first step was to strip out over 600 non-budgetary policy changes the Governor included in his budget proposal. This process is similar to what the committee has done over the past several budgets. Essentially, the committee starts with a base budget and builds from there. Over the next two months, the committee will review each department's spending requests and modify them as they see fit. The effort to connect with our representatives will continue throughout this process. I will continue to provide updates on the process in my monthly report.

Continuing on with the budget topic, there are many discussions occurring within the federal government concerning Medicaid and, to some extent, the Supplemental Nutrition Assistance Program, otherwise known as Food Stamps. The most significant piece we are watching is potential reforms or changes to Medicaid. The one policy change that seems most likely to change is implementing work requirements for Able Bodied Adults Without Dependents aged 18-64. The change would require those receiving Medicaid benefits, who fall in that age range, to complete 80 hours of work or volunteer activities to maintain their benefits. This proposal is like what is already enforced for the Food Stamp program. In addition to the work requirement, there will likely be increased verification and reporting requirements. Instead of verifying eligibility once per year, individuals must verify and complete a case review twice annually. I will continue to track these changes, so we, as a county, are prepared to navigate any policy changes.

The Youth team has completed the mural project at River Block. When you walk into the River Block Building, the mural is on the wall immediately to your left. The art has brightened up the lobby area and caught the attention of many of our visitors. On April 29, we had a reception and recognition ceremony for the Youth who worked on the project. The design is based on a vintage Wisconsin Rapids postcard, which celebrates the city's history.

The Human Services Administrative Team is finalizing the data for our 2024 Annual Report. I am pleased to share that the report will be complete and ready for your review at the June Health and Human Services Committee meeting. Our team does a great job of collecting data throughout the year to create an accurate snapshot of our experiences. I look forward to sharing the completed document with you next month.

### **Deputy Director Update by Katie Miloch**

I, and others from Mental Health Court, attended the Wisconsin Association of Treatment Court Professionals conference last month. This was a great opportunity to further understand treatment court philosophies, share information about resources and treatment options, and network with other counties and providers. Collaboration was the theme of this conference and it's evident that a succinct team approach and united community partners are key to a successful program. I'm thankful for Judge Gebert, Dr. Grimm, and Cara Eggebrecht for taking the time to attend and participate in this training with me.

I also attended the Prevention Summit last week with Family Services Division Administrator, Jodi Liegl. We heard positive outcomes that the state is seeing in terms of less children being removed from their homes. Also discussed were several evidence-based services that the state is looking into to

further promote these efforts. I am excited to follow this discussion and am hopeful our partnership with DCF will bring new and enhanced services to our community.

The Youth Justice team and I had our last meeting of the school year with the school district of Wisconsin Rapids. Overall, the addition of these meetings have increased positive communication and provided a better understanding of how we can work together to support justice involved youth in the schools. I look forward to continuing these collaborative meetings when we pick back up in the fall.

### **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:

- Conducted April 2025 department budget meetings
- Additional accomplishments: ongoing EHR SmartCare learning, year-end needs, workflows and processes
- Submitted Annual State Revenue (HSRR) and Expense (942) reports. This provides financial information to required monthly Program Participation Services (PPS) data reports advising what our county is providing for Behavioral Health and Substance Use services
- Provided additional 2024 reports for the Finance Department Annual County Wide Audit
- Continued onboarding of Administrative Services Assistant Manager

### *Accounting and Accounts Payable Team*

- Submitted cost reports to Myers and Stauffer (WINHRS)
- Wisconsin Division of Medicaid Services implemented a new FSET vendor portal invoice submission process. Training and instructions were provided, successfully set up of account and submission for March invoice in the new portal.
- 2 staff had attended the CLTS Provider Transition and CLTS Claims Refresher trainings
- Continue working with DHS/Gainwell, transferred all current CLTS authorizations into an a new TPA workbook, adhere to Gainwell's requirement & formatting
- Staff are currently covering some extra shifts at Norwood front desk due to vacancy
- Edgewater team member assisted with 5 new staff orientations.
- Norwood had gathered information needed WI Hospital Association (WHA)
- 1 contract and 7 addendums added for the month of April

### *Support Services Team*

Behavioral Health Clinic service notes: We are transcribing 4/22/25; 5 notes are outside a 14-day window. We currently have a total 84 dictations waiting for transcriptionists as of 5/9/25

Total Service Notes created 181/163 entered

### Records Released:

Behavioral Health Records Released: 85

Family Service Record / Background checks released: 23

Records pending/in progress: 8

Total Completed: 108

### Other Unit Information

- Support Services Staff updates – no vacant positions
- IMS/TCM migration to Laserfiche- in progress- verified list of clients electronic records that need to be retained in Laserfiche was provided to IT on 4/1/2025 for next step in electronic records retention process.
  - Family Services Division Administrator provided parameters of Family Services records retention



- 12 Admin Service staff spent the month of March verifying 34,192 clients in Smartcare OR Sacwis for last enrolled activity dates, ensuring retention requirements of records are met before migration or destruction of client information.
- Dictation Software Updates-Winscribe is sunsetting; Continue to review options and demos for dictation software needs and contract for services; work with IT for new solutions; there is no current contract with Northland & Companies systems it has been negotiated to a temporary monthly invoice.
- HIPAA:
  - HIPAA/ Confidentiality breaches - investigated /resolved
  - Provided training to OPC Reception
- Privacy/Security: working in partnership with *MetaStar- BH Connect*; DHS funded Security Risk Assessment (SRA)– completed.
  - begin risk mitigation project- develop plan for updating procedures or updating drafts for policies
  - participate bi-monthly in WI -Behavioral Health County Community (BHCC) Committee
- Participate in JET Guardianships meeting -FS Admin/Supervisors, State and County Judicial collaboration team
- Records Retention: Continue w/ destruction of past retention client documents
  - FS MFLD records 4<sup>th</sup> floor & Cornerstone continues
  - FC MFLD records, continues uploading and purging
  - RB- FS records destruction/move to vault continues

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

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

#### *Insurance Claims created and submitted for current reporting period*

- Norwood: 295 Claims Billed: \$738,869
- Edgewater: 41 claims 647,301
- Community: 3,287 claims submitted in the amount of \$334,253

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

- NHC Admissions: 25 Hospital, 1 LTC
- Edgewater: 8
- Community
  - 47 intakes for new clients conducted (currently no waiting list for therapy at OPC)
  - 1,636 appointments scheduled, 1,116 attended (68%)

#### *2025 TRIP Monies received YTD:*

- Norwood: \$30,146
- Community: \$26,173

### Family Services Update by Jodi Liegl

*Out of Home Care Numbers:* At the present time, we have the following number of youth in restrictive placements:

Type of Facility	Number of Youth	Cost Per Day Range
Group Homes	3	\$300/day
Residential Treatment Centers	4	\$551.30 - \$768.66/day
Secure Detention	1	\$150 - \$500/day
Corrections	1	\$1000/day
Mental Health Hospital (pending accepted placement)	1	\$1632/day with some MA reimbursement
Psychiatric Residential Treatment Centers (out of state)	1	\$1500/day

As we continue to assess historical and current numbers, we decided to enter into a contract with Portage County for one bed in their secure detention facility through the rest of this year. To date this year, we have used approximately 180 days of secure detention between eight youth which is high. As mentioned in last month's update, this year three youth discharge from their placement settings emergently due to their behaviors and the facility no longer able to manage them. All three of these youth had to serve time in secure detention until another placement could be located and their admission accepted which contributed to the high numbers. Portage County charges \$225 a day for the use of secure detention without a contract. With a contract in place, the cost is \$175 a day. We have one youth placed in secure detention currently and another youth struggling significantly while in a residential treatment facility which may result in a second unsuccessful and emergent discharge for this youth. We plan to provide intensive services and programming to the youth while in secure detention in hopes of being able to have the youth successfully return to the community and prevent the need for a higher level of care. The youth will receive therapeutic services through our newly created Youth Justice Therapist position as well as intensive skill building from workers while in secure detention.

The one youth in Corrections has been placed at RISE=UP (Respect, Integrity, Service, Excellence = Unlimited Potential), a new program and facility located in Racine, Wisconsin, that just opened. The program is specifically for males and serves as a correctional placement that provides treatment services and credit recovery education services for youth with behavioral challenges.

*Training:* On April 23<sup>rd</sup>, the Family Services team participated in an internal training, Signs of Impairment and its Impact on Child Safety. Members of law enforcement from Wisconsin Rapids Police Department and Wood County Sheriff's Department provided education on signs of impairment. This included information about current drug trends in our community, what to look for while in the field and particularly in peoples' homes and assess behaviors during client interactions that may be indicative of substance use. Attendees were able to view drug paraphernalia to familiarize themselves. A mock space was set up with drug paraphernalia for workers to take note of items that may be indicative of substance use. The second portion of the training was facilitated by a trainer with Wisconsin Child Welfare Professional Development System who specializes in training safety in child welfare. The session focused on assessing safety and creating safety plans for families in which substance use occurs.

*Personnel:* We continue to recruit for a Permanency Support Coordinator position at the River Block location. Permanency Support Coordinators support families after a guardianship or adoption occurs with the goal of preventing disruptions through preventive education and supportive efforts. The



coordinator utilizes strength-based interventions to improve family functioning and stability, build confidence, and strengthen connections within the family system.

### **Community Resources update by Olivia Lloyd**

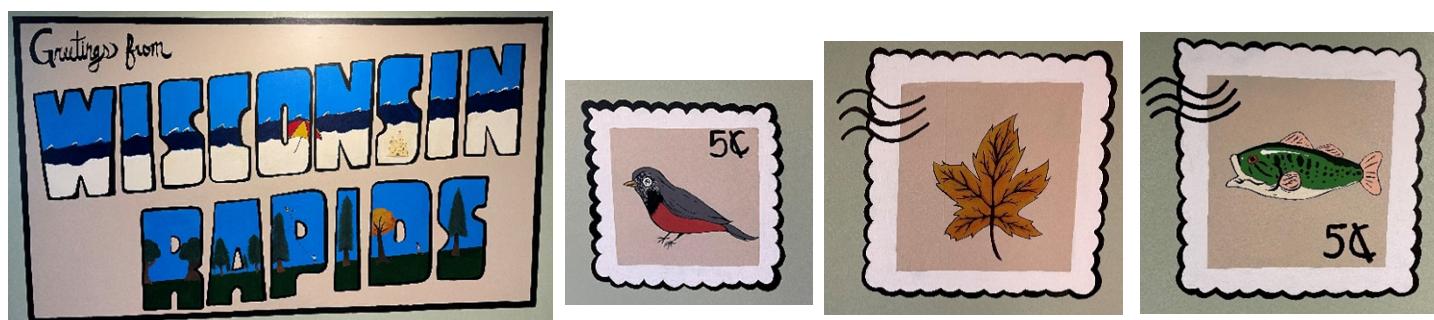
*Transportation:* In April, the Transportation program provided 680 bus rides. Of these rides, 256 were for employment, and 75 were for medical. The program also provided 107 volunteer rides. Of these, 26 were for employment, and 58 were for medical.

*WHEAP:* Since the 2025 heating season began October 1, 2024, Wood County has provided Energy Assistance services to 2231 households. The program has also provided HVAC services to 67 households. The regular season ends May 15<sup>th</sup>.

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

*Grant Announcement-* Wood County Human Services was awarded the Community Partnerships for Diversion from Youth Justice Grant from the Wisconsin Department of Health Services for the 2025-2029 period. This funding allows us to serve youth through the Adolescent Diversion Program (ADP). ADP services in Wood County began in 2020 for youth ages 12-17 at risk of justice involvement. Two full time case managers with CW Solutions and 2-4 social work interns from the University of Wisconsin-Stevens Point serve youth intensively over a period of 18 weeks. Case managers work one on one with youth and their caregivers in their own environment to set goals for needed behavior change, to make resource referrals to community supports, and to help youth learn and apply skills to achieve their goals. The primary goal of ADP is to prevent youth with mental health and substance use disorders from entering the youth justice system. Local law enforcement, youth justice staff, and school partners identify and refer youth for ADP services.

*Youth Project-* Seven youth involved in Wood County Human Services youth programming painted a mural in the lobby of the Riverblock building in April 2025. The mural depicts a postcard that states "Greetings from Wisconsin Rapids." Postage stamps with images representing Wisconsin Rapids surround the postcard. The mural allowed youth to serve the community by beautifying a public space and provided them with an opportunity to take on a challenging community project. Staff and clients entering the lobby throughout the project regularly thanked the youth for their service and remarked how much they enjoyed the transformation of the lobby. A small celebration was held for youth and their caregivers to thank them for their work on the project.



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

*Serving Wood, Portage, Adams, Marathon, Lincoln, Langlade, Oneida, Vilas, Forest Counties*

The NorthCentral FSET Program monitors various levels of quality assurance to meet contractual requirements, including customers referred to and enrolling in the program, participation rate once enrolled, and education and/or training activities assigned.

From January – March 2025, the FSET Program exceeded contract minimum requirements:

- Customers referred to FSET and enrolled (Must be > 25%) = 41.75%
- Enrolled customer participation rate in the program (Must be > 40%) = 72.05%
- Enrolled customer participation training or education activity (Must be > 25%) = 41.74%

FSET continues varied outreach methods to referred customers to share program information, especially targeting customers with a FoodShare work requirement. The total caseload increased from 3/3/25 with 897 enrolled customers to 4/28/25 to 929 customers.

*Personnel:* Due to 2 resignations received in April, we have recently recruited for 3 total FSET Case Manager positions, 1 of which was due to an internal transition. Recruitment is nearing conclusion for positions in Wood County – Wisconsin Rapids (1 position) and Portage County (2 positions).

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

*Census Update:* In the month of April, we had 8 admissions and 7 readmissions. Current Memory Care census is 12 residents. Census comparison to last year:

April 2024 – 47.40 average census with 5.00 rehab

April 2025 – 42.87 average census with 8.47 rehab

April 2024 – Admissions 8/Discharges 6/Readmissions 8/Deaths 2

April 2025 – Admissions 8/Discharges 9/Readmissions 7/Deaths 4

*Personnel Update:* Open positions of writing this:

Nursing: Licensed Nurses: 1 Full-time Nurse

*Quality Assurance Process Improvement:* On April 15, 2025, our Quality Assurance (QA) team met for our quarterly Quality Assurance Process Improvement (QAPI) meeting. At the meeting our QA team reviewed all facility quality metrics and clinical trends in our residents. CMS implemented new requirements on QAPI for discussion and tracking of health equity of our residents which our team implemented at this meeting. A review of Edgewater Haven's facility assessment occurred, and no updates or additions were needed at the time.

*Advocacy Update:* On April 29, 2025, the State of Wisconsin Legislature Joint Committee on Finance held a listening session in Wausau for constituents to provide input on the state's next biennial budget. Supervisor Rozar and Administrator Cieslewicz attended the event to testify in support for the cost to continue our current nursing home Medicaid reimbursement structure and to support an inflationary increase for the Family Care Minimum Fee Schedule which Family Care Managed Care Organizations are required to pay providers for the care that is provided. LeadingAge Wisconsin will provide continued updates on the status of the state's upcoming biennial budget.

*CMS PBJ Audit Results:* In October of 2024 Edgewater Haven was selected by CMS to participate in an audit of our Payroll Based Journal (PBJ) process. While information was compiled, Edgewater Haven's Accounting Technician found discrepancies which had resulted from a software glitch in Timestar, the payroll software utilized by Wood County. When the error was discovered, Edgewater Haven was transparent with CMS and began a triple check process of payroll data prior to quarterly submissions.

After seven months CMS has provided a determination to Edgewater Haven. Due to the discrepancy of data that was reported in error, CMS will reduce Edgewater Haven's staffing rating to one-star for a period of three months. The reduction will reduce Edgewater Haven's total star rating for that specific period. After the three months elapses, Edgewater Haven's staffing star rating will return to five stars.

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

Thank you to the committee for allowing Jodi Flaherty, P.E., with CMG & Associates (firm being utilized for the design and architectural work for water supply replacement project) to provide a presentation/explanation of scope and estimated cost at our last meeting. I will plan to invite Jodi back to give another presentation, prior to going out to bid, once final design is completed.

I continue to onboard and train Katie into the assistant administrator position, while also preparing her to step into the administrator role during my leave, beginning in September. Katie has taken over supervisory duties of two positions so far, our Health Information Supervisor and Inpatient Social Services Coordinator. We are working on transitioning over supervisory duties of one more individual in the coming months.

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

We are currently recruiting for a full-time receptionist and have done some interviews. We are waiting for background checks to come back before offering the position. We are also recruiting for a casual receptionist and have done a couple interviews so far.

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

For nurses, we continue to have 2.6 FTEs and three casual positions vacant, which necessitates the continued use of three agency nurses. We also have a full-time nurse off on a 12-week leave. We continue to be unsuccessful in recruiting for these positions, which have been vacant for extended periods of time. Katie and Marissa have been working on collecting local wage data to evaluate our competitiveness.

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

*Admissions Unit:* The average census for the month of April was 8.17 and 7.83 YTD through April. Average length of stay for April was 12.31 and 8.92 YTD. There were twenty-five admissions and twenty-six discharges, with four 30-day readmissions.

The census has continued to stay higher. Head nurse Krissy, and DON Liz, continue to closely watch staffing and census levels to ensure appropriate levels and safety. Social work manager, Nichole, has been keeping in constant communication with our contracted counties regarding bed availability and fielding any concerns from them.

The revised medical clearance screening requirements have been going well and we have been able to admit patients more quickly.

We are still waiting for our CMS survey for the hospital unit, as it has been over four years since our last.

*Long Term Care:* The long-term care unit had one admission and one discharge in April, with an average census of 11.83 on Crossroads and 14.77 on Pathways, and 12.29 and 13.79 YTD respectively, all of which are above budgeted census.

The team worked to revise policies and procedures to be in compliance with the revised regulations that were implemented at the end of April.

The head nurse position remains vacant. The position is posted, and we are actively recruiting. In the meantime, DON Liz, continues to provide coverage for the role, and the MDS coordinator at Edgewater is completing our MDS assessments.

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

Congregate meals for the month of April were 5,107 with revenue of \$39,078. Congregate meals year to date were 19,638, with revenue of \$150,285.

Related to the cuts made to the Meals on Wheels Program by the ADRC, Norwood provided approximately 200 meals less in April compared to March, and approximately 800 less meals compared to April of 2024. Total meal difference year to date compared to this time in 2024 are 3,365 less meals. Meal reductions and impact on budget continue to be monitored closely.

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

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

##### *CIP Updates:*

*Water Pipe Replacement-* The meters were removed, and the resulting data will be used to determine pipe size in the design plan.

Lee met with the Marshfield Utilities Water Systems Specialist to discuss options for accessing water mains for a proposed second water supply option.

Reuben, Marissa, and Lee met with the design engineer several times to discuss the scope of this project which was compiled into a presentation that was given at the April Health and Human Services Committee meeting on April 24th.

##### *Other Maintenance:*

*Water Management-* The water samples tested this month were all negative for legionella. This is a good indicator of the efficacy of the disinfecting system and flushing regimen. However, we have also been advised that positive tests results may be likely in future samples due to the state of our current pipes and water system. Another round of samples will be tested in June.

*Severe Weather-* It is rare that we have both the annual statewide tornado drill and an actual tornado warning in the same month, but this April was an exception. The planned tornado drill was run on April 10th and the response was very good from both staff and residents. A tornado warning was issued for Marshfield on the evening of April 21st. An After-Action Report is being gathered to evaluate this occurrence, staff response, emergency plan, etc. with the intention of identifying areas we need to improve upon, and areas in which we did well.

**RESOLUTION#**DATE June 17, 2025Effective  
DateJune 17, 2025

Page 1 of 1

Introduced by Health & Human Services Committee; Operations Committee

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

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

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

**WHEREAS**, studies on peer recovery support for individuals with substance use disorder found improved relationships with providers and social supports, reduced rates of relapse, increased satisfaction with overall treatment, and increased treatment retention (Reif, S., et. al. (2014). Peer recovery support for individuals with substance use disorders: Assessing the evidence. *Psychiatric Services*, 65(7), 853-861.), and

**WHEREAS**, peer-supported recovery offers numerous benefits including accountability, practical advice, and connections with resources to help reduce relapse rates, improve access to social support, and enhance overall treatment satisfaction, and

**WHEREAS**, the RecoveryCorps member has built strong trust and impact with a growing demand for peer-based support, and

**WHEREAS**, this transition into a full-time Community Health Worker (CHW) position builds sustainability into existing work and expands vital services, and

**WHEREAS**, the CHW will continue supporting the Life Point Program by providing peer support, harm reduction, and overdose prevention, and

**WHEREAS**, the CHW will carry a caseload of individuals in recovery or active use, and

**WHEREAS**, the CHW will implement strategies from the Community Health Assessment and Community Health Improvement Plan, and

**WHEREAS**, the CHW will support outreach, education, and engagement to reduce stigma and strengthen recovery pathways.

**NOW THEREFORE BE IT RESOLVED**, the Wood County Board of Supervisors approves the FTE increase by creating one (.97 FTE) Community Health Worker position to directly support Wood County's response to the opioid crisis.

**BE IT FURTHER RESOLVED**, when grant funds are no longer able to support the position in full, the Health Department will review all department FTEs during the budget process with the oversight committee to prioritize programs and make sure continuance is justified and budget parameters are met.

Adopted by the County Board of Wood County, June 17, 2025

County Clerk

County Board Chairman

## **MINUTES PUBLIC SAFETY COMMITTEE**

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

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

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

1. Chairman Zurfluh called the meeting to order at 9:00 AM.
2. The minutes of the previous meeting were reviewed. Motion by Hamilton/Voight to approve the minutes as presented. Motion carried unanimously.
3. There was no public comment.
4. The next meeting will be held on Monday, July 14, 2025, at 9:00 AM.
5. Lt. Scott Goldberg shared a presentation on the legal issues with Cryptocurrency and reviewed statistics on how the cryptocurrency kiosks located throughout Wood County, with their 20-30% fees associated with it, are scamming residents out of their money. Wisconsin is only one of 5 states that do not have laws on the books regulating these kiosks. Legislation has been introduced in the Wisconsin state senate, however the bill is not moving through the legislature at this time.
6. The Communications Department presented their report and bill listing for review.
7. The Emergency Management Department presented their report and bill listing for review.
8. The Dispatch Department presented their report and bill listing for review.
9. Coroner Patton reviewed the monthly report and bill listing.
10. Sheriff Becker reviewed various reports and activities of the Sheriff's Department.
11. Motion by Hamilton/Penzkover to approve the voucher listings for Communications, Coroner, Dispatch, Emergency Management, and Sheriff's Department. Motion carried unanimously.
12. Chairman Zurfluh declared the meeting adjourned 10:00 AM.

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



**Public Safety Committee**  
**June 9, 2025**

[illegible]

**WOOD COUNTY  
TRAFFIC SAFETY COMMISSION MEETING**

**Date: Wednesday, June 11<sup>th</sup>, 2025**

**Time: 10:30 AM**

**Place: Conference Room  
Wood County Highway Dept  
Wisconsin Rapids, WI**

**WebEx Info:**

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m8ca25aa642f469b45c544f9294fcae45>

**Agenda**

Present – Roland Hawk – Wood Co Highway, Emily Arendt Covarrubias - Wood Co Emergency Management, William Clendenning – Wood County Board, Dennis Polach – Wood County Board, Joseph Zurfluh– Wood County Board, Charles Hoogesteger – Wood Co Sheriff Dept, Todd Horn – Wis DOT BOTS, Cara Abts – WisDOT, Brandon Whipple – Wood Co Highway, Rhae Stertz – State Patrol

1. Meeting called to order by Roland Hawk at 10:30AM.
2. Minutes of the March 2025 Traffic Safety Commission Meeting.

**Motion by Roland Hawk to accept the minutes, second by Charles Hoogesteger.  
Motion carried unanimously.**

3. Charles Hoogesteger reports no traffic fatalities for this quarter.
4. Updates on Wood County Highway Projects delivered by Brandon Whipple.
5. Cara Abts present for WISDOT. Multiple safety concerns and project improvements to area projects were presented.
6. WisDOT Predictive Analytics Project updates delivered by Roland Hawk.
  - a. Safety initiatives continue to be provided through grant for the project to be utilized in the areas of Hwy 10 and 54 to increase safety awareness along with repairs to damaged message boards. Numbers and data continue to be analyzed for grant improvements.

7. Todd Horn, Law Enforcement Liaison, reporting from the DOT. Todd also included a slideshow with Wood County crash statistics, work zone safety, and highlighted Community Maps. Reminder of the Governor's Conference on Traffic Safety with dates being August 19<sup>th</sup> – 20<sup>th</sup>, 2025.
8. Other business brought before the commission.
  - a. Bill Clendenning, Wood County Board, highlighted some area safety concerns in areas to be addressed.
  - b. Reminder of date/time for next meeting – September 10<sup>th</sup>, 2025 at 10:30 AM.
9. Public Comments - No public comments
10. Adjournment – **Motion to adjourn by Roland Hawk, second by Charles Hoogesteger at 11:18 a.m.**

Minutes taken by: Emily Arendt – Wood County Emergency Management

*These minutes are preliminary until reviewed and voted on at the next Traffic Safety Meeting*



# May Monthly Report

Wood County Sheriff's Rescue

Submitted by: Ann Burger, WCSR Secretary

## May Training Descriptions

Date	Type	Description
5-May	Business Meeting	May Business Meeting
12-May	Work Night	Truck checks + call sheet completed.
19-May	Extrication	Spreaders + cutters to remove front doors; cleaned cutting edge on both tools.
26-May	Work Night	Truck checks + call sheet completed.

# Call Summary

Call #	26	27	28	29	30
Date	5/4/2025	5/6/2025	5/9/2025	5/11/2025	
Time	15:01	8:52	17:16	5:24	
Day of Week	Sunday	Tuesday	Friday	Sunday	
Township	Cranmoor	Nekoosa	Grand Rapids	Seneca	
Location	HEMLOCK TRAIL & STH 54	404 MARKET ST	80TH ST S & WHITROCK AVE	GEORGE RD & LEONARD RD	NOT WCSR CALL
Rescue 3	M. Wiberg	M. Wiberg	J. Van Ert	T. Young	
Rescue 4					
Rescue 5					
10-22ed	Yes	Yes			
Call Type	10-50 w/ Injuries	10-50 w/ Unknown Injuries	10-50 w/ Unknown Injuries	10-50 w/ Injuries	
Medical/Extrication					
Ambulance	WRFD	WRFD	UEMR	UEMR	
EMR	Port Edwards	Saratoga	Grand Rapids	Port Edwards	
Fire	Port Edwards	Nekoosa	Grand Rapids	Port Edwards	
Air					
Tools/Equipment Used					
Notes			Grant EMR also on scene.		
Other members on scene		B. Diggles T. Young	M. Wiberg	B. Diggles	



## Call Summary

Call #	31	32	33	34	35
Date	5/13/2025	5/15/2025	5/15/2025	5/21/2025	5/31/2025
Time	20:49	20:16	20:58	12:42	15:51
Day of Week	Tuesday	Thursday	Thursday	Wednesday	Saturday
Township	Seneca	Seneca	Saratoga	Saratoga	Saratoga
Location	CTH D & MEUNIER RD	RANGE RD & SENECA RD	STH 13 & STH 73	STH 13 & STH 73	869 STH 73 S
Rescue 3	T. Young	C. Stoflet	C. Stoflet	M. Wiberg	
Rescue 4					
Rescue 5					
10-22ed					Yes
Call Type	10-50 w/ Unknown Injuries	10-50 w/ Injuries	10-50 w/ Injuries	10-50 w/ Injuries	10-50 w/ Unknown Injuries
Medical/ Extrication				Extrication	
Ambulance	UEMR	UEMR	WRFD	WRFD	
EMR		Port Edwards	Saratoga	Saratoga	
Fire	Vesper	Nekoosa	Nekoosa	Nekoosa	
Air					
Tools/ Equipment Used				spreaders	
Notes					
Other members on scene	B. Diggles	B. Diggles	B. Diggles	D. Westfall	



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## May 2025 K9 Report

	TRAINING HOURS	USEAGE/ DEPLOYMENTS	DEMO/ COMMUNITY
K9 Sig	36	0	0
K9 Bingo	39	1	0
K9 Timo	39	11	0
K9 Rosco	39	2	1
K9 Lola	SEE	BELOW	

### TRAINING (MONTHLY) –

- Wood County Sheriff's Department trained with the Wisconsin Rapids Police Department and Nekoosa Police Department K9 teams. Training venues included the WOSO/WRPD Range, MSTC, Nieman's Towing, and Lamers Bus. Training consisted of odor detection (building, open area, luggage, and vehicle), building search for person - civil, vehicle extractions, muzzle exercises, article searches, and a mock traffic stop/vehicle sniff.

### TRAINING (INDIVIDUAL) –

- Sergeant Arendt and K9 Timo conducted 3 hours of on duty training. This training consisted of drug detection and obedience.
- Deputy Beathard and K9 Rosco completed 11hrs of on duty training in narcotics, tracking and obedience.
- Lieutenant Christianson and K9 Bingo completed on duty training in the area of odor detection, obedience and podcasts for handler education.

### USEAGE –

- Sergeant Arendt and K9 Timo had 11 deployments for the month of May. Nine of these deployments were vehicle sniffs, one deployment was a building search for person, and one deployment was an open area search for person. Of the 9 vehicle sniffs, 6 resulted in indications and searches of the vehicles. Located during these searches was suspected THC, THC vapes, cocaine, and drug paraphernalia. K9 Timo was utilized to search a vacant house that was believed to be broken into. No subjects were located inside the residence. K9 Timo



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

was also utilized for an open area search for person following an escape. No change of behavior was observed and the subject was not located.

- Deputy Beathard and K9 Rosco had two deployments for the month of May. K9 Rosco was utilized for a school sniff at Pittsville High School with one indication on a locker with no evidentiary value located. K9 Rosco also had one traffic deployment with MFPD which resulted in indication. 9.2 g and .2 g of Marijuana.
- Lieutenant Christianson and K9 Bingo had one deployment during the month of May. Bingo was brought out of the vehicle and utilized during a high risk stop with an uncooperative male. Subject eventually complied and taken into custody with no K9 action needed.

## DEMO/COMMUNITY –

K9 Rosco and Deputy Beathard had an hour long demo for Auburndale High School Agriculture class. Article search, and obedience demonstration were completed as well as Q&A.

## ADDITIONAL INFORMATION –

May 1<sup>st</sup> -3<sup>rd</sup> Wood County Patrol K9's attended Jessiffany Canine Services recertification/seminar. At this event they worked on areas to include; area searches, odor detection, handler protection/bite work, and obedience/obstacle course. Over 50 K9 teams from across Wisconsin attended this event. Lieutenant Christianson and K9 Bingo placed 2<sup>nd</sup> in Hard Dog/Fast dog, 2<sup>nd</sup> place in Explosive Open Area Detection and 3<sup>rd</sup> place in Explosive Vehicle Detection.

### Lola's May 2025 Work and Training Log

May 5<sup>th</sup>

Visited all occupied pods to hand out Mother's Day Cards to Inmates to send to their loved ones

Met with inmate DW, has severe MH issues. Inmate was having a hard time adjusting to jail.

May 7<sup>th</sup>

Meeting to discuss programming

May 9<sup>th</sup>

Wisconsin Jail Administrators Meeting and tour

May 12<sup>th</sup>

Escorted inmates to 4<sup>th</sup> floor for programming

May 13<sup>th</sup>

Lt. meeting



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

Met with female inmate MK, she was experiencing a severe anxiety attack and was able to calm down by interacting with Lola.

May 15<sup>th</sup>

Went to CWA to pick up a returning Army Reserve Member

May 21<sup>st</sup>

Met with inmates in second floor pods

May 22<sup>nd</sup>

Programming meeting with Jeff from the County Board

Accepted a check from Judge Zappen for the K9 program.

May 29<sup>th</sup>

Attended a Jail Interview

All days worked since May 12<sup>th</sup>, Lola has attended programming with inmates. She greets them throughout the day. Lola is also working 4<sup>th</sup> floor Door Control where she interacts often with the inmates housed on the 4<sup>th</sup> floor not just inmates in programming.

Respectfully,

*Brandon Christianson*

Brandon Christianson  
Patrol Lieutenant



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## HUMANE OFFICER

04-14-25 to 05-24-25

Animal Bites:	<u>Dog</u>	<u>Cat</u>	<u>Horse</u>
• Arpin	0	0	
• Auburndale	0	1	
• Grand Rapids	1	0	
• Nekoosa	1	0	
• Wis. Rapids	4	1	
• Lincoln	0	0	
• Marshfield	1	0	
• Saratoga	2	1	
• Port Edwards	1	1	
• Sigel	1	0	
• Richfield	0	1	

Neglect/Abuse Case: 1

Abandonment: 0

Animal vs Animal: 2

Abatement Order: 0

Animals at Large: 7

Major Incidents: 0

Follow-up-Brooke: 7

Follow-up-Susa: 1

Monthly Hours: 59.5

2025 YTD Hours: 124.0

Submitted by: Mitzi Forde



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## Department of Natural Resources Patrols

May 2025

### ATV

- Patrol Hours - 42.5
- Citations - 8
- Warnings - 4
- ATV Safety Class - 1
- ATV Crash - 1

### BOAT

- Patrol Hours - 1
- Citations - 1
- Warnings - 0

### SNOWMOBILE

- N/A

Submitted by

Sgt. Matt Susa





# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## Operations Overtime/Comp Time Totals

May 2025 (04/27/25to 05/24/25)

### Patrol

Overtime hours:	103.5
Comp time hours:	197.75
Holiday Pay/Comp hours:	0

### Investigations

Overtime hours:	19.5
Comp time hours:	19

### Security Services

Overtime hours:	1.5
Comp time hours:	37.5

TOTAL CALL OUT:	0
-----------------	---

Submitted By: Charles Hoogesteger – Operations Captain



## **Public Safety Committee Meeting**

### Security Services May 2025 Report

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

Guns -	0
Knives -	64
O.C. -	14
Misc. Items -	8

The miscellaneous items that were located were four (4) pairs of scissors, two (2) screwdrivers, a self-defense tool and brass knuckles.

Security Services screened 7,720 people entering the courthouse in May. Security Services had 42 security requests from different departments within the Courthouse for the month. We also served 6 civil process papers, fulfilled 2 warrants and had 2 Jury Trials.

Also, for the month of May, Security assisted with returning a found cell phone and testifying on a Preliminary Hearing for an Investigator that was involved in a search warrant so he could not make his court hearing.

We also handled four (4) complaints in the jail as well. The complaints were for a PREA investigation, a bail jumping complaint and two (2) no contact violations.

I want to encourage everyone that if they see a problem to please let Security know about it as soon as possible.

**During the Month of May, I utilize part-time employees for 40 hours to fill employee shortage hours. Several shifts ran short due to no part-time employees able to help.**

Report submitted by: Lieutenant Bryan D. Peterson



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## US HWY 10 Cross Traffic Monthly Report

May 2025 (05/01/2025 to 05/31/25)

MINUTES – 1771

WARNINGS – 3

CITATIONS – 1

CRASHES – 0

Intersection	Time Spent (min)	Citations	Warnings
USH 10/Day RD	630	0	1
USH 10/CTH T	640	0	0
USH 10/CTH E	0	0	0
USH 10/STH 186	186	1	1
USH 10/North RD	275	0	1
USH 10/CTH K	40	0	0
USH 10/Blueberry RD	0	0	0
USH 10/CTH N	0	0	0
USH 10/CTH S	0	0	0
USH 10/Brookside RD	0	0	0
USH 10/CTH F	0	0	0
<b>Totals:</b>	<b>1771</b>	<b>1</b>	<b>3</b>

Submitted By: Charles Hoogesteger – Operations Captain

# WOOD COUNTY JAIL

January - June 2025

## DAILY POPULATION / INMATES SHIPPED OUT / EMP

Day	January			February			March			April			May			June		
	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP
1	189	77	30	198	75	30	188	71	29	188	0	24	192	0	24	193	0	35
2	189	77	30	197	75	30	188	71	29	185	0	25	185	0	27	194	0	35
3	187	76	28	201	75	30	189	71	28	188	0	24	187	0	30	185	0	35
4	190	75	27	195	72	30	177	69	26	179	0	25	191	0	30			
5	193	75	27	199	72	34	181	69	25	187	0	25	189	0	29			
6	193	75	27	202	73	34	184	70	25	185	0	24	188	0	29			
7	189	73	28	198	69	34	183	69	26	185	0	24	187	0	29			
8	194	72	29	194	69	34	179	68	26	179	0	23	187	0	29			
9	193	69	29	193	69	32	177	68	26	184	0	23	184	0	29			
10	193	68	31	195	69	32	175	68	23	187	0	23	185	0	28			
11	197	73	32	197	69	32	178	65	23	192	0	26	188	0	28			
12	196	73	32	200	67	32	177	65	24	193	0	25	189	0	26			
13	198	73	32	199	64	33	179	62	24	196	0	24	189	0	27			
14	195	70	31	202	67	33	178	61	26	200	0	24	185	0	27			
15	195	70	30	200	70	34	180	59	27	197	0	24	185	0	28			
16	201	73	31	201	70	33	179	59	27	198	0	24	194	0	32			
17	194	72	30	202	70	32	180	59	27	202	0	24	194	0	32			
18	200	74	31	193	68	32	180	56	28	196	0	24	194	0	32			
19	205	74	31	187	66	32	181	53	28	196	0	25	190	0	32			
20	207	74	31	194	72	32	177	50	30	197	0	25	190	0	33			
21	208	74	31	191	70	31	180	47	30	200	0	25	187	0	33			
22	203	74	32	195	72	31	184	44	30	202	0	24	188	0	35			
23	204	75	32	195	72	31	189	44	30	200	0	24	192	0	35			
24	200	77	32	197	72	30	188	44	29	197	0	24	192	0	35			
25	204	74	32	186	70	31	182	41	29	192	0	24	191	0	33			
26	202	73	32	185	69	29	190	35	28	194	0	25	191	0	33			
27	203	73	32	187	71	29	191	33	28	192	0	25	190	0	33			
28	201	73	33	183	70	29	192	30	28	193	0	25	195	0	36			
29	199	72	34				205	10	27	190	0	26	187	0	35			
30	201	76	34				199	10	27	188	0	24	183	0	34			
31	198	74	33				198	0	27				185	0	35			
WCJail	197.5			195.2			184.1			192.1			188.8			190.7		
Shipped	73.5			70.3			52.3			0.0			0.0			0.0		
EMP	30.8			31.6			27.1			24.4			30.9			35.0		
Avg Length of Stay (Days)	30.2			44.9			30.5			33.3			24.3					

# WOOD COUNTY JAIL

July - December 2025

## DAILY POPULATION / INMATES SHIPPED OUT / EMP

Day	July			August			September			October			November			December		
	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		
19																		
20																		
21																		
22																		
23																		
24																		
25																		
26																		
27																		
28																		
29																		
30																		
31																		
WCJail	0.0			0.0			0.0			0.0			0.0			0.0		
Shipped	0.0			0.0			0.0			0.0			0.0			0.0		
EMP	0.0			0.0			0.0			0.0			0.0			0.0		
Avg Length of Stay (Days)																		

### 2025 Yearly Averages

<b>Total</b>	<b>191.39</b>
<b>Safekeeper</b>	<b>65.34</b>
<b>EMP</b>	<b>29.96</b>

Date Population

Color indicates low population	1/3/2025	183
Color indicates high population	1/21/2025	208

Orange indicates the last day of Safe Keeper housing

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

Day	January		February		March		April		May		June	
	Wood	WP	Wood	WP	Wood	WP	Wood	WP	Wood	WP	Wood	WP
1	80	77	91	75	84	71	161	0	165	0	154	0
2	80	77	90	75	84	71	157	0	155	0	155	0
3	80	76	94	75	86	71	161	0	154	0	146	0
4	86	75	91	72	77	69	151	0	158	0		0
5	89	75	90	72	82	69	159	0	157	0		0
6	89	75	91	73	85	70	157	0	156	0		0
7	86	73	91	69	85	69	158	0	155	0		0
8	91	72	87	69	82	68	153	0	154	0		0
9	93	69	88	69	80	68	158	0	150	0		0
10	92	68	90	69	81	68	161	0	152	0		0
11	90	73	91	69	87	65	163	0	155	0		0
12	89	73	97	67	85	65	165	0	158	0		0
13	91	73	98	64	90	62	169	0	157	0		0
14	92	70	98	67	88	61	173	0	154	0		0
15	93	70	92	70	91	59	170	0	153	0		0
16	95	73	94	70	90	59	171	0	158	0		0
17	90	72	96	70	91	59	175	0	158	0		0
18	93	74	90	68	93	56	168	0	158	0		0
19	98	74	86	66	97	53	168	0	154	0		0
20	100	74	87	72	93	50	169	0	153	0		0
21	101	74	87	70	99	47	172	0	151	0		0
22	95	74	89	72	104	44	175	0	148	0		0
23	95	75	89	72	112	44	173	0	154	0		0
24	89	77	92	72	111	44	170	0	154	0		0
25	96	74	82	70	109	41	165	0	155	0		0
26	95	73	83	69	124	35	166	0	155	0		0
27	96	73	84	71	127	33	163	0	154	0		0
28	93	73	80	70	131	30	165	0	155	0		0
29	91	72			159	10	161	0	149	0		0
30	89	76			159	10	161	0	146	0		0
31	89	74			168	0			146	0		
WOOD	91.16		89.93		101.10		164.60		154.23		151.67	
WPSO	73.48		70.25		52.29		0.00		0.00		0.00	
TOTAL	197.45		195.21		184.13		192.07		188.84		190.67	

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

Orange indicates the last day of Safe Keeper housing

2025 Safe Keeper Averages		
WOOD Co Jail	125.45	108
WAUPACA Co	65.34	75
Total Population	191.39	0

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



# SAFE KEEPER DIFFERENCE

## 2025

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

41.26  
51.23

# Electronic Monitoring 2025 Monthly Savings vs. Out of County Housing

Month	Monthly Average	Monthly Savings	YTD 2025 Total Amount	2024 Total Amount
January	30.80	\$27,975.64	\$27,975.64	\$39,438.39
February	31.60	\$25,924.64	\$53,900.28	\$38,616.23
March	27.10	\$24,614.93	\$78,515.21	\$39,583.71
April	24.40	\$21,447.60	\$99,962.81	\$40,346.10
May	30.90	\$28,066.47	\$128,029.28	\$39,411.14
June	0.00	\$0.00	\$128,029.28	\$38,825.43
July	0.00	\$0.00	\$128,029.28	\$43,453.07
August	0.00	\$0.00	\$128,029.28	\$42,372.20
September	0.00	\$0.00	\$128,029.28	\$41,726.13
October	0.00	\$0.00	\$128,029.28	\$42,481.19
November	0.00	\$0.00	\$128,029.28	\$39,493.47
December	0.00	\$0.00	\$128,029.28	\$38,675.41
<b>TOTAL</b>	<b>12.07</b>	\$128,029.28	<b>\$128,029.28</b>	<b>\$484,422.47</b>

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

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

\$29.30

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

2025 is a 75 average
<b>Waupaca \$38.00 per bed day (75)</b> Safe Keeper Housing to end 03/2025

Wood County Sheriff's Department Kitchen Report 2025						
MONTH	Breakfast	Lunch	Dinner	Special	Total meals	Food Cost plus Labor
January	3559	3500	3446	0	10505	\$26,833.08
February	2891	2875	2790	2102	10658	\$21,648.28
March	2968	2959	2902	0	8829	\$21,999.17
April	6348	6304	6159	30	18841	\$37,158.87
May	4907	4817	4748	8	14480	\$28,526.84
June	0	0	0	0	0	\$0.00
July	0	0	0	0	0	\$0.00
August	0	0	0	0	0	\$0.00
September	0	0	0	0	0	\$0.00
October	0	0	0	0	0	\$0.00
November	0	0	0	0	0	\$0.00
December	0	0	0	0	0	\$0.00
<b>TOTAL</b>	20673	20455	20045	2140	63313	\$136,166.24

Cost per meal **\$2.15**

Cost per day **\$6.45**

Wood County Jail Kitchen Expenses					
	2013	2014	2015	2016	2017
Food & Labor	\$335,733.47	\$312,317.25	\$285,692.96	\$275,088.44	\$289,481.66
Number of Meals	103,993	86,637	77,044	88,993	118,016
Cost per Meal	\$3.23	\$3.60	\$3.71	\$3.09	\$2.45
Cost per Day	\$9.69	\$10.81	\$11.12	\$9.27	\$7.36
	2018	2019	2020	2021	2022
Food & Labor	\$262,016.71	\$262,906.02	\$233,270.65	\$251,935.30	\$247,728.79
Number of Meals	122,668	111,439	81,970	86,838	80,356
Cost per Meal	\$2.14	\$2.36	\$2.85	\$2.90	\$3.08
Cost per Day	\$6.41	\$7.08	\$8.54	\$8.70	\$9.25
	2023	2024	2025	2026	2027
Food & Labor	\$248,125.14	\$269,109.64	\$136,166.24	\$0.00	\$0.00
Number of Meals	87,953	104,072	63,313	0	0
Cost per Meal	\$2.82	\$2.59	\$2.15	#DIV/0!	#DIV/0!
Cost per Day	\$8.46	\$7.76	\$6.45	#DIV/0!	#DIV/0!
	2028	2029	2030	2031	2032
Food & Labor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Number of Meals	0	0	0	0	0
Cost per Meal	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Cost per Day	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

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

MONTH	FOUND ITEMS Male or Female		CONTRABAND FOUND INTERNAL EXTERNAL		DRUGS MALE or FEMALE		TOTAL SCANNED MALE FEMALE		Monthly Total
JANUARY	1	0	1	0	1	0	130	53	183
FEBRUARY	0	0	0	0	0	0	33	18	51
MARCH	0	0	0	0	0	0	48	13	61
APRIL	0	0	0	0	0	0	149	50	199
MAY	0	0	0	0	0	0	17	6	23
JUNE	0	0	0	0	0	0	0	0	0
JULY	0	0	0	0	0	0	0	0	0
AUGUST	0	0	0	0	0	0	0	0	0
SEPTEMBER	0	0	0	0	0	0	0	0	0
OCTOBER	0	0	0	0	0	0	0	0	0
NOVEMBER	0	0	0	0	0	0	0	0	0
DECEMBER	0	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>377</b>	<b>140</b>	

TOTAL SCANNED

**517**

# **MINUTES**

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

**DATE:** Wednesday, June 4, 2025  
**TIME:** 9:00 AM  
**PLACE:** Courthouse – Conference Rm #302

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

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

1. Chairman Leichtnam called the meeting to order at 9:00 AM and declared a quorum present.
2. There was no public comment.
3. The minutes of the previous meeting was presented. Motion by Buttke/Schulz to approve the minutes as presented. Motion carried unanimously.
4. Jeff Gaier from the Marshfield Airport provided his yearly report to the committee as well as possible future plans. He is requesting the economic development grant funding be released. Motion by Buttke/Schulz to approve the release of \$15,000 of budgeted economic development grant funding to the Marshfield Airport. Motion carried unanimously.
5. Dale Christensen from the Central Wisconsin State Fair provided a report and highlighted the activities going on at the fair as well as future needs. He is requesting the release of economic development grant funding for the Junior Fair. Motion by Schulz/Buttke to approve the release of \$38,000 of budgeted economic development grant funding to the Junior Fair. Motion carried unanimously.
6. Three Extension employees presented on the FoodWise program, the various entities, schools, and partnerships that work with the program, as well as the funding mechanism. This program is funded through the SNAP Program at the federal level, which is currently not going to be funded in the new federal budget that is now being looked at by Congress. If the current proposal passes, the funding will sunset by September 30, 2025.
7. Motion by Buttke/Hovendick to approve the vouchers, monthly department reports and committee reports. Motion carried unanimously.
8. County Conservationist Wucherpfennig presented a resolution amending the 2025 Land & Water Conservation Dept. budget for additional funding received and disbursed from the Surface Water Grant. Motion by Buttke/Perlock to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.
9. Wucherpfennig introduced the new summer intern, Nicolas Fuentes Branas to the committee.
10. Wucherpfennig received two bids for the Duckett waste storage facility closure, which were as follows:



- a. Kolo Trucking - \$12,760.
- b. Adrian Devoran - \$24,800.

Motion by Hovendick/Schulz to approve the low bid of \$12,760 as the basis for cost share dollars.  
Motion carried unanimously.

11. Wucherpennig updated the committee on the status of the nitrate testing project and the next steps involved with the disbursement of ARPA funding.
12. Wucherpennig reviewed the status of the two violations. Both have successfully been closed and are compliant at this time.
13. Planning & Zoning Director Grueneberg presented a resolution amending the Town of Auburndale zoning ordinance. Motion by Schulz/Buttke to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.
14. Grueneberg presented a resolution to close out the county CDBG Housing Grant Program and noted there will, however, be opportunities for this type of funding for residents through the state. Motion by Buttke/Hovendick to approve the resolution and forward it onto the county board for their consideration. Motion carried unanimously.
15. Leichtnam attended the Wood County Unit of the Wisconsin Towns Association meeting to highlight and promote the nitrate testing being done by the Land & Water Conservation Dept. and requested per diem for attendance. Motion by Buttke/Schulz to approve the per diem request as presented. Motion carried unanimously.
16. The next regular meeting will be held on Wednesday, July 2<sup>nd</sup>, at 9:00 AM.
17. Chairman Leichtnam declared the meeting adjourned at 11:13 AM.

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

# Conservation, Education, & Economic Development Committee

June 4, 2025

NAME	REPRESENTING
Bill O'Leary	WCB #15
Jason Greenberg	P+Z
Russ Perlock	WCB #4
Jeffrey Galer	Marshfield Airport
Patrick Gatterman	UWEX
Wayne Schulz	WCB #1
Gregg Dilbertson	
Dennis Poulas	WCB - 14
Nicolas Fuentes	LWCD
Shane Wachter	LWCD
Hannah Wendel Smith	Extension
Michelle Van Krey	Extension
Tammy Hardinger	Pittsville Community Library
Malory McGivern	Extension
Dale Christman	CWSE
Lance Plim (Web Ex)	CB Chair
Victoria Wilson (Web Ex)	P+3
Barb Peeters (Web Ex)	LWCD
Julie Marel (Web Ex)	P+3

## NORTH CENTRAL WISCONSIN TOURISM PARTNERSHIP BOARD OF DIRECTORS

January 30, 2025

Oconto County Courthouse  
Oconto, Wisconsin

### MINUTES

**CALL TO ORDER:** Chair Brad Hamilton called the meeting to order at 10:05 a.m.

**ROLL CALL: PRESENT:** William Chaney, Forest County; Mike Miller, Forest County; Keri Beck, Langlade County; Terry Poltrock, Langlade County; Greg Hartwig, Lincoln County; Ginger Deschane, Marinette County; Stephanie Holman, Oconto County; Megan Vruwink, Portage County; James Przybylski, Shawano County; Lance Pliml, Wood County; Brad Hamilton, Wood County; and Clyde Nelson, Merrill Chamber. **EXCUSED:** Autumn Timblin, Marinette County. **ABSENT:** Chase Erickson, Florence County; Ray Reser, Portage County; and Jacob Hartwig, Shawano County. **OTHERS PRESENT:** Christopher Jennings, Travel Wisconsin and Jim Rosenberg, WEDC. **WCA STAFF:** Sarah Diedrick-Kasdorf.

**APPROVAL OF MINUTES:** Motion by Pliml, second by Chaney, to approve the minutes of the November 21, 2024 meeting. Motion carried.

**CHAIR'S REMARKS:** Chair Hamilton discussed the crazy winter we have been having in Wisconsin – the lack of snow is difficult for the winter tourism season.

**NORTH CENTRAL WISCONSIN TOURISM PARTNERSHIP FINANCIAL REPORT:** Sarah Diedrick-Kasdorf reviewed the financial report provided to members. At the end of 2024, the account balance was \$32,970.02. As of January 28, 2025, revenues totaled \$9,243; expenses paid in 2025 totaled \$1,470; the account balance was \$40,743.02; and unallocated revenue totaled \$28,943.54.

**REPORT OF THE NORTH CENTRAL WISCONSIN TOURISM PARTNERSHIP TOURISM COMMITTEE:** Clyde Nelson, chair of the Tourism Committee reported that the North Central Wisconsin Tourism Partnership had a booth at the Green Bay RV & Camping Expo that runs from January 30 – February 2. The strategic planning session was delayed due to the facilitator's family emergency. Clyde also shared that the Merrill Chamber recently attended

a trade show in Iowa that was well attended – people were looking for info on snowmobiling, UTV/ATVs and paddling.

**REVIEW THE 2025 MARKETING PLAN:** Sarah Diedrick-Kasdorf reviewed the budget/marketing plan as adopted by the board. We will have a Wisconsin Traveler email ad to be sent on May 22. We will not know until April if we were selected for *Round Trip with Colleen Kelly*.

**2025 MEMMBERSHIP UPDATE:** Eight of the nine counties that are participating in the NCWTP in 2025 paid their dues for 2025 – Shawano County's dues are coming.

**PARTNER REPORTS:**

**Travel Wisconsin:** Christopher Jennings reported on the following: there is no snow but the ice fishing is outstanding; the JEM grant deadline is February 1, WIGCOT will be held in March, registration is open; winter campaign launched – focus on digital billboards.

**WEDC:** Jim Rosenberg discussed the Vibrant Spaces Grant.

**WCA REPORT:** Sarah Diedrick-Kasdorf discussed the following: CAP Team meeting, WCA's legislative priorities, WCA Legislative Conference to be held February 25-26, funding freezes at the federal level, state general fund revenue estimates, March NACo Legislative Conference.

**NEXT MEETING:** The next meeting is scheduled for March 27, 2025.

**ADJOURN:** Chair Hamilton adjourned the meeting at 10:55 a.m.

## NORTH CENTRAL WISCONSIN TOURISM PARTNERSHIP TOURISM COMMITTEE

March 12, 2025

Zoom Meeting

### MINUTES

**CALL TO ORDER:** Chair Clyde Nelson called the meeting to order at 2:02 p.m.

**ROLL CALL: PRESENT:** Mike Miller, Forest County; Keri Beck, Langlade County; Clyde Nelson, Merrill Chamber; Autumn Timblin, Marinette County; Malorie Paine, Plover CVB; Michelle Eron, Shawano Country; Matt McLean, Visit Marshfield. **EXCUSED:** Ann Maletzke, Spur of the Moment Ranch (Oconto County); James Przybylski, Shawano County; and Brad Hamilton, Wood County. **OTHERS PRESENT:** Renee Krueger, Lincoln County and Christopher Jennings, Travel Wisconsin. **WCA STAFF:** Sarah Diedrick-Kasdorf.

**APPROVAL OF MINUTES:** Motion by Beck, second by Timblin, to approve the minutes of the February 12, 2025 meeting. Motion carried.

**FINANCIAL REPORT:** Sarah Diedrick-Kasdorf reviewed the financial report dated March 11, 2025 that was emailed to committee members. In 2025, revenues total \$10,441.14; expenses paid in 2025 total \$1,755.59; the account balance is \$41,655.57; and unallocated revenue totals \$32,748.16.

### REVIEW OF 2025 MARKETING PLAN:

**Consideration of Attendance at WATVA Expo:** Tourism committee members discussed the pros and cons of attending the WATVA expo the first weekend in May. Discussion centered on expo hours, promotion (as part of a conference), expected attendance, staffing. The committee decided to forgo attendance and seek feedback on the event to determine if the North Central Wisconsin Tourism Partnership tourism committee recommends attendance at the 2026 expo.

**Other Potential Projects:** Additional projects to be determined following the strategic planning session.

**STRATEGIC PLANNING SESSION:** The strategic planning session will be rescheduled to a date in April. Watch your emails for a Doodle poll and meeting announcement.

**DEPARTMENT OF TOURISM/TRAVEL WISCONSIN UPDATE:** Christopher Jennings reported on the following: Governor's budget recommendations related to tourism – creates film office, makes permanent the office of outdoor recreation, \$35 million in marketing (still below national average); next grant deadline is April 1; Travel Wisconsin will no longer produce twice a year print publications – shifting everything to the travel guide (March '26 – February '27); summer campaign webinar on March 26; holding a draft sweepstakes in partnership with ESPN; Crowdriff; "What's New?" running survey in The Scoop.

**ADJOURN:** Motion by Eron, second by Paine, to adjourn. Motion carried. The meeting adjourned at 2:41 p.m.





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

## 4-H POSITIVE YOUTH DEVELOPMENT

Laura Huber, 4-H Program Educator

Olga Meza, Bilingual 4-H Associate Educator

Trina Bores, 4-H AmeriCorps member

- An activity provided as a Take & Learn Kit free for all families regardless of 4-H membership. Youth who participated learned in 4-H's hands-on, experiential style. This activity helped to foster stewardship of nature and wildlife.
  - **Total Reach:** 23 youth from kindergarten through 6th grade representing 10 families
- An activity for 4-H Cloverbuds where we paired youth from different clubs to become pen pals. This program offered youth an opportunity to develop new friendships while learning basic communication skills like writing a letter, addressing an envelope, and responding to correspondence.
  - **Total Reach:** 10 youth from 8 families and representing 6 4-H clubs
- Youth participated in a Distance Learning program, Science of the Chocolate Chip Cookie, where youth in grades 3 and up experimented through hands-on learning through zoom and independent experiments to explore different baking techniques to help them find their favorite chocolate chip cookie recipe, while learning more about baking and food science along the way.
  - **Total Reach:** 693 youth
- Planning for a Juntos Career Pathways Programs for Youth and Families in collaboration with local school districts and technical colleges. The goal is to provide families with career pathway information and build community between families, so that they are better able to prepare for their students' future career goals.
  - **Total Reach:** 115 youth and 67 adults
- The Marathon & Wood County 4-H staff developed a training for the 2025 4-H summer camp where youth and adult leaders learned and gained a deeper understanding of their role and how to support campers at the upcoming 4-H Summer Camp.
  - **Total Reach:** 20 4-H Youth 2 AmeriCorps Staff 2 4-H Educators 4 approved 4-H volunteers
- A series of lessons (Healthy Living/Life Management) for students at River Cities High School, where we engage them in lessons around topics such as budgeting, cooking, nutrition, and basic home repairs, to prepare them for life after high school and help support their overall health and well-being for when they are on their own.

## AGRICULTURE

Matt Lippert, Agriculture Educator

- A workshop "Dairy Feeder School" for all the individuals with a link with the formulation, mixing, and/or delivering of feedstuff for dairy cattle. We are creating an in-person and bilingual event where participants

*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.*

will learn and reinforce their knowledge about feed safety, feed management, transition cow health, and the economics of feeding. Through this effort we will impact animal health and milk production efficiency, by improve the use of resources such as, feed ingredients, time and labor leading to an increased farm profitability and waste reduction. This early April event had a strong winter storm the day it was held. Extension offered interpretation services for Spanish speaking attendees. The weather prevented the interpreters from travelling from the Southern Wisconsin area. The day before the event it was converted to a zoom meeting. Zoom has very good interpretation services that we were able to utilize, now the program is recorded and will be offered online in Spanish and English.

## COMMUNITY DEVELOPMENT

*Kayla Rombalski, Community Development Educator*

- A virtual workshop for members of the Wisconsin Child Welfare Professional Development System, where participants learned about the components of a grant proposal and tips on how to write the narrative to enable them to apply for grants to fund their child welfare programs.
  - **Total Reach:** 78 staff and volunteers
- Basic grant writing workshop for local government, businesses, and organization members and staff. The goal of this effort is for people to learn how to find, write and apply for grants so that they can carry out the activities of their organization, business, or government unit.
  - **Total Reach:** approximately 150 individuals from nonprofit organizations, businesses, and local governments
- Partnering on a Wisconsin Partnership Program - Community Impact Grant with CAP Services, Inc. and the UW Center for Community and Non-Profit Studies to grow and improve CAP Services' housing repairs programming. A goal of this project is to improve the accessibility and timeliness of their services in order to improve housing conditions for low to moderate income individuals and improve health equity in housing.
- A series of meetings with a local steering committee to plan for the 2025 Connecting Entrepreneurial Communities Conference, which will be held June 16-18 in Wisconsin Rapids. The purpose of this conference is to showcase the scope and impact of entrepreneurial programs across the state, supporting a thriving entrepreneurial ecosystem for all rural Wisconsin communities.

## CRANBERRIES

*Allison Jonjak, Cranberry Outreach Specialist*

- Allison is currently on maternity leave and will return in June.

## FOODWISE

*Hannah Wendels, FoodWise Nutrition Educator*

*Mallory McGivern, FoodWise Administrator*

*Michelle Van Krey, Healthy Communities Coordinator*

- A 5-week nutrition education series for third grade classrooms at Grove Elementary School, where students will learn about MyPlate, making healthy food choices, how to read nutrition facts labels, and about being physically active to help students to be healthier in school and at home.
- A 5-week nutrition education series for kindergarten classrooms at Grove Elementary School, where students will learn about MyPlate, the five food groups, and try new fruits and vegetables. The goal of the series is for students to learn about how making healthy food choices will help them to be healthier in school and at home.
- A 5-week nutrition education series for kindergarten classrooms at Howe Elementary School, where students will learn about MyPlate, the five food groups, and try new fruits and vegetables. The goal of the series is for students to learn about how making healthy food choices will help them to be healthier in school and at home.
- A 5-week nutrition education series for kindergarten classrooms at Mead Elementary School, where students will learn about MyPlate, the five food groups, and try new fruits and vegetables. The goal of the series is for students to learn about how making healthy food choices will help them to be healthier in school and at home.
- Collaborating with students from UWSP to create a Food Access Map for Area 7 (Clark, Marathon, Portage, Wood) that includes grocery stores, farmers markets, farm stands, convenience stores and food pantries. The purpose of this project is to assist community members in understanding all food resources available to them in their communities.
- A collaboration with DPI and the Wisconsin Rapids School District where changes such as the hanging of educational posters, installation of cafe awning and a photoshoot of breakfast options were done in cafeterias to upgrade school meal appeal, encourage healthier choices and increase meal redemption for students at Grove, Howe and Mead Elementary Schools and River Cities High School.
- A 12-week series of strength training sessions (StrongBodies) for older adults/adults in the community, where participants engage in regular, progressive strength training and health education to improve their physical and mental health and enhance social connectedness. This series is led by one Extension StrongBodies volunteer.
- A 15-week series of strength training sessions (StrongBodies) for older adults/adults in the community, where participants engage in regular, progressive strength training and health education to improve their physical and mental health and enhance social connectedness. This series is led by two Extension StrongBodies volunteers.
- A series of lessons (Healthy Living/Life Management) for students at River Cities High School, where we engage them in lessons around topics such as budgeting, cooking, nutrition, and basic home repairs, to



prepare them for life after high school and help support their overall health and well-being for when they are on their own.

- A partnership with United Way/Hunger Coalition, FOCUS Food Pantry, and the Housing Authority of Wisconsin Rapids that provides "Stockboxes for Seniors", a monthly food box service where low-income seniors can receive around 25-30 pounds of nutritious foods to stock their pantry with. The goal of this partnership is to promote the boxes with community partners with the overall goal to improve food security.

## HEALTH AND WELL-BEING

*Ka Zoua Thao, Bilingual (Hmong) Community Health Worker*

- A Tai Chi class for older adults and individuals with arthritis, where participants learn gentle, low-impact movements designed to improve balance, flexibility, and joint health. Through this activity, the program help reduce the risk of falls and empower participants to lead healthier, more active lives, fostering independence and confidence in their daily routines.
  - **Total Reach:** 20 registered participants with 4 on a waitlist
- An educational presentation for the Wood County Health Department staff and community members, where participants explored the rich history and vibrant culture of the Hmong community. Through this effort, participants gained a deeper understanding of the Hmong community's contributions and challenges, fostering cultural awareness and inclusivity.
- Building relationships and engaging with partners to address health needs with the Hmong community within Wood County.
- Ongoing one-on-one meetings with Hmong clients, where resources and referrals are made. Through these efforts, individual clients are able to receive support navigating through the healthcare and legal systems, and get connected with community resources.
  - **Total Reach:** 8 one-on-one clients
- The Hmong Women's Social Space serves as a monthly gathering for Hmong women to engage in discussions about often overlooked topics within their community. This initiative aims to foster relationships among participants and empower them to advocate for the recognition of their voices.
  - **Total Reach:** 5 participants
- Monthly meetings for Hmong youth, at Wisconsin Rapids Area Middle School, where participants engage in healthy eating, active living, and behavioral health topics affecting their communities. This effort is designed to build a better understanding of these topics and promote advocacy for change in the Hmong community.
  - **Total Reach:** 28 Hmong youth
- A monthly youth group for Hmong youth at Lincoln High School where participants discuss active living and behavioral health topics. Through this effort, Hmong youth will have a better understanding of these topics and advocate for change within the Hmong community.
  - **Total Reach:** 5 Hmong youth and 1 Filipino youth



## HORTICULTURE

*Janell Wehr, Horticulture Educator*

## HUMAN DEVELOPMENT & RELATIONSHIPS

*Ben Eberlein, Human Development & Relationships Educator*

- Ben joined the Extension Wood County office on April 21<sup>st</sup>. Please help us welcome Ben to Wood County!

## NATURAL RESOURCES

*Jen McNelly, Natural Resources Educator*

*Anna Mitchell, Natural Resources Educator*

- A study to better understand the viability of harvesting potato vines prior to crop harvest and what effects the process has on reducing nitrate leaching. Results from this study will help potato producers, industry professionals, and other stakeholders in determining if new vine harvesting equipment is suitable for farming operations and whether or not harvesting potato vines is an effective strategy for reducing nitrate leaching in potato production. The study will also explore the feasibility of converting harvested potato vines into biochar, a possible soil-enhancing amendment.
- Facilitation of monthly meetings of the Wood County Citizen Water Groups, where stakeholders meet to discuss ways to implement their annual action plan, learn about water related issues in Wood County, plan events and activities, update each other on work being done in Wood County, and identify new collaborations for future work/projects.
  - **Total Reach:** 15 Citizen Members of the Wood County Citizen Water Group
- A meeting County Conservation Staff, County Health Department Staff, and County Board Supervisors of the Central Sands Region, where participants learned about the process that was used to create risk maps for each of the central sands County's, and their was facilitated discussion about how to use the maps as decision support tools for local management decisions and planning efforts.
  - **Total Reach:** 17 participants
- A hands-on learning station utilizing the Enviroscape Model for students from Assumption Elementary Schools in Wisconsin Rapids where students learned about watersheds, land use impacts to them and best management practices that can be used to mitigate human impacts. Through this activity students are able to visualize what a watershed is and human land use impacts the watershed. Students also are able to demonstrate the impacts of best management practices to minimize human impacts.
  - **Total Reach:** 27 students and 5 teachers



## Wood County, Wisconsin LAND AND WATER CONSERVATION DEPARTMENT

---

### Activities Report for Barb Peeters - May 2025

- Assisted landowners picking up/dropping off nitrate water test kits (for the ARPA grant project). Answered questions in person and via phone posed by landowners regarding the nitrate testing. Delivered water tests to the Health Department as received. As of 5/28/25, out of 600 letters sent to landowners, 195 kits have been picked up and 165 water test kits have been returned. This first round of testing ends on May 29<sup>th</sup>, after which we'll use the test data results to begin the process of working with landowners testing above 20ppm for nitrates regarding interest in RO systems.
- Scheduled, attended and took minutes at May 1<sup>st</sup> and May 14<sup>th</sup> staff meetings.
- Attended Nitrate Well Testing Meeting with LWCD staff and Chairman Bill Leichtnam on May 1<sup>st</sup>.
- Assisted Conservation Program Coordinator with scanning of a nonmetallic reclamation plan and contacting County Conservationist to respond to a time sensitive request from Corporation Counsel to reschedule date for mediation.
- Processed orders for extra trees from the 2025 tree/shrub sale. There were 57 bundles of extra trees after the sale. 45 bundles were sold totaling \$1,347.34. The remaining 12 bundles of trees (white spruce, Douglas fir, sugar maple, hybrid poplar and highbush cranberry) were donated to Wood County Parks & Forestry Department to be planted at Cera Park.
- Finalized 2025 tree/shrub/seed sales: processed 197 orders and sold a total of 16,550 trees, 12# of tree gel, 532 tree shelters and 268 pounds of wildflower/grass/food plot seeds. Staff working the sale (5 of the 6 LWCD employees) streamlined the bagging process to improve efficiency. We collected suggestions from customers on species to offer in the 2026 tree/shrub sale and will begin working with the nursery in June to determine species for the 2026 tree sale.
- Processed permit payment for closure of an animal waste storage facility.
- Scheduled and attended staff meeting on May 6<sup>th</sup> to review revised/new contracts/DATCP documents with County Conservationist and set reimbursement rates for 2025 nutrient management cost share contracts. Discussed drafts of new contract templates for use with harvestable buffers program for both the Surface Water Grant and ARPA funds as well as a draft contract for ARPA reverse osmosis systems.
- Attended May 7<sup>th</sup> CEED committee meeting in person.
- Drafted means questionnaire/application to determine eligibility for cost sharing of reverse osmosis systems and shared draft with County Conservationist and CEED Committee at May 7<sup>th</sup> CEED meeting.
- Completed and submitted four new budget account requests to the Finance Dept. to track LMPN and Surface Water grant revenue and expenses. This will be VERY beneficial in meeting reporting requirements and tracking grant funds separately from LWCD revenue/expenses. Submitted journal entries to transfer funds to appropriate accounts.
- Created spreadsheet to track required annual verification of best management practices for SWRM, ARPA and Surface Water Grant cost share contracts.
- Processed orders for wildflower/grass seeds and contacted customers to pick up orders after shipment(s) were received.
- Vacation days May 8<sup>th</sup> and 9<sup>th</sup>.
- Downloaded the DATCP monthly report for May and shared with LWCD staff.
- Recorded RSVPs as received for the Central WI Invasive Species Summit that we are sponsoring on May 20<sup>th</sup>.
- Generated cost share contract for a manure storage closure project (D. Hayden).
- Created resolution for unanticipated funds for the 2025 LWCD budget (State of WI DNR Surface Water Grant -\$50,000).
- Reviewed DATCP Innovations Grant Contract to determine reimbursement requirements to be discussed with County Conservationist at an upcoming staff meeting.
- Attended the virtual North Central WI Land & Conservation Spring meeting hosted by Wood County LWCD on 5/13/25 and was host for the WebEx on behalf of the County Conservationist in his absence. Provided group with the Wood County update. Provided County Conservationist with general overview of meeting and items requiring his follow-up.
- Developed a department-specific orientation form for the summer intern due to the fact there was no such document on file for our department and to assure all bases were covered with incoming summer intern. Submitted to County Conservationist for his review and approval.
- Assisted Safety & Risk Specialist with determining which orientation models the summer intern should complete based on duties when the County Conservationist was out of the office.
- Ordered department supplies and processed invoices/payments.



- Organized County Board packet materials and electronically submitted to the County Clerk's office.
- Processed payments for rental of no-till drill as received.
- Provided orientation to summer intern (Nicolas Fuentes Branas).
- Processed reimbursements for Nutrient Management Farmer Education (NMFE) as received. Wood County is the financial manager for the DATCP NMFE Grant in 2025 and responsible for processing reimbursements to class attendees for Wood, Marathon, Taylor, Clark, Portage and Lincoln counties. Processed 34 payments to farmers in May.
- Completed project to bag up and label common milkweed seeds (a native perennial to WI and an essential plant for monarch butterfly survival) that I obtained free for our dept. from the Goose Pond Sanctuary (Southern Wisconsin Bird Alliance) to use as handouts at upcoming events. Created milkweed fact sheet to attach to milkweed seed packets.
- Completed LWCD payroll percentages and forwarded to Finance prior to the May 1<sup>st</sup>, 15<sup>th</sup> and 29<sup>th</sup> payrolls.
- Assisted with and attended Central WI Invasive Species Summit at UW-Marshfield campus on May 20<sup>th</sup>. The event was a success and well received by attendees with lots of positive feedback and appreciation for hosting the event.
- Reviewed payroll reports and verified distribution by accounts/departments.
- Worked with Henricksen sales rep & customer service to address ongoing issues with sit-stand desk. After 2 months of communications and ordering/installing a new part, the issue remains unsolved; continue to work with customer service.
- Looked into possibility of offering fruit trees with our 2026 spring tree/shrub sale. Working with contact obtained from Sheboygan County Land & Water Conservation dept. utilized for their tree sale. Many customers have requested fruit trees be offered and we are in the initial stages of determining whether it would be feasible to include in our tree sale.
- Processed department invoices/vouchers and deposits weekly for submission to the Treasurer/Finance.
- Assisted Conservation Program Coordinator with contacting vendor regarding an outstanding check issued for the venison donation program in January 2025. Followed up with Deputy Treasurer.
- Generated bid letters for the Duckett waste storage facility closure project (Hoffman Dairy site).
- Assisted Conservation Program Coordinator with lookup of locations of Hauke Honey bee hive sites for the Wildlife Abatement and Claims program.
- Sent email communication to tree sale program customers to gauge interest in offering fruit trees in the 2026 tree sale due to customer requests. Within the first 12 hours, received overwhelmingly positive responses from over a hundred customers in favor of purchasing fruit trees (with responses still coming in at the time of this report).
- Served as point of contact for LWCD staff on May 15, 16, 23 & 27 while County Conservationist was out of the office.
- Scheduled and attended staff meeting on May 29<sup>th</sup> to discuss reverse osmosis system applications based on nitrate well water testing results between mid-March to May 2025.
- Scheduled and attended staff meeting on May 29<sup>th</sup> to discuss feasibility of offering fruit trees with the 2026 tree sale.
- Electronically submitted staff reports/packet materials to the County Clerk's office for the CEED meeting packet.

## Activities Report for Emily Salvinski

*-May 2025-*

---

- **Thursday, May 1.** Attended staff meeting. Attended meeting on our current water testing program. Worked on NMFE paperwork so farmers can get reimbursed. Started mapping latest nitrate results.
- **Friday, May 2.** Worked on mapping latest nitrate results.
- **Tuesday, May 6.** Reviewed new cost-share contracts for 2025. Worked on Mill Creek BITS reporting, dealt with BITS issues with the DNR's BITS coordinator.
- **Wednesday, May 7.** Processed NMFE paperwork. Added more 2025 NMP info to GIS.
- **Thursday, May 8.** Took streamflow measurements at 5 locations in the SE of Wood Co. Attended Badger Crop Connect.
- **Wednesday, May 14.** Attended staff meeting. Took streamflow results off the monitor and added it to DNR database and our excel file. Worked on entering data into BITS.
- **Thursday, May 15.** Sampled surface water for phosphorus testing at 4 locations within the Mill Creek watershed. Prepared spreadsheets for the upcoming year's phosphorus results.
- **Monday, May 19.** Finished up adding 2024 Mill Creek data into BITS.
- **Tuesday, May 20.** Assisted with and attended the Central Wisconsin Invasive Species Summit.
- **Wednesday, May 21.** Processed NMFE paperwork to get more people ready for reimbursement.

### Activities Report for Kyle Andreae – May, 2025

- May 1 – Staff meeting, Mueske site visit, Lippert site visit
- May 2 – Lippert site visit
- May 5 – Keuffer site tour prep
- May 6 – Lippert site visit, Keuffer site visit, Mueske site visit, Hoffman sit visit
- May 7 – CEED Meeting, Solar system meeting
- May 8 – Keuffer site tour
- May 9 – Lewis design
- May 12 – Gilbertson site investigation
- May 13 – Lewis correspondence, Hayden correspondence, Krohn CRP eligibility determination
- May 14 – Staff meeting, Lewis design revisions
- May 15 – Lewis design revisions
- May 16 – Lewis design documentation
- May 19 – Lewis design documentation
- May 20 – Lewis design documentation, Invasive Species Summit
- May 21 – Duckett site investigation
- May 22 – Duckett site visit/ design
- May 23 – Duckett design/ out for bid
- May 26 – Holiday
- May 27 – Duckett design documentation, Lewis correspondence and coordination
- May 28 – Invasive species control, Lewis site visit
- May 29 – Lewis design documentation
- May 30 – Lewis design documentation



---

### Activities Report for Kendra Wilhelm – May 2025

- Participated in the May 1<sup>st</sup> staff meeting.
- Participated in a meeting regarding next steps for nitrate testing with Chairman Leichtnam.
- Completed the first of two walk-throughs of the UW-Stevens Point at Marshfield Arboretum with master naturalist Bridget O'Brien to discuss the nature walk that will be part of the Central Wisconsin Invasive Species Summit.
- Emailed a producer regarding the soil probe.
- Coordinated the use and transport of the drill for 7 operators.
  - This consists of answering questions via phone, managing the schedule of the no-till drill, and transporting the no-till drill to renters.
- Discussed potential dates for a Clean Boats Clean Waters training for Nepco Lake District.
- Met Dan Vollert from Parks Department at our forestry shed to give him the extra trees/shrubs from the tree sale. They will be planted at CERA Park by Parks & Forestry Department staff.
- Wrote and sent out a press release for the Central Wisconsin Invasive Species Summit.
- Coordinated a time with Chad Schooley and a Nepco Lake District board member to meet at the Nepco Boat Landing to discuss final location for boating regulation and boat wash station signs.
- Assisted Barb with retrieving tree shelters from the forestry shed to fulfill an order and replenish our stock at the office.
- Compiled a list of intern duty ideas for the 2025 summer season.
- Participated in a staff meeting to discuss new cost-share contracts for 2025.
- Transported the no-till drill from a farmer in the Town of Seneca to a farmer in the Town of Port Edwards.
- Reached out to the landowner that has giant hogweed on their property to set up a time to monitor and potentially remove giant hogweed plants.
- Discussed logistics of a shoreline restoration plan as a future project. Goal would be to gather data via a shoreline assessment of Wazeecha and Nepco Lakes, write an approved shoreline restoration plan, allowing the department to apply for grants to receive money for implementing the shoreline restoration practices.
- Discussed the logistics of shoreline assessment surveys with the Portage County Conservationist, Tracy Arnold. There will be a partnering opportunity to complete a shoreline assessment on Nepco Lake this field season.
- Reviewed the "High Nitrate Questionnaire" draft that will be used as part of the pre-application to determine eligibility for cost-sharing of a reverse osmosis system (ARPA funding project).
- Attended the CEED meeting on May 7<sup>th</sup>.
- Assisted with questions, distribution, and collection of nitrate tests. Also took samples to the Health Department when needed.
- Discussed the shoreline assessment app that Portage County has produced with Shane. The plan is for me to join Portage County staff to pilot the app on Nepco Lake this coming field season.
- Reviewed the "Verification of Annual Compliance" spreadsheet that Barb created to assist in tracking verification of cost-shared best management practices.
- Created an invasive species tic tac toe game to help explain that just because an invasive species is verified, it does not mean that it will take over. There are many environmental factors that contribute to the population size and spread of an invasive species. This will be used within my presentation at the Central Wisconsin Invasive Species Summit.
- Reached out to a board member of the Nepco Lake District to let them know about the shoreline assessment that will be occurring on Nepco Lake this summer field season. I also presented this to the entire board at the May 19<sup>th</sup> Nepco Lake District board meeting.
  - This conversation sparked discussion about hosting a "pontoon tour" on Nepco Lake with board members to discuss the shoreline assessment results, see examples of different rankings, and discuss potential next steps.

- Finalized host location for Snapshot Day and signed up to be a site leader.
- Discussed logistics of Clean Boats Clean Waters training for Nepco Lake District towards the end of May.
- Transported the no-till drill from the Town of Port Edwards to a farmer in Junction City.
- Created and dropped off harvestable buffer maps to Roths Golden Acres.
- Emailed the Central Wisconsin Invasive Species Summit flyer to Human Resources to share on the Wood County Facebook page.
- Planned for and hosted a Nekoosa High School senior to job shadow on May 12<sup>th</sup>.
- Communicated with and dropped off the roller crimper at the Marshfield Agriculture Research Station. The roller crimper will be used in a field day hosted by the UW to demonstrate planting beans into roller-crimped cereal rye.
- Completed the second walk-through at the UW-Arboretum in preparation for the nature walk at the Central Wisconsin Invasive Species Summit.
- Completed the equipment survey and the monitoring site selection for Snapshot Day that will be on August 9<sup>th</sup>.
  - Provided information on six new sites that will need to be set up with Station IDs in the SWIMS database.
  - The focus of this year's Snapshot Day is on Wazeecha Lake.
- Reached out to the facilities manager at the UW-Marshfield campus regarding signage and parking for the Central Wisconsin Invasive Species Summit.
- Transported the no-till drill to a farmer in Junction City.
- Corresponded with a UW-Extension Natural Resources Institute staff member regarding Station IDs in the SWIMS database. The correspondence was in regards to naming conventions for SWIMS and local points of interest.
- Created plant identification cards for the Central Wisconsin Invasive Species Summit.
- Participated in the May 14<sup>th</sup> staff meeting to discuss intern duties.
- Corresponded with the owner of The Hungry Hub with final meal numbers for the Central Wisconsin Invasive Species Summit.
- Presented the rusty crayfish trapping project at Pittsville High School. Traps were also set the same day as the presentation.
- Communicated with UW staff regarding the pick-up of the roller crimper.
- Prepped all materials for the Central Wisconsin Invasive Species Summit.
- Assisted with the rusty crayfish trapping project at Pittsville High School on various days.
- Participated in a meeting with a Nepco Lake District board member regarding educational sessions that coincide with their DNR Surface Water Education Grant.
- Attended and participated in the Nepco Lake District Board Meeting.
- Hosted and presented at the Central Wisconsin Invasive Species Summit.
  - Reach: 34 attendees.
- Participated in a meeting with the Nepco Lake District Secretary to assist in the finalization of materials for their "Welcome to a Clean Lake" folder that will be sent to parcel owners. Funding to put this folder together is provided by a DNR Surface Water Education grant.
- Created and sent out a resource list for attendees of the Central Wisconsin Invasive Species Summit. These resources consisted of items that were discussed during the Summit along with information regarding the rescheduled nature walks due to inclement weather.
- Conducted a Clean Boats Clean Waters (CBCW) training to Nepco Lake District members, Nepco Lake District CBCW employees, and the Land & Water Intern, Nico Fuentes Branas.
- Transported the roller crimper back from the Marshfield Agricultural Research Station to the forestry shed for storage.
- Communicated with partners regarding purple loosestrife beetle collection.
- Communicated, rescheduled, and executed a Clean Boats Clean Waters (CBCW) training to a Nepco Lake District CBCW employee who could not attend the first training.
- Wrote a brief article on the background of the Wood County LWCD for the Nepco Lake District newsletter.
- Presented fundamental concepts of "The Watershed Game" to an entire 5<sup>th</sup> grade class. Was a station leader for the 5<sup>th</sup> grade field trip to their school forest – students incorporated what they learned during the fundamental concepts presentation to play "The Watershed Game" and learned about the relationship between land uses within a watershed, water quality, and their community.

## ***Activities Report for Rod Mayer – May 2025***

- Completed 1<sup>st</sup> quarter Wildlife Damage and Abatement program reimbursement report: put all invoices together, completed DNR database and report, scanned and sent to DNR.
- Correspondence for Christmas Tree damage options to landowner.
- Wildlife damage program correspondence to three landowners – for enrollments once crops up and damage occurs. Sent listing of needed info.
- Wrap up extra tree sales – order pick ups.
- Reviewed Weichelt Hwy T – DNR correspondence for temp. SWPPP in place prior to wetland identification process. File updates.
- Staff meeting 5/1/25
- Reviewed Bach Excavating – take over of Mid-WI interim plan, wetland restoration, SWPPP approval – in anticipation for new plan following DNR wetland review. File update
- Reviewed Earth Biron Plan and emails with DNR etc. Sent detailed email to Jared (DNR wetlands) for intent to dig/remove a wetland area withing quarry. Wetland removal research. Updated file with DNR response – etc.
- Updated firms for reclamation plans listing for meeting.
- Vitort in office meeting – went over procedure needed for Ladick Hedin site permit transfer. Explained issues – possible concerns with site. Provided public record example reclamation plans as needed.
- Created/organized new 6 section mine site files for Earth Biron, Mathy Marshfield, and Earth Maple Ridge 2.
- Summary of meeting notes, updated summary, approved plan on MR2, and other requested documents copied and sent to Corp Counsel.
- Draft 1 review of Mathy – Marshfield Joint Jurisdiction for NR135 portion (plan/maps). Printed copy, checklist NR135 review, Initial notes, index mark up, typed review for edits needed, correspondence (email/phone) with DNR for wetland concerns and storm water/erosion concerns, sent draft 1 review to Mathy.
- Bank contact for Sneider FA renewal. Received updated document – spreadsheet, file, software.
- Met with landowner for pond exemption plans, info, copies, maps, process, etc.
- Info sent to Knott for pond exemption inquiry. Reviewed DNR wetland info sent.
- Phone meeting with Ron Bohn for Bohn/Kolo site. Sale of land, deadline to reclaim to avoid DNR CH 30 permitting, remain in Ron Bohn name until reclaimed, etc.
- Meeting with Corp Counsel and Shane for settlement discussion and mediation on Maple Ridge 2.
- Attended mediation for Earth – Maple Ridge 2 violation settlement.
- Staff meeting 5/14/25
- Smalley pond exemption review and approval. Map acres, spreadsheet update, approval letter.
- Joling-Carr land transfer – pond exemption not finished – discussion for exemption issued to new landowner and process as such. Sent info packet to Carr.
- Received Vison – Brad Brehm plan draft 1 -put plan in order, made copies for Brad, Put Vision file together. Email and phone meeting to DNR for different stormwater permitting than what I received. Completed Draft 1 review, notes taken, marked up check list, typed review document for all missing requirements, in office meeting with Brad to go over review and requirements of plan.



## LAND AND WATER CONSERVATION DEPARTMENT

---

### *Activities Report for Shane Wucherpfennig – May 2025*

- Held May 1<sup>st</sup> staff meeting.
- Held meeting regarding next steps for nitrate testing with Chairman Leichtnam, Shane, Kendra, and Barb.
- Participated in DNR NPS Coordinator interviews in St. Point at the Annex Bldg.
- Met with Craig Viort and Rodney Mayer to discuss NMM permitting of the Hedin Site.
- Reviewed new contracts and processes/tracking with staff for new program funds.
- Discussed the potential of a shoreline restoration survey and plan with Kendra for Wazeecha and Lake Nepco.
- Reviewed the “High Nitrate Questionnaire” draft that will be used as part of the pre-application to determine eligibility with staff.
- Processed Nitrate samples as they came in the office & answered questions for residents.
- Had discussion with Nick Flannegan on the Earth, Inc. Mediation.
- Presented at the 14 Mile Watershed Alliance meeting on the implementation of 9-Key element plans.
- Attended North Central Land & Water Association meeting hosted by Wood County.
- Mediation for Earth Inc. with attorneys and mediation Judge all day.
- Staff Meeting to discuss summer intern starting & projects for the summer.
- Attended Golden Sands RC&D meetings in St. Point.
- Attended PACRS Meeting on Castle Rock.
- Intern’s start and orientation.
- CSGCC Meeting in Hancock.
- Citizens Water Group Meeting at River Block.
- Department Head meeting on May 28<sup>th</sup>.
- Met with Roger Lewis on streambank restoration project on the Wisconsin River South of Nekoosa.
- Staff Meeting to discuss Nitrate testing effort and next steps.



May 2025 staff report, LWCD INTERN:

- Completed Wood County trainings
- Attended the central sands groundwater collaborative & shared information with the Citizens Water Group
- Attended the invasive species summit @ UWSP-Marshfield
- Surveyed for soil volume surrounding a manure pond to fill it in
- Attended the UW extension crop webinar
- Attended Clean Boats Clean Water training
- Resurveyed manure pond area to find additional sources of fill
- Picked up roller crimper
- Reviewed Land and Water Conservation department page to broaden my understanding of the operations that occur



# Wood County WISCONSIN

## OFFICE OF PLANNING AND ZONING

TO: Conservation, Education & Economic Development Committee

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

RE: Staff Report for June 2025

### 1. Economic Development (Jason Grueneberg)

**Heart of Wisconsin Chamber of Commerce** – On May 28<sup>th</sup> I participated in a Coffee with the Chamber event held in the Wood County Board room. Updates on economic development activities were provided by a panel of presenters, and the event was well attended with over 35 participants.

**Marshfield and Wisconsin Rapids Preliminary Housing Assessments** – With a shortage of available housing stock and options in Wood County, the CEED Committee agree to fund preliminary Housing Assessments for Marshfield and Wisconsin Rapids. Both studies are complete and included as attachments to this report. Both studies show the potential to developers for housing in both cities.

**Hub City Wind Energy Project** – In the past few weeks I have been getting updates from Nancy Esser, Superintendent of the UW – Marshfield Agricultural Research Station pertaining to the proposed Alliant Wind Energy project that the UW Board of Regents (BOR) and Wood County could participate in. Wood County owns 142.13 acres of land in Marathon County Town of Eau Plaine and leases that land to the BOR for agricultural research. The BOR and Wood County have expressed interest in considering participation in this project, and we are at a point now where project updates will be provided, and possible coordination of Wind Lease and Easement Agreements. Corporation Counsel Flanagan is now being included in the discussion and involved with possible next steps. A project update from Alliant Energy to the CEED Committee will be scheduled for July or August, with an outline of next steps if Wood County decides to participate in this project.

**Central Wisconsin Economic Development (CWED) Fund** – On May 25<sup>th</sup> I participated in the CWED Annual Board Meeting. At the meeting election of officers was held and I was elected as Treasurer for another term. As Treasurer I oversee the Finance Committee and serve on both the Executive Committee and the Loan Committee.

**Wisconsin Rapids Foundry** – Wood County owns the burned-out Foundry building in Wisconsin Rapids located at 330 9<sup>th</sup> Ave. South. This building was partially destroyed by fire in 2017 and has remained vacant since then. Wood County acquired ownership of the property through the tax deed process and has worked with the City to redevelop it. The Wisconsin Rapids City Council has approved purchase of the property and Wood County will consider approval of this purchase at the June County Board meeting. When the City of Wisconsin

Rapids Owns the property, they will have access to a variety of grant funding opportunities to determine if there is any contamination, as well as possible funding for cleanup if needed.

**Wood County Annex Property** – I continue to meet weekly with the City of Wisconsin Rapids on redevelopment of the Triangle Property in front of the Courthouse. Recent progress includes the transfer of the Annex Building to Wood County in order to raze all of the buildings on the block at one time, commencing when the razing of the old jail is complete. This marks a significant milestone in redevelopment of the Triangle.

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

1. Attended the Town of Rock's presentation to the Town on their updated zoning ordinance.
2. Began creating the Town of Rock official zoning map
3. Updated Land Records with all recent zoning amendments.
4. Assisted multiple towns with zoning ordinance update questions.
5. Completed the City of Marshfield Type 1 sewer service amendment process.
6. Prepared agenda items for June and July CEED committee meetings.
7. Working through review and approval of CSMs.
8. Continued planning the organization of future Comprehensive Plans.
9. Continued working with staff to ensure that questions are answered in a proficient manner.

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

- Parcel Mapping
- Address Mapping
- Submitting GIS data to GeoComm for use in NG911
- Permit GIS Data creation

## **4. Code Administrator (Brad Cook)**

5-1-2025- (1) Reviewed soils, plan review, issued permit for rep mound TN: 20, answer phone calls and inquires with POWTS, SL, FL.

5-2-2025- (1) Reviewed soils, plan review, issued permit for new conv TN: 18, HP Plotter training, answer phone calls and inquires with POWTS, SL, FL.

5-5-2025- (1) soil eval reviewed TN: 11, (1) Reviewed soils, plan review, issued permit for new conv TN: 18, answer phone calls and inquires with POWTS, SL, FL

5-6-2025- (1) new conv inspection TN: 13, answer phone calls and inquires with POWTS, SL, FL.

5-7-2025- Vacation

5-8-2025- (1) rep mound inspection TN: 20, (1) rep conv inspection TN: 18, answer phone calls and inquires with POWTS, SL, FL.

5-9-2025- (1) HS 25-014 reviewed and sent TN: 22, answer phone calls and inquires with

POWTS, SL, FL.

5-12-2025-(2) Reviewed soils, plan review, issued permit for new conv TN: 13,20, (1) SF-25-007 written and sent, answer phone calls and inquires with POWTS, SL, FL.

5-13-2025- (1) SF 25-008 written and sent, answer phone calls and inquires with POWTS, SL, FL.

5-14-2024- (1) HS 25-015 letter written and reviewed TN: 18, (1) Reviewed soils, plan review, issued permit for new conv V: 27 (1) tank insp TN: 07, answer phone calls and inquires with POWTS, SL, FL.

5-15-2025- (1) SL permit reviewed and issued TN: 18, (1) OR-25-004 letter written and sent, answer phone calls and inquires with POWTS, SL, FL.

5-16-2025-(1) Reviewed soils, plan review, issued permit for rep mound TN: 03, (1) HS 25-016 letter written and sent, (1) conv DF inspection TN: 07, answer phone calls and inquires with POWTS, SL, FL.

5-19-2025- (1) FL permit reviewed and issued TN: 13, (1) Reviewed soils, plan review, issued permit for new conv TN: 14, (2) SL inspections TN: 06, 18, answer phone calls and inquires with POWTS, SL, FL.

5-20-2025- (1) HS-25-017 written and sent, (1) SF 25-009 letter written and sent, answer phone calls and inquires with POWTS, SL, FL.

5-21-2025- (1) SL permit reviewed and issued TN: 06, (2) mound, drainfield, and tank inspections TN: 13,17, (1) conv tanks inspection TN: 18, answer phone calls and inquires with POWTS, SL, FL

5-22-2025- (1) Reviewed soils, plan review, issued permit for reconnect TN:11, Well Delegation Meeting, answer phone calls and inquires with POWTS, SL, FL.

5-23-2025- (1) SF 25-010 letter written and sent TN: 18, (1) SL permit reviewed and issued TN: 18, answer phone calls and inquires with POWTS, SL, FL.

5-26-2025- Holiday

5-27-2025- (1) soils onsite inspection TN: 15, (1) Reviewed soils, plan review, issued permit for reconnect TN: 11, (1) mound/tanks insp TN: 19, (2) SL & FP permits reviewed and issued TN: 13, 17, answer phone calls and inquires with POWTS, SL, FL.

## **5. Code Technician (Kayla Rautio)**

- A.** Continued floodplain education
- B.** Reviewed and approved POWTS & well permit applications
- C.** Reviewed soil evaluations
- D.** Researched well delegation information for inspections letter & brochure

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

F. Inspections/Investigations:

- 5-8-25: Mound core inspection TN:20; Conventional inspection TN:18
- 5-14-25: Conventional tanks inspection TN:07
- 5-16-25: Conventional drainfield inspection TN:07
- 5-19-25: Shoreland navigable waterway determinations TN:07 & 18
- 5-21-25: Mound pre-inspection TN:13; Mound plow & tanks inspection TN:13; Final mound inspection TN:13 & 17; Conventional tanks inspection TN:18
- 5-27-25: Sanitary on-site inspection TN:15; Mound tank replacement inspection TN:19
- 5-28-25: Mound inspection TN:09; Well inspection TN:09

G. Attended Meetings/Trainings/Etc.

- 5-2-25: GIS plotter printing training
- 5-7-25: Reviewed and edited 'Reminder Letter'
- 5-12-25: Covered office – mail, phone calls, issued sanitary permit
- 5-13-25: DSPS POWTS Chat Update
- 5-22-25: Well delegation discussion meeting; covered office in afternoon- issued sanitary permit

## 6. Office Activity (Victoria Wilson & Julie MancI)

- a. Monthly Sanitary and Well Permit Activity – There were twenty sanitary, four shoreland, two floodplain and nine well permits issued in May 2025. Three certified survey maps were processed and eight recorded.
- b. Economic Development Grants – Victoria is preparing to receive Economic Development grants for 2026. As of May 29, two applications have been received. The grant deadline this year is July 11, 2025.
- c. Permit system – Staff is working with IT to improve permit information available to the public and the information input into the permit system. This includes septic, floodplain, shoreland, and well permits.
- d. Attended the following meetings/trainings & activities:
  - i. May 2<sup>nd</sup> Plotter training (VW & JM)
  - ii. May 7<sup>th</sup> CEED meeting virtually (VW & JM)
  - iii. May 22<sup>nd</sup> Well Delegation meeting (VW)



## RESOLUTION#

DATE June 17, 2025

Effective

Date June 17, 2025

Page 1 of 2

## Conservation, Education, & Economic Development Committee

Introduced by

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

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

**FISCAL NOTE:** No cost to Wood County.

**WHEREAS**, the Town of Auburndale adopted and administers a zoning ordinance to promote the health, safety, aesthetics, 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 May 15, 2025 the Town of Auburndale submitted an 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 Auburndale 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 June 4, 2025 the Conservation, Education and Economic Development Committee (CEED) reviewed the request and recommended approval; and

Adopted by the County Board of Wood County, June 17, 2025

County Clerk

County Board Chairman

**NOW 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 Auburndale Official Zoning Ordinance:

1. Reformatting
2. Language clarification
3. Addition of regulation on how lots are measured in 4.04(3)
4. Addition of housing density to be set to 10 houses per one mile of road in 5.05(3)e
5. Addition of section 5.08 Solar and Wind
6. Addition of 6.04(3) Conditional uses are non-transferable





## RESOLUTION#

DATE June 17, 2025

Effective

Date June 17, 2025

Page 1 of 2

## Conservation, Education and Economic Development Committee

Introduced by

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

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

**FISCAL NOTE:** No fiscal impact to Wood County.

**WHEREAS**, on July 20, 2010 the Wood County Board of Supervisors authorized submission of a CDBG Small Communities Housing RLF Rehabilitation grant application and was awarded a \$487,000 grant from the Wisconsin Department of Commerce,

**WHEREAS**, Wood County has successfully utilized the CDBG funds to loan to low- and moderate-income (LMI) households for necessary housing repair projects, and

**WHEREAS**, eligible projects included but are not limited to, handicapped accessibility improvements, lead paint removal, sewer and water laterals, wells and septic systems, roofing and siding, and

**WHEREAS**, on March 10, 2025 the State of Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR) notified all 215 CDBG Small Communities Housing RLFs that the RLFs will be discontinued by the end of 2025, and

**WHEREAS**, this discontinuance is based on the 2025-2029 Consolidated Plan that calls for Housing RLFs held at the local level to be returned to the DEHCR, and the funds will be used to create an affordable housing program to convert underutilized or vacant buildings into affordable housing units, and

**WHEREAS**, in 2012 DEHCR began to award CDBG housing funds via a share formula on a regional level. The State was divided into seven housing regions, covering every non-entitlement community in the State of Wisconsin, under this model. All eligible LMI residents now have access to funds at the regional level, and

Adopted by the County Board of Wood County, June 17, 2025

County Clerk

County Board Chairman

**WHEREAS,** Wood County is part of the Central Housing Region (CHR) that is made up of 9 Counties and administered by the Juneau County Housing Authority and LMI residents of all municipalities will continue to have access to CDBG RLFs through the CHR for necessary home repairs, and

**WHEREAS,** additionally Wood County will in 2025 begin to have access to an affordable housing program administered by the DOA DEHCR to convert underutilized or vacant buildings into affordable housing units.

**NOW THEREFORE BE IT RESOLVED,** that the Wood County Board of Supervisors discontinue the (CDBG) Small Communities Housing Revolving Loan Fund (RLF) Rehabilitation Program, and

**BE IT FURTHER RESOLVED,** that Wood County continue to participate in the Central Housing Region so that LMI residents have access to CDBG Revolving Loan Funds for necessary home repairs.

## **MINUTES JUDICIAL & LEGISLATIVE COMMITTEE**

**DATE:** Friday, June 6, 2025  
**TIME:** 9:00 AM  
**PLACE:** Courthouse – Room 302

**MEMBERS PRESENT:** Bill Clendenning, Bill Leichtnam, William Voight, Russ Perlock,  
Tim Hovendick

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

1. Chairman Clendenning called the meeting to order at 9:00 AM.
2. There was no public comment.
3. Motion by Voight/Hovendick to approve the minutes of the previous meetings as presented. Motion carried unanimously.
4. The claim of Tyler Brown was reviewed. Motion by Leichtnam/Hovendick to deny the claim. Motion carried unanimously.
5. The claim of Curtis Orlowski was reviewed. Motion by Hovendick/Voight to deny the claim. Motion carried unanimously.
6. The dog claim from Castlerock Veterinary was reviewed. Motion by Perlock/Leichtnam to hold this claim over until the rabies testing has been completed. Motion carried unanimously.
7. Criminal Justice Coordinator Ksionek informed the committee of various budgetary issues that were inherited when he assumed leadership of the department. He believes he is able to fund the department until the end of the year, however, there are certain programs that could be affected based on the outcome of the federal budget and because of financial decision made prior to him taking over. Working with the Finance Director, he will come up with various scenarios for the committee to review for the 2026 budget.
8. The vouchers and reports from the departments the committee oversees were reviewed and discussed. Motion by Leichtnam/Perlock to approve them as presented. Motion carried unanimously.
9. Supervisor Leichtnam provided a report of the Citizens Water Group.
10. Corp Counsel Flanagan led the committee through the last of the current county board rules that were not incorporated in the new version. He will have a finalized version ready for the July meeting.
11. The compensation for the newly elected county board in 2026 was reviewed and discussed with the following motions being offered and acted on:

- a. Motion by Clendenning/Leichtnam to direct the County Clerk to draft a resolution for consideration of the county board raising the per diem for county board meetings and committee meetings from \$50.00 to \$65.00 with no compensation allowed for meetings held prior to the county board meeting. Motion carried unanimously.
  - b. Motion by Clendenning/Voight to direct the County Clerk to draft a resolution for consideration of the county board raising the Administrative Coordinator yearly salary from \$20,000 to \$25,000. Motion carried unanimously.
  - c. Motion by Leichtnam/Voight to direct the County Clerk to draft a resolution for consideration of the county board raising the monthly salary for county board members from \$150.00 to \$250.00. Motion carried unanimously.
12. The next meeting will be held on Thursday, July 3<sup>rd</sup> at 9:00 AM. The following dates were also committed to:
- a. September monthly meeting – Friday, August 29<sup>th</sup> at 9:00 AM
  - b. October monthly meeting – Friday, September 26<sup>th</sup> at 9:00 AM
13. Motion by Voight/Leichtnam to adjourn. Motion carried unanimously at 10:28 AM.

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

**Judicial & Legislative Committee**  
**June 6, 2025**

[illegible]

## **MINUTES RESIDENTIAL OPTIONS COMMITTEE**

**DATE:** Thursday, May 29, 2025  
**TIME:** 9:00 a.m.  
**PLACE:** Courthouse, Room 115  
**TIME ADJOURNED:** 9:14 a.m.

**MEMBERS PRESENT:** See attached list

**MEMBERS EXCUSED:** Melissa Vitort

**OTHERS PRESENT:** Bill Clendenning, Lance Pliml

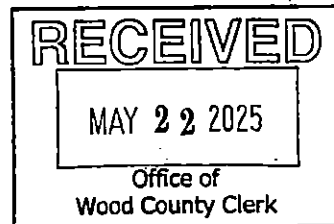
1. At 9:01 a.m., the meeting was called to order.
2. Public comments. None.
3. The Committee reviewed statutory criteria for placement including setbacks. Due to the timing consideration of a scheduled hearing set June 19, 2025, that may impact the Committee's plan for placement, the Committee plans to reconvene after this date to finalize any placement recommendations and approve accompanying report.
4. The Committee reviewed the draft Residential Options Committee report to the Department of Health Services. Preliminary draft reviewed. No feedback was received. Report will be placed on next agenda for consideration.
5. The next committee meeting will be June 30, 2025, at 9:00 a.m.
6. Meeting adjourned by consensus at 9:14 a.m.

# Residential Options Committee Meeting

**Date:** May 29, 2025

[illegible]





# NOTICE OF INJURY AND CLAIM

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

cc: Corp Counsel  
HE  
they

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

## THE INCIDENT

Date: 5/13/25

Time: 4:55 pm

Place: Just West of the grand Rapids Lions club entrance, Kellner rd

The circumstances giving rise to my claim are as follows:

I was on my way home, travelling east on  
Kellner rd. There was a street sweeper in the  
median. I got as far right as I could  
to give him room but still was struck  
by a stone, causing a chip in my windshield

The names of county personnel involved are: Didn't stop for a name  
as that wouldn't have been safe.

The names of other witnesses are: Alone in vehicle

## THE CLAIM

I request the following monetary or other relief: repair or replacement of  
my 2017 4Runner windshield.

5/16/25

Date

Tyler Brown  
Signature

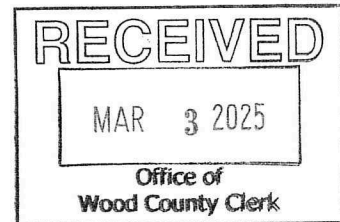
Print Name: Tyler Brown

Address: 5431 Auburn Ave  
Wisconsin Rapids, WI, 54494

Phone: (715) 323-7193

# NOTICE OF CLAIM AGAINST WOOD COUNTY JAIL

(Pursuant to Wis. Stat. § 893.80)



TO: Wood County Jail 400 Market Street, P.O. Box 8095, Wisconsin Rapids, WI 54495  
[Joseph.keena@woodcounty.gov](mailto:Joseph.keena@woodcounty.gov)  
Phone: (715) 421-8715

FROM: Curtis J. Orlowski  
7511 north park road  
Wisconsin rapids WI 54494  
[flipperman8732@duck.com](mailto:flipperman8732@duck.com)  
715-315-8250

DATE: 2-28-25

## Notice of Claim for Unlawful Medical Procedure and Excessive Medical Billing

### I. CLAIMANT INFORMATION

Name: Curtis J. Orlowski  
Date of Birth: 11-18-1987  
Address: 7511 north park road  
Wisconsin Rapids WI 54494  
Phone: 715-315-8250  
Email: [flipperman8732@duck.com](mailto:flipperman8732@duck.com)

### II. NOTICE OF CLAIM

#### 1. Date and location of Incident

Wood County Jail Wisconsin Rapids WI 54494  
Date of Incident: 11-11-24

Time of Incident: 2am

Location: Wood County Jail – Wisconsin Rapids, WI

#### 2. Names of Involved Officers and Jail Staff (If Known)

Due to having time limits to file Notice I couldn't retrieve names.  
All Jail staff working on 11-11-2024

#### 3. Description of the Incident

On November 11 2024 I was booked into Wood County Jail following my arrest by the Wisconsin Rapids Police Department in connection with the charges referenced in my previous Notice of Claim against WRPD.

During my intake at the Wood County Jail, I was forcibly subjected to X-ray imaging against my will, despite my clear and repeated refusals to consent. Jail staff claimed I had contraband inside my body, which I explicitly denied multiple times. I was coerced into complying under threat of additional consequences, even though I never consented to the X-ray procedure.

The procedure violated my constitutional rights, including my Fourth Amendment right against unlawful searches and my Fourteenth Amendment right to bodily autonomy. Following the forced procedure, no contraband was found, confirming that there was no justifiable medical or security reason for the X-ray.

I was subsequently billed \$1,800 for the non-consensual medical procedure, despite being in state custody and never requesting medical treatment.

This incident represents a clear violation of my constitutional rights and a financially abusive practice of billing detainees for unauthorized medical procedures.

#### 4. Legal Violations Committed by Wood County Jail

##### A. Fourth Amendment Violation – Unlawful Search (42 U.S.C. § 1983)

I was subjected to a medical X-ray without valid consent, a warrant, or exigent circumstances, violating my Fourth Amendment right against unreasonable searches and seizures.

Legal Precedent: In *United States v. Booker* (2012), courts ruled that forced medical procedures must meet strict constitutional scrutiny and cannot be performed without clear legal justification.

##### B. Fourteenth Amendment Violation – Due Process & Bodily Autonomy

The unlawful medical procedure violated my right to personal bodily integrity under the Fourteenth Amendment.

The procedure was performed with coercion, without informed consent, and without medical necessity.

##### C. Excessive and Unlawful Billing for Medical Procedure

Charging a detainee for a non-consensual medical procedure is both unconstitutional and financially exploitative.

Wisconsin law and federal case law prohibit jails from billing individuals for unnecessary or unauthorized medical services.

#### 5. Damages and Compensation Requeste

As a result of these unlawful actions, I have suffered:

Emotional distress and psychological trauma from the forced medical procedure.

Violation of my constitutional rights to be free from unlawful searches and coerced medical interventions.

Financial harm due to the \$1,800 medical bill, which was imposed unjustly while I was in state custody.

I am seeking:

1. Monetary compensation in the amount of \$250,000 for damages suffered due to this unlawful medical procedure.
2. Immediate cancellation and reimbursement of the \$1,800 medical charge imposed upon me.
3. A formal acknowledgment of the constitutional violations committed by the Wood County Jail and policy changes to prevent future violations.
6. Request for Response

Pursuant to Wis. Stat. § 893.80, Wood County has 120 days from receipt of this Notice of Claim to respond. If the claim is denied or not addressed within that time frame, I will proceed with filing a federal civil rights lawsuit under 42 U.S.C. § 1983 for violations of my constitutional rights.

Dated: 2-28-2025 Respectfully submitted,

Curtis J. Orlowski  
[flipperman8732@duck.com](mailto:flipperman8732@duck.com)



# Wood County WISCONSIN

CHILD SUPPORT  
AGENCY

---

**JUNE 2025**

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

Prepared by Child Support Director Brent Vruwink

- I attended the WCSEA meeting on May 1<sup>st</sup>.
- I attended the Policy Advisory Meeting on May 8<sup>th</sup>.
- I attended the State and County Contracts meeting on May 15<sup>th</sup>.
- I attended the Judges meeting on May 20<sup>th</sup>.
- Shannon Lobner attended the Department Head Meeting on May 28<sup>th</sup>.
- I have been working on the Child Support Triennial Review.
- Overall, the performance measures are solid we just need to improve our arrears numbers in the next several months.
- The current IV-D case count is 3,713.



# Wood County

## WISCONSIN

*Kimberly A. Stimac*

CLERK OF  
CIRCUIT COURT

---

June 2025

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

Meetings Attended:

- Operations Committee Meeting on 5/6/2025.
- Wood County Board of Supervisors on 5/20/2025.
- Monthly judges meeting on 5/20/2025.
- Department Head meeting on 5/28/2025.

May 8, 2025

I received a resignation from my Family/Paternity Court Clerk, effective immediately.

We started an online underage drinking course through Advent eLearning which is the same program that the City of Wisconsin Rapids Municipal Court uses. Participants are referred to take the course by the District Attorney's office or the Court directly. The participant pays a \$125 fee to Advent eLearning at the time they enroll. The fee covers the \$75 course fee for Advent eLearning and a \$50 fee that is retained by the county. Advent eLearning will then send a check to the county on a monthly basis. The online course is 4 hours in length and helps the participant learn the skills to make better decisions in the future. On the initial appearance date, the participant will enter a not guilty plea and the matter will be set for a final pre-trial conference. The course has to be completed by their final pre-trial date. The participant is responsible to file their certificate of completion with the Clerk of Courts. The District Attorney's office will then move to dismiss the charge.

May 9, 2025

Submitted my Annual Report of Actual Costs (CS-147) to the State.

May 14, 2025

The Family/Paternity Court Clerk position was posted and will be posted through June 2<sup>nd</sup>. I hope to do interviews on June 10<sup>th</sup> and/or June 17<sup>th</sup>. I will be away at a conference on June 11<sup>th</sup> thru the 13<sup>th</sup>. At this time, I have been helping to cover the position along with help from several staff members.

I have not posted the Information Clerk position as of yet. With the anticipated retirement of Judge Wolf in Branch 3, I will have staff to assist in covering that position until the new judge is appointed and starts. I will post that position at that time.

The construction noise has been minimal so far, which is lucky for us. I did allow staff to flex hours to leave early on May 16<sup>th</sup> and May 23<sup>rd</sup> which were set to be the loudest and most intense portions of the demolition. None of my staff are able to work remote as we don't have the laptops available for staff to use. I was provided a temporary workspace by the reserve courtroom during the construction however, I have found it more beneficial to work in my office at an available computer so I am available to the clerk staff and the public.



# Wood County

## WISCONSIN

CORPORATION  
COUNSEL

### MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

May 2025

#### **Hearings and Court Cases:**

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

- 16 Mental Commitments (includes Probable Cause, Final Hearings, and Recommitments)
- 13 Guardianship/Protective Placement Hearings
- 17 WATTS Review/Contested Hearings

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

Small Claims – Over the last several months, I've been working on several open small claims matters. To that end, I've recently been working with staff from the Land & Water Conservation Department on two open cases to work towards a disposition. This included participation in Court-ordered mediation in May. I appreciate the time that Shane and Rodney provided my office in preparation and participation in the mediation to work towards resolution.

#### **WACCC Spring Conference:**

In May I attended the Wisconsin Association of County Corporation Counsels (WACCC) Spring Conference in Baraboo, WI. The Conference served as a great opportunity to meet and talk with my counterparts from other Counties, as well as take part in sessions of relevancy to topics my office regularly works on. Specifically, sessions regarding CAPTA Administrative Hearings, an update and panel discussion re: Wis. Stat. 51/54/55 (mental commitments, guardianship/protective placement) matters, and essentials for maintaining HIPAA privacy compliance were all particularly informative and valuable to take part in.

#### **General Items of Note:**

Residential Options Committee – Last month, I provided an overview of anticipated Ch. 980 placement considerations necessitating a meeting of the Residential Options Committee (ROC). The ROC Committee convened in May to provide an update on a placement order received from the Court, review upcoming hearings scheduled, and to proactively work towards identifying future appropriate placement options, should a subsequent order be received. As stated last month, my office continues to work through some backup options in an attempt to avoid us being faced with the same placement difficulties, should another court order for placement be received.





# Wood County WISCONSIN

## WOOD COUNTY CRIMINAL JUSTICE DEPARTMENT

May 2025

### MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Criminal Justice Coordinator, Dillon Ksionek

#### **Meetings Attended:**

4/28/2025: Drug Court Staffing/Court  
4/30/2025: RSAT meeting with Three Bridges  
4/30/2025: Mental Health Court Staffing/Court  
5/1/2025: Weekly Staffing with Wood County Human Services Outpatient Clinic  
5/1/2025: Judicial and Legislative Committee Meeting  
5/5/2025: Drug Court Staffing/Court  
5/7/2025: Mental Health court Staffing/Court  
5/8/2025: Weekly Staffing with Wood County Human Services Outpatient Clinic  
5/12/2025: Drug Court Staffing/Court  
5/13/2025: Oxford House Board Meeting  
5/15/2025: Drug Court Sustainability Meeting  
5/15/2025: Monthly DOJ RSAT Meeting  
5/15/2025: Weekly Staffing with Wood County Human Services Outpatient Clinic  
5/19/2025: Drug Court Staffing/Court  
5/20/2025: County Board Meeting  
5/21/2025: Mental Health Court Staffing  
5/22/2025: Presentation to DOJ with State Public Defender  
5/28/2025: Department head Meeting  
5/28/2025: Mental Health Court Staffing/Court

#### **Adult Drug Treatment Court:**

Current Participants: 23  
Active Referrals: 5  
2025 Admissions: 10  
2025 Terminations: 3  
2025 Graduation: 4  
Pending Referrals: 0

We continue to have monthly sustainability meetings with representatives from the district attorney's office, the division of community corrections, the state public defender, the criminal justice department, and with our treatment court judge. The conversation centers around all aspects of sustainability but varies from month to month. This month we were focused primarily on approving the new referral form, budgeting concerns/solutions, and discussing some basic policy and procedure questions for the case managers. We also discussed changing who the medical professional would be on our UA orders. After speaking with the lab and with human services, it was determined that it would be most appropriate to switch our ordering physician from Dr. Grimm (Wood County Human Services) to Paula Hensel NP (Criminal Justice Department).

Three members of our drug court team presented at the yearly WATCP conference in the Wisconsin Dells in late April. Our presentation centered around external evaluations, specifically Wood County Adult Drug Treatment Court's experience with our 2023 external evaluation (and the subsequent report we received). A TAD representative from the DOJ who attended the WATCP conference asked us to present again to a DOJ sub-committee on May 22<sup>nd</sup> (as she felt that our presentation provided insight into the value of TAD assisting in the funding of external evaluations). We accepted the invitation to speak again on this subject, and myself and one other member of the team were able to do a similar presentation as requested.

I continue to investigate ways to address sustainability concerns with our current drug court budget.

**Residential Substance Abuse Treatment Grant/DHS Allotment:**

The jail programming component of the Criminal Justice Department (known as STRONG) is made up of our medication assisted treatment program (MARF) and our jail residential treatment program (RSAT). We continue to get regular requests and self-referrals from those that are incarcerated to participate in STRONG. The demand for STRONG programming has been so strong that we are currently looking at how to allot more hours within our department to serve this population.

Year to date, we have had 60 total participants enroll in our STRONG programming (40 male and 20 female). 63% of those participants identified either alcohol or opiates as their drug of choice. The average number of opportunities for past treatment reported by our participants was 1. In other words, the average participant had only engaged in substance use treatment of any kind only once prior to their current incarceration. I think this demonstrates just how important this opportunity to engage in treatment while in custody is. Not only is it providing an opportunity for treatment in the jail, but it is also providing an opportunity to have treatment already lined up upon release. I think it is also noteworthy that the medication assisted treatment that we provide is able to directly assist almost 2/3 of the people that have reached out for treatment and/or programming thus far.

**Medication Assisted Treatment Program (MARF):**

Current Participants: 23 (17 on oral medications and 6 on injectable medications)

Year to date participants: 46

We continue to offer Naltrexone (for Opioid and Alcohol use disorder) in both its oral tablet and injectable forms. We also continue to offer Buprenorphine (for opioid use disorder) in its oral film form. We have access to continue medications for those with an active and compliant prescription for Methadone in the community as well, but do not prescribe this medication in the jail for those seeking new medication assisted treatment prescriptions.

**Jail Residential Treatment Program (RSAT):**

Current Participants: 11

Year to date participants: 13

The first Recovery Pods in the new Wood County Jail opened on May 12<sup>th</sup>. Three Bridges Recovery has started their SMART Recovery program with both a male and a female pod and Opportunity for Hope Clinic was immediately able to start providing individual counseling sessions for clients as well. We also were able to re-start the programming that was previously offered in the old jail to our residential participants. We continue to look for partnerships and other programming opportunities to offer to our clients. Our staff have started offering a new evidence-based group and we have been working with other entities to introduce other opportunities in the coming weeks as well.

**Other Matters:**

The storms on May 15<sup>th</sup> resulted in our office space accruing a noteworthy amount of water damage. Thankfully, we have an excellent maintenance team that was able to address the standing water, remediate the problem that caused it, prevent any mold or other hazards in our space, and replace the necessary materials in our office suite. We were displaced for just over a week, and I cannot begin to express my gratitude for how quickly and thoroughly the issue was addressed. Furthermore, I am grateful for the accommodations offered by so many of the other county departments. We were able to continue our services uninterrupted with our clients thanks to everyone's willingness to help when we needed it.



# Wood County

## WISCONSIN

REGISTER IN  
PROBATE

June 2025

### MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Register in Probate, Tara Jensen

- Attended Wisconsin Counties Association weekly Zoom meetings on Mondays.
- May 1 – Judicial and Legislative Committee Meeting
- May 6 - Operations Committee Meeting
- May 7-8 I attended the Wisconsin Register in Probate Association Spring Conference in Appleton. These conferences are always beneficial because of the training that takes place on matters pertinent to probate.
- May 20 – Wood County Board Meeting
- May 28 – Wood County Department Head Meeting

The Probate Office is on a shared wall with the old jail and due to the demolition, we have had two offices in our space relocated for the past month. This has been inconvenient having staff in two different locations. We are anxiously anticipating returning everyone to our office space in the next few weeks.

The judicial assistant floater position in our office has now completed all training within each judicial branch. This position is based in probate but is a back up for any of the four judicial assistants when they are out of the office.

Tara Jensen  
Register in Probate  
Probate Registrar

Karrie Moore  
Deputy Register in Probate  
Juvenile Clerk



# Wood County

## WISCONSIN

### REGISTER OF DEEDS OFFICE

*Tiffany R. Ringer*  
Register of Deeds

**JUNE 2025**

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

- I attended the Judicial and Legislative committee meeting on May 1<sup>st</sup>.
- I attended the WCA County Leadership weekly meetings for the month of May.
- My office continues to work with Fidlar on condensing document types to streamline the electronic recording process. It is my goal to have under 100 document types by the end of 2025. Satisfaction and Release documents are expected to be finished soon. Fidlar is renaming as many of the documents as they are able and what is left will be combined into a back index queue for ROD staff to update as time allows.
- I finalized an updated Laredo contract for Wood County subscribers. Thank you to Corporation Counsel Flanagan for his review, changes and approval. The contract will go out to each user for signature.
- I attended the WRDA Advisory Committee meeting in preparation for the upcoming WRDA Summer conference and board elections.
- I attended the Fidlar Symposium May 19-21 and presented on a panel for tagless scanning. Numerous counties across the nation are now reaching out to learn more about Wood County's tagless scanning process.
- I attended a meeting for LRB 1580/P4 with staff from Representative Krug's office and Senator James' office. It is our hope this will be the final draft for the Chapter 59.43 clean-up Bill.
- I attended the Department Head meeting and the In the Board Room meeting with Attorney Andy Phillips regarding Act 235 – Judicial Shielding on May 28<sup>th</sup>.



## RESOLUTION#

DATE June 17, 2025  
Effective  
Date April 21, 2026

Page 1 of 1

Introduced by Judicial & Legislative Committee

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

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

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

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

WHEREAS, the Judicial & Legislative Committee has reviewed the pay structure of the county board supervisors as well as that of the Administrative Coordinator, and

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

NOW THEREFORE BE IT RESOLVED, that beginning with the commencement of the 2026-2028 county board term on April 21, 2026, the per diem rate be increased from \$50.00 to \$65.00, the county board supervisor salary be increased from \$150.00 per month to \$250.00 per month, and the Administrative Coordinator stipend be increased from \$20,000 per year to \$25,000 per year.

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

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

Adopted by the County Board of Wood County, June 17, 2025

County Clerk

County Board Chairman

## **MINUTES**

### **HIGHWAY, INFRASTRUCTURE & RECREATION COMMITTEE**

**DATE:** Thursday, June 5, 2025  
**TIME:** 9:00 AM  
**PLACE:** Highway Dept., Conference Room

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

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

1. Chairman Hahn called the meeting to order at 9:00 AM and declared a quorum present.
2. There was no public comment.
3. The minutes of the previous meeting was presented. Motion by Breu/Hokamp to accept the minutes as corrected. Motion carried unanimously.
4. Under ATV update, motion by Brehm/Hahn to open up CTH H through the Town of Marshfield to ATV/UTV traffic. Motion carried 4-1. Voting no was Breu. Motion by Brehm/Hokamp to open up CTH D from STH 54 north to CTH Q. Motion carried 4-1. Voting no was Breu.
5. The Highway Dept. staff reports were highlighted and reviewed.
6. The Highway revenue report was reviewed.
7. Motion by Thao/Hokamp to approve the Highway Dept. vouchers. Motion carried unanimously.
8. Highway Commissioner Hawk reported that all the upgraded signs have been installed by USH 10/STH 186 intersection.
9. Supervisor Brehm brought up a concern from a business owner along CTH A and the possibility of lowering the speed limit on the slight curves by "Little Bull Falls" tavern. No action was taken by the committee.
10. The Parks & Forestry staff reports were reviewed.
11. Parks & Forestry Director Schooley reviewed the 2 special use permits that were included in the committee packet. Motion by Brehm/Thao to approve the special use permits as presented. Motion carried unanimously.
12. Schooley reviewed the status of the construction of the maintenance building at Powers Bluff, which is almost completed, as well as the pre-bid meeting held for the Shelter House. Several contractors attended that meeting. Bids are now being accepted.
13. Schooley reviewed the status of the remodeling projects being completed on CERA Park and issues that come up are being addressed. The shower building remodel is complete and the shelter building remodel should be completed next week. Cameras are being installed at various points within the park.

14. Forest Administrator Schubert shared a Public Service Commission notice to landowners along the GRID FORWARD CENTRAL WISCONSIN PROJECT outlining the proposed preferred and alternate routes. The alternate route would come along STH 54 through the Towns of Hiles and Dexter, up to Dexter Park. This route would have some concerns as it relates to county forest and park management. As this is the public comment period is going on at present time, committee consensus was to instruct Schubert to draft a letter expressing the management concerns without endorsing either route. He will keep the committee apprised.
15. Schubert presented the bid results from the May Timber Sale. It was noted that only 3 of the 6 tracts sold. Motion by Brehm/Hokamp to award contracts to the highest bidder on those tracts sold, and to direct sale the remaining, if possible. Any tracts left would be re-bid in the future. Motion carried unanimously.
16. Schubert presented two timber contract extensions (#797 & #812) and recommended they be extended with no increase in stumpage. Motion by Hokamp/Thao to approve the extensions as recommended. Motion carried unanimously.
17. There are three members of the Wildlife Advisory Committee whose terms are expiring in June. Two of the members wish to be renominated, Mike Wipfli & Scott McAuley. Motion by Brehm/Hokamp to recommend to the County Board Chair the renomination of Mike Wipfli and Scott McAuley to the Wildlife Advisory Committee. Motion carried unanimously. This will leave a total of two positions vacant.
18. Parks & Forestry revenue reports were reviewed.
19. Motion by Hokamp/Thao to approve the Parks & Forestry vouchers. Motion carried unanimously.
20. Schooley reviewed the various E-Bike classes and how other counties are dealing with this new technology within their parks as it relates to various types of trail access. He will be researching additional counties and bring more information back to the committee to review.
21. The next meeting will be held on Wednesday, July 9<sup>th</sup>, at 9:00 AM at the Highway Department Conference Room.
22. Chairman Hahn declared the meeting adjourned at 10:33 AM.

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



## Highway Infrastructure & Recreation Committee

**June 5, 2025**

[illegible]



# Wood County WISCONSIN

OFFICE OF  
HIGHWAY COMMISSIONER

*Roland Hawk*  
COMMISSIONER

May 29, 2025

To: Highway, Infrastructure & Recreation Committee

From: Roland Hawk, PE Highway Commissioner

Subject: Commissioner Report for June 5, 2025, HIRC meeting

---

## Department Activities

### Personnel/Administration

Interviews for the truck operator vacancy created through a retirement in late-March are scheduled for June 11. Highway received 24 completed applications for the open position.

The Wood County Unit of the Wisconsin Towns Association met on May 16 and voted unanimously to withdraw from the Local Road Improvement Program (LRIP) Pilot Program. The LRIP program provides State funding to Towns, Cities, Villages and Counties for road & bridge improvement projects. By State Statutes, the County Highway Commissioner is responsible for administering the program for all municipalities in their county. The Pilot Program was initiated by the Wisconsin Towns Association, where they offered 26 counties, primarily in the northwest and west-central regions of the state, to have WTA's facilitator perform the duties of the highway commissioner in return for the county to forfeit their fee paid by WisDOT to administer the program. For Wood County Highway, that fee was \$7,500 a year. The new program starts July 1 in alignment with the State's biennium budget.

Highway is reviewing a new On-line permitting software, Staff are working with IT, Treasures Office, and GIS to ensure the transition to the new software is seamless and secure.

### Highway/Facility Projects

- WisDOT STP Project CTH F & HH Intersection **Construction 2026**
  - Design Engineering Complete
  - R/W acquisition in progress, 9 of 10 parcels obtained.
  - Project will be LET for Bids November 2025
- WisDOT STP Bridge CTH N (STH 186 – CTH N) **Construction 2025**
  - LET for Bids on 12-10-24 (\$416,823) Pheifer Brothers Construction Co
  - 80/20 Project
  - WCH crews have installed bird netting and cleared required trees.
- WisDOT STP Urban (BIL) CTH U Village of Biron **Construction 2026**
  - Design Engineering 90% Complete
  - R/W Plat recorded and R/W acquisition in progress
  - Borrow site (pond) anticipated spring/summer 2025.
  - Coordination of box culvert replacement, to be performed by Wood Co Hwy. in July 2025
- CTH BB Realignment Project
  - R/W acquisition complete.

- Construction started early *May 2025*.
- Marshfield Brine Building
  - Work completed,
  - Commissioner obtained a new High-capacity brine maker through WisDOT. Expect to take delivery later in 2025, will be operational before 2026 winter season.
  - Crews applied epoxy to protect concrete floor and stupes.
- CTH A Corridor Preliminary Engineering
  - 30% Preliminary engineering complete
  - Commissioner exploring funding options.
  - Commissioner submitted Federal Build/Raise Grant 1-29-25/Awards are noticed in June.
  - Commissioner reviewing potential options to acquire abandoned property with Haz Mat.
- CTH AA Lynn Creek
  - Preliminary Road & Structure Plans in 90% complete.
  - Preliminary Estimate \$1.9 million
  - Commissioner exploring funding options
  - Highway hosted a Public Information meeting May 22 at Nekoosa Community Center

### Highway Maintenance

Work in May included:

- Shoulder retrieving
- Asphalt patches
- Sign replacements
- Tree & Brush cutting/removal
- Crack Filling & Mastic Repairs
- Bridge railing repairs/maintenance
- Salt shed repairs/maintenance

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

Commissioner attended the following events/meetings:

- May 1 - HIRC meeting
- May 6 – Operations Committee, Court House
- May 7 – Meeting with Marathon County Highway, Oxcart Permit Software review
- May 8 – Meeting with Property Owners on CTH AA, Grunewald Lane
- May 12 – WCHA Executive Committee Meeting, Wisconsin Dells
- May 13 – Town of Cranmore, Spring Road Tour Meeting
- May 14 – Meeting with Reuben Van Tassel, Recovery of Jail Generator
- May 15 – CTH AA Progress Meeting, Virtual
- May 16 – Wood County Unit of Wisconsin Towns Association Meeting, Rudolph
- May 19 – NC Region Commissioner Meeting, Antigo
- May 20 – County Board Meeting
- May 21 – County Mutual Safety Day Training, Antigo
- May 22 – Kick off meeting for Delasoft Permitting System, Virtual
- May 22 – Progress Meeting, CTH A, Virtual
- May 22 – CTH AA Public Information Meeting, Nekoosa Community Center
- May 27 – WisDOT Local Program Advisory Forum, Virtual
- May 28 – Department Head Meeting, Court House
- May 28 – WCHA Commissioner Meeting, Virtual
- May 29 – WCHA Strategic Planning Meeting, Virtual

## EQUIPMENT

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

Claim was submitted and approved to repair/replace roof on equipment storage building. Work began May 27 and is anticipated to be complete by mid-June.

Highway received the backup generator from the Jail prior to demolition and will obtain estimates to have it installed as the backup for the Wisconsin Rapids facility.

## **Accounting Supervisor Report**

By John Peckham, Wood County Highway Department Accounting Supervisor

HIRC Meeting

### **Revenues and Expenses**

Revenues and expenses are mostly as anticipated at this point of the year, though the Maintenance Fund is in the red. Asphalt plant revenues will start to increase soon as the plant has started up and that should help with that fund.

### **Other**

The audit went very smoothly for the Highway Department. There were no issues.

I have finalized work on the State of Wisconsin Annual Financial Report of Operations.

This month continues the educational series, Bookkeepers Corner. The chapter this month is on the County-Aid Bridge Fund.

**HIGHWAY DEPARTMENT FUNDS – COUNTY-AID BRIDGE FUND****The Funds in Detail****County-Aid Bridges*****Purpose of the Fund***

The purpose of this fund is to provide a subsidy mechanism for the municipalities of Wood County for small bridge or large culvert replacement projects.

***Source of Funding***

This fund is supported by tax levy and revenues from municipalities.

***Detailed Explanation of the Fund***

Each year, the Department sends notice to all the municipalities of Wood County informing them that they may participate in this cost-sharing program. We send them a copy of a petition which they can fill out and send back. The petition asks the County Board to set aside a varying amount of money in the next budget for that municipality's use on a bridge or culvert construction project. When the project is completed, the County must pay half the cost of the project. This work is not required to be done by the County Highway Department.

***Expenses and Revenues of the Fund*****Expenditures**

Budget expenditures are broken down into the following:

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

Supplies and Expense – All supplies and expenses are charged directly to projects.

Grants, Contributions, & Other – Bridge-aid program machinery and materials.

**Revenues**

Intergovernmental Charges – Bridge-aid program revenues.

County of Wood  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 Highway Departmentwide  
 Saturday, May 31, 2025

		2025		
		Actual	Budget	Variance
				Variance %
<b>REVENUES</b>				
Intergovernmental Revenues				
43300	Federal Grants-American Recovery & Reinvest Act	\$167,657.72	\$400,000.00	(\$232,342.28)
43531	State Aid-Transportation	636,349.77	2,497,341.00	(1,860,991.23)
43534	State Aid-LRIP	470,745.05	844,061.00	(373,315.95)
	Total Intergovernmental	1,274,752.54	3,741,402.00	(2,466,649.46)
Licenses and Permits				
44101	Utility Permits	15,568.95	30,550.00	(14,981.05)
	Total Licenses and Permits	15,568.95	30,550.00	(14,981.05)
Intergovernmental Charges for Services				
47230	State Charges	745,318.15	1,264,109.00	(518,790.85)
47231	State Charges-Highway	140,230.95	268,014.00	(127,783.05)
47232	State Charges-Machinery	26,423.91	(14,629.00)	41,052.91
47300	Local Gov Chgs	196,708.12	848,896.00	(652,187.88)
47330	Local Gov Chgs-Transp	267,889.60	1,964,726.00	(1,696,836.40)
47332	Local Gov Chgs-Roads		267,134.00	(267,134.00)
47333	Local Gov Chgs-Bridges		117,697.00	(117,697.00)
	Total Charges to Other Governments	1,376,570.73	4,715,947.00	(3,339,376.27)
Interdepartmental Charges for Services				
47470	Dept Charges-Highway	27,033.81	2,731,559.00	(2,704,525.19)
	Total Interdepartmental Charges	27,033.81	2,731,559.00	(2,704,525.19)
	Total Intergovernmental Charges for Services	1,403,604.54	7,447,506.00	(6,043,901.46)
Miscellaneous				
48340	Gain/Loss-Sale of Salvage and Waste	1,014.70	10,605.00	(9,590.30)
	Total Miscellaneous	1,014.70	10,605.00	(9,590.30)
Other Financing Sources				
49110	Proceeds from Long-Term Debt		2,451,500.00	(2,451,500.00)
49280	Transfer from Trust Funds	470,745.05		470,745.05
	Total Other Financing Sources	470,745.05	2,451,500.00	(1,980,754.95)
<b>TOTAL REVENUES</b>		<b>3,165,685.78</b>	<b>13,681,563.00</b>	<b>(10,515,877.22)</b>
<b>EXPENDITURES</b>				
Public Works-Highway				
53110	Hwy-Administration	185,265.25	437,391.41	252,126.16
53120	Hwy-Engineer	92,026.22	210,931.64	118,905.42
53191	Hwy-Other Administration	166,531.89	402,931.49	236,399.60
53210	Hwy-Employee Taxes & Benefits	(950,962.23)		950,962.23
53220	Hwy-Field Tools	13,857.68	(45,534.22)	(59,391.90)
53230	Hwy-Shop Operations	123,279.47	397,971.95	274,692.48
53232	Hwy-Fuel Handling	(7,740.76)	(17,766.00)	(10,025.24)
53240	Hwy-Machinery Operations	(714,252.16)	(71,912.30)	642,339.86
53250	Hwy-Crushing Operations	20,490.42	17,936.97	(2,553.45)
53251	Hwy-Crushing Operations Production	47,333.53	103,564.60	56,231.07
53260	Hwy-Bituminous Ops	35,393.30	214,888.22	179,494.92
53266	Hwy-Bituminous Ops	2,855.45	2,017,610.84	2,014,755.39
53270	Hwy-Buildings & Grounds	145,592.20	233,326.35	87,734.15
53290	Hwy-Salt Brine Operations	(8,001.79)	(1,013.49)	6,988.30
53291	Hwy-Salt Brine Operations	14,355.62	(4,800.49)	(19,156.11)
53281	Hwy-Acquistion of Capital Assets	776,242.26		(776,242.26)
53310	Hwy-Maintenance CTHS		65,522.15	65,522.15
53311	Hwy-Maint CTHS Patrol Sectn	1,058,954.79	2,296,960.44	1,238,005.65
53312	Hwy-Snow Remov	828,323.60	990,000.16	161,676.56
53313	Hwy-Maintenance Gang	73,165.60	217,072.03	143,906.43
53314	Hwy-Maint Gang-Materials	2,090.00	8,302.00	6,212.00
53320	Hwy-Maint STHS	940,150.76	1,264,109.05	323,958.29
53330	Hwy-Local Roads	281,373.54	1,964,726.04	1,683,352.50
53340	Hwy-County-Aid Road Construction	1,054.39	330,037.42	328,983.03
53341	Hwy-County-Aid Bridge Construction	51,000.00	250,731.09	199,731.09
53490	Hwy-State & Local Other Services	202,085.03	848,895.86	646,810.83
53491	Hwy-ATV Route Signage		17,346.37	17,346.37
	Total Public Works-Highway	3,380,464.06	12,149,229.58	8,768,765.52
Capital Outlay				
57310	Highway Capital Projects	475,888.75	3,423,665.39	2,947,776.64

County of Wood  
 DETAILED INCOME STATEMENT W/SUBTOTALS  
 Highway Departmentwide  
 Saturday, May 31, 2025

		2025		
		Actual	Budget	Variance      Variance %
	Total Capital Outlay	475,888.75	3,423,665.39	2,947,776.64      86.10%
	Other Financing Uses			
59210	Transfers to General Fund	470,745.05		(470,745.05)      0.00%
	Total Other Financing Uses	470,745.05		(470,745.05)      0.00%
	TOTAL EXPENDITURES	4,327,097.86	15,572,894.97	11,245,797.11      72.21%
	NET INCOME (LOSS) *	(1,161,412.08)	(1,891,331.97)	729,919.89      (38.59%)





# Parks & Forestry Department Reports

June 5, 2025

## **Director Report, by Chad Schooley**

- Continue project management of Powers Bluff Maintenance Shop Project. Final Punch List meeting is scheduled for week of June 1<sup>st</sup>.
- Continue working with architect on PB Shelter design. Bid advertisement went out. Bid awards scheduled for July 9<sup>th</sup> HIRC.
- Eagle Construction and E-Con electric continue work on the Cera Park shower and shelter building remodeling project. Both Projects scheduled to be completed by week of June 1<sup>st</sup>.
- Continue assisting with update of Parks, Recreation, and Open Spaces plan.
- **Special Use Permits**
  - Bluegrass Music Festival, South Park, June 12-15 2025
  - Nepco Lake District- Nepco Lake 100<sup>th</sup> Anniversary 8-16-2025

## **Maintenance Program Supervisor Report, by Dan Vollert**

### **Construction Projects**

- South Park-cap north fireplace chimney on Red Beach Stone Shelter.
- CERA Park-Shower Building Remodel Project.
- CERA Park-Shelter Restroom Remodel Project.
- Dexter Park: New beachhouse shelter design.
- North Park: Installing informational sign for Campground river crossing & gate.

### **Maintenance Operations**

- ALL Parks: Mowing, string trimming, shelter & bathroom cleaning.
- South Park: Landscaping Storm Shelter.
- CERA Park: Getting things ready for equipment auction.
- CERA Park: Replacing sand around playground structures.

### **Employee Matters**

- LTE-IIs have started. Looking for one more at Dexter Park.
- Rangers on board for all parks.

### **Snowmobile/ATV**

- Auburndale (DH) Snowmobile Bridge project off of CTH N east of Arpin is being done by Earth Inc. Abutments are installed, rip-rapped, and bridge is set. Project approaches will be completed once things dry up in area.
- Approving SNARS entries from clubs for Second Half of Snowmobile Funds dispersal.
- Hay Creek-Peterson Road ATV Trail opened May 15<sup>th</sup> with Jackson & Clark County Trails.

- Range Road ATV Connector Trail to Intensive Use Area will be stripped of stumps and built up by Highway Dept.

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

- Assisted with May Timber Bid
- Updated reservation system to accommodate camping reservations for State Water Ski Tournament block
- Training/refreshers for Rangers on reservation system and deposit procedures
- Created campground booklets for updating site stats and pictures

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

- Timber Sales: No active timber sales in May. Logging activity has slowed with contractors cleaning up landings prior to spring road postings.
- Completed effort to sign Yoder contract #814 over to another contractor. Flink Forest Products has agreed to assume this contract according to original specifications and stumpage prices.
- Held spring timber bid opening (7 tracts comprising 261 acres). Bid results are included in HIRC packet.
- Timber sale establishment in compartment 37.
- Coresponded with DNR pertaining to endangered bat listing and Incidental Take Permit/HCP enrollment. This issue will be brought to the committee in the next couple months.
- Forestry Technician: Cleaned and mowed shooting range. Graded shooting range parking lot. Assisted with completion of final items and opening of new Hay Creek ATV Trail. Painted forestry gates. Removed scattered storm damaged trees from Park Road and forestry roads.



# Public Service Commission of Wisconsin

Summer Strand, Chairperson  
Kristy Nieto, Commissioner  
Marcus Hawkins, Commissioner

4822 Madison Yards Way  
P.O. Box 7854  
Madison, WI 53707-7854

May 7, 2025

Re: Joint Application of American Transmission Company LLC and Northern States Power Company-Wisconsin, as Electric Public Utilities, for a Certificate of Public Convenience and Necessity to Rebuild Existing Transmission Infrastructure and Construct and Operate Long Range Transmission Planning Tranche 1 Project 6, a New 345 kV Transmission Line Connecting the Tremval-Arpin-Columbia Substations in the Counties of Trempealeau, Wood, and Columbia, Wisconsin, to be known as the Grid Forward Central Wisconsin Project

5-CE-157

To the Person Addressed:

The Public Service Commission of Wisconsin (Commission) received a joint application from American Transmission Company LLC (ATC) and Northern States Power Company-Wisconsin for authorization to rebuild existing transmission infrastructure and the construction and operation of a new 345 kV transmission line in the counties of Trempealeau, Wood, and Columbia, Wisconsin, to be known as the Grid Forward – Central Wisconsin Transmission Line Project (project). The project is proposed to rebuild approximately 175 miles of existing transmission lines to support the construction of a new 200 to 205 mile 345 kV transmission line from the Tremval Substation in Trempealeau County, to an intermediate substation, the expanded Arpin Substation, in Wood County, and connecting the expanded Arpin Substation to the Columbia Substation in Columbia County. The Commission is sending this letter to property owners near the proposed project area, as well as individuals who have asked to be placed on our mailing list or have expressed interest in the project. It is also being sent to public officials in the project area. If you are a municipal clerk receiving this letter, please post it in a location where it can be viewed by the public.

This is a Type I action under Wis. Admin. Code § PSC 4.10(1). Type I actions are major actions that significantly affect the quality of the human environment, within the meaning of Wis. Stat. § 1.11 (2) (c).

The purpose of this letter is to provide notice that the draft environmental impact statement (EIS) for the proposed project is available, and to describe how you can view or obtain a copy of the draft EIS.

The purpose of the draft and final EIS documents is to provide decision makers, the public, and other stakeholders with an analysis of the economic, social, cultural, and environmental impacts



that could result from the construction of the proposed project. The draft EIS describes both quantifiable (e.g. acres likely to be impacted) and unquantifiable (e.g. effect on aesthetics) impacts to the environment related to the proposed project. The document has been prepared jointly by the Commission and the Wisconsin Department of Natural Resources (DNR).

You are encouraged to comment on the draft EIS. The state agency comment period on the draft EIS ends on Monday, June 23, 2025. Please use the PSC docket number 5-CE-157 on all e-mail and correspondence.

Written comments should be addressed to:

Andrew Craft  
Environmental Review Coordinator  
Public Service Commission  
P.O. Box 7854  
Madison, WI 53707-7854

Comments may also be submitted electronically at the Commission's website at <http://psc.wi.gov>. Once at the site, click on the "File a Public Comment" link under E-Services at the bottom of the page. On the next page select the "File a comment" link that appears on the left side of the page associated with the Grid Forward – Central Wisconsin Transmission Line docket (5-CE-157) and file a comment.

You can access the draft EIS in the following ways:

- All documents in this docket are filed on the Commission's Electronic Records Filing system. To view the draft EIS or any other document: (1) go to the Commission's E-Services Portal at <http://apps.psc.wi.gov>, (2) enter "5-CE-157" in the box labeled "Quick Single Docket Search," and (3) select "Documents."
- To obtain a copy of the draft EIS in another format, please contact the EIS coordinator, Andrew Craft, at (608) 266-3375 or [andrew.craft@wisconsin.gov](mailto:andrew.craft@wisconsin.gov).

Comments received during the comment period will be used to prepare the final EIS, which will become part of the record used by the Commission to make its final decisions on this project. At this time, the Commission decision on the proposed project is expected in the fourth quarter of 2025.

The Commission decision on the merits of this project will be based on the record of public and technical hearings that will be held about 30 days after the final EIS is issued. When the final EIS is prepared, the Commission will issue a Notice of Hearing. The hearing will satisfy the WEPA (Wisconsin Environmental Policy Act) requirements of the Commission and DNR. The

final EIS and testimony from the public and technical hearings will be included in the hearing record.

If necessary, DNR will hold separate hearings on its water permits or other DNR regulatory actions discussed in this draft EIS.

If you have any questions regarding this letter, please contact the Environmental Affairs Coordinator, Adam Ingwell, at (608) 267-9197 or [adam.ingwell@wisconsin.gov](mailto:adam.ingwell@wisconsin.gov).

Sincerely,



Adam Ingwell  
Environmental Affairs Coordinator – Supervisor  
Division of Digital Access, Consumer and Environmental Affairs

AI:bs DL:02070117



# Wood County Forest Timber Bid Summary

Thursday, May 22, 2025

<u>Tract</u>	<u>Bids</u>	<u>High Bidder</u>	<u>Bid Value</u>	<u>Appraised Value</u>	<u>Acres</u>
1-25	0	n/a	n/a	\$16,271.00	53
2-25	3	Koerner	\$ 19,840.00	\$12,800.00	21
3-25	3	Koerner	\$ 7,740.00	\$3,010.00	14
4-24	0	n/a	n/a	\$14,710.00	52
4-25	2	Weekly	\$ 36,980.00	\$34,200.00	39
7-25	0	n/a	n/a	\$10,350.00	40
9-24	2	Weekly	\$ 34,063.30	\$28,100.00	42
<b>ALL Tracts Totals</b>	<b>10</b>		<b>\$ 98,623.30</b>	<b>\$119,441.00</b>	<b>261</b>

	<b>Pulp - Tons</b>					<b>Sawtimber - MBF</b>		<b>Firewood - Cords</b>
	<b>Aspen</b>	<b>Mixed HW</b>	<b>Oak</b>	<b>Red Pine</b>	<b>White Pine</b>	<b>Mixed HW</b>	<b>Oak</b>	<b>Dead Oak</b>
Volume	3120	3170	1825	1350	2470	49	37	12
Max Bid	\$ 11.71	\$ 11.46	\$ 8.50	\$ 31.00	\$ 22.50	\$ -	\$ 155.00	\$ -
Weighted Average (all bids - sold Tracts)	\$ 9.85	\$ 8.53	\$ 8.25	\$ 21.44	\$ 18.89	\$ -	\$ 152.50	\$ -

## Wood County Parks & Forestry Department

111 W. Jackson Street, Wisconsin Rapids, WI 54495-8095

(715) 421-8422 (phone) - (715) 421-8534 (fax)

Forester: Fritz Schubert, 715-421-8549 / [Frederick.Schubert@woodcountywi.gov](mailto:Frederick.Schubert@woodcountywi.gov)

Billing: Stacie Kleifgen, 715-421-8541 / [Stacie.Kleifgen@woodcountywi.gov](mailto:Stacie.Kleifgen@woodcountywi.gov)

Forest Certification Chain of Custody found at:

<https://dnr.wisconsin.gov/topic/timbersales/certification>

## Bid Comparison Report

Tract 2-25

KOERNER FOREST PRODUCTS, LTD

Winning Bid

19,840.00 ☒

BIEWER WISCONSIN SAWMILL

14,976.00 ☐

WEEKLY TIMBER & PULP, INC.

13,100.80 ☐

KOERNER FOREST PRODUC				BIEWER WISCONSIN SAWMI				WEEKLY TIMBER & PULP, IN			
	Vol	Value			Vol	Value			Vol	Value	
18T-PR	640	31.000	19,840.00	18T-PR	640	23.400	14,976.00	18T-PR	640	20.470	13,100.80
	Bid Total:		<b>19,840.00</b>		Bid Total:		<b>14,976.00</b>		Bid Total:		<b>13,100.80</b>

## Wood County Parks & Forestry Department

111 W. Jackson Street, Wisconsin Rapids, WI 54495-8095

(715) 421-8422 (phone) - (715) 421-8534 (fax)

Forester: Fritz Schubert, 715-421-8549 / Frederick.Schubert@woodcountywi.gov

Billing: Stacie Kleifgen, 715-421-8541 / Stacie.Kleifgen@woodcountywi.gov

Forest Certification Chain of Custody found at:

<https://dnr.wisconsin.gov/topic/timbersales/certification>

## Bid Comparison Report

Tract 3-25

KOERNER FOREST PRODUCTS, LTD

Winning Bid

7,740.00 ☒

FLINK FOREST PRODUCTS

6,669.30 ☐

WEEKLY TIMBER & PULP, INC.

4,180.60 ☐

KOERNER FOREST PRODUC				FLINK FOREST PRODUCTS				WEEKLY TIMBER & PULP, IN			
	Vol	Value			Vol	Value			Vol	Value	
20T-PR	330	18.000	5,940.00	20T-PR	330	15.510	5,118.30	20T-PR	330	10.320	3,405.60
20T-PW	100	18.000	1,800.00	20T-PW	100	15.510	1,551.00	20T-PW	100	7.750	775.00
Bid Total:			<b>7,740.00</b>	Bid Total:			<b>6,669.30</b>	Bid Total:			<b>4,180.60</b>



## Wood County Parks & Forestry Department

111 W. Jackson Street, Wisconsin Rapids, WI 54495-8095

(715) 421-8422 (phone) - (715) 421-8534 (fax)

Forester: Fritz Schubert, 715-421-8549 / [Frederick.Schubert@woodcountywi.gov](mailto:Frederick.Schubert@woodcountywi.gov)

Billing: Stacie Kleifgen, 715-421-8541 / [Stacie.Kleifgen@woodcountywi.gov](mailto:Stacie.Kleifgen@woodcountywi.gov)

Forest Certification Chain of Custody found at:

<https://dnr.wisconsin.gov/topic/timbersales/certification>

## Bid Comparison Report

Tract 4-25

WEEKLY TIMBER & PULP, INC.

Winning Bid

36,980.00 ☒

KOERNER FOREST PRODUCTS, LTD

34,962.10 ☐

WEEKLY TIMBER & PULP, IN				KOERNER FOREST PRODUC			
	Vol	Value			Vol	Value	
18T-PW	1210	18.000	21,780.00	18T-PW	1210	17.010	20,582.10
20T-MX	560	8.500	4,760.00	20T-MX	560	8.000	4,480.00
20T-OO	900	8.500	7,650.00	20T-OO	900	8.000	7,200.00
10-OO	18	155.000	2,790.00	10-OO	18	150.000	2,700.00
Bid Total:			<b>36,980.00</b>	Bid Total:			<b>34,962.10</b>

## Wood County Parks & Forestry Department

111 W. Jackson Street, Wisconsin Rapids, WI 54495-8095

(715) 421-8422 (phone) - (715) 421-8534 (fax)

Forester: Fritz Schubert, 715-421-8549 / [Frederick.Schubert@woodcountywi.gov](mailto:Frederick.Schubert@woodcountywi.gov)

Billing: Stacie Kleifgen, 715-421-8541 / [Stacie.Kleifgen@woodcountywi.gov](mailto:Stacie.Kleifgen@woodcountywi.gov)

Forest Certification Chain of Custody found at:

<https://dnr.wisconsin.gov/topic/timbersales/certification>

## Bid Comparison Report

Tract 9-24

WEEKLY TIMBER & PULP, INC.

Winning Bid

34,063.30 ☒

KOERNER FOREST PRODUCTS, LTD

33,940.00 ☐

WEEKLY TIMBER & PULP, IN				KOERNER FOREST PRODUC			
	Vol	Value			Vol	Value	
18T-PW	1160	19.500	22,620.00	18T-PW	1160	22.500	26,100.00
20T-A	850	11.710	9,953.50	20T-A	850	8.000	6,800.00
20T-MX	130	11.460	1,489.80	20T-MX	130	8.000	1,040.00
Bid Total:		<b>34,063.30</b>		Bid Total:		<b>33,940.00</b>	

## Contract Extension Notes – June 2025

### #797 Schreiner Forestry

- Bid May 2022 – contract expires: June 30, 2025.
- Contract extensions: none.
- % completion = 0%.
- Job constraints: Access to sale area requires frozen conditions. Oak Wilt restriction April 1 through July 15. Large sale area (94 acres) and large percentage of volume is aspen which has become difficult for producers to market.
- Considerations: Contractor has completed many contracts in past years, has had a good payment history, and quality of work is good. Cut/operated, completed **1 contract** according to specs in the past year. Generated **\$22,627.03** total revenue to the Wood County Forest.

Recommendation:

Grant contract extension to June 30, 2026 with **no increase in stumpage**.

### #812 Flink Forest Products

- Bid May 2023 – contract expires: June 1, 2025.
- Contract extensions: none.
- % completion = 65%.
- Job constraints: Seasonally wet access, portions of harvest area require frozen or unusually dry ground for access/logging operations. Oak Wilt restriction April 1 through July 15.
- Considerations: Contractor has completed many contracts in past years and has had an excellent payment history. Quality of work is good. Cut/operated **3 contracts** according to specs in the past year (completed 1). Generated **\$23,084.54** total revenue to the Wood County Forest.

Recommendation:

Grant contract extension to June 30, 2026 with **no increase in stumpage**.

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

**May Revenue - June HIRC**

BUDGETED REVENUES 2025	46721	FEES	YTD REVENUE	YTD REVENUE	MAY REV	MAY REV	ACTUAL REV
	SOURCE		2025	2024	2025	2024	2024
\$ 612,000.00	Camping Reservations	\$10 Resv. Fee+/\$21/\$26/\$29/\$36	\$190,439.16	\$ 178,180.22	\$80,472.35	\$ 71,389.54	\$ 559,084.56
\$ 45,000.00	Campground Firewood Sales	\$7 per rack	\$5,999.14	\$ 3,423.37	\$5,999.14	\$ 3,423.37	\$ 39,888.11
\$ 10,000.00	Ice	\$4 (small) /\$7 (large)	\$582.68	\$ 221.84	\$582.68	\$ 221.84	\$ 7,887.62
\$ 3,900.00	Non-Camper Dump Station	\$20	\$170.62	\$ 132.70	\$170.62	\$ 132.70	\$ 2,905.41
\$ 400.00	Camper Storage	\$20/wk - \$300/mo	\$0.00	\$ -	\$0.00	\$ -	\$ 99.87
\$ 900.00	Washer/Dryer/Showers	\$2 wash / \$2 dry/\$1 Laundry Pods	\$33.18	\$ 35.07	\$33.18	\$ 35.07	\$ 802.85
\$ 59,000.00	Shelters Enclosed	Various Fees based on 4 or 8 hrs or all day.	\$23,421.75	\$ 26,867.10	\$3,236.61	\$ 4,714.55	\$ 62,254.51
\$ 13,000.00	Shelters - Open	Various Fees based on location of shelter.	\$7,249.83	\$ 6,435.53	\$2,375.44	\$ 2,512.72	\$ 12,862.13
\$ 3,000.00	General Park User Fees (Use of open areas within parks)	\$75 / \$10 per picnic table	\$1,109.00	\$ 450.24	\$142.18	\$ 450.24	\$ 450.24
\$ 38,000.00	Powers Bluff Winter Recreation Tickets, Parties, Rentals & Concessions	\$13/\$22/\$515/\$655/\$515/\$725/\$865	\$13,797.44	\$ 1,729.54	\$0.00	\$ -	\$ 1,824.33
\$ 5,000.00	Trail Passes (Ski/Snowshoe/Multi-Use)	\$8/daily; \$30/annual; \$60/family	\$1,189.07	\$ 2,383.15	\$279.98	\$ 367.68	\$ 4,936.78
\$ 8,500.00	Disc Golf	\$3 / \$5 / \$25 / \$50	\$1,694.32	\$ 2,024.87	\$1,335.45	\$ 1,224.09	\$ 4,677.66
\$ 500.00	Parks Pulpwood	Market Price	\$0.00	\$ -	\$0.00	\$ -	\$ -
\$ 25,000.00	Boat Launch	\$25/annual; \$7/daily	\$8,431.50	\$ 10,610.38	\$6,800.80	\$ 6,989.02	\$ 24,755.49
\$ 17,000.00	Miscellaneous		\$279.14	\$ 5,605.11	(\$403.15)	\$ 3,076.74	\$ 19,360.22
\$ 8,800.00	Gift Certificates	Gift Certificates	\$0.00	\$ 58.77	\$0.00	\$ 58.77	\$ 9,035.75
\$ 850,000.00			\$254,396.83	\$238,157.89	\$101,025.28	\$94,596.33	\$ 750,825.53
\$ 400,000.00	46813 - Timber Sales & Wood Cutting (90%/County & 10%/Townships) Monthly totals = NET Revenue	CONTRACTED	\$189,238.97	\$ 297,872.17	\$1,666.23	\$ 13,474.43	\$ 377,740.88
\$ 1,250,000.00		TOTAL REVENUE:	\$443,635.80	\$536,030.06	\$102,691.51	\$108,070.76	\$1,128,566.41

WOOD COUNTY, PARKS & FORESTRY - FOREST ADMINISTRATOR REVENUE REPORT & TIMBER SALE BALANCES									
May 2025 Revenue (June HIRC)							Budget Year 2025		
CONTRACT	TRACT	CONTRACTOR	CONTRACT AWARD AMOUNT	CONTRACT AWARD DATE	CONTRACT EXPIRATION DATE	\$ RECEIVED CURRENT MONTH	AMOUNT BILLED TO DATE	AMOUNT RCVD TO DATE	BALANCE
780	2-16	MIDWEST HW	\$42,886.00	7/10/2020	7/1/2025		\$20,012.67	\$20,012.67	\$0.00
781	5-19	YODER	\$9,720.00	7/10/2020	7/1/2025		\$0.00	\$0.00	\$0.00
790	4-21	SCHREINER	\$15,600.00	11/24/2021	12/31/2025		\$0.00	\$0.00	\$0.00
797	3-22	SCHREINER	\$30,770.00	5/27/2022	6/30/2025		\$0.00	\$0.00	\$0.00
800	6-22	SCHREINER	\$16,440.00	5/27/2022	7/1/2025		\$0.00	\$0.00	\$0.00
801	7-22	WILSON	\$11,750.00	8/4/2022	7/30/2025		\$0.00	\$0.00	\$0.00
803	9-22	KOERNER	\$21,057.80	11/16/2022	12/3/2025		\$0.00	\$0.00	\$0.00
804	10-22	KOERNER	\$84,093.60	11/16/2022	12/3/2025	\$1,450.22	\$103,155.10	\$103,155.10	\$0.00
807	13-22	FLINK	\$9,450.00	12/31/2022	12/31/2025		\$2,274.03	\$2,274.03	\$0.00
812	4-23	FLINK	\$11,813.85	6/1/2023	6/1/2025		\$7,418.12	\$7,418.12	\$0.00
814	6-23	Flink	\$21,055.00	4/28/2025	3/31/2028		\$0.00	\$0.00	\$0.00
816	8-23	KOERNER	\$31,625.00	1/4/2024	12/31/2025		\$0.00	\$0.00	\$0.00
817	9-23	KOERNER	\$17,310.00	1/4/2024	12/31/2025		\$0.00	\$0.00	\$0.00
818	10-23	MIDWEST HW	\$51,768.30	1/4/2024	12/31/2026		\$0.00	\$0.00	\$0.00
819	11-23	TNT Timber	\$124,257.30	4/30/2024	5/1/2026		\$0.00	\$0.00	\$0.00
821	1-24	KOERNER	\$26,270.00	4/30/2024	5/1/2026		\$0.00	\$0.00	\$0.00
824	5-24	KOERNER	\$53,280.00	4/30/2024	5/1/2026		\$0.00	\$0.00	\$0.00
826	6-24	BIEWER	\$158,818.20	12/19/2024	12/31/2026		\$0.00	\$0.00	\$0.00
827	7-24	MEDDA	\$60,286.80	12/19/2024	12/31/2026		\$0.00	\$0.00	\$0.00
828	8-24	MIDWEST HW	\$75,328.40	12/19/2024	12/31/2026		\$0.00	\$0.00	\$0.00
830	5-25	KOERNER	\$1,215.00	2/28/2025	2/28/2026	\$366.15	\$952.52	\$952.52	\$0.00
755		FIREWOOD				\$35.00	\$104.66	\$69.66	
Payments Received This Month:						\$1,851.37	AMOUNT BILLED TO DATE	AMOUNT RCVD TO DATE	0.00
						\$ RECEIVED CURRENT MONTH			
2024 Budgeted Total Revenues					\$400,000		Jobs Finished		
2025 Total County Forestry Revenues this month (90%)					\$1,666.23		Jobs Started		
2025 Total Township Revenues this month (10%):					\$185.14		Jobs Continuing/Reactivated		
							Jobs Gone Inactive		
2025 TOTAL NET FORESTRY REVENUE TO DATE:					\$189,238.97				

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

**DATE:** Monday, June 2, 2025  
**TIME:** 9:00 a.m.  
**PLACE:** Courthouse – Room 302

**MEMBERS PRESENT:** Al Breu, Jeff Penzkover, Dennis Polach, Scott Brehm (arrived 9:03 AM), Brad Hamilton (WebEx)

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

1. Chairman Breu called the meeting to order at 9:00 AM.
2. There was no public comment.
3. The minutes of the previous meeting were reviewed. Motion by Hamilton/Penzkover to accept them as presented. Motion carried unanimously.
4. The Information Technology vouchers were reviewed. Motion by Hamilton/Penzkover to approve as presented. Motion carried unanimously.
5. The IT Report was reviewed and discussed.
6. A resolution authorizing out-of-state travel for 2 IT staff members as well as Supervisor Brehm to attend the NACo AI Central Regional Forum, September 17 & 18, 2025, in Hennepin County, MN was presented. Motion by Hamilton/Penzkover to approve the resolution and forward it onto the county board for their consideration. Motion carried unanimously. Brehm abstained.
7. The Maintenance vouchers were reviewed. Motion by Brehm/Hamilton to approve as presented. Motion carried unanimously.
8. The Maintenance Report was reviewed and discussed.
9. The next meeting will be determined at a later time.
10. Chairman Breu declared the meeting adjourned at 9:27 AM.

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

**Property & Information Technology Committee**  
**June 2, 2025**

[illegible]



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

---

**May 2025**

1. Staff continue to work on multiple items related to the Law Enforcement Center occupancy. The intercom in the Courthouse main vestibule has been configured as requested by Courthouse Security and Maintenance. A similar intercom has been configured near the new receiving dock. In preparation for the old jail demolition, electrical work was done to disconnect multiple feeds into the Courthouse. Network staff were on hand prior, during, and after various stages of disconnect to ensure that things were working.
2. Completed all work for Cera Park before the grand opening Memorial Day weekend. This work included procuring, configuring and placing an internet connection, computer, phone and printer. Preparation for Parks staff occupation at CERA park is nearly complete.
3. Deployed new public search utility for the Planning & Zoning Permits system. The new search includes Sanitary, Zoning, and Well permits and allows retrieval of permit related documents.
4. After completion of configuring Multicast throughout the new Law Enforcement Center, IT staff worked with Communications to implement a solution that takes the Sheriff Department's radio traffic and broadcasts it over the paging speaker in requested areas of the department. Having multicast in place will allow Wood County IT, Safety, and Courthouse Security to configure paging through overhead speakers and phones throughout the new building.
5. As part of our support agreement with the Village of Port Edwards, we have been setting up new server infrastructure. This includes new Domain Controllers, File Share servers, and a migration to cloud-based email infrastructure. This project includes updating end-user computing devices for staff and trustees.
6. Progress has been made on the Courthouse network refresh project. Five out of the eight network switches have been replaced. The remaining three switches are in areas where special accommodations are needed, such as areas where IT does not have afterhours access or areas with minimal space so extra time will be needed to complete the hardware swaps.
7. Staff are working with CIS, Countywide law enforcement software, on a request for an interface to transmit electronic referrals to the DA's office.





# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

8. Experienced a hardware issue with one of the Exchange (Email) servers. A support ticket was opened, and the faulty part was replaced. There was no impact to services as there is a highly redundant setup configured for the County's email environment.
9. Network staff continue to work with the Communications Department on the radio upgrade project. Initial testing of the radios on the new network has been successful. The vendor was onsite recently to do some testing before the installation in June.
10. The IT Security Team continues the Security Awareness Program. IT staff is following up with staff that did not complete the required 1st quarter security awareness training. This is almost complete. Second quarter training is being identified and will be scheduled shortly. Failure to complete the required training will result in losing network account access. IT is now able to identify unreported terminations, and those accounts are now being disabled in a timely manner because of the security training procedures.
11. Members of our team have been virtually attending mentoring meetings with leaders in the cybersecurity area, as arranged by the MS-ISAC (Multi-State Information Sharing and Analysis Center). This includes monthly update meetings with the State of Wisconsin CRT (Cyber Response Team).
12. Rebuilt Security Awareness phishing campaigns for automation and setup for alerting of "high risk" users.
13. Six security alerts were received in May. Each alert was fully investigated, triaged and resolved.
14. AI usage guidelines have been outlined and terms of usage agreement forms made available. Users can now request AI access. AI general access is blocked.
15. Working on a potential grant for Cybersecurity resources. The application is in the final stages of defining line items and ensuring grant criteria is met.
16. One security incident was detected in May. This alert was for an unwanted program. The device was cleaned up and source was documented.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

- 
17. Employees submitted approximately 190 phishing emails to IT for review. Each submittal was reviewed. Several were identified as legitimate phishing attempts. These emails were then removed from all Wood County mailboxes and blocks were put in place to disallow further delivery attempts.
  18. Assisted the Sheriff's Department and vendor support technicians with the successful software update and repair of a radar trailer.
  19. Norwood and Edgewater Matrix Claims Management support continues with multi-factor authentication (MFA) migration to a new system complete. Account work for new backup procedures for Claims Management continues, including supervisor training and Wipfli staff account configurations.
  20. Continue to work with members of the Central Records subcommittee. Working to schedule an on-site visit from CIS, current Law Enforcement Software vendor, to discuss unmet needs of the current system. An RFI, request for information, was sent out in May and numerous responses were received. Information will be reviewed and shared with the group in July.
  21. Completed updates to the Omnisys Horizon client for all but 2 remaining authorized staff. This software is used by Health Department for securely accessing Marshfield Clinic medical record data. The remaining updates are scheduled.
  22. Assisted Dispatch in the preparation for the new desks in the dispatch center. The new desks are scheduled to be installed during the first week of June.
  23. Continue the process of migrating virtual servers. The remaining servers need to be migrated during off hours as they are large and take a long period of time to transfer or have an impact on operations.
  24. The upgrade to CIS Computer Aided Dispatch (CAD) software has been scheduled for July 15<sup>th</sup>. This upgrade is necessary before other Dispatch project request work can begin.
  25. Staff continue to work with Southern Health Partners (SHP), CIS, Criminal Justice and Jail staff to implement an Electronic Medical Record (EMR) for the jail. The Wood County CorEMR hosted site is in place. The hardware has been received and is being configured and placed.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

- 
26. Programming staff works to improve support documentation for the Sage HRMS, Human Resources Management System, system for employee benefit and payroll data. Programming staff begin the preliminary process of vetting replacement systems for HRMS and payroll.
  27. Researched and evaluated new dictation software for Human Services.
  28. Staff continue the review of the configuration of O365 to ensure the environment is properly configured, easy to use and has the proper security in place as we begin to implement SharePoint, Teams, and One Drive and work to migrate email servers to Exchange Online. The email migration process is working. Staff are reviewing plans for backup and email encryption for the new environment.
  29. The Courtrooms A/V system project progress continues. This update will improve reliability for in room and video conference communication. A room to house the new equipment has been located. The wiring project parameters have been expanded as we review the new project needs for a recent request by the new district attorney who wants to implement a paperless system as soon as possible. The vendor began running cables this month and we hope to have the cabling portion of this project completed by the end of June.
  30. System\code improvement for the in-house Planning & Zoning permitting system continues.
  31. Continue work on preparing data for migration from Human Services IMS, current document management system & TCM, Electronic Health Record System, into Laserfiche, countywide document management system. Began setting up IMS to Laserfiche import process. Data supplied by HS staff was reviewed and imported into the database.
  32. Support of GCS\Catalis property tax systems is ongoing. The former property tax software version end-of-life is set for Fall of 2024 and was on-prem, servers at Wood County. The upgraded version is cloud based. System migration and training is complete and go-live was July 15, 2024. Preparations begin for migrating the 34 municipalities to the new system by late 2025. The onsite database, web and application servers that were migrated have been decommissioned and new connections configured for existing systems that use tax data.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

- 
33. Continued work on forms process improvement and document storage in Information Technology leveraging Laserfiche.
  34. Support for Norwood Healthcare Center and Edgewater Haven Matrix (EHR) and CART (CMS abstraction and reporting tool) software is ongoing. eMAR provides ability to dispense patient medication when the EHR system is not accessible. Super user training continues and results in improved support of the EHR (electronic health record) system.
  35. For the month of April, 658 helpdesk requests were created, with staff completing 691 tickets and leaving 132 open requests. In addition, there are currently 234 project requests.
  36. IT received a project request from the Highway Department and attended the kick-off meeting the week of May 20th 2025. Delasoft, vendor software is being implemented to replace the Highway Department current permit system, OneGov.
  37. Implementation is complete meeting the latest CMS (Centers for Medicare and Medicaid) reporting requirement for the Norwood Admissions Hospital unit transparency in pricing reporting. Additional new requirements for reporting began January 1, 2025.
  38. Continued work with WISHIN and Matrix on the CCD and ADT interfaces. Norwood Admin and IT have accounts for the test environment to verify information that is being sent to WISHIN. The format issues with the CCDs that were identified last month during IT Testing have been resolved. IT is now testing the environment after the errors were fixed. Testing should be complete soon. Training will be scheduled shortly for staff. The go-live for this system is middle of June.
  39. The TimeStar, electronic timecard and time tracking software system configuration changes is ongoing. Staff works to adjust settings as change requests continue. PBJ reports are submitted to CMS (Centers for Medicare & Medicaid) using TimeStar data for both the Edgewater and Norwood Facilities. Work to update and support new CMS connection requirements for MFA and VPN continues.
  40. The Register of Deeds work to upgrade multiple applications continues. IT staff escorts and assists the vendor, Fidlar Technologies, with server and application updates and maintenance on a regular basis. An upgrade to the Fidlar Laredo system was completed in April.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

- 
41. The 2025 PC replacement 1<sup>st</sup> and 2<sup>nd</sup> quarter equipment has been received. 1<sup>st</sup> quarter devices are almost all imaged and ready to be deployed. There was an issue with existing monitors and the new computers, so we are currently waiting for the new monitors to arrive. Placement of the last of the 2024 replacement devices for Parks has been completed.
  42. Several staff attended the GIPAW, Government Information Processing Association of Wisconsin, Spring Conference in Appleton, WI. This conference helps government IT professionals from across the State share their experiences, successful resolutions and known caveats while supporting similar systems and users. This conference had sessions that included CyberSecurity, Leveraging AI, AI Policies, Data Protection, Printer Security, and Business Automation.
  43. Wood County internet and intranet website updates are being posted continually as we work to keep employees and citizens informed.
  44. IT staff work to schedule and upgrade various server operating systems and database management systems, SQL server is nearly complete. This ongoing project took considerable time to plan, test, and implement.
  45. Continue to apply numerous security patches to servers and network hardware. These updates include fixes for functionality and security patches that keep servers and network hardware as secure as possible.
  46. With the occupancy of the LEC and the increased demands on IT, discussions with Maintenance continue regarding space needs for the IT department. With the addition of the Cyber Security analyst position, we are out of room in our current location. There is significant increase of technology that is being supported in the LEC and increase of staff and services in other Departments within the County increases the demands on IT support as well. It is inevitable that IT will need additional IT staff in order to properly support the County's expanded facilities, additional staff, additional software, hardware and systems and the increased reliance on technology.



# Wood County

## WISCONSIN

Reuben Van Tassel  
Facilities Manager

---

### Letter of Comments June 2025

#### Ongoing Projects and Planning

**Jail Project** – Demolition of the old jail is underway; when completed, demolition of the approved structures adjacent to the Courthouse can begin.

There was an unexpected water leak from demolition activities that required the Criminal Justice offices on second floor to be vacated; the contractor took corrective action to stop additional water infiltration, and the Maintenance crew has performed remediation in the affected offices. Dylan and his team were very understanding and flexible with their temporary accommodations while we restored their office space.

Building automation system programming and adjustments are ongoing.

**Courthouse** – The original steam boilers that provided heat for the Courthouse, and backup heating for the old jail, have been removed; it almost feels like a moment of silence should be observed for the 70 years of service they provided.

Additional work related to the heating system update is occurring throughout the building including control wiring, duct work reconfiguration, and miscellaneous work as needed.

**River Block** – We are working on some updates to the access control equipment throughout the building. There are portions of wiring that were in place before the County purchased the building; some of this older wiring has been causing occasional problems with card access for some employees.

#### Miscellaneous

Continuing to work with City staff and adjacent property occupants regarding accessibility improvements at the Courthouse.

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

Assisting with project planning and review at Norwood and Edgewater facilities.



## RESOLUTION#

DATE June 17, 2025  
Effective  
Date June 17, 2025

Page 1 of 1

Introduced by Property & Information Technology Committee

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

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

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

**WHEREAS,** the NACo AI Regional Forum series is convening local government elected officials, appointed officers, department heads, and staff across different geographical regions to provide an educational, hands-on symposium on the landscape of artificial intelligence (AI) and generative artificial intelligence (GenAI) for county governments, and

**WHEREAS,** the key objectives of this convening are to improve county leader and staff understanding of key AI and GenAI topics, trends and impacts on local government, explore and survey existing and novel applications on AI and GenAI in local government, and identify opportunities, challenges and solutions for the application of AI and GenAI in local government, and

**WHEREAS,** as emerging technologies become more advanced, it is imperative that the county position itself accordingly, and

**WHEREAS,** trainings such as these are an economical way to gain important knowledge for the betterment of the county.

**NOW THEREFORE BE IT RESOLVED,** the request for out-of-state travel to Hennepin County, MN for two Information Technology employees and Supervisor Brehm is approved with all costs being covered by the respective budgets.

Adopted by the County Board of Wood County, June 17, 2025

County Clerk

County Board Chairman

**CWSF Board of Directors Meeting Agenda**  
**Monday April 21st, 2025 at 6:30 PM – Fair Office**

Call to Order: 630 pm By Sandy Leonard (president)

Roll Call- Andrew Reigel (New City Rep) Dale Christiansen, Gary Bymers, Brad Hamilton, Joyce Karl, Scott Karl, Kara McManus, Sandy Leonard, Kate Kohl, Dave Lang, Derek Wehrman, Heather Wellach

Not present- Peggy Sue Behselich, Nick Wayerski

Public Comments: None

Approval of Minutes: Secretary's report motioned by Brad Hamilton to approve as presented, 2<sup>nd</sup> by Gary Bymers- unanimous approval

Financial Report: Question on equipment line-item increase. New computers for office. Treasures report motioned by Gary Bymers to approve as presented, 2<sup>nd</sup> by Brad Hamilton- unanimous approval

Executive Director's Report: Dale Christiansen- Highlight of the increase in board communication. Working together we need to continue to talk. Dale would like to schedule a "bonding" exercise outside of the meeting times.

May 31<sup>st</sup> may appreciation party. Run from 4pm-8pm. Held in the Expo building. Food being prepared picnic style. Dale reviewed the invite list. Set up time established for 7am.

Junior Fair Report: Kate Kohl- 2 showcases being build for improvement. Fair book finalization.

Fair update: Tickets sales going well, Further security discussion on potential wands and using clear purses.

Executive Committee Report- Bylaw changes proposed for discussion review, highlighted Ian Hill discussion and more to come over the next few weeks/months. Growing together the citizens of tomorrow.

Sponsorship Report- Going well brought in new main stage sponsorships.

Marketing Report- Geo fencing on Justin Moore. New billboards have been designed scheduled to go up mid-May. Working on shirts for volunteers and grounds workers. Considering two different colors.



Fairest of the Fair Report- Creating a float for the June Dairy fest parade.

Livestock Report- didn't meet

Draft Horse Report- haven't met

Building & Grounds Report- Fair commission meeting gave the go ahead for the siding and rain gutters for Expo one building. Also, from that meeting spoke of fixing the Jr Fair building. Marawood is working on both quotes for replacement and repairs. List presented of possible needs and conditions of the grounds. More to come. Next meeting May 22<sup>nd</sup> at 130 pm asking other board members to attend.

Nekoosa Tech Department is making 4 picnic tables at a cost of \$600 dollars for the materials all time being donated. Brad working on sponsor for the cost of materials.

Fair Park Management Report- Winter storage has been leaving slowly. Big release is Saturday April 26<sup>th</sup>.

New Business:

By Laws discussion on issues and updates. Will be purposed per by-laws 3 times with a vote at the last meeting. Review for next meeting.

Committees- Grow with outside chairs- list reviewed and working on update. Names discussed to approach for assistance in these areas.

Livestock set- including all superintendents both Jr Fair and Open Show.

Communications- keeping people informed. Kara spoke about different applications going forward.

Agenda Item for next meetings- Bylaws, committee, Pre-Fair Appreciation Party

Adjournment: 835 pm Scott Karl motioned to adjourn 2<sup>nd</sup> by Kara McManus -unanimous approval.

## CWSF Board of Directors Meeting Agenda

Monday, May 19th, 2025 at 6:30 PM –

Call to Order: 632 pm

Roll Call- Dale

Public present- Melissa Brown, Heidi Kunding (Fairest), Lois TeStrake

Andrew Reigel (New City Rep Roll Call: Dale Christiansen, Gary Bymers, Brad Hamilton (Country Rep), Joyce Karl, Scott Karl, Kara McManus, Sandy Leonard, Kate Kohl, Dave Lang, Heather Wellach

Not present- Peggy Sue Behselich (Excused), Nick Wayerski, Andy Reigel (City Rep)

Public Comments: none this evening

Approval of Minutes: Secretary's report motioned by Brad Hamilton to approve as presented, 2<sup>nd</sup> by Scott Karl- unanimous approval

Financial Report: Treasures report motioned by Gary Bymers to approve as presented, 2<sup>nd</sup> by Brad Hamilton- unanimous approval

Executive Director's Report: Haley's back to working full-time. She has now graduated and has agreed to stay on through the summer. She has talents and a degree that can help grow our future. More to come. Discussion-- looking at long term plan for growth.

Junior Fair Report: Meeting Wednesday

Fair update: Old wagons redone with materials on the grounds. Master gardeners are making flower plots. Wagons to be used for display and by fairest in the June parade. Renewing our insurance policy and event insurance. Changed our online finance to Clover works with our ticket company as well. Will also be able to take electronic payments through cellular device on grounds as well. Updates to the family entertainment tent, review of schedule.

Executive Committee Report: did not meet this month

Sponsorship Report: Packages being put together for these.

Marketing Report: Geo fence push for Justine Moore. Also did a two-week run with all the fair offerings. Billboards are up and will run through the fair. Bus ads will run in Wausau and SP.

Fairest of the Fair Report- Fairest Heidi present for meeting. Gave a short bio on her history with an enthusiastic offering of what is to come. Plans discussed for parades this summer. Heidi working in the office over the summer as well.

Livestock Report: Looking at open show schedule. Scott to gather info and come back with update and potential meeting date.

Draft Horse Report: no update at this time

Building & Grounds Report- The campground leak has been identified. Plans to fix coming. Working with commission on plan to update or replace the building. Discussion on land and potential trade purposed at the April commission meeting. Commission meeting Wed May 21<sup>st</sup> at 130pm.

Fair Park Management Report- Review of incident that happened on the grounds. Dale followed up with police and fire chief. Incident report filed.

Appreciation picnic May 31st: Registration table with name tag and tickets. Set up in an expo building. Food and Beverage.

Scholarship Applications- Committee created to review and select. The names will be redacted and grading criteria set.

New Business:

By Laws- 2<sup>nd</sup> review- additional items. Taking out cooperation and inputting association.

Additional Committees-

Volunteer- Using the volunteer appreciation event to gather information. Registration table to include this binder.

Communications- Ideas and discussion on getting it off the ground.

Event- more coming in buildings are being used. Office is handling currently. May need support as we increase.

Update on Picnic Tables- Lions club of Nekoosa to cover the cost.

Agenda Item for next meetings- By-Laws, 5 year plan June 16<sup>th</sup>, 2025 @ 630pm

Adjournment: Scott Karl moves to adjourn 2<sup>nd</sup> by Brad Hamilton. -unanimous approval

**Marshfield Fairgrounds Commission**  
**1:30 PM Thursday, April 17, 2025 Meeting Minutes**  
**Jr. Fair Expo Building**

**1. CALL TO ORDER:**

Meeting was called to order by Tom Buttke at 1:32 p.m. at the Jr. Fair Expo Building.

**ROLL CALL:**

Present: Commissioners: Tom Buttke; Jen Delis, Jeff Penzkover; Rebecca Spiros; Wayne Schulz

Absent: Brian Varsho;

Also Present: Justin Casperson, Parks and Recreation Director; Dale Christianson, CWSFA Director; Lois TeStrake, City of Marshfield Mayor; Gary Beyers, CWSFA Board, Jordan Munger, City of Marshfield Finance Manager; Heather CWSFA Board,

**2. APPROVAL OF MEETING MINUTES:** Motion by Schulz, seconded by Penzkover to approve March 20, 2025 meeting minutes; motion carried 5-0.

**3. CONFLICT OF INTEREST:** None.

**4. PUBLIC COMMENT:** Jordan Munger stated he was there to represent the City as well as the Hockey Association. He was not there for any specific reason, just want to observe and help if needed.

**5. FAIRGROUNDS COMMISSION:**

A. Financial Statement: Casperson shared the March bank statement and financial report on expenses. The balance as of January 31, 2025 was \$52,525.44. Motion by Penzkover, seconded by Schulz to approve financial report and place on file; motion carried 5-0.

B. Approval of Bills: None.

C. Long Term Loan:

**6. FAIRGROUNDS MANAGEMENT REPORT:**

A. Capital Project & Future Development of Fairgrounds: Buttke said that people from Marawood and Ken Heiman visited the Jr. Fair Expo building. They felt the building was worth salvaging. Marawood is getting together a quote for repairs and improvements to the building. Byers questioned why would they want to salvage the building when there is a plan to build a larger expo building with an office to address the needs for both. Spiros said if maintenance is a concern for the other buildings, we have to look at all options before deciding. Christianson said the Expo building needs new siding and rain gutters, which he received an estimate of \$50,000. He recommends waiting to hear back from Marawood on what the cost would be to replace the building with a new one and repairs the to the existing one. Dale would follow-up with Marawood.

B. Expo Building: Motion by Schulz, seconded Penzkover to put out bids for the Expo building siding and rain gutters and bring back for their consideration, motion carried 5-0.

C. Grandstand Lights: Motion by Spiros, seconded by Delis to allow Parish Pull group to install new lights on top of grandstands and around the area, and to pull the proper permits to conduct the work, and the Parish Pull group will cover the cost, motion carried 5-0.

**7. CENTRAL WISCONSIN STATE FAIR REPORT:** Christianson handed out the CWSFA financial report. He encourages anyone who might have questions or concerns with the CWSFA financials to schedule a meeting with him and/or their accountant to review the information. Christianson said tickets sales for the headliners is going good and things are coming together nicely. He did say the CWSFA was interested in doing a land swap between the City for the Fair with the dog park and some property by the main grounds.

**8. PARKS & RECREATION REPORT:** Softball fields and restroom are open and currently operating on a daily basis. There are 3 large tournaments scheduled for this year.

9. **FUTURE AGENDA ITEMS:** None.
10. **NEXT MEETING:** Thursday, May 22, 2025 at 1:30pm
11. **ADJOURNMENT:** Motion by Spiros, seconded by Delis to adjourn the meeting at 2:26 pm, motion carried 5-0.

Respectfully Submitted: Justin Casperson, Director of Parks & Recreation



# Board of Trustees

Meeting Minutes for

April 16, 2025

**1. Call to Order:** President St.Myers called the meeting of the McMillan Library Board of Trustees to order at 5:00p.m.

## **2. Roll Call:**

### **Board Members:**

Andrea Galván

Dennis Martin

Michael Timm

William Clendenning

Evan O'Day

Karen Schill

Ron Rasmussen

Scott Kellogg

Conni O'Keefe

Emily Kent - *Left at 7:28pm*

Susan Feith

Elizabeth St.Myers

**Administration:** Heather Kinkade, Library Director; Claire Parrish, Assistant Director

**Others in Attendance:** James Stenze, Jewell Engineering; Kevin Fangman, patron; Julie Timm, patron; Josh Radtke, Radtke's Clean Energy

**3. Open Meetings Declaration:** President St.Myers established that this was a public meeting and appropriate public notice with Zoom access was given.

## **4. Approval of Previous Minutes**

**Motion by W. Clendenning to approve the minutes of the March 19, 2025 Library Board meeting and the April 9, 2025 Special Board Meeting, second by R. Rasmussen. Motion carried unanimously.**

## **5. Radtke Solar Report**

Highlights of inspection completed on 1/4/25 presented by Josh Radtke; Board request for quote to complete work needed

## **6. Elevator Project**

Project Information packet presented by James Stenze

Elevator contract changes approved by City Attorney and Schindler, paperwork will be signed tomorrow and sent to Schindler.

Copy of signed contract will be included as an exhibit

**Motion by R. Rasmussen to approve bid specifications and entrance modifications and elevator replacement pending City of Wisconsin Rapids Legal and Engineering review. Motion seconded by D. Martin. Motion carried unanimously.**

## **7. Treasurer's Report**

### **a. Monthly Finance Reports**

## Board of Trustees

**i. COWR Update:** itemized invoice for 2024 COWR work was received for records, as well as an invoice for January-March 15, 2025; Comparison of lawn care, snow removal, maintenance services provided; Library NOT paying for admin services, IT services, or snow removal, Library is paying for lawn care, building maintenance, grounds maintenance, and special projects. Some questions remained related to the COLA increase and salaried employees being included on the invoices, to be addressed at a future meeting with the City. Board had previously been informed that the City was keeping the interest earned on library carryover funds, however those funds now appear on the 2024 YTD.

### **b. Payment of the Bills**

**Motion by R. Rasmussen to approve the April finance report and pay the 2024 invoices in the total amount of \$34,184.58. Motion seconded by S Feith. C. O’Keefe abstained. Motion carried.**

**Motion by R. Rasmussen to approve the April 2025 invoices in the total amount of \$44,585.85. Motion seconded by S. Kellogg. Motion carried unanimously.**

**Motion by R. Rasmussen to approve the Endowment bills in the amount of \$2,437.48. Second by S. Feith. Motion carried unanimously.**

**c. Quarterly report from Wood Trust received for Q1 2025:** balance of large account \$3,431,360.72, approximately \$2,600,000 of which is restricted. Witter (\$1,377.27) and Vaughn (\$3,169.48) book fund interests paid out to purchase books

## **8. Director’s Report,**

### **a. Library Use and Events**

**Community partnerships:** Met with WRPS and United Way to promote early literacy initiatives; Camryn (Social Work intern) and Eric partnered with foster care community; Community Clothing Bank program; Clean Green, Brings, and WRPD program on Saturday 4/26; Camryn will do another program on connecting with community resources; Events are publicized by email, Facebook, Instagram, weekly newsletter, TV screens, posters, occasional radio

**IMLS Update:** IMLS employees have been placed on leave and IMLS funding and grants cut; IMLS funds new director orientation, could have impacts on BadgerLink, online databases, statewide interlibrary loans. Director Kinkade will keep the Board updated as more information is known.

**Programming:** Bookmark contest wrapped up; Staff have created buttons for concert series, two big concerts coming up: Latin Jazz May 2, Sofia Talvik on May 22; summer planning underway

### **c. Miscellaneous**

Book lockers: Recommendation to remove lockers, waiting for direction from SCLS;  
Automatic Entrances: 6 month maintenance agreement signed

Coffee house: Quote for containment equipment for removing tile approx \$3200 + \$1000 in labor for Gordy and Travis to remove remaining cabinets, remove tile, fix floor, fix hole in wall,

## Board of Trustees

and put in panel wall; Install rubber flooring: Cost approx \$1000, Gordy and Travis can install for less than quoted amount; Total project cost approx. \$7500 + furnishing

Space will be used by Teens, Unrestricted donation recently received that could potentially pay for these costs

HVAC issues: COWR employees suggested the Board discuss switching rest of building to pneumatic system; Approx cost \$100,000 - will need to get cost estimates; Could be done over next 3-5 years, can be done in section; discussion on who would pay for this needs to happen between Board and the City.

**d. Statistics:** Visitor numbers are up, attributed to check-outs, lots of programs, popular movies, and warmer weather

### 9. Committee Reports

**No committee meetings in past month**

### 8. Unfinished Business

**a. Donor Signage:** Update from Tom @ Finishing Touch signs: Learning Futures project plaques slated to be in next round of production

Other signage: Samples from Maker Space - wood, acrylic and vinyl, acrylic on acrylic

**Motion by R. Rasmussen to adopt acrylic and vinyl design for in-house signs. Second by C O'Keefe. 10 Ayes. 2 Nays. Motion carried by majority vote.**

**b. Bylaws Review:** proposed changes to by-laws presented

**9. New Business:** No new business

### 10. Information Requests

- Set Services Committee meeting date

### 11. Items for Next Agenda

- **Building Updates:** HVAC, lockers, coffeeshop/teen space remodel
- Set of norms

### 12. Adjournment

**Motion to adjourn by W. Clendenning, second by S. Feith. Motion carries unanimously.**

**Meeting adjourned by President St.Myers at 7:32pm.**

**Respectfully Submitted: A. Galván, Board Secretary**



**South Central Library System Board of Trustees Minutes**  
**4/24/2025, 12:15 p.m.**  
**1650 Pankratz Street, Madison**  
**Meeting held via Zoom & in person**

**Action Items**

Approved the reinstatement of the fleet mechanic position description.

Approved the 2026 Statutory Resource Services and Supplementary Services agreements between SCLS and Madison Public Library

Present: G. Carter, C. Clark, B. Clendenning, S. Feith, J. Fordham, N. Foth, J. Honl, M. Howe, M. Jorgensen, M. Nelson, H. St. Maurice, J. Wright

Excused: D. Peterson, G. Poulson

Absent: B. Carus

Recorder: H. Moe

SCLS Staff Present: S. Schultz

Call to Order: 12:15 p.m. J. Honl, President.

- a. Introduction of guests/visitors: None
- b. Changes/additions to the Agenda: None
- c. Requests to address the Board: Peter Hamon, former System Director of SCLS, passed away.

Approval of previous meeting minutes: 3/27/2025 Minutes.

- a. Motion: M. Howe moved approved of the 3/27/2025. C. Clark seconded.
- b. Changes or corrections: None
- c. Vote: Motion carried. J. Wright and N. Foth abstained.

Financial Statements: S. Schultz reviewed the financial statements.

Bills for Payment: The payment amount is \$124,154.53.

- a. Motion: M. Nelson reviewed the bills for payment and moved approval. M. Howe seconded.
- b. Discussion: None.
- c. Vote: Motion carried.

**Committee Reports**

- a. Personnel/Budget & Finance: The August meeting is scheduled for 8/19 at 11:00 a.m. (virtually)
- b. System Directors Report: The report is available in the documents online.

Discussion and possible action on reinstatement of fleet mechanic position.

- a. N. Foth moved approval of the reinstatement of the fleet mechanic position description. M. Howe seconded.
- b. Discussion: various aspects of the position and wage scales were discussed.
- c. Vote: Motion carried unanimously.

Approval of 2026 Statutory Resource Services and Supplementary Services agreements between SCLS and Madison Public Library (no changes from 2025)

- a. Motion: B. Clendenning moved approval of the 2026 Statutory Resource Services and Supplementary Services Agreement between SCLS and MPL. N. Foth seconded.
- b. Discussion: None
- c. Vote: Motion carried.

Next meeting: May 22, 2025

- a. Bill Examiner: J. Wright
- b. SCLS 50<sup>th</sup> Anniversary Celebration to follow

Adjournment: 1:11 p.m.

For more information about the Board of Trustees, contact Shannon Schultz.

BOT/Minutes/4/24/2025