

**AGENDA FOR JUNE 19, 2023 – 9:30 A.M.**  
**WOOD COUNTY BOARD OF SUPERVISORS**  
**WOOD COUNTY BOARD ROOM**

CALL TO ORDER

ROLL CALL

INVOCATION: County Clerk Miner

READING OF THE MINUTES OF THE PREVIOUS MEETING

EXCUSALS:

RESIGNATIONS:

APPOINTMENTS/Re-APPOINTMENTS:

Ethics Committee – term ending 1/1/2026 – Jake Hahn, Matt Susa

Ethics Committee – term ending 1/1/2025 – Heather Gehrt

McMillan Memorial Library Board of Trustees – 3 year term – Bill Clendenning, Susan Feith

Board of Adjustments – term ending 7/1/2025 – Al Breu (Alternate #1)

Board of Adjustments – 3 year term – Tom Nieman, Dan Forbes, William Winch (Alternate #2)

Land Information Council – Term ending 4/30/2024 – Dispatch Manager Tony Bastien

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

ACKNOWLEDGEMENTS AND RECOGNITIONS

Recognition of Long Term Employees

Visit Marshfield Award Presentation – Best Outdoor Recreation Venue – North Wood County Park

UW Stevens Point at Marshfield Presentation

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

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

THE BOARD MAY GO INTO CLOSED SESSION PURSUANT TO WIS STATS 19.85(1)(e) TO DISCUSS NEGOTIATION FOR THE ACQUISITION OF PROPERTIES WITHIN THE "TRIANGLE DEVELOPMENT"

SET DATE FOR NEXT COUNTY BOARD MEETING – Tuesday, July 11, 2023 (Note date change)

ADJOURN

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**Join by phone**

+1-408-418-9388 United States Toll

Meeting number (access code): 2482 009 6156

**Join by WebEx App or Web**

<https://woodcountyiwi.webex.com/woodcountyiwi/j.php?MTID=mae500a0912a19cb560f8ece411ce4745>

Meeting number (access code): 2482 009 6156

Meeting password: 061923

PROCEEDINGS OF WOOD COUNTY BOARD OF SUPERVISORS

May 23, 2023 – 9:30 a.m.

The Wood County Board of Supervisors composed of nineteen members convened in the Wood County Boardroom at the Courthouse in Wisconsin Rapids, Wisconsin on Tuesday, May 23, 2023.

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

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

Supervisor Zurfluh gave the invocation and led the Pledge of Allegiance.

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

Motion by Clendenning/Wagner to approve the resignation of Supervisor Clendenning to the Central Wisconsin State Fair Board of Directors. Motion carried by voice vote.

Motion by Valenstein/Leichtnam to appoint Dale Weis, Marie Luchterhand, and Curt Pluke to the Wildlife Advisory Committee and Supervisor Hamilton to the Central Wisconsin State Fair Board of Directors. Motion carried by voice vote.

There were no public comments.

Referrals were noted.

Committee minutes presented: Operations

**RESOLUTION 23-5-1**

Introduced by: Operations Committee

INTENT & SYNOPSIS: To amend the 2022 budget for Aging & Disability Resource Center function (54611) 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 available cash reserves in the ADRC fund balance. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
54611	ADRC Contributions		\$31,962
34112	Fund Balance-Assigned ADRC	\$31,962	

Motion by Fischer/Breu to adopt Resolution 23-5-1. Motion carried unanimously.

Committee minutes presented: Health & Human Services, Public Safety, Traffic Safety Commission.

**RESOLUTION 23-5-2**

Introduced by: Public Safety Committee

INTENT & SYNOPSIS: To provide for unanticipated revenue from the Bureau of Traffic Safety, housed with

the Wisconsin Department of Transportation's Division of State Patrol, to finance additional patrol for speed, seat belt and reckless driving enforcement through August 2023.

FISCAL NOTE: The costs to be funded in the 2023 budget are in lines 101-2504-52140-000-115 (Traffic Police Overtime). The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
52140	Sheriff Traffic		\$23,232.96
43521	State Traffic Aids	\$23,232.96	

Motion by Voight/Zurfluh to adopt Resolution 23-5-2. Motion carried unanimously.

Committee minutes presented: Conservation, Education, & Economic Development, Golden Sands Resource Conservation & Development Council, North Central ITBEC.

### **RESOLUTION 23-5-3**

Introduced by: Conservation, Education, & Economic Development Committee

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

FISCAL NOTE: None

Motion by Clendenning/Leichtnam to adopt Resolution 23-5-3. Motion carried unanimously.

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

### **RESOLUTION 23-5-4**

Introduced by: Highway Infrastructure & Recreation Committee

INTENT & SYNOPSIS: To become eligible to apply for WIDNR Outdoor Recreation Grant funding for the Powers Bluff Trailhead Shelter Building Project.

FISCAL NOTE: Total Project cost of \$2,000,000.00 to include construction of Powers Bluff Trailhead Shelter Building and support amenities.

Motion by Rozar/LaFontaine to adopt Resolution 23-5-4. Motion carried. Voting no was Winch.

Committee minutes presented: Property & Information Technology, ARPA Adhoc, South Central Library Board of Trustees, Wood County Library Board, Jail Construction Adhoc.

### **RESOLUTION 23-5-5**

Introduced by: ARPA Adhoc Funding Adhoc Committee

INTENT & SYNOPSIS: To amend the 2023 budgets of the functions listed below for projects that will be using American Rescue Plan Act (ARPA) funding.

FISCAL NOTE: The adjustment to the budget totals \$3,209,500 as detailed below.

Account	Account Name	Debit	Credit
56913	P&F Capital Outlay		\$431,500
53281	Hwy. – Acquisition of Capital Assets		\$600,000
54351	Norwood – Plant Ops & Mtnc		\$178,000
54121	Public Health		\$2,000,000
43300	APRA Proceeds	\$3,209,500	

Motion by Voight/Breu to adopt Resolution 23-5-5. Motion carried. Voting no was Winch

Supervisor/State Representative Rozar provided an update on the shared revenue bill being negotiated in the legislature as well as the budget proceedings to date. The hope is to have the state budget wrapped up in the legislature within the next month.

Without objection, Chairman Pliml adjourned the meeting at 9:55 a.m. Next scheduled county board meeting is June 19, 2023.

Trent Miner  
County Clerk



## **REFERRALS FOR JUNE 19, 2023 – COUNTY BOARD**

- Resolution from Price County requesting repeal of, or modifications of, changes made to statutes in Act 216 (Proceeds from Sale of Tax Delinquent Property). Referred to Judicial & Legislative and Treasurer Gehrt.

## OPERATIONS COMMITTEE MEETING MINUTES

**DATE:** Tuesday, June 6, 2023  
**TIME:** 9:00 a.m.  
**PLACE:** Wood County Courthouse – Room 114

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

**OTHERS PRESENT** (for part or all of the meeting, in person or via Webex): Bill Clendenning, Dennis Polach, Jeff Penzkover, Kim McGrath, Ed Newton, Trent Miner, Heather Gehrt, Ryan Boeshaar, Sarah Christensen, Brandon Vruwink, Sue Smith, Reuben Van Tassel, Chad Schooley, Tiffany Ringer, Kim Stimac, Tara Jensen, Amy Kaup, Kelli Francis, PaNyia Yang, Nick Flugaur, Mary Solheim, Randy Kunding, Tim Deaton (The Horton Group)

The meeting was called to order by Chair Wagner at 9:00 a.m.

Treasurer Gehrt stated during public comment that Governor Evers declared this week as County Treasurers Appreciation Week.

**Motion (Pliml/Valenstein) to approve the consent agenda. Motion carried unanimously.**

Pliml gave a brief update on ARPA funds.

Emergency Management Director Christensen provided additional information to the Committee regarding Everbridge, a critical event management platform.

County Clerk Miner presented a resolution for Posting vs. Publishing of Notices. Miner explained that there is a cost savings associated with posting vs. publishing notices.

**Motion (Pliml/Fischer) to approve the resolution for Posting vs. Publishing of Notices. Motion carried unanimously.**

Wellness Coordinator Boeshaar gave an update on Wellness Program activities.

Finance Director Newton provided an update on Finance Department activities.

Newton presented a resolution for the University Commission: UWSP-Marshfield. Supervisor Rozar provided information on the resolution to the Committee.

**Motion (Valenstein/Pliml) to approve the resolution for the University Commission: UWSP-Marshfield. Motion carried unanimously.**

Newton provided updated information to the Committee regarding CIP requests. Newton explained that this is currently information only and not going to resolution yet.

Newton presented an updated debt proposal from Baird.

Human Resources Director McGrath introduced Tim Deaton of The Horton Group. Mr. Deaton gave a presentation to the Committee on current renewal projections and potential plan changes. Mr. Deaton stated that he will be returning in July with final 2024 budget recommendations.

Rozar excused from the meeting at this point.

McGrath presented a revised Sick Time Policy based on the referral from HIRC. McGrath explained that the policy will allow flexibility for departments with on-call staff and the use of sick time.

**Motion (Fischer/Pliml) to approve the revised Sick Time Policy. Motion carried unanimously.**

McGrath presented information on PTO vs traditional Vacation and Sick leave banks as requested by the Committee. McGrath explained that the consensus of the Department Head group was to stay with the current policy and not move to a PTO policy. The Committee did not take any action on this item.

McGrath presented a revised Overtime/Compensatory Time Policy at the request of the Human Services Department. The policy revisions address exempt, on-call and crisis staff and the ability to pay them at time and a half. Human Services Director Vruwink provided information about the need for the policy revision.

**Motion (Valenstein/Fischer) to approve the revised Overtime/Compensatory Time Policy. Motion carried unanimously.**

The Committee clarified that the effective date of the policy changes to Sick Time and Overtime/Compensatory Time are effective today.

McGrath presented a list of proposed revisions to the Employee Policy Handbook. McGrath explained that there is a target revision date of 2024 and that she will continue to work with the Committee and Department Heads as the process continues.

Chair Wagner thanked Finance Director Newton for the great job that he did with the CIP.

Agenda items for next meeting: The Horton Group Presentation

The next regular Committee meeting is July 10<sup>th</sup> at 11:00 a.m.

Chair Wagner declared the meeting adjourned at 10:16 a.m.

Minutes recorded and prepared by Kelli Francis. Minutes in draft form until approved at the next meeting.



# Wood County WISCONSIN

OFFICE OF THE  
COUNTY CLERK

*Trent Miner*

## Letter of Comments – June 2023

- As I made the board aware, Program Assistant LaCinda Terry submitted her resignation to me at the beginning of May after over 19 years of service to the Wood County Clerk's office. It really was an honor and privilege to work with LaCinda and we will miss her! She had the inane ability to know what I was thinking or needing without me saying a word, and could finish my thoughts before I could. She will be a very hard act to follow! We had a farewell party on the Monday before she left.



Pictured L-R: Trent Miner, County Clerk; LaCinda Terry, Program Assistant; Sheri Evanson, Deputy County Clerk

- I believe it is incumbent on departments to reevaluate programs and services each time there is a vacancy and exercise due diligence before automatically rehiring. I had lengthy discussions with my deputy and a number of others about eliminating this part time position completely and running this office on just two people. When I took office 5 years ago, I made the decision to reduce the staff by 1 person. Since then, I have reduced the hours of the Admin/Program Assistant as well. In the end, I decided to rehire this position as I believe we are about as lean as we can get, staffing wise, while still providing statutory services required. Although we do offer services that are not statutory in nature, they do help reduce the tax levy support needed for this office and are a value to the community, however the number of employees would not be decreased by not offering them.
- After reviewing applications and conducting interviews, we made an offer, which was accepted right away. Katie DeKleyn will be starting in our office on Monday, June 12<sup>th</sup>. We are looking forward to having her and the new dynamic she will bring to our office. Make sure you stop and in and introduce yourself.
- This next item falls under, “when you have bad news, tell it early and often”. That line is a direct quote from former Finance Director Mike Martin, by the way. When an employee leaves, they are paid out for their unused vacation time. Since LaCinda was a long term employee with quite a large bank of vacation, this will be a hit to the budget that will most likely require a budget amendment with a transfer from contingency at the end of the year. Some of the cost will be

absorbed by the lower wage the new employee will be making. I've been in contact with the Finance Director on this as well. It is tough in a small, less than 3 FTE, department to absorb that large of a cost. It will be close though. I'll keep you updated.

- Destruction of old election materials has commenced. This will take some time as we are limited in how many 95 gallon rolling carts from Shred Safe we can use in any given month, so I anticipate this taking most of the summer to get through.
- I was able to register those that requested attendance at the WCA Conference in September and book the hotels at the Kalahari. It took most of the morning to get everything booked, credit card authorizations signed, and tax exempt forms submitted. So far, we have a total of 10 supervisors attending.
- I will be attending the annual County Clerk Summer Symposium in Wausau at the end of the month. It is always good to get together with the county clerks in the state and compare notes and learn new things. I will stay in a hotel one night and drive back and forth the other 3 days. These summer conferences are also a good way for the hosting county to show off what they have to offer. Former Clerk Cindy Cepress hosted the conference in Wood County at the Mead Inn back in 2015.
- I attended a district meeting of the county clerks in the area on May 9<sup>th</sup> in Green Lake County. This is a more informal gathering of a smaller group of clerks. The topics of conversation vary but one topic that came up is the new absentee envelopes being developed by the Elections Commission. They are a lot more colorful and there are more styles we will need to have on hand instead of just one style. It will hopefully help the voter know what requirements there are to voting absentee in different scenarios.
- We received word from the Wisconsin Elections Commission that Wood County was chosen for a federal audit of 2020 Cares Act grant funding we received. Recall, this was a \$10,000 grant that I applied for to help aid in the large increase in absentee envelopes we were forced to buy due to the pandemic. I submitted the requested information and hopefully that will last we hear of it.
- I am working on getting all the minutes that come out of committees to be somewhat, if not more, standardized in their presentation. This will involve me taking minutes for a couple of committees for a few months and coming up with some training for those scribes that take minutes. Meeting minutes are not transcripts of the entire meeting, but rather a record of actions taken. It is easy to overelaborate and I would like to move away from that method.
- The post office has announced that when we use our presort permit, we will be mandated to do our bulk mailings a different way, effective in 2024, through their website system they have in place. In the past, when we sent out bulk mailings like the directories, we would fill out a hard copy form and send it over to the post office. All of this must be done online now through their system. This will affect Extension and Land & Water Conservation as well because they also do bulk mailings using our permit. It will be bumpy to start out with, but with all "systems", I'm sure it will become second nature once we master it. We have reached out to those departments that do bulk mailing on our permit already, so they are in the loop.
- I have a resolution that I will be presenting relating to posting notices/proceedings versus publishing them. This has been allowed for a number of years and there are a lot of counties taking advantage of this. My publication budget accounts for \$15,000 of levy, of which a good portion of that could be cut back. Not all notices can be posted. There will be some that need to be published as a matter of law. Ultimately, this decision falls to the county board but my office is ready to move on this if that is the desire of the board.



# Wood County WISCONSIN

## HUMAN RESOURCES DEPARTMENT

May 31, 2023

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

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

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### Human Resources Activity

	May 2023	2023 Year-to-Date
Applications Received	173	657
Positions Filled	17	81
Promotions/Transfers	3	25
New Hire Orientations	10	50
Terminations, Voluntary	5	46
Terminations, Involuntary	0	9
Retirements	3	10
Exit Interviews	4	18

### Human Resources Narrative

#### General Highlights

1. Completed the Q1 2023 Wood County Core Value Awards process. To be nominated, a Wood County employee would have been witnessed exemplifying one or more of the six identified Wood County Core Values. A total of 20 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:

- Professionalism: Sara Luchini, Health
- Service: (TIE\*) Jackie Kreuser, Clerk of Courts and Larry Shear, Norwood
- Compassion: Brooklynn Elliott, Human Services
- Diversity: Jim Kraft, Edgewater
- Initiative: Steve Budnik, Human Services

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

The program feedback received from employees has been outstanding! I have attached some of the recent comments to share with the committee which highlight how well received this program has been. Selected employees will receive their merit pay award on the June 1<sup>st</sup> payroll.

2. Reviewed applications and conducted interviews for the vacant Human Resources Coordinator position. We are so excited to have Melissa Schuerman joining our team in June. She will transfer to HR from Human Services, FSET team. We look forward to welcoming her to the team!

3. Continued to work through the Sick Days policy (referral from HIRC and as discussed by the Operations Committee at their May meeting) including gathering Department Head feedback. This topic, including the revised policy, will be an agenda item for the June Operations Committee meeting.
4. Began the process to identify policy changes and edits for the 2024 Employee Policy Handbook revision.
5. With regards to the former employee grievance in process, the decision was made to uphold the termination decision of the Highway Commissioner and the former employee was notified in writing. The former employee has not responded to indicate moving the appeal to the next stage in the process and the timeline to do so has passed. This matter is considered closed.

### **Meetings & Trainings**

1. Attended the Operations Committee on May 2<sup>nd</sup>.
2. Attended the Childcare Roundtable hosted by the North Central Workforce Development Board on May 16<sup>th</sup>.
3. Attended County Board on May 23<sup>rd</sup>.
4. Attended the Q2 Department Head meeting at Powers Bluff Shelter Building on May 24<sup>th</sup>.
5. Met with a representative from Wisconsin Department of Financial Institutions (DFI) regarding the state's Edvest 529 College Savings Program.
6. Held the monthly conference call with The Horton Group on May 25<sup>th</sup> to discuss various benefit topics, including the 2024 renewal projections.
7. Held individual staff and team meetings to discuss and provide updates on the department's identified 2023 goals.
8. Staff attended various meetings, trainings, and 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, quarterly EAP fees, stop loss admin fees, and turnover reports.
3. Reconciled monthly invoices for health, dental, vision, life, and disability insurances.
4. Assisted multiple employees with questions related to FMLA, leaves of absence, retirement, and claims concerns.
5. Processed COBRA notifications for dependents on the health plan reaching age 26.

### **Recruitment**

1. Updated the Status of Open Positions and Headcount Sheet (FTE Control) spreadsheets daily.
2. Assisted Dispatch with multiple applicant interviews regarding their current vacancies.
3. Reported new hires with the Wisconsin New Hire Reporting Center.
4. 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. Working with Edgewater, Norwood, and Human Services to review and update/pause/re-instate subscriptions with Indeed. Looking into different options to ensure we are reaching out to interested candidates in a timely manner.
7. Scheduled multiple post-offer, pre-employment drug tests with multiple testing locations for applicants offered employment.
8. Actively researching options of other post-offer, pre-employment drug testing vendors to shorten the time it takes to receive results.

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	Branch I	Judicial Assistant	Position posted, deadline 5/30/2023.
Replacement	Clerk of Courts	Court Clerk – Civil	Position posted, deadline 5/30/2023.
Replacement	County Clerk	Program Assistant	Position posted, interviews conducted, final candidate selected, references completed, offer extended and accepted, filled 6/12/2023.
Replacement	Criminal Justice	Case Manager	Position posted, interviews conducted, final candidate selected, references completed, offer extended and accepted, filled 5/30/2023.
Replacement(s)- Eligibility List	Dispatch	Dispatchers (3)	Position posted, interviews conducted, final candidates selected for all vacancies, references completed, positions filled. Eligibility list established.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple) & Therapy Activity Aide	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 6/30/2023.
Replacement	Health	Community Health Worker (PATCH)	Position posted, interviews conducted, final candidate selected, references completed, verbal offer to be made by Health Dept. 5/23/2023.
Replacement	Highway	Highway Engineer	Position posted, deadline 6/12/2023.
Replacement	Highway	Truck Operator	Position posted, interviewing 5/31/2023.
Replacement	Human Resources	HR Coordinator	Position posted, interviews conducted, verbal offer extended to internal applicant, filled 6/19/2023.
Replacement	Human Services	Bus Driver-Casual	Position posted, deadline 6/12/2023.
Replacement	Human Services	Behavioral Health Outpatient Clinic Manager	Position posted, interviews conducted, verbal offer extended to internal applicant, filled 6/12/2023.
Replacements	Human Services	Support & Service Coordinator	Positions posted, interviews conducted, final candidate selected, references completed, offer extended and accepted, filled 5/22/2023.
Replacement	Human Services	Family Interaction Workers (2)	Position posted, one position filled 5/12/2023.
Replacement	Human Services	Crisis Interventionist (7 p.m. to 7 a.m.)	Position posted, interviews conducted, final candidate selected, references completed, offer extended and accepted, filled 6/25/2023.
Replacement	Human Services	Crisis Interventionist (7 a.m. to 7 p.m.)	Position posted, interviews conducted, final candidate selected, references completed, offer extended and accepted, filled 6/12/2023.
Replacement	Human Services	CCS Service Facilitator	Position posted, interviews conducted, verbal offer extended to internal applicant, filled 5/29/2023.
New Position	Human Services	Birth to Three Service Coordinator	Position posted, deadline 5/30/2023.



Replacement	Human Services	Kinship & Foster Care Coordinator	Position posted, interviews conducted, references/background being completed on final candidate.
Replacement	Human Services	Crisis Interventionists – Casual (2)	Position posted, one position filled 5/22/23, deadline 5/30/2023.
Replacement	Human Services	Community Resources Receptionist	Position posted, deadline 6/9/2023.
Replacement	Human Services	Residential Aides-Casual	Position posted, deadline 6/19/2023.
Replacement	Human Services	Accounting Clerk	Position posted, interviews conducted, references/background being completed on final candidate.
Replacement	Human Services	FSET Case Managers (2)	Position posted, one position filled 6/5/2023, interviewing for 2 <sup>nd</sup> position.
Replacement	Human Services	Case Mgr/SW – IA	Position posted, interviews conducted, references/background completed, filled 5/22/2023.
Replacement	Human Services	Support & Service Coordinator	Position posted, deadline 6/9/2023.
Replacement	Human Services	Child Care Certifier/ Volunteer Coordinator	Position posted, interviews conducted, references/background completed, verbal offer extended, filled 6/12/2023.
Replacement	Human Services	CCS/CSP Program Manager	Position posted, deadline 6/12/2023.
Replacement	Human Services	Case Mgr/SW-YJ	Position posted, deadline 5/30/2023.
Replacement	Human Services	Executive Administrative Assistant	Position posted, deadline 5/30/2023.
Replacement	Human Services	EMH/APS Coordinator	Position posted, deadline 6/12/2023.
Replacement	Human Services	Admin Asst II – Marshfield Reception	Position posted, deadline 6/6/2023.
Replacement	IT/Systems	Services Support Analyst	Position posted, interviews conducted, verbal offer extended to internal applicant, filled 6/19/2023
New Position	Maintenance	Maintenance Supervisor	Position posted, second interviews being conducted 5/26 & 5/30/2023.
Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, LPN, and Therapy Assistant	Ongoing recruitment by Norwood.
Replacement	Parks & Forestry	LTE I & LTE II	Positions posted, interviews conducted, references completed, multiple offers extended and accepted, eight positions filled. Filled ninth position 6/12/2023.
Replacement	Planning & Zoning	County Planner	Position posted, interviews conducted, final candidate selected, references completed, verbal offer to be made by P&Z 5/25/2023.
Replacement	Planning & Zoning	Code Technician	Position posted, interviews being conducted 6/15 & 6/16/2023.
Replacement	Sheriff	Correction Officers (3)	Position posted, interviews conducted, all positions filled 4/10 & 4/24 & 5/30/2023. Eligibility list to be established.
Replacement	Sheriff	Office Supervisor	Position posted, deadline 5/29/2023.

## **Safety/Risk Management**

1. Continuing the process of updating the Written Programs and Safety/Risk Manual appendices/forms.
2. Managed open claims with Aegis/Charles Taylor throughout the month.
3. Evaluated Emergency Management/Health Department functional exercise in Marshfield on May 1<sup>st</sup>.
4. Attended Norwood Safety Committee meeting.
5. Completed N95 fit testing for Highway staff on May 11<sup>th</sup>, and for Edgewater staff on May 25<sup>th</sup>.
6. Conducted CPR/AED class for 5 students on May 24<sup>th</sup>.

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

1. 4/29/23 – Norwood – Employee suffered broken R wrist/head injury when kicked by aggressive patient
2. 4/29/23 – Norwood – Employee was scratched on R forearm while responding to aggressive patient (late report)
3. 4/29/23 – Sheriff's (Corrections) – Clipper disinfectant splashed into R eye of employee while performing cleaning duties (late report)
4. 5/4/23 – Sheriff's (Corrections) – Employee was spit on by uncooperative inmate
5. 5/6/23 – Sheriff's – Employee had bloodborne pathogen exposure responding to assist call with WRPD

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

1. 12/22/22 – Sheriff's – Employee injured R shoulder falling on South steps at Courthouse near Jail entrance (surgery required)
2. 12/31/22 – Edgewater – Employee strained L shoulder transferring resident with EZ lift
3. 4/8/23 – Edgewater – Employee suffered abdominal injury while lifting resident in bathroom

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

1. 1/5/23 – Human Services – Employee injured back/neck slipping on ice in Norwood parking lot
2. 3/10/23 – ROD – Employee slipped on ice in City of WR parking lot while coming in to work

### **First Aid Injuries (1)**

1. 5/2/23 – Sheriff's (Corrections) – Employee suffered cut under L eye during POSC training

### **Property/Vehicle Damage Claims (4)**

1. 12/22/22 – Parks – South Park toilet vault was damaged by falling tree(s) during snowstorm (actual damage \$7,759.00)
2. 5/3/23 – Sheriff's – Squad 48 was damaged during chase (est. damage \$6,229.46) – restitution will be sought.
3. 5/18/23 – Land Conservation – Van's windshield was damaged by rock while traveling to work site (actual damage \$118.00).
4. 5/24/23 – Sheriff's – Squad 31 struck a deer on N/B I-39 (est. damage \$6,291.55).

We have begun to receive invoices for the repair work on the River Block building to restore power from the outage that began on March 6, 2023. Currently, 4 invoices for a total of \$43,304.89 have been received. A claim has been filed with Wisconsin County Mutual Insurance Corporation (WCMIC).

UPDATE: The claim has been accepted by Hartford Steam Boiler, and will be paid under the County's equipment breakdown coverage.

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

1. 2/14/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received a Notice of Complaint on February 16, 2022. Chubb Insurance assigned external counsel to Jackson Lewis. Our position statement was drafted, finalized, and submitted to the EEOC on April 15, 2022.
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 is scheduled for July 19 & 20, 2023. A status call was held on May 1<sup>st</sup> with external counsel, HR/risk management, and our external claims representative.

#### OPEN WRS/ETF Appeal (1)

1. 9/25/22- Former Humane Officer submitted an appeal to the Department of Employee Trust Funds to appeal the County's decision on her eligibility determination. The County has succeeded on its two motions for partial summary judgement. A case hearing is scheduled on July 18<sup>th</sup> to resolve the few remaining factual disputes.

#### Other

1. Continuing to work on updating all job descriptions based on completed JDQs when vacancies occur.
2. DOT Random 2<sup>nd</sup> Quarter selections made and distributed for 10 randomly selected employees who hold a CDL license, due June 12, 2023.
3. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
4. Reconciled and processed the April Unemployment Insurance payment.
5. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
6. Facilitated New Hire Orientation on May 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, and 30<sup>th</sup>.
7. Conducted exit interviews on May 9<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup>, and 22<sup>nd</sup>.
8. Responded to multiple Open Records requests.
9. Responded to multiple verifications of employment.
10. Replied to multiple requests from surrounding counties with varied information.
11. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.



# Wood County WISCONSIN

OFFICE OF THE  
TREASURER

*Heather L. Gehrt*

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## LETTER OF COMMENTS—JUNE 2023

1. Attended Wisconsin Counties Association weekly calls on Mondays in May.
2. Attended WCTA District 6 meeting in Eau Claire on May 9. I have served my two years as chair and a new county will now take over duties.
3. Attended United Way Board of Directors meeting on May 10.
4. Met with the Auditors on site to go over our ACH procedures and other financial information on May 11.
5. Prepared 2<sup>nd</sup> installment settlement with the City of Wisconsin Rapids on May 11.
6. Staff prepared and mailed out over 180 notices before publication on delinquent 2020 real estate taxes. This gives the homeowner until May 31 to pay in full before their name is published in the newspaper on June 1, which starts the process for the county to be able to collect on the tax certificate.
7. Attended County Board meeting on May 23.
8. Attended Department Head meeting at Powers Bluff County Park on May 24.
9. Attended a meeting with Planning & Zoning and Kyle Kearns from the City of Wisconsin Rapids to discuss a property that may be taken back by tax deed in the near future on May 24.
10. Attended the Memorial Day celebration outside the courthouse on May 26 as family members had bricks dedicated.
11. I will be out of the office May 30-June 2 at the WCTA Summer Conference in Eau Claire. This is my district and so I will be assisting the host county with set up/organization/cleanup.



# Wood County

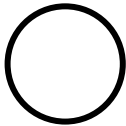
## WISCONSIN

### Employee Wellness

*Ryan Boeshaar*

#### Letter of Comments – May 2023

- The month of May has been very busy with telephonic and in-person health coaching. As of writing this, there have been 316 participants who have completed their coaching session and have qualified for the reduced health insurance rate for 2024. About 100 participants are scheduled to meet with me in June, and around 25 have not yet scheduled their session. The deadline to complete this third step is June 30, 2023.
- The 6-week step challenge for quarter 2 wraps up on Sunday, June 11. This has been a reoccurring challenge in past years as the participation is always very good. A new feature this year allowed participants to choose between two different step goals instead of just one. Below is a breakdown of the participation rates.
  - Total Participation = 149
  - Option 1 (50,000 steps per week) = 113 (76% of participants)
  - Option 2 (70,000 steps per week) = 36 (24% of participants)
- To help celebrate National Bike Month, the wellness committee and I invited employees to participate in bike to work week which ran from Monday, May 15 – Sunday, May 21. Information on bike safety tips and Wisconsin bike trails were shared with employees. In addition, employees could earn 50 wellness points for submitting a photo of their bike to work adventure. A photo submission of using a stationary or recumbent bike, or attending a cycling class was also accepted.
- I have been and will continue to promote the Managewell mobile app in communications in efforts to increase the number of participants who utilize the app. The mobile app gives participants quick and convenient access to their wellness portal and tracking their activities.
- I am continuing to work with new hires and/or employees who have previously not enrolled in the Wellness Program to get accounts setup on [www.managewell.com](http://www.managewell.com) so they may begin the process of completing the qualifying activities and become more involved in the Wellness Program.



RESOLUTION#

Introduced by  
Page 1 of 1

Operations Committee

ITEM# 1-  
DATE June 19, 2023  
Effective Date June 19, 2023

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

TDM

INTENT & SYNOPSIS: To allow for posting in lieu of publication for county notices as allowed pursuant to Wis. Stats. 985.

FISCAL NOTE: Savings in publication costs

WHEREAS, State Statutes have allowed for a legal posting option pursuant to Wis. Stats 985.02(2), and

WHEREAS, one option is to post notices at the Courthouse and on the county’s website, and

WHEREAS, this would save tax levy dollars in publication fees all while using the same medium and infrastructure currently in place.

THEREFORE BE IT RESOLVED, that Wood County not have an official paper and post notices, versus publishing them, where it is statutorily allowed by law.

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

( )

Ed Wagner, Chair

Donna Rozar

Lance Pliml

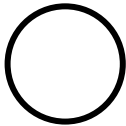
Laura Valenstein

Adam Fischer

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by  
Page 1 of 1

Operations Committee

ITEM#  
DATE June 19, 2023  
Effective Date Upon Publication & Passage

Motion:

Adopted:

1<sup>st</sup>

Lost:

2<sup>nd</sup>

Tabled:

No: Yes:

Number of votes required:

Majority

XTwo-thirds

Reviewed by: PAK, Corp Counsel

Reviewed by: EN, Finance Dir.

INTENT & SYNOPSIS: To amend the 2023 budget for the University Commission: UW-Stevens Point at Marshfield (57640) for the purpose of funding higher than anticipated expenditures.

FISCAL NOTE: To transfer \$16,556 from available balance in contingency (51590) to University Commission: UW-Stevens Point at Marshfield (57640). At the time of this request, the funds available in contingency are \$600,000. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
57640	University Commission:		
	UW-Stevens Point at Marshfield		\$16,556
51590	Contingency	\$16,556	

WHEREAS, the University Commission: UW-Stevens Point at Marshfield CIP costs were more than anticipated due to delays and rising costs; and

WHEREAS, the University Commission: UW-Stevens Point at Marshfield incurred higher than expected CIP Chiller cost of approximately \$16,556 that was not anticipated during the 2023 budget; and

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

WHEREAS, the budget for the contingency account was adopted for the purpose of funding unanticipated expenditures.

THEREFORE BE IT RESOLVED, to amend the Wood County Budget for 2023 to transfer \$16,556 from the Contingency Account (51590) to the University Commission: UW-Stevens Point at Marshfield (57640) function, and

BE IT FURTHER RESOLVED, that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed to publish a Class 1 notice of this budget change within 10 days.

{ }

Ed Wagner (Chair)  
Adam Fischer  
Donna Rozar  
Lance Pliml  
Laura Valenstein

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

County Clerk

County Board Chairman

## HEALTH AND HUMAN SERVICES COMMITTEE

**DATE:** May 25, 2023

**PLACE:** Wood County Annex & Health Center - Classroom, Marshfield (meeting also accessible via WebEx)

**PRESENT: (in-person)** Adam Fischer, Tom Buttke, John Hokamp, Lee Thao, Rebecca Spiros RN,  
**(via WebEx)** Donna Rozar, Mary Jo Wheeler-Schueller,

**EXCUSED:** Kristen Iniguez DO, Lori Nordman

**ALSO PRESENT (for all or part of the meeting):** Brandon Vruwink, Mary Solheim, Marissa Kornack, Mary Schlagenhaft, Adam Gould (Human Services); Rock Larson (Veterans Service); Sue Smith, Kathy Alft (Health Department); Reuben Van Tassel (Maintenance); Amy Kaup (IT); Lance Pliml (County Board Chair); Bill Leichtnam (County Board Supervisor)

**1) Call to Order**

Meeting called to order at 5:00 p.m. by the Chair.

**2) Quorum**

Fischer declared a quorum.

**3) Public Comments**

- n/a

**4) Consent Agenda**

Motion (Buttke/Thao) to approve the consent agenda. All ayes. Motion carried.

**5) Discussion and consideration of items removed from consent agenda**

n/a.

**6) Financial Statements – Edgewater Haven, Human Services, Norwood Health Center**

Department staff were available to answer questions regarding information in the financial statements.

**7) Edgewater and Norwood CIP Review**

Brandon Vruwink provided an update with a recommended cut to the Edgewater CIP request as presented last month. Brandon also shared an update with the kitchen and laundry room projects, with one over and the other under budget. There are enough surplus funds to cover the expense needed. Marissa Kornack provided an update with a recommended cut to the Norwood CIP request as presented last month.

**8) Edgewater Haven Ad Hoc Committee Update**

Brandon Vruwink asks that the committee meet soon to help move the sign proposal forward.

**9) Review Interim Administrator Coverage at Edgewater Haven**

Brandon Vruwink shared experiences with Interim Administrator coverage. Marissa Kornack shared her perspective. An Administrator has been hired with an anticipated late July start date.

**10) Human Services Review of Incentive Pay and Shift Differential Options**

Brandon Vruwink provided an overview of recent experiences in the Crisis Stabilization Unit, and further described the work performed within that unit. Brandon shared challenges with staffing overnight shifts. Shift differential options to improve retention and/or recruitment were presented for consideration. Adam Gould further described in more detail the logistics of providing service to residents in person and assistance with call center. Motion (Buttke/Spiros) to approve a Crisis Intervention and Bridgeway Unit \$1.50/hour shift differential for the 7pm-7am shift effective July 1, 2023. All ayes. Motion carried.

Brandon shared an Essential Duty Pay policy and intended goals with implementation of this policy. Motion (Buttke/Hokamp) to support the policy as presented and forward to Operations Committee for consideration. All ayes. Motion carried.

Brandon also described the on-call policies in existence. Motion (Spiros/Hokamp) to approve the on-call policies for Family Service and the Yes Team. All ayes. Motion carried.



Lastly, Brandon wanted the Committee aware of current practice to compensate work performed when reporting during on-call. It has since been deemed unallowable per the current policy handbook. Motion (Buttke/Hokamp) to support the past practice of compensation and forward to Operation Committee for consideration. All ayes. Motion carried.

**11) Human Services Request for Permission to Solicit Donations for the Purpose of Offering Scholarships for Foster Care Summer Camp**

Brandon Vruwink described the opportunity to have a summer camp for children in foster care and kinship care. Motion (Spiros/Thao) to grant permission to solicit donations for the purpose of offering scholarships. All ayes. Motion carried.

**12) Opioid Settlement Update**

Sue Smith provided an update with the Opioid Settlement and task force efforts. Sue described possible options to be considered with funds and asked for input from the Committee regarding those options. The Committee was in favor of Sue bringing back a possible resolution in July on how to spend the funds if she felt it was necessary.

**13) Discussion/update regarding private well contamination**

Sue Smith described a concern with a Grand Rapids private well contamination issue. Sue shared a Benzene – Tox FAQ and stated the issue is being addressed by different entities.

**14) Legislative Issue Updates**

Department heads provided updates regarding issues pertaining to their departments.

**15) Request the committee to allow the county to end the COVID-19 vaccination policy when CMS ends their mandate**

Marissa Kornack noted end of the CMS vaccine mandate is expected. Motion (Wheeler-Schueller/Spiros) to end the COVID-19 vaccination policy when CMS ends their mandate. All ayes. Motion carried.

**16) Items for Future Agenda**

The Chair noted items for future agendas.

**17) Next Meeting(s)**

- June 22, 2023, 5:00 pm, River Block Building Room 206 – Wisconsin Rapids

**18) Adjourn**

The Chair declared the meeting adjourned at 6:33 p.m.

Minutes taken by Kathy Alft and subject to Committee approval.



## North Central Community Action Program- Board Meeting Minutes-4/10/23

The regular meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, April 10, 2023 via Zoom as individual Board members and staff logged in from their remote locations. The meeting was called to order at 6:00 pm by Vice President Kieper.

Pam took roll:

Present	Absent	Staff
Blaser	Lemmer (ex)	Diane
Kieper	Fischer (ex)	Pam
Rotter	Valenstein (ex)	Tony
Breit	Lang (ex)	Katie
Robinson	McGivern (ex)	
Osness		
Ashbeck		
West		
Hebert		
Nyen		

Minutes: Holly Kieper asked if there were any changes or questions. A motion was made by Lenore Breit to accept the minutes as presented. Second was made by Shane Blaser. Motion carried.

Finance Committee did not meet. Pam reviewed the balance sheet and statement of Revenue and expenses with the full Board. Pam discussed the year end entries for the new Lease standard. Lenore asked about the requirement and Pam explained the software Wipfli used to create the entries for our financial statements. Pam reported several changes have already taken place since our budget was approved. We received an additional \$1 million in weatherization funds in the current contract and the 2023-2024 contract which starts in July. Budgeted expenses for Sub Contractor, measures, audit fees due to the lease standard, and insurance due to bond insurance in the weatherization program will all increase substantially. A motion was made by Norbert Ashbeck to accept the reports as printed. Second was made by Steve Robinson. Motion carried.

Annual Audit Update: Pam reported we have the same audit partner, Stephanie Cavadeas, however, the audit team is 3 auditors that are new to our agency. They have been finishing our audit review over several weeks which hasn't ever been done before. They are planning on presenting the audit at our June meeting.

CSBG 2022 Annual expenditure reports: Diane reviewed the year end reports for 2022 CSBG and 2022 CSBG Cares Act funding. 54 AmeriCorps members served in the program during 2022. Homeless prevention and emergency housing assistance was provided to 8,814 individuals, and 18,632 program resource & referral services were provided. Diane reported the WERA rental assistance program ended 1/31/23. Diane discussed the three year CSBG Cares act grant and technology upgrades, policy changes, and many individuals served to prevent eviction throughout the pandemic. 1,855 individuals were

served in 2022. A motion was made by Lenore Breit to approve the 2022 CSBG and CSBG Cares Act funding reports as presented. Second was made by Steve Robinson. Motion carried.

Update on Community discussions surrounding Homelessness: Diane discussed her presentation to the Wausau City Council with Ben Lee and discussed resources available to assist the homeless population in the Wausau area including the Dept. of Corrections 18 unit building and the 5 units available at Hope house. Lenore Breit pointed out the housing shortage is not ending any time soon. Katie discussed working with the United Way homeless committee in South Wood County. Katie reported we have not found any homeless people in the South Wood County area during the point in time count for the past 3 years. Katie reported more people are actually doubled up because there is not enough affordable housing. Mayor Shane Blaser discussed the possibility of talking with developers looking at building housing units but they would most likely be for a higher income population.

Weatherization Report: Tony reported our current deferral rate is up to 41%, 320 units have been completed to date in the contract as well as 45 Limited baseload jobs. Tony reported the unspent additional funds at the end of June will carry over into the new contract. The Quality assurance review is still on-going but we do not anticipate any issues.

Holly Kieper declared the meeting adjourned at 6:43 pm.

Next Meeting Date: Our next meeting will be June 12, 2023, via Zoom.

*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**

### **Child Care Access**

Childcaring, Inc. had their presentation to the Legacy Board on May 17. You may recall that they applied for funding to support work on improving access to childcare in South Wood County. Business roundtables were held in both Marshfield and Wisconsin Rapids. These were facilitated by North Central Regional Economic Development and we are partnered with both chambers of commerce and Childcaring, Inc. on the roundtables. The purpose was to bring together leaders from large employers in the area to discuss any challenges their workforce is facing in regards to child care and to brainstorm potential solutions.

**Our grant application for the Partner Up! program was funded!** Here is additional information about that grant, which will begin this summer:

*“While many communities have child care shortages, only some are ready to roll up their sleeves and embark on the journey to address this critical community issue. Through this competitive process, First Children’s Finance, in consultation with Wisconsin Department of Children and Families, will select communities who demonstrate commitment to the community engagement process and have a core group of leaders dedicated to addressing child care supply and sustainability in their community. Communities in child care deserts and communities looking to serve priority populations are encouraged to apply.*

*First Children’s Finance’s Strategic Supply and Capacity Building Consultation process includes a series of meetings with the Core Team to develop Strategic Supply Building Plan for each community selected. In addition, Community of Practice webinars to support the implementation phase of these plans and build capacity of local leaders to support the child care needs in their communities. Each community that successfully applies and completes their Strategic Supply Building Plan is eligible to receive a \$75,000 grant to implement that plan (funding cannot be used for capital improvements, definition 2 CFR Ch. II § 200.1)*

*Current, licensed, and regulated child care providers in these selected Wisconsin communities will be eligible to participate in Business Leadership Cohorts where they receive training and support to create a Business Plan with \$5,000 stipends available to providers who complete the program.”*

### **Opioid Settlement Planning Update**

- The March Task Force meeting was canceled due to the power outage at River Block and was held on April 17.
- We have another meeting in May and continue to work with our community partners on a gap analysis to help with prioritization. I am also looking at research with Return on Investment data for different opioid abatement approaches.
- We want to be sure that we do not prioritize funds for things that are funded by other sources. For example, WI DHS received 30% of the settlement dollars and they are doing some statewide things with those dollars. Because they are already providing funding for things like Narcan, Fentanyl Test Strips, and Syringe Services, we don’t want to unnecessarily expend our local resources on those efforts.
- Ultimately, we plan to present recommendations to HHSC to start, and any other committees interested. I assume that the Operations Committee and then the County Board would want to approve expenditure of these funds.
- I am also trying to determine what additional funding we may be receiving with the settlement with the two additional sectors and what the timing of that funding might be.
- I’d like to add that I continue to serve on the Wisconsin Counties Association Opioid Task Force. I also represent Wisconsin public health on the National Association of Counties Opioid Solutions Leadership Network. That group met on April 18-20 in North Carolina and I came back with a significant amount of information that I am sharing with our team. We will be visiting two rural health departments that provide medication for opioid use disorder.

### **Mary’s Place in Wisconsin Rapids**

- The Health Department is looking forward to sending a team of individuals to Mary’s Place in Wisconsin Rapids on May 31 to do post-construction cleaning and prepare the space to be occupied. We have about 20 staff members willing to get their hands dirty and help with this important project. Ribbon cutting will occur on June 13<sup>th</sup> at noon.

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

### **Community Partner Award**

On April 22, the Wood County Health Department was recognized by the Hmong American Center with the Community Partner Award. A note from the Hmong American Center is below.

*We recognize your organization as an outstanding community partner for many reasons. In your previous Community Health Assessment, your organization engaged with and listened to the Hmong community about their needs for a culturally specific organization, resources, and programs to improve health. Through this engagement, the Hmong American Center was provided the opportunity to work with the Hmong community in Wood County to expand our services and programs to serve this community. Throughout the Covid-19 pandemic, your organization has shown a strong willingness to collaborate with the Hmong American Center and other community groups to educate, do outreach, vaccinate, and provide resources to the Hmong community and other underserved populations. We thank you, your staff and your organization for your exemplary work.*

#### Healthy People Wood County

- Staff facilitated the Health Equity Team (HET) meeting and analyzed the staff focus group conversations.
- Efforts are underway to finalize and submit data for the communication based performance measures.

#### Communication/Branding

The Healthy People Wood County team planned out four radio talks and four news articles to publish in the local paper to disseminate information about our work and get the community engaged in the work. Staff have also been publishing social media messages more frequently on Facebook and Instagram. Due to this, we have seen an increase in engagement on social media. Social media posts for WCHD Facebook page for May awareness topics include: Children's Mental Health Awareness Day; Hmong-Lao Veterans Day; World No Tobacco Day; American Stroke Awareness Month; National Hepatitis Testing Day; Hepatitis Awareness Month; Mental Health Awareness Month; Asian American and Pacific Islander Heritage Month.

#### Housing

Staff continue to work with the Mary's Place Wisconsin Rapids Steering Committee to help mobilize community support for volunteering, fundraising, and program initiatives and have given two presentations on Mary's Place this past month and is in the process of creating a participant brochure. Mary's Place is tentatively opening in Wisconsin Rapids mid-June. The application is now available on the website.

#### Incarceration

Staff met with the Jail Discharge Case Manager to discuss Community Health Improvement Plan priorities and create a plan to accomplish the goals. A safe release from jail policy is in the process of being drafted.

#### IMPACT

- *Alcohol Policy:* The Public Health Policy and Communication Coordinator shared temporary alcohol licensing best practices with the Wisconsin Rapids City Attorney. The Health Department is hoping to help update the Wisconsin Rapids Municipal Code to help prevent underage drinking and overserving.
- *In Plain Sight Training:* Two trainings took place in April at Port Edwards and Auburndale High Schools. Participants were taken through a mock teen bedroom display that contained different alcohol and drug related materials and products. The LEO program, through CW Solutions, presented at the trainings on understanding the youth brain. Local law enforcement provided additional drug identification education for the trainings.
- *Narcan Direct Program:* Staff attended a train the trainer for administering naloxone nasal spray, Narcan® and Overdose Prevention. The training will support those who will be staffing the syringe services program launching in June. Public health distributed 47 Narcan® kits in the month of April through community trainings (3 trainings to 13 individuals), the River Block's Nalox-ZONE box, and partnerships with law enforcement/EMS.
- *Drug Take Back Event:* On Saturday April 22, Wood County took part in the National Drug Take Back Event. All seven Wood County law enforcement agencies participated with assistance from IMPACT and Marshfield Area Coalition for Youth (MACY). The event held at Pick N Save in Wisconsin Rapids collected the second highest amount of medications ever recorded at a 1-day event in Wisconsin Rapids, with nearly 200 pounds of medication without packaging collected (collaborative effort between Grand Rapids Police Department, Wisconsin Rapids Police Department, and Wood County Sheriff's Department). The next national drug take back event will take place on Saturday, October 28, 2023.
- *THC committee:* The THC committee conducted a community scan to learn more about the accessibility and marketing of hemp-derived cannabinoid products, specifically to youth. Based on the community scan results, educational and reference materials were created for businesses that align with the Wood County ordinance restricting the age of sale of hemp-derived cannabinoids to those 21 and older.
- *Place of Last Drink (POLD):* IMPACT partnered with law enforcement agencies in Wood County to send letters with educational materials to class A and B alcohol establishments in Wood County. The materials included information for recognizing signs of intoxication and the cost of over-pouring alcohol beverages (not measuring drinks). Members of IMPACT and MACY will meet with law enforcement agencies on May 25 in Pittsville to go over the first year of county-wide POLD data and discuss next steps.
- *Providers and Teens Communicating for Health (PATCH):* The PATCH Teen Educators wrapped up their programming year with a final enrichment training on Narcan. They are now more aware of the signs and symptoms of an overdose and are adequately trained to initially respond and access the emergency response system. An additional PATCH Teen Educator was hired in April; the program now has 5 teens. The PATCH program also hosted its annual celebration, with an evening of reflection of the programming year and all of the Teen Educator accomplishments. Hiring for the fall has already been completed, with a total of 13 Teen Educators to kick off the 2023-2024 school year.

### Mental Health Matters

Staff and the AmeriCorps member serving at the WCHD met with the PATCH Teen Educators during a PATCH enrichment night to deliver the Up to Me Storytellers training. The plan is to train additional Teen Educators during the upcoming school year and then hold storytelling opportunities within local high schools.

Also during April, the UW-Eau Claire nursing student group wrapped up their work on the Continuum of Care. The Continuum of Care focused on Adolescent Suicide Prevention that outlined the resources that assist adolescents struggling with poor mental health. The group met with Rachel Seevers, the Nekoosa High School Counselor, to discuss the Continuum of Care to get feedback and see if it would be a useful tool for her and additional counselors throughout Wood County. Rachel did say with some tweaks she could see the Continuum of Care being a useful resource in helping get students connected to relevant resources in the community.

Aside from the connection between the students and Rachel, staff met with Rachel for a one on one discussion to talk about the most pressing needs she sees among students. Staff also met with the Nekoosa School Social Worker, Bailey Resheske, to discuss the most pressing needs among students. From the two one on one conversations the biggest needs were around healthy relationships, overt amounts of screen time, poor social and emotional intelligence, housing and food instability, and poor mental health. Staff documented these discussions and they will be incorporated into future strategic planning.

A Storyteller meeting was held where the group discussed mentoring new storytellers for future events. The three original storytellers stated their interest in mentoring new storytellers. A storytelling event at the River Cities Clubhouse is being planned for June.

Staff shared information on a radio spot for WFHR about the signs of suicide and methods to intervene if someone were to observe the signs of suicide in someone.

### Leadership Development

In past years, the Community Leadership Development work focused on leadership development within the Hmong community in Wood County. There was marked success through the work resulting in getting multiple community members trained through a formal leadership workshop and helping establish the Hmong American Center in Wood County. In April, the discussion turned to finding ways to replicate the success found in the Hmong community work and translating it to the Hispanic community.

### Increase Access to Healthy Food

Staff have been attending numerous Farmers Market Vendor Meetings. This was a great opportunity for them to share the results of the first year of data collection, as well as prepare the markets for the next season of surveys and counts. Staff have been helping the Waupaca Farmers Market new treasurer and helped the market get their own bank account, create their own bylaws, and host initial board meetings. Staff also provided support to the Stevens Point and Rome Markets through policy research and continues to connect with the UWSP graduate students to further their farmers' market projects. An implementation grant was submitted to the USDA to continue the efforts started with the current planning grant. The grant total is just under \$750,000 and would support efforts for three years.

The Wisconsin Rapids Downtown Farmers' Market will be open Thursdays and Saturdays from June 15 through October 14, 2023. Market hours are from 8:00 am to 2:00 pm. The Market currently has 37 local small business owners, including farmers, producers, bakers, and artists signed up. Staff have reached out to a few local business for donation to purchase reusable market bags, an initiative to help reduce the use of plastic bags used at the farmer's market. These bags are free for shoppers and visitors. Solarus made a \$500 donation towards this purpose.

### Recreation and Transportation

Marshfield Community and River Riders Bike Share programs launched for the 2023 season! Bikes and stations are out in the community for rent for \$1/hour. Marshfield Community Bike Share locations include the Wildwood Park and Zoo, Marshfield Public Library, Marshfield Clinic Health System YMCA, and the Marshfield Fairgrounds. River Riders Bike Share locations include the McMillan Memorial Library, White Sands Beach at Lake Wazeecha, and the West Grand Avenue Bridge. The remaining stations in Wisconsin Rapids will roll out later this summer.

The bike share program has received numerous donations and sponsorships for the 2023 season. We are also excited to share that Bike Share is a recipient of the Visit Marshfield Tourism Grant Program! Thank you to our sponsors, donors, and supporters. We are actively seeking more funding throughout the season and continuing to work on a sustainability plan for the bike share program.

### Safe Kids Wood & Clark Counties Coalition

Staff went to Humke Elementary, Pittsville Elementary, and Auburndale Elementary schools for bike helmet fittings and 70 children purchased a bike helmet. The helmets have arrived and will be sorted, labeled, and delivered.

A Safe Kids Wood & Clark Counties Coalition meeting was held to finalize our Action Plan and discuss summer events.

The Child Death Review meeting was cancelled due to a low amount of cases to review.

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

### Training

Staff completed the annual TNC Contract Training held in Plover, WI last month. DNR staff presented TNC policy changes, current groundwater issues, and studies involving well contamination throughout the state. Staff completed over 1000 water samples last year throughout Wood, Adams, and Juneau counties. Staff continue to work with the Wisconsin DNR in providing residents with up to date information on groundwater contaminants as well as remediation options that are available.

### New Businesses and Consultations

Staff completed a pre-licensing inspection for a retail meat establishment in the Marshfield area. A pre-licensing inspection was completed for the Motel 6 in Wisconsin Rapids due to a change in ownership. Staff attended a farmer's market meeting to provide education and resources for licensed meat establishments as well as egg sellers.

### Complaint Investigations

Seven complaint investigations were received in the month of April.

- A complaint was received regarding the roads in a licensed mobile home community being impassable. Staff have followed up with the community manager and corrective actions are in place.
- A caller reported poor living conditions in a residence as well as a smell of cat urine. Staff were onsite and provided information to the home owners. No health hazards were observed at the time of the visit.
- A complaint was received regarding garbage building up in a mobile home community. Staff contacted management and the garbage was picked up that day.
- A caller reported that the landlord will not replace a hot water heater in a rental unit. Staff provided information and resources to help with maintenance disagreements.
- A complaint was received regarding a mobile home that was in need of repairs as well as poor living conditions inside the home. Staff were onsite with APS. No health hazards were present at the time of the visit. The home had running water, heat, and electricity.
- A complaint was received regarding living conditions inside a residence. Staff were onsite and found that nobody was currently living in the home and a purchase was taking place. Staff will have to follow up after sale is completed.
- A complaint was received regarding the sale of baked goods. The complainant was unable to provide contact information for the individual selling the bakery items. Staff have reached out to the local jurisdiction to provide food safety education if needed.

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

### Oral Health Program – Nicole Burlingame, RDH

We have one school left to complete our sealant program. 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 2,288 children so far this school year.

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

### Parents as Teachers (PAT)

We continue to accept referrals for new families. Staff attended our first outreach event at YMCA Healthy Kids Day on Saturday, April 29. Our parent educators interacted with more than 75 families and 16 families signed up to receive more information about enrolling in PAT.

### Emergency Preparedness

A functional exercise was completed on May 1 for a Family Assistance Center (FAC). A FAC is a physical and/or virtual location to support family and friends of victims in a mass fatality event. It provides mental health and spiritual support for those impacted by the event and also aids in the identification process of the deceased. This was a multi-agency coordinated effort, with 72 people in attendance, which included representation from Law Enforcement, Human Services, Public Health, School District of Marshfield, United Way, Coroner, UW-Eau Claire nursing program and evaluation staff. An after-action review and improvement plan is being created and expected to be published within two weeks to identify areas of strengths and improvement.

### COVID-19

The federal government has announced the COVID-19 Public Health Emergency ended May 11. In Wisconsin, case numbers, hospitalizations, and deaths from COVID-19 are significantly lower than they were during the surge in late 2021 and early 2022. We continue to wind down our efforts as well and are working to ensure impacted community members do not miss out on communications on Medicaid unwinding, thus resulting in lapse in insurance coverage.

We are still supplying all Wood County libraries with COVID-19 test kits. (Marshfield library's test kits are provided by Marshfield Clinic.) We are also still distributing test kits and masks through our online order form. Campaigns continue to spread awareness of the state-supported *Say Yes! COVID Test* program where Wisconsinites can order 10 free COVID-19 tests a month. We will continue to provide test kits and masks at events and clinics while supplies last. The state will stop providing supplies in June.

During April and May, two clinics are offered for UMOS (United Migrant Opportunities Services) grant assistance and COVID-19 vaccine. COVID updated boosters are offered and individuals can apply for the UMOS/USDA grant. We continue to schedule more clinics as the need arises and supplies remain.

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

WIC continues to complete most appointments over the phone during this time. In person appointments are available, upon request, for families in need of lactation services, weight checks, etc. The physical presence waiver to allow appointments over the phone expires August 9. The State WIC Office applied for additional waivers to allow continued remote appointments through Sept, 2026.

Caseload for 2023 (Contracted caseload 1417)

	Dec 2022	Jan 2023	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Active (initial)</b>	1313	1320	1366	1353	1369								
<b>Active (final)</b>	<b>1334</b>	<b>1329</b>	<b>1367</b>	<b>1363</b>									
<b>Participating</b>	1326	1327	1366	1363	1377								



## **WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT May 2023**

### **Director's Report by Brandon Vruwink**

The State Budget continues to move forward. As of this writing, the Joint Committee on Finance still needs to take up the Department of Health Services and the Department of Children and Families budgets. Those two state agencies cover most of the services we deliver within the Human Services Department. I am hopeful that by the time the June H&HS Committee is held, we will have a better idea of how our programs fared.

We are approaching the time for the annual Human Services public budget hearing. The Human Services Department is required to hold a budget hearing each year to solicit feedback from the public on budget priorities. In the past, the public budget hearing was held in August; however, the state now requires the hearing to be held by July 1. The hearing will be held on Wednesday, June 21, at 9 a.m. in the Hocking Room at the 2nd Street Community Center, Marshfield.

Wood County's Crisis Intervention Team provides 24/7/365 support to residents throughout Wood County who are struggling or may be in the midst of a mental health crisis. The phone line is staffed with two people to ensure we can take the calls while continuing to support our residents receiving services on our Bridgeway Crisis Stabilization Unit. Having the Crisis Line co-located on the Bridgeway unit has increased efficiencies while providing more access to Crisis professionals on the unit. In the past month, the Crisis Unit has been extremely short-staffed because of internal promotions and turnover. While short-staffed, Adam Gould, the Crisis Program Manager, has done an excellent job keeping the Crisis Line operational and staffed. Adam has worked many hours staffing the line while also receiving support from his Manager, Stephanie Gudmunsen, and APS Manager, Katie Miloch. While we are headed in the right direction for staffing the unit, this problem will likely come up again. I plan to discuss this concern in more detail at the May H&HS Committee meeting.

The interim plan at Edgewater Haven continues to go well. The past seven weeks have afforded me the opportunity to learn more about the details involved in operating a nursing home. I have appreciated the opportunity to work with Marissa and the team at Edgewater. While I have enjoyed the opportunity to support the team, I am also looking forward to welcoming Edgewater's new Administrator. Justin Cieslewicz's first day with Wood County is July 24. Justin brings over 15 years of experience in the long-term care industry and will be a welcome addition to our team.

Last month at the H&HS Committee meeting, Marissa and I were asked to write a paper that provides an overview of Edgewater Haven and highlights some of the key benefits the facility offers Wood County residents. A copy of the paper is included in the May H&HS Committee packet for your review.

Dawn Schmutzer has resigned as Executive Administrative Assistant, effective June 9. I have appreciated working with Dawn directly over the past seven years. She has supported the Human Services Department, created efficiencies, kept our policies current, and made my job easier. Dawn has been with our Department for nine + years and, over that time, has taken on many new responsibilities, from HR support to our in-house IT expert. This leads me to the new role Dawn will be taking with Wood County. Effective June 12, Dawn will transition to the IT Department. While I will miss working directly with Dawn, I understand her desire to take the next step in her career journey and fully support her. Please join me in wishing Dawn all the best!

### **Deputy Director Update by Mary Solheim**

*MSTC Nursing Student Presentation:* In early April, our Initial Assessment Lead Worker was able to present to a class of the University of Wisconsin-Eau Claire nursing students through the University of

Wisconsin-Stevens Point, Marshfield campus about topics we believe it is important for healthcare providers to know about. We appreciate the opportunity as extended to us by our Health Officer.

*Foster Parent Training:* In the latter part of 2022, we submitted a Title IV-E Foster Parent Reimbursement Application. Within that application, we expressed our interest in conducting quarterly trainings for our foster parents as a means of an additional way to provide support to them and recognize their efforts to support the children we have placed in out-of-home care. The funding is designed to cover a portion of our costs related to things such as the preparation of training materials and curriculums, mileage for training providers and persons to participate in the training, child care, charges for facility use, and refreshments. Our request for funding was approved and we have hosted two trainings this year, the second of which was in the month of April. At that particular training, I walked our foster parents through components of our child welfare system and talked through the interplay in the legal system. The training was well attended. We continue to appreciate the support of our foster parents day in and day out and plan to continue the trainings in the third and fourth quarters of 2023. We expect funding options to continue our efforts in 2024, if any, to be announced later this year.

*Run the Rapids 5k Walk/Run:* April is National Child Abuse Prevention Month. The annual Run the Rapids 5k Walk Run was held on Saturday, April 29 and is one of the opportunities to bring awareness to child abuse and neglect. Even amidst the chilly temperatures and spots of rain showers, many of the 200 plus registrants showed up.

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

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

- Health & Human Services Committee meetings, Human Services monthly Budget projection meetings (all locations), Operations, County Board, Team Building, Division Specific Management, Process and Individual Progress Meetings.
- Performance Evaluations for team members. All team members worked together to cover shortages in immediate needs due to absences and vacancies.
- Currently One (1) Vacancies in this division- Accounting Clerk for Community
- 2022 Audit preparation and participation. Presenting documents as requested, working with Auditors to ensure comprehensive understanding of internal process and needs for HSD departments.
  - Additional accomplishments: Ongoing EHR SmartCare learning, workflows and processes.

#### *Claims and A/R team:*

- On Ongoing SmartCare meeting, testing, progress and workflows.
- PPS SmartCare testing continues, coming to final testing for State reporting.
- Participate in Audit needs.
- Launch for all users on Electronic Fiscal records at both NH locations on schedule for 6/2023, creating an increased electronic environment.
- going SmartCare meeting, testing, progress and workflows

Insurance claims created and submitted for current reporting

- Norwood: 261 claims in the amount of \$1,120,283
- Edgewater: 56 claims submitted in the Amount of \$399,384
- Community: 2,066 claims submitted in the amount of \$257,469
- Community: Accounts Receivable receipts: \$352,702

#### Service Admission Intakes - by location

- NHC Admissions: 29, SNF 0
- Bridgeway: 16
- Edgewater: 13
- Community
  - 60 Intakes conducted
  - 1,388 Appointments scheduled, 879 attended (65.7%)

#### 2023 TRIP Monies received YTD:

- Norwood: \$12,622
- Community: \$25,983

#### Accounting and A/P Team:

- MA/MEDR Cost reports for NHC & EW
- Audit Participation/Final Year end entries
- New Accountant onboarding and training.
- Non-Emergency Medical Transport Billing, tracking, invoice review, discussion with EW team
- Norwood HC Cash reconciling process reviewed/discussed with team and updated

#### Support Services Team:

- 1 staff on intermittent FMLA
- *Behavioral Health Clinic* service note: As of 5/9/2023 entered within 14 days from dictation: Audit of dictation continues for completeness necessary for program adherence and claims billing
- Monitor Administration Budget
- HIPAA:
  - 0 Confidentially breach in April
- Attend monthly Admin Services Managers' meeting
- Attend SmartCare meetings, and provide ongoing support and training to BH and Admin Services
- 3 Support Staff are members of the SmartCare SuperUser group for the newest version "R-6", attending meetings and will be testing before roll out this summer
- OPC Reviewers/Transcribers –Productivity Reports are generated weekly on Fridays – Winscribe Input/Output Work with Unit Support staff, for ongoing monitoring of errors/weekly signing of OPC service notes
- Work with BH Administrator and OPC Program Asst. to develop weekly staff meeting agendas for consistent method to update group services and client enrollments
- Work with management and staff on new camera security of building CCS Drop In entrance
- Work with support staff training on OPC Reminder Calls and other backup for essential duties prior to upcoming FMLA
- Work on destruction of RB- FS records: extended target will be June 1 for Vault Area and July 1<sup>st</sup> for FS File Room.
- Meet with 13 support services staff for scheduled one on one progress update; by phone and/or in person; Ensure reception areas and all essential duties have coverage
- Develop and update coverage plans for essential reception areas with staff/CR management updates include new security protocols
- Meet with 13 support services staff for scheduled one on one progress update; by phone and/or in person; Ensure reception areas and all essential duties have coverage
- Attended 2-day web-based Statewide HIPAA training sponsored by the HIPPA Collaboration of Wisconsin
- 2 Support Services team members attended the Real Colors training

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

Transportation: In April, we provided 805 bus rides. Of these rides, 202 were for employment, and 114 were for medical purposes. This is a slight decrease from April 2022 with 861 bus rides. We wish to highlight that we continue to seek volunteer drivers to provide rides for longer distance medical appointments.

WHEAP: Since the 2023 heating season began October 1, 2022, Wood County has provided Energy Assistance services to 2569 households. This is a slight decrease of 3.28% from last year. Although, Wood County is still a leading agency as the statewide trend is -4.34%. Wood County has been awarded an additional \$21,177 in funding for crisis services. We received a nice letter from a community member thanking us for our services – a testament to the great work that our Energy Assistance workers do!

Personnel: In last month's update, we announced a vacancy in our Transportation Program Assistant position. We are happy to announce that our Community Resources Receptionist, who is not only well-qualified, but has been providing back-up support for our transportation program, has accepted the Transportation Program Assistant position with a May 1 start date. This now leaves us actively recruiting for a Community Resources Receptionist. Recruitment efforts also continue for the casual bus driver position.

## **Edgewater Haven Update by Marissa Kornack**

In the month of April we had 12 admissions and 8 readmissions.

Census comparison to last year:

April 2022 – 45.63 average census with 3.80 rehab

April 2023 – 42.93 average census with 6.73 rehab

Admissions/Discharges Comparison:

April 2022 – Admissions 7/Discharges 7/Readmissions 5/Deaths 4

April 2023– Admissions 12/Discharges 10/Readmission 8/Deaths 5

Personnel Updates: Open position as of writing this: Nursing – CNAs : .90 CNA, .97 CNA, .50 CNA. We hired an individual into the .60 LPN FTE that was vacant. Once this individual is on boarded, it will help immensely with weekend staffing. We were also successful in hiring one casual CNA. Dietary – 1.00 Dietary Aide.

Capital Improvement Projects: We continue to make great progress on our 2023 capital improvement projects. The kitchen air handler, breakroom update, public bathroom renovation, and kitchen update were all completed in May. The last project that will be completed this year is the laundry room update.

End of COVID-19 Public Health Emergency: We have been reviewing the guidance that has been released by CMS and CDC due to the end of the COVID-19 Public Health Emergency (PHE). There will be changes on testing, mask wearing, and vaccination. We as a facility are working on how to implement the changes for our population and then subsequently updating our policies and practices.

Medical Director/Physician Services: Dr. Clasen has informed us of his retirement at the end of June. He has honorably served as the medical director and has solely covered all physician services (daily rounding and 24/7 call) at Edgewater for many years through Aspirus Doctors Clinic. He provides this same coverage to all the area nursing homes as well. Unfortunately, neither Aspirus nor Marshfield Clinic are interested in serving local nursing homes by providing these desperately needed physician services on a contractual basis. We thankfully have identified a Wisconsin based company who specializes in

providing medical director and physician services to long term care communities. We are in the preliminary stages of contracting with them.

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

FSET: The NorthCentral FSET Program submitted the request for proposal for the next 5-year contract cycle to administer FSET services in the 9-county NorthCentral FSET Region. DHS has extended the current contract and budget through Federal Fiscal Year 2024, then transitioning new contracts beginning October 1, 2024. The award announcement will be released before calendar year end 2023.

The foundation of the FSET Program relies on our team, highlighting benchmarks included in the proposal project:

- NorthCentral FSET has the highest Entered Employment rate in the balance-of-state (which excludes Milwaukee) since April 1, 2015. This is the rate of customers gaining employment while enrolled in the FSET Program.
- NorthCentral FSET has held the highest job retention rate in the entire state of Wisconsin since 2018. From October 1, 2021 – September 30, 2022, our rate was 42.48% versus the state average of 16.25%.
- During the pandemic, our caseload increased by 2%, the only region to see an increase. The statewide caseload average declined by 18% during this time.
- NorthCentral FSET has enrolled 14,381 customers (duplicated data, as customers may re-enroll through this time) since regionalization of the FSET Program in April 2015.

In anticipation re-implementation of the FoodShare work requirement in Wisconsin, the NorthCentral FSET team continues to provide voluntary, free case management support to support customers with recognizing their strengths, developing skills, and reaching their identified goals.

### **Family Services Update by Jodi Leigl**

Tailored Dispositional Orders Project: Representatives from Wisconsin Department of Children and Families and Children's Court Improvement Program joined us in April to help us work through revamping our court ordered conditions. We are pleased with the changes made and look forward to implementing them into the work we do with families. Providing conditions in a language that is easily comprehended, behavioral-based as opposed to service-orientated, and directly connected to the safety threat identified that lead to the Department's intervention will be beneficial to both families and workers. Additionally, the timeliness of achieving permanency, namely reunification is improved and parent participation and engagement is increased.

Foster Parent Training: In foster care licensing, there are five Levels of Care. Each Level of Care certification has a specific number of training hours, personal references, and experience requirements. Each foster parent must complete training requirements in accordance with their Level of Care certification. Training requirements fall into three categories: pre-placement, initial licensing, and ongoing. Nearly all providers licensed by Wood County are level 2. During their initial licensing period which is issued for two years, level 2 foster parents must complete 30 hours of foundation training. There are 10 modules offered through Wisconsin Child Welfare Professional Development System (WCWPDS) on specific topics that makeup the foundation training. When foster parents renew their license after the initial licensing period, their license is issued in 2-year increments. The ongoing training for a level 2 provider is 10 hours per licensing year.

In November 2022, the foster care team began offering in person quarterly trainings to Wood County licensed foster homes. All trainings are hosted at Crossroads Church in Pittsville who has been a gracious host and partner. This is a central location for families in north and south Wood County to attend. Their space allows workers to provide childcare during the training and use the kitchen to provide a meal to

attendees. The quarterly training offering began as an identified gap area in surveys sent to foster families regarding the success of retention efforts. Foster families consistently noted they wanted more opportunities to network with one another and more in person training offerings as these have been scarce post-pandemic. All training topics offered to date have been chosen in response to feedback in the foster parent surveys. There is also a spotlight page in the quarterly newsletter prior to the training that provides helpful information on the topic and foreshadowing the topic of the next training. These trainings provide an opportunity for foster parents to earn two hours of ongoing training credit. The first training was on the topic of reunification, outlining and validating the grief and loss foster parents feel while discussing the imperativeness of attachment and identity with a child's family of origin and returning the child as soon as safely possible.

The February 2023 quarterly training presented foster parents with information on supportive resources outside of the agency including guest speakers from Welcomed and Wisconsin Foster and Adoptive Parent Association (WFAPA). Welcomed is a nonprofit organization that partners with churches in Wisconsin to create a care community and wraparound foster families providing them with support. The support could be in the form of a weekly meal delivery, respite, mentoring, or an individualized need the foster family has. Welcomed is present in four churches in the Wood County area. WFAPA presented information about their spring conference and two families in attendance at the February training attended the conference with guest speaker, Charlie Applestein (No Such Thing as a Bad Kid!). They were able to make connections with other foster and adoptive families across the state. The most recent quarterly training was held on April 20<sup>th</sup>. Deputy Director Mary Solheim presented on the Children's Code, Chapter 48, and Child in Need of Protection and Services (CHIPS) court process, from petition to permanency. A component of this training also included information foster parents were seeking as identified in the surveys which was the role of the Guardian ad Litem.

The quarterly trainings for the remainder of the year have been scheduled and communicated in the calendar of upcoming events in the newsletter: August 3<sup>rd</sup> and October 19<sup>th</sup>. Topics are yet to be determined. Attendance at the trainings has ranged between 15-20 foster parents and anywhere from 10-18 children whom workers provide childcare for during the training.

Additional enhancements in the foster care program include: quarterly newsletters which began in Fall 2022, mentoring program, and recruitment efforts for foster homes will accept adolescents. The newsletters are structured to provide introduction to Department staff members, share relevant information in child welfare and foster care, and provide updates/important upcoming events to foster families. An addition to the newsletter was a Family Services organizational chart with contact information for all workers including email and phone number as foster parents noted past barriers experienced by not having this information. In March 2023, a mentoring program was implemented which matches newly licensed general foster homes with an experienced foster parent mentor. This is to aid in connection, support, and retention of foster parents. Another exciting goal of the foster care program is to focus recruitment efforts to recruit homes who will accept adolescent youth. There are an increasing number of adolescents entering care and escalating levels of care to group home or residential facilities as there are a lack of foster home locally who accept this age group. Members from the foster care and youth justice team presented to the Marshfield School District Student Services staff on April 13. Outreach with area churches and other community connections continue to identify groups where this information can be presented.

**Personnel:** We welcomed Jenna Schneider to the team as a Family Resource Coordinator and Jessie Eisele as an Initial Assessment Worker.

### **Income Maintenance Update by Steve Budnik**

Staff continue to work with members on the changes to their public assistance program due to the Public Health Emergency ending. As mentioned last month, the most significant change is that Medicaid

members may not be eligible for state-sponsored healthcare starting June 1. However, for most members, this will occur at their next renewal, and unless someone renews their benefits early. A renewal is an annual review of the case to ensure all information is accurate and that the customer is still eligible for the program based on a host of state and federal requirements.

Luckily for Medicaid recipients, renewal dates are distributed over 12 months, from June 2023 through May 2024. DHS also sent letters to applicable customers in March telling them they would keep coverage until their next renewal and when that renewal will be. For example, members whose renewals are due in June 2023 will receive renewal packets around May 15, 2023. This cycle will continue until May 2024. In Wood County, any member losing their Medicaid service, regardless of the reason, will be referred to the Federal Marketplace and a local Outreach Specialist apart of Covering Wisconsin.

Wood County's Foodshare caseload in April was 5,083, with a combined recipient count of 9,749. A total of \$1,327,034.77 Foodshare benefits was allocated to these eligible customers. In addition, there were 11,840 members on healthcare benefits and 161 children on childcare subsidy assistance.

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

We have been reviewing the guidance that has been released by CMS and CDC due to the end of the COVID-19 Public Health Emergency (PHE). There will be changes on testing, mask wearing, and vaccination. We as a facility are working on how to implement the changes for our population, and then subsequently updating our policies and practices.

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

We continue to utilize two agency CNAs to fill the two full-time vacancies we have remaining. We do also have a few staff receiving intermittent FMLA and a maternity leave that has given us some challenges for staffing PM and NOC shifts, worse on the weekends.

The nursing department has a .5 CNA FTE and a 1.00 LPN FTE vacant.

Admissions Unit: The average census for the month of April was 8.73 with an average census of 8.77 year to date. There were 30 admissions and 28 discharges. In addition, the length of stay has continued to decrease even more to a 6.79 average for April. This is in alignment with industry standard.

The transition to the new provider team continues to go well and they have been keeping the unit busy. Over the next year, we will have multiple psychiatric nurse practitioner students completing some clinical hours on the hospital unit, with Dr. Gouthro as their preceptor.

Long Term Care Unit: The long-term care unit had no admissions and two discharge in April, with an average census of 25.54. The Crossroads unit was full by the end of the month. We continue to work through some preliminary preparation for survey by starting some audits and policy updating. Amanda is continuing with her wound care certification training. Megan, our client services assistant, will be completing some of her internship hours at Norwood for her bachelor degree in social work.

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

Congregate meals for the month of April were 5,534 with revenue of \$40,100. Meals for the year are 22,136 with revenue of \$160,385.

As of writing this, we have a 1.00 cook FTE and two .50 dietary aide FTEs open.



## Norwood Maintenance Department by Lee Ackerman

Capital Improvement Projects: Work has come to a halt on the HVAC renovations due to longer than expected wait times on the thermostats and valves. We are told to expect them by the end of June.

We are still waiting to hear when the replacement doors for the Pathways unit and the East entrance will be in. We did expect a long lead time on these items.

The lawn mower we ordered in January is still on backorder, though we were told we could expect it to be in in May. I will report back on this next month.

There has been no updates on when that parking lot resurface work will begin though it is expected to occur this summer.

In other news, we have been struck again by wiring damage to one of our minivans. This ongoing battle is believed to be caused by mice though all our efforts to catch, deter, and/or poison these critters has had limited success. Fortunately, we were able to make the repairs ourselves this time. We will continue to try methods to prevent further similar incidents.

## Youth Programming Updates by Angela O'Day

Adolescent Diversion Program (ADP): The Adolescent Diversion Program (ADP), Youth Mentor, and 4Sight teams worked alongside youth to paint a mural at McMillan Library over two weeks in April. The mural, next to the butterfly garden entrance in the children's section of the library, depicts native Wisconsin butterflies, plants, and pollinator insects like monarchs, swallow tail butterflies, beebalm, milkweed, and bumblebees. The mural was completed in a paint by number format. Sixteen youth participating in the ADP, Youth Mentor, and 4Sight programs, ranging in age from 10-17, helped paint the mural along with program staff members. The goals of the project were to involve youth in a creative activity that would transform the space, instill a sense of pride in their work, and deepen their connection to the community.





## **Minutes of the Wood County Public Safety Committee**

**DATE:** June 12, 2023

**PRESENT:** Joe Zurfluh, William Voight, Bill Winch, Dennis Polach, Brad Hamilton

**EXCUSED:**

**NOT**

**PRESENT:**

**OTHERS** Sarah Christensen, Erik Engel, Quentin Ellis, Ted Ashbeck, Kelli Trzinski, Dave

**PRESENT:** Patton, Charlie Hoogesteger, Bill Clendenning, Lance Pliml, Shawn Becker, Ed  
Newton, Tony Bastien,

**LOCATION:** Wood County Courthouse

### **1. Call to Order:**

Joseph Zurfluh called the meeting to order at 9:00 a.m.

### **2. Review minutes of May 10, 2023:**

**Motion by Hamilton, second by Voight to approve the minutes of the May 8, 2023 meeting as presented. Motion carried unanimously.**

### **3. Public Comments:**

Bill Clendenning asked Sarah Christensen from Emergency Management about setting up a meeting with her department for cleaning up the Two Mile Creek area.

### **4. Set date, time and location of next meeting**

**July 10, 2023**

**9:00 a.m.**

**Wood County Courthouse Room 114**

### **5. Communications Department:**

#### **a. Communications May 2023 Claims:**

The Committee reviewed the Communications May 2023 claims.

#### **b. Communications Report:**

The Committee reviewed the Communications report.

**6. Emergency Management Department:**

**a. Emergency Management May 2023 Claims:**

The Committee reviewed the Emergency Management May 2023 claims.

**b. Emergency Management Activity Report:**

The Committee reviewed the Emergency Management report.

**c. Everbridge Mass Notification Information:**

Sarah Christensen stated this program is a way to send mass notifications about an emergency. Sarah talked about the Everbridge feedback she received from other agencies around the state and the cost of the program. Sarah talked about Nixle versus Everbridge. Sheriff Becker is in support of the program.

**Motion by Hamilton, second by Voight to have resolution made on this matter and send it to the county board. Zurfluh-yes Voight-yes Hamilton-yes Polach-yes Winch-no**

**7. Dispatch Department:**

**a. Dispatch May 2023 Claims:**

The Committee reviewed the Dispatch May 2023 claims.

**b. Dispatch Activity Report:**

The Committee reviewed the Dispatch report. Tony Bastien talked about the large amount of 911 hang-ups received in the dispatch center over the last month. Tony also stated he has a new program called Prepared 911, which will allow for text to 911 and limited video capabilities.

**c. CIP – Dispatch Work Stations**

Tony stated he received two quotes for the workstations with one quote coming through the Samuel's Group. Tony stated he has been in contact with a company called Xybix.

**d. Casual Employees**

Tony stated there is not a big enough pool of those who are capable at this time.

**e. Communicator Training:**

Tony stated he has retirements coming up and he would like to hire replacements and train them prior to the retirements. He stated Human Resources said it was okay as long as it was within his budget guidelines.

**8. Coroner:**

**a. Coroner Report:**

The Committee reviewed the Coroner reports.

**b. May 2023 Claims:**

The Committee reviewed the Coroner May 2023 claims.

**9. Sheriff's Department:**

**a. Correspondences:**

Sheriff Becker stated Officer Manager Kelli Trzinski has been promoted to a leadership role in the jail and Mitzi Forde will be taking over as Officer Manager in July.

Sheriff Becker stated Operations Captain Charles Hoogesteger graduated from Command College on Friday, June 9, 2023.

Sheriff Becker stated Bluegrass at the Lakes was last weekend June 8, 2023 through June 10, 2023 and proceeds were going to help the CISM Team.

Sheriff Becker stated June 11, 2023 marked the anniversary of the day Diedre Harm went missing. He stated a Facebook post was made with information regarding the investigation.

Sheriff Becker stated Mary's Place will be opening this week with a dedication tomorrow, June 13, 2023 at 12:00 p.m. All are welcome to come. He stated this is not a homeless shelter, but transitional housing.

**b. Wood County Rescue:**

The Committee reviewed the Wood County Rescue report

**c. Crime Stoppers:**

The Committee reviewed the Crime Stoppers report.

**d. K-9 Project:**

The Committee reviewed the K-9 report.

**e. Humane Officer**

The Committee reviewed the Humane Officer report. The layout of the report itself was discussed and will be an agenda item next month.

**f. May 2023 Claims:**

The Committee reviewed the Sheriff's Department May 2023 claims.

**g. Hiring Process:**

Nothing to report at this time

**h. Boat/ATV/UTV/Snowmobile Patrol:**

The Committee reviewed the Boat/ATV/UTV/Snowmobile Patrol report.

**i. Overtime:**

The Committee reviewed the overtime reports.

**j. Courthouse Security:**

The Committee reviewed the Courthouse Security report.

**k. Mental Health Transport:**

Sheriff Becker stated once they review next year's budget they will decide if mental health transports will be a line item or not.

**l. Jail Items**

- i. Inmate Daily Population: Reviewed.
- ii. EMP: Reviewed
- iii. Safekeeper Housing Numbers: Reviewed
- iv. Kitchen Report: Reviewed
- v. Body Scanner: Reviewed
- vi. Jail Inspection: Reviewed
- vii. Maintenance: Nothing to Report
- viii. Inmate Programs: Nothing to Report
- ix. Jail Project: Sheriff Becker stated the jail project is on target for completion a year from this October. He stated they will not need to contact with Adams County after the current contract runs out; however are looking at a one-year contract with Waupaca County until the new jail is done.

**10. May 2023 Claims: Communications, Emergency Management, Dispatch, Sheriff, Coroner, and Humane Officer:**

**Motion by Hamilton, second by Polach to approve the May 2023 claims of all Public Safety Committee Departments. Motion carried unanimously.**

**11. Agenda Items for Next Meeting:**

Humane Officer Report

**12. Adjourn**

**Meeting adjourned at 10:02 a.m. by Chairman Zurfluh.**

Minutes taken by the Wood County Sheriff's Department.



# May Monthly Report

Wood County Sheriff's Rescue

Submitted by: Ann Burger, WCSR Secretary

## May Training Descriptions

Date	Type	Description
2-May	Business Meeting	May Business Meeting
9-May	Extrication	Dash roll, door removal, & roof removal with tools.
16-May	Other	Generator training - how to start and operate big generator.
23-May	Project Lifesaver	Practice scenario - looking for lost person near WR Zoo.
30-May	Extrication	Stabilization of vehicle.

# Call Summary

Call #	34	35	36	37	38
Date	5/3/2023	5/5/2023	5/11/2023	5/11/2023	
Time	15:33	23:08	10:02	11:10	
Day of Week	Wednesday	Friday	Thursday	Thursday	
Township	Saratoga	Port Edwards	Saratoga	Grand Rapids	
Location	80TH ST S & TOWER RD	1461 WISCONSIN RIVER DR	547 STH 73 S	15TH PLACE & WHITROCK AVE	DUPLICATE COMPLAINT
Rescue 3					
Rescue 4	T. Young	C. Stoflet	E. Moreno	E. Moreno	
Rescue 5					
10-22ed					
Call Type	10-50 w/ Injuries	10-50 w/ Unknown Injuries	Traffic/Scene Containment	Other	
Medical/ Extrication					
Ambulance	WRFD	WRFD		UEMR	
EMR		Port Edwards		Grand Rapids	
Fire	Grand Rapids	Port Edwards		Grand Rapids	
Air					
Tools/ Equipment Used					
Notes					
Other members on scene	B. Diggles	J. Habeck B. Diggles		M. Wiberg B. Diggles	



# Call Summary

Call #	39	40	41	42	43
Date	5/15/2023	5/23/2023	5/26/2023	5/30/2023	5/30/2023
Time	11:23	18:52	16:43	8:00	
Day of Week	Monday	Tuesday	Friday	Tuesday	
Township	Port Edwards	Wisconsin Rapids	Rudolph	Saratoga	
Location	6100 CTH Z	1921 27TH AVE S	CTH DD & CTH O	13631 STH 13 S	WCSR NOT PAGED
Rescue 3					
Rescue 4	J. Habeck	J. Van Ert	C. Pidgeon	B. Diggles	
Rescue 5					
10-22ed					
Call Type	10-50 w/ Injuries	Project Lifesaver	10-50 w/ Injuries	10-50 w/ Injuries	
Medical/ Extrication	Extrication				
Ambulance	WRFD		UEMR	WRFD	
EMR	Port Edwards		Rudolph	Saratoga	
Fire	Port Edwards		Rudolph		
Air	LifeLink III				
Tools/ Equipment Used	spreader, cutters, ram, portable pump				
Notes		J. Habeck also on scene			
Other members on scene	M. Wiberg  B. Diggles  C. Pidgeon	M. Klein  B. Diggles  C. Pidgeon  E. Moreno  A. Bork  C. Cesar		M. Wiberg  J. Habeck	

# Call Summary

Call #	44				
Date	5/30/2023				
Time	16:12				
Day of Week	Tuesday				
Township	Port Edwards				
Location	1788 CTH G				
Rescue 3					
Rescue 4	B. Diggles				
Rescue 5					
10-22ed					
Call Type	10-50 w/ Injuries				
Medical/ Extrication					
Ambulance	WRFD				
EMR	Saratoga				
Fire	Nekoosa				
Air					
Tools/ Equipment Used					
Notes					
Other members on scene	E. Moreno  T. Young				



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

June 1, 2023

MEMORANDUM FOR Sheriff Becker; Public Safety Committee

SUBJECT: Monthly Crime Stoppers Report – May 2023

The Crime Stoppers program received 47 tips in the month of May 2023 that were forwarded to the appropriate agencies for follow-up, as reported by P3.

The last monthly board meeting was held on May 10, 2023. The next regular meeting will be on August 9, 2023 at 6:30 P.M.

Respectfully Submitted,

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



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## May K9 Report

	TRAINING HOURS	USEAGE/ DEPLOYMENTS	DEMO/ COMMUNITY
K9 Sig	20	2	0
K9 Ace	20	7	1
K9 Timo	22.5	0	1
K9 Rosco	30	2	0
K9 Bingo	20	0	0

### TRAINING (MONTHLY) –

Wood County Handlers and K9's all attended the 2023 Jessiffany Canine Certification and Seminar in Iron Ridge, WI. This training event was three days of training and included various exercises and skill based events (narcotic/explosive searches, open area search for person, building search for person, vehicle extraction, 1.2 mile obstacle course, gunfire control/ handler protection, hard dog/fast dog).

### TRAINING (INDIVIDUAL) –

- Sergeant Arendt and K9 Timo completed training on-duty consisting of obedience.
- Deputy Pidgeon and K9 Sig completed additional narcotics training on-duty.
- Deputy Beathard and K9 Rosco completed Narcotic and obedience training on-duty.

### USEAGE –

- Deputy Pidgeon and K9 Sig were used to sniff lockers inside of Nekoosa Schools.
- Deputy Beathard and K9 Rosco were requested to do a walk through at Mary's Place in Marshfield.
- Sergeant Christianson and K9 Ace had a positive indication on a vehicle that resulted in 1 gram of Methamphetamine. They also completed school sniffs at Port Edwards and Nekoosa. Indications were observed at the schools but nothing illegal located.

### DEMO/COMMUNITY –

- Sergeant Arendt and K9 Timo along with Sergeant Christianson and K9 Ace attended the Legacy Foundation grant presentation.



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## ADDITIONAL INFORMATION –

- Sergeant Arendt and K9 Timo placed 1<sup>st</sup> in Hard Dog/Fast Dog event and 2<sup>nd</sup> in the Open Area Narcotic Detection event.
- Sergeant Christianson and K9 Ace placed 3<sup>rd</sup> in Narcotic Search Door Bottoms event and 3<sup>rd</sup> in Narcotic Detection Luggage event.
- Sergeant Christianson and K9 Bingo were awarded the Top overall German Shepherd Team and 2<sup>nd</sup> place overall. Sergeant Christianson and K9 Bingo placed 1<sup>st</sup> for Explosive Detection Scramble, 2<sup>nd</sup> in Explosive Detection Luggage event, and 2<sup>nd</sup> in Hard Dog/Fast Dog event.

Respectfully,

*Nathan Dean*

Nathan Dean  
Patrol Lieutenant



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## HUMANE OFFICER

04-30-23 to 05-27-23

Animal Bites:

- Dogs-11
- Cats-1

Neglect/Abuse Case: 7

Abandonment: 0

Animal vs Animal: 0

Abatement Order: 0

Animals at Large: 2

Major Incidents: 0

Follow-up-Brooke: 4

Follow-up-Susa: 1

Training Hours: 0

Meeting Hours: 2

Submitted by:

Sgt. Matt Susa



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## Department of Natural Resources Patrols

### May 2023

#### ATV

- Patrol Hours- 51.5
- Citations- 2
- Warnings- 4
- 8 hour DNR Training

#### BOAT

- Patrol Hours- 12
- Citations- 0
- Warnings- 3
- 46 hours of DNR Training

#### SNOWMOBILE

- N/A

Submitted by

Sgt. Matt Susa

OVERTIME BREAKDOWN 2023 (HRS.)							2023
MONTH	FUNERAL LEAVE	FILL IN OT	FMLA	SICK LEAVE	TRAINING	TOTAL	COVID Sick Replacement
January	0.00	0.00	36.00	35.00	240.00	311.00	
February	0.00	36.00	0.00	96.00	152.00	284.00	
March	0.00	45.00	0.00	175.00	555.00	775.00	
April	0.00	22.00	0.00	120.00	108.00	250.00	
May	0.00	36.00	0.00	126.25	552.00	714.25	
June	0.00	0.00	0.00	0.00	0.00	0.00	
July	0.00	0.00	0.00	0.00	0.00	0.00	
August	0.00	0.00	0.00	0.00	0.00	0.00	
September	0.00	0.00	0.00	0.00	0.00	0.00	
October	0.00	0.00	0.00	0.00	0.00	0.00	
November	0.00	0.00	0.00	0.00	0.00	0.00	
December	0.00	0.00	0.00	0.00	0.00	0.00	
TOTALS	0.00	139.00	36.00	552.25	1607.00	2334.25	0





# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## Operations Overtime/Comp Time Totals

9May 2023 (04/30/23to 05/13/23)

### Patrol

Overtime hours:	105.25
Comp time hours:	229.1
Holiday Pay/Comp hours:	0

### Investigations

Overtime hours:	10.5
Comp time hours:	71

### Security Services

Overtime hours:	24.5
Comp time hours:	28.375

TOTAL CALL OUT:	9
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Submitted By: Charles Hoogesteger – Operations Captain



# Wood County

## WISCONSIN

SHERIFF'S  
DEPARTMENT

*Shawn Becker*  
SHERIFF

## **Public Safety Committee Meeting**

### Security Services May 2023 Report

For the month of May 2023, the total number of prohibited items prevented from entering the Courthouse are:

Guns -	0
Knives -	82
O.C. -	9
Misc. Items -	6

The miscellaneous items that were located were two pairs of scissors, two pairs of wire cutters, a pair of channel locks and a spade drill bit.

Security Services screened 7,830 people entering the courthouse in May. Security Services had 37 security requests from different departments within the Courthouse for the month and covered one jury trial.

Security Services arrested nine individuals on warrants this month. We handled four complaints in the jail this month. The reports were for criminal damage to property, possible sexual assault, threats complaint and a hate crime.

Besides the jail complaints, Security Services returned a lost cell phone, Settled a verbal domestic in the parking lot across the street from the main entrance. We also arrested a male subject and referred charges of felony bail jumping and two counts of misdemeanor bail jumping.

During the Month of May, I utilize part-time employees for 14.75 hours to fill employee shortage hours.

Report submitted by: Lieutenant Bryan D. Peterson

# WOOD COUNTY JAIL

January - June 2023

## 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	204	81	39	210	93	33	204	94	26	212	76	31	186	87	32	193	84	25
2	201	81	39	204	91	32	203	97	26	213	76	31	185	87	32	189	84	25
3	200	81	37	202	95	32	200	95	26	214	76	30	189	84	30	186	80	24
4	196	82	37	197	93	32	196	100	26	207	76	31	192	84	28	189	80	23
5	201	81	37	195	91	29	200	100	26	203	78	31	196	86	27	191	80	23
6	198	79	36	197	91	29	200	100	25	200	81	32	197	92	28	188	80	22
7	196	77	36	196	91	29	202	100	26	197	80	31	198	92	28			
8	198	77	36	204	90	30	201	99	26	201	84	30	203	92	28			
9	199	77	36	210	97	30	203	99	27	206	84	30	204	92	27			
10	201	75	34	205	98	29	203	97	27	205	84	29	201	90	27			
11	193	75	34	205	97	29	209	96	27	209	82	31	198	94	27			
12	195	75	34	204	97	27	207	95	27	208	81	33	201	93	28			
13	192	79	34	208	97	27	212	95	26	206	81	33	198	93	28			
14	200	83	33	206	95	27	207	93	28	205	80	31	202	93	27			
15	198	83	29	207	95	28	209	89	28	212	78	31	198	93	25			
16	193	83	28	206	94	27	210	87	28	212	78	31	192	89	25			
17	196	86	30	216	96	27	206	86	27	214	78	31	188	85	26			
18	193	84	31	216	99	27	206	85	28	208	77	31	191	85	26			
19	191	85	32	218	99	27	211	85	28	198	75	31	192	89	26			
20	194	85	31	219	99	27	213	85	28	194	76	31	193	85	26			
21	201	83	31	215	96	28	203	79	27	196	81	31	193	85	26			
22	202	83	31	212	92	28	207	80	29	194	82	32	194	85	26			
23	204	83	31	208	98	28	209	80	29	197	83	32	190	83	29			
24	196	82	31	207	98	28	202	80	31	199	83	32	197	81	27			
25	206	83	31	201	98	27	208	77	32	202	82	34	193	83	27			
26	211	88	30	203	97	27	211	77	31	199	81	34	193	81	28			
27	205	91	30	209	97	27	214	77	31	195	80	33	193	86	27			
28	205	90	31	205	94	27	215	75	33	191	84	33	197	86	27			
29	208	90	31				209	73	33	187	87	33	197	86	27			
30	208	90	30				208	74	33	186	87	32	200	86	27			
31	207	89	30				213	71	32				194	85	27			
WCJail	199.74			206.61			206.48			202.33			195.00			189.33		
Shipped	82.61			95.29			87.74			80.37			87.48			81.33		
EMP	32.90			28.50			28.29			31.53			27.39			23.67		
Avg Length of Stay (Days)	37.80			43.20			34.80			36.40			30.00			0.00		

# WOOD COUNTY JAIL

July - December 2023

## DAILY POPULATION / INMATES SHIPPED OUT / EMP

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

1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
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22																	
23																	
24																	
25																	
26																	
27																	
28																	
29																	
30																	
31																	
WCJail	0.00			0.00				0.00				0.00				0.00	
Shipped	0.00			0.00				0.00				0.00				0.00	
EMP	0.00			0.00				0.00				0.00				0.00	
Avg Length of Stay (Days)	0.00			0.00				0.00				0.00				0.00	

### 2023 Yearly Averages

<b>Total</b>	<b>199.92</b>
<b>Safekeeper</b>	<b>85.80</b>
<b>EMP</b>	<b>28.71</b>
<b>LENGTH of STAY</b>	<b>36.44</b>

<b>SK Total</b>
WP 75
AD 15
SK 90

Color indicates low population	<b>185</b>	05/02/23
Color indicates high population	<b>219</b>	02/20/23

# WOOD COUNTY JAIL & SAFE KEEPER

January - June 2023

## DAILY POPULATION BREAK DOWN BY LOCATION

Day	January			February			March			April			May			June		
	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD
1	78	67	14	77	78	15	75	79	15	96	61	15	60	72	15	76	69	15
2	74	67	14	74	76	15	72	82	15	97	61	15	58	72	15	73	69	15
3	75	67	14	68	80	15	71	82	13	99	61	15	68	69	15	76	65	15
4	70	67	15	65	78	15	62	86	14	91	61	15	73	69	15	80	65	15
5	76	66	15	68	76	15	66	86	14	85	64	14	76	71	15	82	65	15
6	76	64	15	70	76	15	67	86	14	76	67	14	70	77	15	79	65	15
7	77	62	15	69	76	15	68	86	14	76	65	15	71	77	15			
8	79	62	15	77	75	15	67	84	15	78	69	15	76	77	15			
9	80	62	15	76	82	15	69	84	15	83	69	15	76	78	14			
10	86	60	15	71	83	15	71	82	15	83	69	15	77	76	14			
11	78	60	15	72	82	15	78	81	15	87	67	15	70	79	15			
12	80	60	15	73	82	15	75	80	15	87	66	15	74	78	15			
13	72	64	15	77	82	15	82	80	15	85	66	15	70	78	15			
14	77	68	15	77	80	15	78	78	15	87	65	15	76	78	15			
15	79	68	15	77	80	15	84	74	15	96	63	15	74	78	15			
16	75	68	15	78	79	15	87	72	15	96	63	15	72	74	15			
17	74	71	15	86	81	15	85	72	14	98	63	15	71	70	15			
18	70	69	15	81	84	15	84	70	15	93	62	15	72	70	15			
19	68	70	15	84	84	15	89	70	15	85	60	15	70	74	15			
20	72	70	15	85	84	15	91	70	15	80	61	15	75	71	14			
21	79	69	14	83	81	15	88	65	14	77	66	15	75	71	14			
22	81	69	14	85	78	14	88	65	15	73	68	14	76	71	14			
23	83	69	14	75	83	15	91	65	15	74	68	15	72	69	14			
24	76	68	14	74	83	15	83	65	15	77	68	15	83	67	14			
25	85	68	15	67	83	15	91	62	15	79	67	15	77	68	15			
26	86	73	15	70	82	15	95	62	15	77	66	15	78	66	15			
27	77	76	15	76	82	15	98	62	15	76	65	15	74	71	15			
28	77	75	15	75	79	15	99	60	15	68	69	15	78	71	15			
29	80	75	15				95	59	14	61	72	15	77	71	15			
30	81	75	15				93	59	15	61	72	15	80	71	15			
31	81	74	15				101	56	15				75	71	14			
WOOD	77.48			75.36			82.03			82.70			73.35			77.67		
WPSO	67.84			80.32			73.03			65.47			72.74			66.33		
ADSO	14.77			14.96			14.71			14.90			14.74			15.00		
TOTAL	199.74			206.61			206.48			202.33			195.00			189.33		

MONTH	High	Low
January	86	68
February	85	65
March	101	62
April	99	61
May	83	60
June	0	0

# WOOD COUNTY JAIL & SAFE KEEPER

July - December 2023

## DAILY POPULATION BREAK DOWN BY LOCATION

Day	July			August			September			October			November			December		
	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2																		
3																		
4																		
5																		
6																		
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25																		
26																		
27																		
28																		
29																		
30																		
31																		
WOOD	0.00			0.00			0.00			0.00			0.00			0.00		
WPSO	0.00			0.00			0.00			0.00			0.00			0.00		
ADSO	0.00			0.00			0.00			0.00			0.00			0.00		
TOTAL	0.00			0.00			0.00			0.00			0.00			0.00		

2023 Safe Keeper Averages		
WOOD Co Jail	78.10	108
WAUPACA Co	70.96	75
ADAMS Co	14.85	15
Total Population	199.92	198

Yellow Shut down for COVID

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

# SAFE KEEPER DIFFERENCE 2023

MONTH	BED DAYS	WOOD CTY COSTS \$34.55/DAY	OUT OF COUNTY  Including Wages/mileage \$44.78/DAY	DIFFERENCE	YTD TOTAL AMOUNT	2022 TOTAL AMOUNT
January	2561	\$88,482.55	\$114,681.58	\$26,199.03	\$26,199.03	\$36,829.80
February	2668	\$92,179.40	\$119,473.04	\$27,293.64	\$53,492.67	\$32,038.30
March	2720	\$93,976.00	\$121,801.60	\$27,825.60	\$81,318.27	\$35,586.60
April	2411	\$83,300.05	\$107,964.58	\$24,664.53	\$105,982.80	\$34,421.10
May	2712	\$93,699.60	\$121,443.36	\$27,743.76	\$133,726.56	\$35,599.55
June	488	\$16,860.40	\$21,852.64	\$4,992.24	\$138,718.80	\$33,229.70
July	0	\$0.00	\$0.00	\$0.00	\$138,718.80	\$33,061.35
August	0	\$0.00	\$0.00	\$0.00	\$138,718.80	\$34,990.90
September	0	\$0.00	\$0.00	\$0.00	\$138,718.80	\$34,291.60
October	0	\$0.00	\$0.00	\$0.00	\$138,718.80	\$36,842.75
November	0	\$0.00	\$0.00	\$0.00	\$138,718.80	\$31,999.45
December	0	\$0.00	\$0.00	\$0.00	\$138,718.80	\$30,419.55
<b>TOTAL</b>	13560	\$468,498.00	\$607,216.80	<b>\$138,718.80</b>		<b>\$409,310.65</b>

\$34.55

\$44.78



# Electronic Monitoring 2023 Monthly Savings vs. Out of County Housing

Month	Monthly Average	Monthly Savings	YTD 2023 Total Amount	2022 Total Amount
January	32.90	\$33,432.32	\$33,432.32	\$39,438.39
February	28.50	\$26,158.44	\$59,590.76	\$38,616.23
March	28.29	\$28,747.73	\$88,338.49	\$39,583.71
April	31.53	\$31,006.60	\$119,345.10	\$40,346.10
May	27.39	\$27,833.17	\$147,178.27	\$39,411.14
June	0.00	\$0.00	\$147,178.27	\$38,825.43
July	0.00	\$0.00	\$147,178.27	\$43,453.07
August	0.00	\$0.00	\$147,178.27	\$42,372.20
September	0.00	\$0.00	\$147,178.27	\$41,726.13
October	0.00	\$0.00	\$147,178.27	\$42,481.19
November	0.00	\$0.00	\$147,178.27	\$39,493.47
December	0.00	\$0.00	\$147,178.27	\$38,675.41
<b>TOTAL</b>	<b>74.31</b>	<b>\$147,178.27</b>	<b>\$147,178.27</b>	<b>\$484,422.47</b>

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

**Bed Days x \$32.78 = Monthly Savings**



# SAFE KEEPER HOUSING

2023

MONTH	Other Facility	Other Facility	ADAMS	WAUPACA	MONTH TOTAL	2023 YTD TOTAL	2022 YTD TOTAL
JANUARY	\$0.00	\$0.00	\$16,275.00	\$82,125.00	\$98,400.00	\$98,400.00	\$98,400.00
FEBRUARY	\$0.00	\$0.00	\$14,700.00	\$82,125.00	\$96,825.00	\$195,225.00	\$195,225.00
MARCH	\$0.00	\$0.00	\$16,275.00	\$82,125.00	\$98,400.00	\$293,625.00	\$293,625.00
APRIL	\$0.00	\$0.00	\$16,275.00	\$82,125.00	\$98,400.00	\$392,025.00	\$392,025.00
MAY	\$0.00	\$0.00	\$16,275.00	\$82,125.00	\$98,400.00	\$490,425.00	\$490,425.00
JUNE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$490,425.00	\$588,825.00
JULY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$490,425.00	\$687,225.00
AUGUST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$490,425.00	\$785,625.00
SEPTEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$490,425.00	\$884,025.00
OCTOBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$490,425.00	\$982,425.00
NOVEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$490,425.00	\$1,080,825.00
DECEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$490,425.00	\$1,179,225.00
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$79,800.00</b>	<b>\$410,625.00</b>	<b>\$490,425.00</b>		<b>\$1,179,225.00</b>

2023 is a 90 average (Housing contracts end 12/2023)

Waupaca \$36.00 per bed day (75)

Adams \$35.00 per bed day (15)

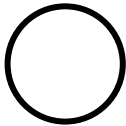
Wood County Sheriff's Department Kitchen Report 2023						
MONTH	Breakfast	Lunch	Dinner	Special	Total meals	Food Cost plus Labor
January	3102	2988	2975	0	7279	\$25,200.70
February	2408	2294	2350	0	7052	\$19,637.56
March	2581	2467	2528	0	7576	\$20,231.45
April	3254	3104	3158	0	9516	\$25,190.61
May	2432	2343	2403	0	7178	\$19,954.84
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	13777	13196	13414	0	38601	\$110,215.16
<b>TOTAL</b>	<b>27554</b>	<b>26392</b>	<b>26828</b>	<b>0</b>	<b>77202</b>	<b>\$220,430.32</b>

Cost per meal **\$2.86**

Cost per day **\$8.57**

Wood County Jail Kitchen Expenses					
	2013	2014	2015	2016	2017
<b>Food &amp; Labor</b>	\$335,733.47	\$312,317.25	\$285,692.96	\$275,088.44	\$289,481.66
<b>Number of Meals</b>	103,993	86,637	77,044	88,993	118,016
<b>Cost per Meal</b>	\$3.23	\$3.60	\$3.71	\$3.09	\$2.45
<b>Cost per Day</b>	\$9.69	\$10.81	\$11.12	\$9.27	\$7.36
	2018	2019	2020	2021	2022
<b>Food &amp; Labor</b>	\$262,016.71	\$262,906.02	\$233,270.65	\$251,935.30	\$247,728.79
<b>Number of Meals</b>	122,668	111,439	81,970	86,838	80,356
<b>Cost per Meal</b>	\$2.14	\$2.36	\$2.85	\$2.90	\$3.08
<b>Cost per Day</b>	\$6.41	\$7.08	\$8.54	\$8.70	\$9.25
	2023	2024	2025	2026	2027
<b>Food &amp; Labor</b>	\$110,215.16	\$0.00	\$0.00	\$0.00	\$0.00
<b>Number of Meals</b>	38,601	0	0	0	0
<b>Cost per Meal</b>	\$2.86	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>Cost per Day</b>	\$8.57	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!





RESOLUTION#

Introduced by  
Page 1 of 1

ITEM# 3-1  
DATE June 19, 2023  
Effective Date June 19, 2023

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

TDM

INTENT & SYNOPSIS: To purchase a subscription to Everbridge Mass Notification System in order to ascertain its usefulness for the County.

FISCAL NOTE: None. Grant funding within the Emergency Management budget will cover the cost of \$21,927.

WHEREAS, after the River Block power outage, an after action meeting was held, and,

WHEREAS, one of the items noted as a shortcoming was a method for notification to both employees and the public, and,

WHEREAS, our current notification system, Nixile, is limited in its functionality, and

WHEREAS, various staff began to research alternatives to the current notification system and have determined that Everbridge Mass Notification System gives a better product for the price.

THEREFORE BE IT RESOLVED, that the Emergency Management Director is directed to purchase a one year subscription to Everbridge Mass Notification System and use dollars within that budget to cover the costs, and

BE IT FURTHER RESOLVED, that staff and the Public Safety Committee review its effectiveness before the subscription expires and before it is renewed.

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

{ }

Joseph Zurfluh, Chair  
Dennis Polach  
Brad Hamilton  
William Voight  
William Winch

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

County Clerk County Board Chairman

MINUTES  
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE  
 WEDNESDAY, JUNE 7, 2023  
 WOOD COUNTY COURTHOUSE, ROOM #114, WISCONSIN RAPIDS WI

Members Present: Bill Leichtnam, Dave LaFontaine, Tom Buttke, and Laura Valenstein

Members Excused: Carmen Good & Jake Hahn

Staff Present:

Planning & Zoning Staff: Jason Grueneberg & Victoria Wilson

Land & Water Conservation Staff: Shane Wucherpennig & Barb Peeters (via WebEx)

UW Extension Staff: Jeremy Solin and Kayla Rombalski

Others Present (for part or all of the meeting): Dennis Polach, Jeff Penzkover, Bill Clendenning, Lance Pliml (via WebEx), Jeffrey Gaier, Mark Bowie, Ken Hastreiter, Dale Christenson, Josh Ostermann, Josh Schoemann

1. **Call to Order** Chairperson Leichtnam called the CEED Meeting to order at 9:01 a.m.
2. **Declaration of Quorum** Chairperson Leichtnam declared a quorum.
3. **Public Comment** None.
4. **Review Correspondence** None.
5. **Consent Agenda** The Consent Agenda included the following Items: 1) minutes of the May 3, 2023 and May 23, 2023 CEED meetings, 2) bills from Planning & Zoning, Land & Water Conservation and UW Extension and 3) staff activity reports from Planning & Zoning, Land & Water Conservation and UW Extension offices.
  - a. Approve minutes of previous meeting. No additions or corrections needed.
  - b. Approve bills. No additions or corrections needed.
  - c. Receive Staff Activity Reports. No additions or corrections needed.

*Motion by Laura Valenstein to approve the minutes from the May 3<sup>rd</sup> and May 23<sup>rd</sup> committee meetings. Second by Dave LaFontaine. Motion carried unanimously. Motion by Tom Buttke to approve the bills from Planning & Zoning, Land & Water Conservation and UW Extension, and staff activity reports as presented. Second by Dave LaFontaine. Motion carried unanimously.*

6. **Review items, if any, pulled from Consent Agenda** None.
7. **Risk and Injury Report** None.

With the approval of the committee, item #13 was moved up on the agenda.

**8. Land & Water Conservation Department**

- a. Discuss and possible action on designating supervisor as Wood County representative on North Central Land & Water Conservation Association  
 Shane Wucherpennig talked about the designation of a representative for NCLWCA. Dave LaFontaine expressed interest and Shane shared information with him about this role. Dave LaFontaine has agreed to fill this role.

*Motion by Tom Buttke to approve Dave LaFontaine as the Wood County representative on North Central Land & Water Conservation Association. Second by Bill Leichtnam. Motion carried unanimously.*

- b. Discuss and possible action to establish rate per acre for permanent pasture for prescribed grazing.

Shane gave an overview of the need for an established flat rate per acre for permanent pasture for prescribed grazing. He recommends a rate of \$230 per acre.

*Motion by Dave LaFontaine to approve the \$230 rate per acre. Second by Laura Valenstein. Motion carried unanimously.*

**9. Private Sewage**-information in packet.

**10. Land Records**-information in packet.

**11. County Surveyor**-no update.

**12. Planning and Zoning**

- a. CEED Tour date, discuss and select.

The consensus of the committee is to hold the CEED Tour on Friday September 29<sup>th</sup>.

**13. Economic Development**

- a. Presentation on Uniquely Wisconsin marketing campaign by Discover Mediaworks.

Josh Schoemann and Josh Ostermann presented a marketing product provided by Discover Mediaworks that promotes counties in Wisconsin and the people that live in those counties. The videos they provide require an economic development component, vision for the future and a tourism component. The videos define the heart and the culture of the counties. The cost for this product is \$60,000. Questions and answers took place. Consensus from the committee is to move as quickly as possible on this project.

*Motion by Dave LaFontaine to move forward with the marketing campaign with Uniquely Wisconsin for Wood County using economic development funds. Second by Laura Valenstein. Motion carried unanimously.*

- b. Update from C2 Makerspace and consider release of 2023 Economic Development funds in the amount of \$10,000.

Mark Bowie and Ken Hastreiter presented the progress that has been made at the C2 Makerspace. Questions and answers took place.

*Motion by Laura Valenstein to release \$10,000 in funding to C2 Makerspace. Second by Dave LaFontaine. Motion carried unanimously.*

- c. Update from Marshfield Municipal Airport and consider release of 2023 Economic Development funds in the amount of \$15,000.

Jeff Gaier presented information on the activity at Marshfield Municipal Airport.

*Motion by Tom Buttke to approve release \$15,000 in funding to Marshfield Municipal Airport. Second by Laura Valenstein. Motion carried unanimously.*

- d. Update from Central Wisconsin State Fair and consider release of Junior Fair grant funds in the amount of \$32,000.

Dale Christenson presented information and needs of the Central Wisconsin State Fair, specifically the Junior Fair. Dale is requesting \$38,000 in funding due to increased costs to run the fair. Discussion took place on the additional \$6,000 in funding.

*Motion by Dave LaFontaine to release \$32,000 in funding to Junior Fair. Second by Tom Buttke. Motion carried unanimously.*

e. Discuss inquiry to place wind turbines on Wood County property.

Jason Grueneberg spoke to the committee about a request from Alliant Energy to use Wood County owned property as part of a wind turbine farm. Jason asked the committee for direction on whether to move forward with the request from Alliant. There is potential for revenue to Wood County from this project. The consensus from the committee was for Jason to continue conversations with Alliant on this project.

**14. Extension**

a. General Office Update

Jeremy Solin gave a general office update. He shared that UW Extension 4H is hosting Animal Science Day at the fairgrounds on Friday June 9<sup>th</sup> and invited everyone to stop by and check it out.

He further shared that the funding for the Natural Resources Education (NRE) position was inadvertently left out of the DNR budget request. Because of this, 3.5 water-focused NRE positions (including Anna James' position) would be eliminated unless there is a way to address this. State leadership and UW Extension are working on this.

A verbal offer has been accepted for the Healthy Communities Coordinator position. The new person will start in two weeks.

An issue was brought forward about calls not reaching the UW Extension office. This was investigated but there is not a clear answer as to what is causing this issue. Jeremy will continue to investigate.

b. Clean Sweep

Kayla Rombalski shared a flyer and information on the September Clean Sweep event.

Discussion took place on whether to hold this event in the spring rather than the fall. Further discussion included holding the event in both the spring and fall and in Marshfield as well as Wisconsin Rapids. Kayla will look into information and funding avenues for this.

**15. Requests for per diem for meeting attendants** None.

**16. Schedule next regular committee meeting**

Wednesday July 5, 2023 at 9:00 a.m.

**17. Agenda items for next meeting**

- a. Increased funding of \$6,000 for Central Wisconsin Junior Fair for 2023.

**18. Schedule any additional meetings if necessary**

None

**19. Adjourn**

Chair Bill Leichtnam declared the CEED Meeting adjourned @11:32 a.m.

Minutes by Victoria Wilson, Planning & Zoning Office and in draft form until approved at next meeting.





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

## 4-H POSITIVE YOUTH DEVELOPMENT

*Laura Huber, 4-H Program Educator*

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

- A hands-on education activity where Wood County youth in Kindergarten and older learned the history of charcuterie boards, learned about MyPlate food groups, and learned about St. Patrick's day traditions in order to increase their knowledge of the holiday and try new foods. The goal of this program was to increase the youth's knowledge about healthy eating and incorporate the MyPlate guidelines into a board of their own creation that was St. Patrick's themed.
- A hands-on educational session where Wood County youth in kindergarten and older painted a gnome on a canvas in order to increase their knowledge of acrylic paint, practice various techniques when using different paint brushes, and paint different patterns. The goal of this activity was to increase youth's knowledge of color, paint, and tools used when painting a canvas.
- A hands-on educational program for Wood County youth in K-13 where they used wood, nails, a hammer, and thread to create string art. The goal of this project was to encourage creativity, learn and practice a new skill, and create something they could take to their local county fair.



## AGRICULTURE

*Matt Lippert, Agriculture Educator*

- Twenty farmers, primarily dairy producers but also including others, increased their understanding of dairy cattle genetic evaluation and improvement opportunities as part of a larger conference including information about market risk protection and USDA farm programs
- A newsletter for farmers and agribusiness professionals where they learned about upcoming programs and topics including liming materials and evaluating the economics of liming, soil health, upcoming events, feeding dairy forages. The purpose of this effort is to work collaboratively to provide timely education for improving agricultural production with multiple county farmers and stakeholders.
- A live, on-line meeting series, for farmers and dairy industry professionals, where participants learned the latest research and applications regarding feed efficiency in dairy cattle. The goal of this effort was to increase knowledge of the latest UW-Madison research on selection of feed efficiency in pedigrees along with factors impacting feed efficiency in dairy cattle.



- Dairy producers and other industry professionals learned about milk marketing policy and the current dairy market outlook. With this information they will be able to make better choices for their clients and for their own operations regarding milk production risk management.
- A youth career development event to be held for FFA students to learn about evaluation of dairy cattle conformation so that they can select cattle that will be more productive and healthy.

## COMMUNITY DEVELOPMENT

*Kayla Rombalski, Community Development Educator*

- A presentation for local government leaders [Wood County Unit of the Wisconsin Towns Association] where they were given an update on Extension Wood County's economic development initiatives [REDI, Child Care Task Force, Pittsville CEA-RWC]. The purpose of this presentation was to inform the leaders about Extension's ongoing work in Wood County.

## CRANBERRIES

*Allison Jonjak, Cranberry Educator*

- Preparing research in thermal and hyperspectral imagery to determine cranberry plant stress. This may be used to improve water use efficiency in irrigation, as well as drainage management.
- A working group focused on automation of tasks within agriculture (for example laser weeding in cranberry) was assembled to support research work into creating and integrating automation to improve the lives of farmers and their employees.
- Protocols for small plot cranberry research were developed so that new promising chemistries can be tested to give supporting data to enable their registration, and provide growers with use pattern information if they become registered. This will allow cranberry growers to have tools to protect yields as existing chemistries become restricted.
- Planning for a spring mini-clinic for cranberry growers from 3 regions of Wisconsin, where growers learn information on several timely topics including bud dissection, pre-emergent herbicide (Casoron) basics, dissolved oxygen measurement, and chemistry availability. This mini-clinic is designed to support cranberry growers in common cranberry management challenges.
- Small plot field research exploring the use of a new class of fungicides in concert with familiar registered fungicides, allowing cranberry growers to control disease while preventing fungicide resistance by using multiple modes of action, was developed.
- A large scale field research project studying the efficacy of registered and experimental chemistries against cranberry flea beetle in cranberry marshes was developed. This will enable growers to control the pest while maintaining crop health and safety.
- A research project studying the efficacy of registered and experimental chemistries against blunt-nosed leafhopper adults (the vector of an incurable disease), in cranberry marshes was developed. This will enable growers to control the pest and prevent transmission of the disease.



- A research project studying the efficacy of registered and experimental chemistries against blunt-nosed leafhopper nymphs (the vector of an incurable disease), in cranberry marshes was developed. This will enable growers to control the pest and prevent transmission of the disease.

## FOODWISE

*Hannah Wendels, FoodWise Nutrition Educator*

*Mallory McGivern, FoodWise Administrator*

- A once-per-month nutrition lesson held at FOCUS food pantry in Wisconsin Rapids for adults and older adults, where participants learn about the food groups, making healthy dietary choices, and reading nutrition labels to help make healthier choices. These lessons are designed to create a positive experience with food and nutrition and help participants make healthier choices now and in the future.
- A 12-week series of strength training sessions (StrongBodies) in Wood county (Nekoosa), for where older adults learn best practices and learn nutrition and health education.. Participants engage in regular strength training exercises to improve strength, balance, and flexibility so they can stay healthy and socially connected.
- A comprehensive Harvest of the Month social marketing campaign implemented in the WRPS School District where Wisconsin-grown produce is served in school meal programs, students and staff engage and learn about WI-grown produce, and educational information is shared with parents/caregivers. This effort was designed to increase consumption of Wisconsin-grown fruits and vegetables.
- A Healthy Living series for teens (grades 9-12) at the alternative high school (River Cities), where students learn basic life skills such as food preparation and cooking skills, budgeting and finance skills, and mindfulness activities to better prepare them for their future and living on their own.
- A 5-week nutrition education series for kindergarten classrooms at Howe Elementary School, where they learn about the importance of eating five food groups, try new fruits and vegetables, and learn how food and physical activity can help them now and in the future. This effort was designed to make healthy eating a positive experience which will help with making healthier food choices in the future.
- A 5-week nutrition education series for kindergarten classrooms at Mead Elementary School, where they learn about the importance of eating five food groups, try new fruits and vegetables, and learn how food and physical activity can help them now and in the future. This effort was designed to make healthy eating a positive experience which will help with making healthier food choices in the future.
- A pilot lesson at Norris Manor in Marshfield for a nutrition education series for older adults (Nutrition for Healthy Aging), where participants learn about the benefits of making healthy choices and about nutrition needs as one ages. Participants engage in conversation based learning techniques, activities, and have a recipe demonstration to enjoy during class.



## HORTICULTURE

*Janell Wehr, Horticulture Educator*

- A therapeutic horticulture lesson for FOCUS (Feeding Our Communities with United Services) clients, where participants learned how to grow new plants from kitchen scraps which supported the learning about propagating healthy plants while supporting positive mental well-being, and positive socialization.
- A therapeutic horticulture program for lifelong learners through UWSP LIFE, where participants learned best practices in creating container gardens. This effort is designed to support lifelong learning, healthy wellbeing, and positive socialization.
- A presentation for the Portage County Master Gardeners, where participants learned about basic landscape design. This effort is designed to increase awareness and knowledge of resources to address environmental contamination and pollution due to overuse of horticulture chemicals
- A presentation hosted by the Waushara County Association for Home and Community Education for the general public, where participants learned how to install pollinator habitats in their landscapes. This effort is designed to increase awareness and knowledge of resources to increase pollinator habitat.
- An orientation for Wood County Master Gardener Volunteers who answer diagnostic questions on behalf of the Extension office, where volunteers learned how to process and document horticultural inquiries for Wood County. This effort was designed to address environmental contamination and pollution due to overuse of horticulture chemicals in urban and suburban environments.
- An interview for WFHR where the Wisconsin Rapids area listening audience learned how to start seeds and tender bulbs indoors. This effort is designed to increase awareness of resources to address environmental contamination and pollution due to overuse of horticulture chemicals in urban and suburban environments.
- A therapeutic horticulture lesson for FOCUS (Feeding Our Communities with United Services) clients, where participants learned how to grow microgreens from seed which developed new skills while supporting positive mental well-being and positive socialization.

## HUMAN DEVELOPMENT AND RELATIONSHIPS

*Jackie Carattini, Human Development and Relationships Educator*

- A Healthy Living series for teens (grades 9-12) at the alternative high school (River Cities), where students learn basic life skills such as food preparation and cooking skills, budgeting and finance skills, and mindfulness activities to better prepare them for their future and living on their own.
- A six-module course for social workers, case managers, and community agency staff where they learn about financial competency skills such as goal setting, budgeting, building credit and paying off debts, strategies for saving money, and how to engage their clients in money management discussions. The goal of this effort is to build their knowledge and confidence when engaging clients in financial conversations.
- A series of monthly, in-person workshops (Rent Smart) for renters where participants gain knowledge and skills essential for a successful renting experience. This effort is to encourage safe and sober housing stability.
- An online program (Money Matters) for participants who want to improve their financial knowledge, where they complete 1-12 modules on different financial topics. The goal of the Money Matters modules is to



increase participants' knowledge on topics such as credit scores and reports, making a spending plan, what to do when you can't pay your bills, and identifying financial strengths so that participants can apply these skills in the future

- An online 6-session course for renters where participants learn how to find and apply for rental housing, understand their responsibilities as a renter, how to communicate effectively with their landlords, and manage housing expenses. Through this, homeless populations and those who have negative rental records are able to increase their ability to find and keep safe affordable housing, thereby increasing their stability and decreasing their reliance on public supports.

## NATURAL RESOURCES

*Anna James, Natural Resources Educator*

- Planning for and developing a social indicator survey for producers in the 10 Mile Creek and 14 Mile Creek Watersheds in collaboration with Adams County Land & Water Conservation. The goal of this effort is to gain information about awareness, attitudes, constraints, capacity, and behaviors that are expected to lead to water quality improvement and protection.
- A hybrid event for farmers, conservation professionals, agriculture industry professionals, watershed groups, and concerned citizens where they learn about new conservation practices and how to implement them in an agricultural setting. The goal of is to encourage profitable farming by building resiliency, diversifying farming operations, reducing inputs, and increasing farmers' return on investment.
- A facilitated discussion with members of the Eau Pleine Partnership for Integrated Conservation, a producer-led watershed protection group, where participants discussed the group's strategic plan and reviewed the efforts made to meet outlined goals and objectives within the plan. Through this activity, the group was able to identify areas where they could be focusing next steps to meet their current strategic plan, and/or parts of the strategic plan that need to be updated to meet the group's future goals and objectives.
- An educational display for landowners within the Fenwood Creek Watershed where event attendees learned about the watershed approach and water resources by engaging in hands-on activities. Attendees also learned about the effects of non-point source pollution to groundwater and surface water resources. The goal of this display was to help landowners take an active role in a watershed restoration project by learning ways that they can reduce their impact to water resources while being good stewards of the land.
- A facilitated discussion for lead producers and collaborators from producer-led watershed groups in the North Central Region where attendees discussed future events, such as field days, and explored opportunities for future collaboration of events. Attendees also discussed their needs within the producer-led watershed group, and planned for a future meeting to review plans of work and grant proposals as a team. Through this activity, producer-led watershed groups within the North Central Region had the opportunity to share their planned activities and group ideas while asking for feedback from other groups.





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

## 4-H POSITIVE YOUTH DEVELOPMENT

*Laura Huber, 4-H Program Educator*

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

- An 8-week educational series called Tools to Thrive where Latinx youth in 9th-12th grades met to learn about mental health topics, strategies for dealing with stress, and discussed navigating two different cultures in their family setting and their school setting. The goal of this series was for Latinx English Language Learners (ELLs) at a local high school to have a safe space to learn and talk about topics in their native language (Spanish) to help with long-term positive outcomes like more engagement in school, more positive relationships, and better grades.
- A camp staff training program for 4-H youth in grades 8-13 and adults where participants received training in leadership, creating welcoming environments, & providing purposeful youth development programming. Through the training they become intentional, safe and effective leaders for the Lincoln, Marathon, and Wood 4-H Summer Camp.
- An interactive outreach event called Healthy Kids Day where the goal was to have Wood County families learn about ways to stay active during the summer and get ideas on healthy snacks.
- A one-time interactive outreach community event where youth in middle school and high school explore various careers and learn about Extension work. The goal was to encourage youth to learn about Extension and increase their knowledge of Wisconsin trivia.
- A fun interactive activity where youth in K-13 explored what sparked them and what possible careers align with their interests. The goal of this activity was for youth to identify their interests.
- An interactive outreach Family Night event with Marshfield Unified School District Latinx families where the goal was to inform families of local resources available to them in their community.

### **Parent Testimonial following Family Night:**

*"I moved to this area 10 years ago. All my children went through this school district and it was difficult because we didn't have any resources or help. This is the first time that this district has done a family night for Latinx families that I know of at least since I have been here."*

## AGRICULTURE

*Matt Lippert, Agriculture Educator*

- A newsletter for farmers and agribusiness professionals where they learned about upcoming programs and topics including pricing standing hay, PEAQ stick to determine harvest quality of alfalfa, single gene traits in dairy cattle, fly control for cattle, growing degree calculation and upcoming meetings. The purpose of this effort is to work collaboratively to provide timely education for improving agricultural production with multiple county farmers and stakeholders.



## COMMUNITY DEVELOPMENT

*Kayla Rombalski, Community Development Educator*

- A presentation for local government leaders [Wood County Unit of the Wisconsin Towns Association] where they were given an update on Extension Wood County's economic development initiatives [REDI, Child Care Task Force, Pittsville CEA-RWC]. The purpose of this presentation was to inform the leaders about Extension's ongoing work in Wood County.

## CRANBERRIES

*Allison Jonjak, Cranberry Educator*

- Small plot field research exploring the use of a new class of fungicides in concert with familiar registered fungicides, allowing cranberry growers to control disease while preventing fungicide resistance by using multiple modes of action, was developed.
- A large scale field research project studying the efficacy of registered and experimental chemistries against cranberry flea beetle in cranberry marshes was developed. This will enable growers to control the pest while maintaining crop health and safety.
- A research project studying the efficacy of registered and experimental chemistries against blunt-nosed leafhopper adults (the vector of an incurable disease), in cranberry marshes was developed. This will enable growers to control the pest and prevent transmission of the disease.
- A research project studying the efficacy of registered and experimental chemistries against blunt-nosed leafhopper nymphs (the vector of an incurable disease), in cranberry marshes was developed. This will enable growers to control the pest and prevent transmission of the disease.
- A Cranberry Virtual Brown Bag Lunch meeting was hosted enabling growers to learn about current field observations, data management in cranberry farming, and how to manage spring plant stress signs such as side shooting and leaf drop.
- Two pre-emerge herbicide trials were applied to cranberry beds: one which will be monitored for signs of crop stress, and one which will be monitored to understand which weed species are controlled. This will support the registration process for herbicides not yet labeled in cranberries, and will enable growers to learn and use best management practices for herbicides which are currently labeled for use in cranberry.
- A Wisconsin Cranberry Research Station oversight committee meeting was held to approve blueprints for a new shop as well as mixing-and-loading station at the Wisconsin State Cranberry Research Station. Extension was invited to ensure that the pesticide mixing and loading facility will align with best practices for containment and cleanup, ensuring safe workspace and environment for decades to come.
- A Cranberry Crop Management Journal (volume 36 issue 2) was published, informing growers of cranberry breeding progress (specifically the Cran-Blue fertile hybrid), offering a step-by-step sprayer calibration tutorial along with grower updates. This information enables growers to make even and efficient product applications, and understand the importance of cranberry breeding to overall variety success.
- A presentation was given to worker protection & safety auditors with the Department of Ag, Trade, and Consumer Protection to help them understand cranberry production and cranberry chemistry trial



applications, to develop rapport and understanding with a lesser-known production crop to help cranberry growers and auditors complete audits successfully.

- A presentation (A Berry Good Time!), for the general public hosted by Mosinee School District Community Education, where participants learned raspberry cultivation techniques, including cultivar selection, planting and maintenance. This effort is designed to increase knowledge of resources to encourage home gardeners' success.

## FOODWISE

*Hannah Wendels, FoodWise Nutrition Educator*

*Mallory McGivern, FoodWise Administrator*

- A partnership with ADRC, United Way, FOCUS Food Pantry, and the Housing Authority of Wisconsin Rapids that provides "Stockboxes for Seniors", a monthly food box service where low-income seniors can receive at least 10 pounds of pantry staples and nutritious foods. The goal of this partnership is to promote the boxes with community partners with the overall goal to improve food security.
- A 5-week nutrition education series for third grade classrooms at Grove Elementary School, where they learn about the importance of eating five food groups, label reading, and reducing sugar intake. The goal of this effort is to create a positive healthy eating experience which will help students make healthier food choices in the future.
- A 4-week nutrition education series for kindergarten classrooms at Grove Elementary School, where they learn about the importance of eating five food groups, try new fruits and vegetables, and learn how food and physical activity can help them now and in the future. This effort was designed to make healthy eating a positive experience which will help with making healthier food choices in the future.
- A 5-week nutrition education series for kindergarten classrooms at Mead Elementary School, where they learn about the importance of eating five food groups, try new fruits and vegetables, and learn how food and physical activity can help them now and in the future. This effort was designed to make healthy eating a positive experience which will help with making healthier food choices in the future.
- A 5-week nutrition education series for kindergarten classrooms at Howe Elementary School, where they learn about the importance of eating five food groups, try new fruits and vegetables, and learn how food and physical activity can help them now and in the future. This effort was designed to make healthy eating a positive experience which will help with making healthier food choices in the future.
- A comprehensive Harvest of the Month social marketing campaign implemented in the WRPS School District where Wisconsin-grown produce is served in school meal programs, students and staff engage and learn about WI-grown produce, and educational information is shared with parents/caregivers. This effort was designed to increase consumption of Wisconsin-grown fruits and vegetables
- A once-per-month nutrition lesson held at FOCUS food pantry in Wisconsin Rapids for adults and older adults, where participants learn about the food groups, making healthy dietary choices, and reading nutrition labels to help make healthier choices. These lessons are designed to create a positive experience with food and nutrition and help participants make healthier choices now and in the future.
- A Healthy Living series for teens (grades 9-12) at the alternative high school (River Cities), where students learn basic life skills such as food preparation and cooking skills, budgeting and finance skills, and mindfulness activities to better prepare them for their future and living on their own.

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## HORTICULTURE

*Janell Wehr, Horticulture Educator*

- A presentation for members of the Wood County Chapter of Stonecroft, where participants learned ornamental container cultivation techniques, including cultivar selection, planting and maintenance, supporting lifelong learning, healthy wellbeing, and positive socialization.
- A therapeutic horticulture lesson for FOCUS (Feeding Our Communities with United Services) clients, where participants learned container cultivation techniques, including cultivar selection, planting and maintenance, supporting lifelong learning, healthy wellbeing, and positive socialization.
- A presentation hosted by the Wood County Association for Home and Community Education for their annual County Day, where participants learned how to install pollinator habitats in their landscapes. This effort is designed to increase awareness and knowledge of resources to increase pollinator habitat.
- A presentation (Multiply your joy with fragrant herbs!) hosted by the Wood County Association for Home and Community Education for the general public, where participants learned proper techniques to propagate herbs and recent research supporting the benefits of gardening to support wellbeing. This effort is designed to develop new skills while supporting positive mental well-being and positive socialization.

## HUMAN DEVELOPMENT AND RELATIONSHIPS

*Jackie Carattini, Human Development and Relationships Educator*

- A Healthy Living series for teens (grades 9-12) at the alternative high school (River Cities), where students learn basic life skills such as food preparation and cooking skills, budgeting and finance skills, and mindfulness activities to better prepare them for their future and living on their own.
- An interactive outreach Family Night event with Marshfield Unified School District Latinx families where the goal was to inform families of local resources available to them in their community.
- An online 6-session course for renters where participants learn how to find and apply for rental housing, understand their responsibilities as a renter, how to communicate effectively with their landlords, and manage housing expenses. Through this, homeless populations and those who have negative rental records are able to increase their ability to find and keep safe affordable housing, thereby increasing their stability and decreasing their reliance on public supports.

## NATURAL RESOURCES

*Anna James, Natural Resources Educator*

- Planning for and developing a natural resources education program for youth in grades 3-6 in collaboration with AgriVenture Farm camp. Through this program, youth will learn about symbiotic relationships, the importance of these relationships in nature, and how to identify them in local ecosystems.
- A facilitated discussion for members of Farmers of the Roche-A-Cri, a producer led watershed protection group, where the group discussed new collaboration opportunities and educational programming efforts. Through this discussion, group members explored terms of collaboration as outlined in the Producer Led Watershed Protection grant and identified priority areas for educational programming that will serve the needs of the community within Big Roche-A-Cri and Little Roche-A-Cri watersheds.



- A social indicator survey for producers in the 10-Mile and 14-Mile Watersheds where producers participate in one on one interviews to share perspectives on water quality, details of production systems, and implemented conservation practices. The goal of this effort is to gain information about awareness, attitudes, constraints, capacity, and behaviors that are expected to lead to water quality improvement and protection.



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### Activities Report for Barb Peeters - May 2023

- Answered emails and calls regarding extra trees for sale from the Wood County Tree & Shrub sale.
- Processed orders and payments for 29 bundles of extra trees from Tree & Shrub sale (725 trees).
- Processed refunds for Tree & Shrub sale (due to shortage from nursery caused by deer damage).
- Worked with I.T. to have tree sale information and documents updated on the Wood County Land & Water Conservation web page.
- Attended May 3<sup>rd</sup> CEED meeting as minute recorder; drafted & finalized CEED meeting minutes.
- Answered phones and replied to emails.
- Reviewed payroll reports and payroll registers.
- Compiled LWCD payroll percentages and forwarded to Finance prior to May 4<sup>th</sup> and May 18<sup>th</sup> payrolls.
- Updated LWCD newsletter mailing list.
- Wrapped up 2023 Tree and Shrub sale.
- Published the 2022 Wood County LWCD Annual Report and worked with I.T. to upload report to the LWCD web page.
- Updated contact list for annual report.
- Attended May 11<sup>th</sup> and May 31<sup>st</sup> staff meetings and typed minutes.
- Processed no-till drill payments.
- Contacted DNR Wastewater Engineer regarding Multi Discharger Variance (MDV) payment discrepancy and a past due MDV payment.
- Logged and deposited MDV payments as received.
- Attended Department of Agriculture, Trade & Consumer Protection (DATCP) Conservation Partnership Training on May 18, 2023 in Madison. It was *very* beneficial training with information/overview of programs/grants.
- Completed cost-share reimbursement requests for nutrient management and forwarded to DATCP for reimbursement.
- Created soil probe rental agreement form.
- Processed department invoices/check requests.
- Placed order for tree root gel and processed invoice.
- Attended May 23<sup>rd</sup> special CEED meeting as minute recorder; drafted & finalized meeting minutes.
- Assisted with the mailing of wildlife damage fence inspection letters.
- Assisted with orientation of LWCD summer intern (Clinton Sabers).
- Electronically submitted staff reports and packet materials to the County Clerk's office for CEED packet.
- Organized County Board packet and electronically submitted to the County Clerk's office.

## Staff Report for May

### Caleb Armstrong

- Distribution of left over trees from our tree sale, all extra trees were sold to people who were put onto waiting list for the trees.
  - Cleaned up the forestry garage after the sale was complete to rearrange and get stuff ready for the growing season.
- Collected information from other counties as well as researching to create an appropriate cost-share rate, for pasture renovations for farmers who are interested in rotational grazing, and will be taking crop land out of production and into grass.
  - Will be on the June 7<sup>th</sup> ceed meeting for approval
- Worked with Luke Kueffer on doing some adjustments to proposed grazing plan to add more gates for easier access for machinery to be put into fields.
  - Gave him the cost breakdown according to the bids we received back and moving with it in the future.
- Worked with Rick Armagost on some adjustments he'd like on the grazing fence.
  - Received his bids back and got them approved.
  - Just waiting on the pasture renovation cost-share approval and fences will be getting placed as soon we get confirmation as both he and contractor are ready to move forward with it.
- Assisted Rod Mayer in the annual fence inspections on the all the Wildlife Damage Abatement fences, we inspected around 15 fences.
  - Most of these fences are located in the southern part of the county around cranberry marshes.
- No-Till Drill has been slow to begin the year as the ground was too wet for most of the beginning of May.
  - Peter Feltz used the drill to interseed into his pastures on some sand ground on the western part of the county.
  - Roth's Golden Acres used the drill to interseed some alfalfa into old stands as well as clover. They also no-tilled in cereal rye into some fields for forage base for their cows.
- Begin our research project at Dustin's Albert we are going to try and plant green for soybeans with roller crimping and no-tilling into a standing winter rye field that was cover cropped.
  - I was able to get some tractor time with him one night and take photos/videos of him planting into the fields.
- Working with Curt Eastling on getting into our programs.
  - Curt will be putting his acres into Nutrient Management.

## Activities Report for Emily Salvinski

*-May 2023-*

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- **Monday, May 1.** Worked on adding Mill Creek attachments into BITS (DNR reporting system).
- **Tuesday, May 2.** Finished adding 2022 info into BITS.
- **Wednesday, May 3.** Worked on adding 2022 well nitrate results into GIS. Answered DNR's questions on farmer's NMP.
- **Wednesday, May 10.** Sent out multiple emails looking for more NMP checklists. Looked into reimbursing NMFE participant who didn't register. Attended badger crop connect.
- **Thursday, May 11.** Attended staff meeting. Took streamflow measurements at 6 locations in SE Wood County.
- **Monday, May 15.** Added streamflow measurements to spreadsheets and DNR's monitoring website (SWIMS). Attended citizens groundwater group meeting.
- **Tuesday, May 16.** Took water samples from 4 spots in the Mill Creek to be analyzed for total phosphorus and total suspended solids.
- **Wednesday, May 17.** Looked at individuals who didn't turn in a NMP's history with cost-sharing and waste storage to see if they should get an enforcement letter. Sent out a handful of letters.
- **Thursday, May 25.** Updated Mill Creek sampling spreadsheets, added May Mill Creek sampling results to spreadsheets. Started updating wild parsnip brochure (updated map in gis for brochure).
- **Friday, May 26.** Finished adding 2022 well nitrate test results from health department to GIS (There were 58 from Wood Co). Updated the % tests over 10 ppm by municipality map using the new info.

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

- May 1 – Gust plan and permit review, Tree sale
- May 2 – Schill plan review, Prepare Armagost bid packets
- May 3 – PFAS webinar, Keuffer site visit
- May 4 – Keuffer re-design/ cost estimate, Armagost bid pack
- May 5 – Armagost bid pack complete/ out for bid, No till drill repair
- May 8 – Keuffer cost estimate, Mrozek plan review
- May 9 – Mrozek cost estimate, Keuffer site visit
- May 10 – Mrozek contact, Pankratz site visit, Pankratz design
- May 11 – Staff Meeting, Pankratz design
- May 12 – Pankratz, Gust, Schill site visit, contractor coordination
- May 15 – Borchert site visit, No till drill repair
- May 16 – Borchert site visit, North Central Land and Water Conservation Spring Meeting, No till drill repair.
- May 17 – Armagost site visit, Weiler site visit and investigation.
- May 18 – Weiler site investigation, Schill site visit
- May 19 – Pankratz site visit, Weiler site visit, Weiler design
- May 22 – Contractor coordination, Weiler contact and design, Schill Site visit
- May 23 – Schill Design modification
- May 24 – Schill Design modification
- May 25 – Keuffer, Armagost, Marti Site visits
- May 26 – Schill Design modification
- May 29 – Holiday
- May 30 – Schill Design Modification
- May 31 – Staff Meeting, Schill Site visit, Gust Site visit

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

- Worked with landowner for modification to wildlife fence under contract: created maps, pictures, contact with DNR, field visit with owner, etc.
- Sold & packaged additional trees leftover from tree sale. Cleaned up shed area from tree sale.
- Completed Gardner Act 82 ag tags for cranberry crop. Enrollment & permit paperwork, sent to DNR, updated database.
- Reported 2022 tags issued to member of deer committee.
- Correspondence, review, edits needed, approval letter, spreadsheet, file updates for Damman pond build for exemption to mining.
- Fanning financial assurance for mine site review, file-spreadsheet-database updates.
- Review inactive mine site file – correspondence with operator for starting up again.
- Put fence inspection binder together. Spreadsheet, inspection maps, route list, last year notes, etc.
- Contacted all fence owners for inspections.
- Correspondence, review, approval, letter, file update, spreadsheet for Joling pond exemption to mining.
- Completed wildlife fence inspections on all fences remaining under contract. (15 fences)
- Met with landowner for enrollment in wildlife damage program – fields in both normal enrollment and Act 82 – delivered paperwork to cropowner.
- Correspondence for Totten pond build exemption to mining – contact with DNR and landowner with concerns.
- Worked on finalizing fence inspections. (Letter, Inspection form, Map with comments, file form completed, DNR database updates with attachments, spreadsheet, file copies, binder update, etc.
- Field visit to Eisenhower mine site with new landowner to go over what needed for final reclamation and closing of permit. Informed what needed to transfer permit currently.
- Discussion with DNR storm water on changes in mine sites that will need to be addressed this summer.
- Completed first crop wildlife damage alfalfa appraisals on Marti farm. (7 fields)  
Completed alfalfa damage acre maps, calculations, forms, database updates, and file updates.



*Activities Report for Shane Wucherpfennig – May, 2023*

- **May 1** – Virtual meetings
- **May 2** – CSGCC meeting - virtual
- **May 3** – Virtual meetings, Webinar
- **May 4** – Project database updates
- **May 5** – PACRS meeting, Correspondence with summer intern, Conservation Administrative Specialist 30 day Evaluation
- **May 8** – Virtual meeting, phone correspondence, project updates
- **May 9** - Landowner project designs
- **May 10** – Database management updates, Summer intern correspondence
- **May 11** – Chris Hoffman Farm Site visit to follow up with manure spill reported to the DNR hotline, Staff meeting, Virtual meetings
- **May 12** – Virtual meeting, project updates, phone correspondence
- **May 15** – WCGWG meeting, meetings, field work
- **May 16** – NCLWCA meeting (virtual)
- **May 17** – Virtual meetings, Manure storage database updates, Landowner project designs
- **May 18** – Virtual meetings, Webinar
- **May 19** – Iworq proposal zoom meeting, field visits
- **May 22** – NR151 Cost-share rate correspondence with DATCP, Project updates
- **May 23** – Special CEED meeting – open bids, County Board, Virtual meetings, field visit
- **May 24** – Department Head meeting
- **May 25** – RC&D meetings, Leg & Admin. committee meeting (WI Land & Water)
- **May 26** – Field visit, Data base updates
- **May 29** – Holiday
- **May 30** – Summer Intern first day – orientation/field visits,
- **May 31** – Virtual meetings, landowner designs



## CITIZENS (WOOD COUNTY) GROUNDWATER GROUP MEETING

DATE: Monday, May 15, 2023

TIME: 2:00 p.m.

LOCATION: Wood County Riverblock Building, Conference Room 206 & Teleconference via WebEx

**Present (In person or via WebEx):** Bill Leichtnam, Bill Clendenning, Shane Wucherpennig, Ben Jeffrey, Ray Bossert, Tim Wuebben, Rhonda Carrell, Tamas Houlihan, Tracy Hames, Sandy Cain, Emily Salvinski and Tom Rayome

1. **Call Meeting to Order:** Bill Leichtnam called the meeting to order at 2:18 p.m.
2. **Public Comment:**  
None
3. **Speaker—Tracy Hames from “Wisconsin Wetlands”:**  
**Topic – “The Little Plover River Project” & efforts in conjunction with local producer-led watershed groups.**
  - Tracy gave a presentation about the Little Plover River Watershed Enhancement Project.
  - Little Plover is a five mile long river that is 80-90% groundwater fed.
  - Little Plover River is one of the most studied rivers in Wisconsin and has been the subject of a great deal of controversy.
  - This river dried up from 2005-2009.
  - A watershed enhancement project was started to increase river flow, enhance habitat and improve quality of life by means of voluntary solutions.
  - Things that changed the flow of the Little Plover River are irrigation development, wetland loss and degradation, drainage ditch construction, floodplain disconnection, channel alteration and grassland and forest alteration.
  - The enhancement project to increase flow included water conservation, wetland restoration, ditch removal, floodplain reconnection, floodplain forest management, channel restoration, grassland restoration and restoration of pine and oak barrens. UWSP professors and students continue to monitor and manage the effects of the work done. Work will continue on this project.
  - Questions and answers followed the presentation.
4. **Approve Minutes of Verbal April 25th, 2023 meeting:**  
Bill Clendenning shared what took place on April 25<sup>th</sup> at Lobby Conservation Day in Madison. Eight people from Wood County went to Madison. Testin and Krug were not in office but they did stop and see Donna Rozar.

Motion by Bill Clendenning to approve the verbal minutes from April 25<sup>th</sup>. Second by Rhonda Carrell.  
Motion carried unanimously.
5. **Correspondence/Updates/Handouts/Reports on Meetings Attended:**
  - Bill mentioned he saw a short clip on News Channel 7 about Wisconsin Act 5.  
<https://docs.legis.wisconsin.gov/2023/related/acts/5.pdf>
  - Bill asked if anyone attended the Portage county Citizen’s Groundwater meeting and had any updates on the seven monitoring wells at Gordondale Farms.
6. **Future Speakers** – Suggestions welcome – summer months open-Bill Leichtnam working on prospects.
7. **Agenda Items for next meeting** (next agenda comes out one week prior.)
8. **Next Meeting** –Monday June 19, 2023; 2:00pm

Rhonda suggested the meeting be moved back to the courthouse due to problems with getting connected at Riverblock. Bill Leichtnam will check into this.

9. **Adjourn:**

Rhonda Carrell made a motion to adjourn. Bill Leichtnam seconded the motion. Motion carried unanimously. Meeting adjourned at 3:30 p.m.

Notes by Victoria Wilson, Planning & Zoning Office



# Wood County WISCONSIN

## OFFICE OF PLANNING AND ZONING

TO: Conservation, Education & Economic Development Committee

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

RE: Staff Report for June 7, 2023

### 1. Economic Development (Jason Grueneberg)

**Central Wisconsin Economic Development (CWED) Committee** – May 31<sup>st</sup> I participated in a CWED Executive Committee meeting. Agenda items included review of a bylaw change request, scheduling a strategic planning session, and review of other regional loan fund operations.

**Department Staffing** – In the past month I have been working with Human Resource on filling the Planner and the Code Technician positions. An offer has been extended to a Code Technician candidate, and interviews have been set up for the Planner position.

**Solar Meetings** – In the past month I've met with 2 solar companies, Next Era Energy, and Scout Energy. Both companies have been meeting with property owners in the County to discuss possible land leases for solar arrays. The purpose of the meetings was for the solar companies to introduce themselves, and provide general information about the projects.

**Broadband Planning** – In the past month there have been numerous meetings held to prepare for Broadband Equity and Deployment (BEAD) planning initiatives. Wood County will be creating a broadband plan using BEAD Funding under the coordination of Centergy and the North Central Wisconsin Regional Planning Commission. The process will be led by the Digital Equity Solution Team that Wood County has assembled.

**REDI Implementation Funding Update** – At the April 5<sup>th</sup> CEED Committee meeting \$20,000 of REDI implementation funding was approved for the purchase of property for park and trail use. The City was not able to purchase the property so the \$20,000 will not be released for this project.

### 2. Planning & Zoning-Vacant

### 3. Land Records (Paul Bernard)

- Securing Funding for ARPA funding for LiDAR Deliverables
- Working with DNR, local fire departments to create new Emergency Service Atlas
- Digitizing Hydrology
- Digitizing Driveways

- Working towards NG911 GIS data readiness
- Various custom mapping requests

#### **4. Code Administrator (Jeff Brewbaker)**

04-26-2023- Reviewed (2) soils evaluation, hydrograph, plan, and issued permit replacement conventional TN: 07 and one new conventional TN: 07, Replacement well permit, variance required due to landfill setback TN: 07.

04-27-2023- Reviewed A+4 soils report TN: 21, Soils evaluation, hydrograph, plan new conv TN: 07, Soils evaluation, plan, permit issued replacement A+0 mound core TN: 01.

04-28-2023- Issued new well permit TN: 07, Reviewed soils, hydrograph, plan for new storm shelter 900 gpd TN: 18, Reviewed soils, plan, and issued permit replacement holding tank TN: 21, Replacement inspection pumped conventional TN: 07, Reconnect mound inspection TN:12.

05-01-2023- Issued replacement well permit TN: 07, Issued new well permit TN: 18

05-02-2023- Issued shoreland permit for storm shelter Lake Wazeecha TN: 07, Inspection report for replacement PL-525 filter TN:08, Re-connect inspection & report for mound TN: 12.

05-03-2023- Pumped conventional inspection report TN: 07.

05-04-2023- Inspection new conventional TN: 07.

05-05-2023- Issued shoreland permit for new shed on riparian lot TN: 07, Issued replacement well permit TN: 07.

05-08-2023- Inspection replacement conventional TN: 18, Issued RV privy permit TN: 21, (2) Inspection reports TN: 07 & 18.

05-09-2023- (2) Failing system orders Discharge to Squaw Creek TN: 21 & 11.

05-10-2023- Soils evaluation A+0 mound soils TN: 10, Permit verification TN: 06, Holding tank violation investigation TN: 15, Tank with no use reported TN: 15, Shoreland impervious surface violation TN: 07

05-11-2023- out of office

05-12-2023- out of office

05-15-2023- out of office

05-16-2023- out of office

05-17-2023- Soils evaluation A+0 mound TN: 22, On-site meeting with Enbridge TN: 09, Soils eval, hydrograph, plan, and issued permit for IGP Geo-mat TN: 07.

05-18-2023- Reviewed soils evaluation for A+4 mound in floodplain site TN: 09, Replacement well permit TN:07, Reviewed A+4 soils TN: 16 , Reviewed (2) holding tank sites soils and plans TN: 15, Dollar General village of Rudolph. Reviewed soils, plan , and permit for replacement mound TN: 02. Shoreland permit for an addition TN: 18.

05-19-2023- out of office

05-22-2023- Reviewed soils eval, hydrograph, plan, and permit TN: 18, Soils eval, plan, and permit for new A+4 mound TN: 16, Issued new well permit TN: 18, Reviewed soils evaluation and interpretive determination report TN: 01.

05-23-2023- Soils eval, plan, and issued permit, new A+4 Eljen pod mound TN: 19.

05-24-2023- Holding tank site inspection TN:16, Mound plow and install TN:01.

05-25-2023- Reviewed soils eval new A+0 mound, Order letter for pump found in holding tank TN:15, Reviewed soils for (2) sites TN: 18 & TN: 02.

05-26-2023- out of office

## **5. Code Technician (Vacant)**

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

- a. Monthly Sanitary and Well Permit Activity – There were 6 sanitary permits, 3 shoreland and 5 well permits issued in May 2023.
- b. TRIP - Our office received \$288.40 in TRIP funds from previous court cases during the month of May.
- c. GIS Mapping – Kayla is updating the POWTS inventory on GIS. Victoria is updating specific Point of Interest information on GIS.
- d. Scanning – Victoria and Kayla will be working on scanning sanitary permits prior to 1982. These permits were not scanned due to the frailty of the papers.
- e. Attended the following meetings/trainings & activities:
  - i. May 3<sup>rd</sup> CEED meeting (VW & KR)
  - ii. May 15<sup>th</sup> Citizen's Groundwater Group meeting (VW & KR)

## MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: June 2, 2023  
 TIME: 9:00 a.m.  
 PLACE: Safety Conference Room, Wood County Courthouse  
 TIME ADJOURNED: 9:43 a.m.  
 MEMBERS PRESENT: Chairman Bill Clendenning, Bill Leichtnam, Ed Wagner, Joseph Zurfluh, William Voight  
 OTHERS PRESENT: Peter Kastenholz. See attached list.

1. At 9:00 a.m., the meeting was called to order. There was a quorum.
2. Public comments. None at this time.
3. The minutes for the May 5, 2023, meeting were reviewed. **Moved by Zurfluh, seconded by Voight, to approve the minutes. All ayes.**
4. There were no new claims against the County.
5. There were no new animal claims against the County.
6. The Committee reviewed monthly voucher and department reports of the departments it oversees. **Moved by Wagner, seconded by Leichtnam, to approve the reports and payment of department vouchers. All ayes.**
7. Criminal Justice Coordinator.
  - a. A bachelor of social work intern will be assisting the department over the summer. Coordinator Saylor advised the Committee that she has grant funds available to compensate the intern at \$15/hour and asked the Committee to allow for this. **Moved by Zurfluh, seconded by Wagner, to grant the intern a stipend of \$15/hour up to \$6,000. All ayes.**
  - b. Out-of-state travel. **Moved by Clendenning, seconded by Voight, to approve out-of-state travel for two department employees to attend training with all costs covered by grant funds. All ayes.**
8. The Committee reviewed correspondence and legislative issues.
  - a. Report of Citizens Groundwater Group given by Supervisor Leichtnam.
  - b. Price County resolution on Act 216. **Moved by Wagner, seconded by Clendenning, to receive and place the resolution on file. All ayes.**

9. County Board rules. No action taken.
10. Memorial Day program at courthouse. Some legislators were concerned why they were not given notice of the program. Trent Miner explained that this is not a County function, it is just held on County property. The Veterans Memorial Committee puts this on and was advised of the concern.
11. Attendance at meetings. No requests made.
12. Agenda items for the July 2023 meeting. None specified; contact the Chair for matters that come up.
13. The next committee meeting will be July 6, 2023, at 11 a.m.
14. Tour of Branch 4 courtroom.
15. Meeting adjourned without objection by the Chairperson at 9:43 a.m.

Minutes taken by Peter Kastenholz and are in draft format until approved at the next meeting.





## MINUTES OF THE RESIDENTIAL OPTIONS COMMITTEE

DATE: Tuesday, May 30, 2023  
TIME: 8:42 a.m.  
LOCATION: Room 114, Wood County Courthouse  
TIME ADJOURNED: 8:55 a.m.  
MEMBERS PRESENT: See attached list

1. At 8:42 a.m., the meeting was called to order.
2. Public comments. None at this time
3. The minutes for the May 15, 2023, meeting were reviewed.  
**Moved by Goldberg, seconded by Bernard, to approve the minutes. All ayes.**
4. Update regarding L.K. placement search as well as an overview of our residential housing option search procedures provided by Erin Trantow.
  - Market search factors are single family or manufactured homes with a purchase price of less than or equal to \$200,000.
    - The Corporation Counsel's office receives automated emails from Zillow and Realtor.com of newly listed properties to remain proactive and get in-time updates. In addition, Sheriff sales and other real estate sites are reviewed multiple times a week. Our first step is confirming whether the homes fall in or out of protected areas. This is done utilizing our ROC map that has all known Wis. Stat. s. 980.08(4)(dm)a. locations marked with a 1,500 foot buffer from the location's property lines. Any listed homes outside these protected areas are marked on the ROC map.
      - Protected Areas: 1,500 feet from schools, childcare facilities, public parks, places of worship and other facilities where children gather (Youth Centers). Wis. Stat. s. 980.08(4)(dm)a.
      - Serious Child Sex Offender: If a subject has been designated as a serious child sex offender, additional requirements are needed to be met. Wis. Stat. s. 980.08(4)(dm)c. L.K.'s placement cannot be in a residence that is on a property adjacent to a property where a child primarily resides unless the living quarters on each property are more than 1,500 feet apart.

- Dwellings outside of protected areas are reviewed for any red flags such as known children in the area or locations that may fall under Wis. Stat. s. 980.08(4)(dm)a. that were missed. If cleared, we move on to the next step and send the property to law enforcement to investigate the area for final approval to be a residential placement option. If approved, the vendor Wood County is working with is then contacted for inspection of the property for purchase.
- Information regarding a new listing was shared with the Committee. The property has passed initial inspections and was provided to law enforcement this morning, May 30, 2023. Law enforcement will be reviewing the location and will inform the Corporation Counsel's office if it is approved as a residential placement option.
- Peter Kastenholz updated the Committee in regards to a Notice of Hearing filed for L.K. set July 3, 2023, at 2:00 p.m. Peter will be appearing and will update the Committee as to what occurred.

5. The next committee meeting will be Monday, June 12, 2023, at 8:30 a.m.

6. Meeting adjourned by consensus at 8:55 a.m.

Minutes taken by Erin Trantow and are in draft format until approved at the next meeting.

# Residential Options Committee Meeting

Date: May 30, 2023

[illegible]

## MINUTES OF THE RESIDENTIAL OPTIONS COMMITTEE

DATE: Monday, June 12, 2023  
TIME: 8:31 a.m.  
LOCATION: Room 115, Wood County Courthouse  
TIME ADJOURNED: 8:46 a.m.  
MEMBERS PRESENT: See attached list

1. At 8:31 a.m., the meeting was called to order.
2. Public comments. None at this time.
3. The minutes for the May 30, 2023, meeting were reviewed. **Moved by Hoogesteger, seconded by Bernard, to approve the minutes. All ayes.**
4. Update regarding L.K. placement provided by Erin Trantow. Newly listed property discussed in previous meeting was approved as a residential placement option by law enforcement and provided to the vendor Wood County is working with for review. Before the vendor was able to view the property, it had an already accepted offer and is no longer an option. Another newly listed property was sent to law enforcement for investigation of the area and was ultimately denied as a placement option due to children in an adjacent property. The Corporation Counsel's office received a list of the possible tax deeded properties that may come available on the July County Board meeting date. The list was reviewed and the three most likely options were provided to law enforcement to begin investigation to determine whether any may be a housing option. Peter Kastenholz questioned Scott Timm whether any other counties have utilized a tax deeded property as a placement option. Scott Timm stated that this has been considered as an option, but ultimately, other counties were able to place individuals in a vendor purchased home instead of a county owned property. Discussion was had regarding what other counties are doing when having difficulty finding a placement option due to restrictions and the housing market. The Committee determined to continue watching the market and monitor the possible tax deeded properties.
5. The Committee discussed preparing an update report to the court. **Approved by consensus of the Committee to prepare and send a report to the court.**
6. The next committee meeting will be June 26, 2023, at 8:30 a.m.
7. Meeting adjourned by consensus at 8:46 a.m.

# Residential Options Committee Meeting

Date: June 12, 2023

[illegible]



# Wood County

## WISCONSIN

CHILD SUPPORT  
AGENCY

JUNE 2023

### MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- I continue to advocate for increased Child Support funding in the next State Budget. Several Child Support Directors and I met with the Legislative Fiscal Bureau (LFB) to discuss increased funding. We discussed the need and reason for the increase. The LFB will use the information we presented to help them draft a budget paper for the Joint Committee on Finance.
- I attended the WCSEA meeting on May 10<sup>th</sup> and the Directors' Dialogue on May 11<sup>th</sup> and 12<sup>th</sup>.
- I attended the Department Head Meeting on May 24<sup>th</sup>.
- On June 15<sup>th</sup> I will be meeting with the Wisconsin County Human Services Association and the Wisconsin Department of Children and Families to learn more on possible changes to out of home placement referrals.
- On June 21<sup>st</sup> I will be participating in more Civil Rights training from DCF. They are mandating additional training for Child Support Directors.
- We are on target to meet three out of four performance measures at this time. Our current support percentage is 79.98% so we are very close to the 80% threshold. Every other month we fluctuate from meeting the measure to not meeting the measure.
- The current IV-D case count is 3,587.



# Wood County

## WISCONSIN

*Kimberly A. Stimac*

CLERK OF  
CIRCUIT COURT

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June 2023

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

1. May 1<sup>st</sup> –
  - a. We had 2 applicants who did not work out for the Court Clerk position that was posted. We had someone within the office interested in moving to the position so Mitzi Forde will move from Court Clerk – Civil to Court Clerk for Branch 1. This is a lateral move for Mitzi. Recruitment for the Court Clerk - Civil position will be posted.
2. May 2<sup>nd</sup> –
  - a. Attended the Operations Committee meeting.
3. May 8<sup>th</sup> –
  - a. Attended the Wisconsin Counties Association County Leadership weekly meeting virtually.
4. May 11<sup>th</sup> –
  - a. Submitted the Annual Report of Actual Revenues and Expenditures to the Director of State Courts as required under Wis. Stat. 758.19(5)(3).
5. May 12<sup>th</sup> –
  - a. Court Clerk – Civil position is posted and will be open until 5/30/2023.
6. May 15<sup>th</sup> –
  - a. Attended the Wisconsin Counties Association County Leadership weekly meeting virtually.
7. May 24<sup>th</sup> –
  - a. Attended the Department Head Leadership meeting at Powers Bluff.
  - b. Attended the Wisconsin Counties Association webinar on Public Records.



# Wood County WISCONSIN

CORPORATION  
COUNSEL OFFICE

*Peter A. Kastenholtz*  
CORPORATION COUNSEL

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## MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE May 2023

1. Residential Options Committee. The committee has been struggling in finding a placement for the current subject the state is looking to release. Statutory placement restrictions in conjunction with a very fast moving real estate market are the reasons we have not been able to meet the statutory timeline for placing the subject. The committee has and will continue to communicate to the court as to our due diligence in locating a placement and I expect that there will not be a sanction for going beyond the 90-day placement period allowed by law.
2. Olson ETF Appeal. The County has succeeded on its two motions for partial summary judgment in this administrative appeal. The Administrative Law Judge determined that the 7-year statute of limitations applied and that although Olson should have been treated as WRS eligible back in 2008 when the 600 hours worked per year rule applied, because Olson is only able to backdate her WRS eligibility to mid-2015, the 1200-hour rule implemented in 2011 will apply to her. There are still some factual disputes that will need to be resolved by hearing or stipulation of the parties.
3. Representing the County. As in-house civil counsel for the County, there are many times where duties not well defined in the position description need to be performed. One such duty is to communicate with unruly folks who are interacting with other County staff. Typically, County staff will be attempting to provide services to a client and a third party will make that difficult. My office will be contacted and I will communicate, typically in writing, with the transgressor and try to get them to change their errant ways. Failure on their part to do so can then end up in some sort of court involvement. Another, not infrequent, scenario is a real property owner who tries to record some document in the Register of Deeds Office, which alleges that they are effectively not subject to the taxing system of the state and county. I return those filings with the ROD and analogous written communications to the Treasurer's Office to the filer/sender with an explanation that their attempts at exempting themselves from the law are not effective and the County will not participate in them. I bring this topic to your attention, as these are the types of folks who truly believe that they have been wronged by the system, that being Wood County, and they may want to involve you in remedying their perceived injustice. If one of these malcontents contacts you, I wish you well.
4. Procedure for Convening In Closed Session. Every meeting of a governmental body must initially be convened in open session. Wis. Stat. §§ 19.83 and 19.85(1). Before convening in closed session, the governmental body must follow the procedure set forth in Wis. Stat. § 19.85(1) which requires that the governmental body pass a motion, by recorded majority vote, to convene in closed session. If a motion is unanimous, there is no requirement to record the votes individually. Before the governmental body votes on the motion, the chief presiding officer must announce and record in open session the nature of the business to be discussed and the specific statutory exemption that is claimed to authorize the closed session. 66 Op. Atty. Gen. 93, 97-98. Stating only the statute section number of the applicable exemption is not sufficient because many exemptions contain more than one reason for authorizing closure. It is worth noting that the intent to go into closed session should be listed on the agenda if it is known but that not so identifying the expectation to go into closed session on an agenda does not prevent a governmental body from going into closed session. The governmental body must limit its discussion in closed session to the business specified in the announcement. Wis. Stat. § 19.85(1).



5. Voting In an Authorized Closed Session. With some regularity, the question comes up as to whether a governmental body (committee or county board) can vote in closed session. It may. The Wisconsin Supreme Court has held that Wis. Stat. § 14.90 (1959), a predecessor to the current open meetings law, authorized a governmental body to vote in closed session on matters that were the legitimate subject of deliberation in closed session. *Cities S. O. Co.*, 21 Wis. 2d at 538. The Court reasoned, “Voting is an integral part of deliberating and merely formalizes the result reached in the deliberating process.” *Id.* at 539. In *Schaeve*, 125 Wis. 2d at 53, the Court of Appeals commented on the propriety of voting in closed session under the current open meetings law. The Court indicated that a governmental body must vote in open session unless an exemption in Wis. Stat. § 19.85(1) expressly authorizes voting in closed session. *Id.* The Attorney General advises that a governmental body vote in open session, unless the vote is clearly an integral part of deliberations authorized to be conducted in closed session. Stated another way, a governmental body should vote in open session, unless doing so would compromise the need for the closed session. *Accord, Epping*, 218 Wis. 2d at 524.

## **VICTIM WITNESS SERVICES REPORT**

Michele Newman, Coordinator

April 26<sup>th</sup> to May 22<sup>nd</sup> 2023

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

**247 total contacts // 210** Victims or Witnesses made contact with via phone

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

0 Victims assisted with preparation of Crime Victim Compensation Application

**100** Initial contact packet information sent

**36** No contact order information

**2** No prosecutions notification

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

**19** Victims or Witnesses were notified of plea agreement/sentencing

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

**8** Victims with restitution requested

**9** Victim Impact Statements

**5** Victims registered Vine service.

**0** Victims notified of appeals court proceedings

Total services/events // Total unique parties = **408 /252**

**Trainings/Meetings/Other:** Monica Waltenberry, VW Specialist attended the Wisconsin Victim Witness Professional's annual convention May 10<sup>th</sup> to the 12<sup>th</sup>.

# **MINUTES**

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

**DATE:** Thursday, June 1, 2023  
**TIME:** 9:00 a.m.  
**PLACE:** Highway Dept. – Conference Room

**MEMBERS PRESENT:** Jake Hahn, Dave LaFontaine, John Hokamp, Lee Thao, Al Breu  
(via WebEx)

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

1. Chairman Hahn called the meeting to order at 9:00 AM and declared a quorum present.
2. There were no public comments at this time but were allowed during the agenda item during the meeting.
3. The minutes of the May meeting were reviewed. Motion by Hokamp/LaFontaine to accept them as presented. Motion carried unanimously.
4. The City of Wisconsin Rapids is considering opening up a section of city street for ATV/UTV traffic to coincide with the action taken by the committee last month, in order to access the Kwik Trip on 8<sup>th</sup> St. Motion by Thao/Hokamp to open up the entirety of CTH Z to ATV/UTV traffic, pending city approval of their plan. Motion carried unanimously. Motion by LaFontaine/Hokamp to allow ATV/UTV traffic in Nepco County Park. Motion carried unanimously.
5. The Highway Dept. staff reports and revenue reports were presented. The status of the Pittsville salt shed was reviewed. Motion by Hahn/Breu to direct staff to continue to move forward with the withdrawal of County Forest Land along STH 80 for the purpose of building a salt shed to replace the Pittsville shed. Motion carried unanimously.
6. Motion by LaFontaine/Thao to approve the Highway Dept. vouchers. Motion carried unanimously.
7. Hawk asked the committee to amend the 2024 CIP in order to be able to purchase a vacuum truck, if a reasonably priced one came on the market. This would not be tax levied. Motion by LaFontaine/Thao to amend the 2024 CIP for the purchase of a vacuum truck. Motion carried unanimously.
8. Hawk presented an offer from a prospective buyer of land on the corner of CTH A and Richfield Drive for an easement/dedication type scenario of land for vision corners/possible future right-of-way on the corner of CTH A and Richfield Drive. Motion by LaFontaine/Breu to have Corp Counsel draft a resolution providing the best option for the county and bring back to the committee for action. Motion carried unanimously.

9. Hawk reported on a pilot program concerning Local Road Improvement Program for municipalities. Further action may be required by the committee at a future date.
10. The Parks & Forestry staff reports were reviewed.
11. Parks & Forestry revenue reports were reviewed. Motion by Breu/Hokamp to approve them as presented. Motion carried unanimously.
12. Motion by LaFontaine/Thao to approve the Parks & Forestry vouchers. Motion carried unanimously.
13. The timber bids were presented to the committee. Motion by LaFontaine/Breu to award contracts to the highest bidders. Motion carried unanimously.
14. Agenda items for next meeting include Wildlife Advisory Committee appointment, personnel discipline and Parks & Forestry Annual Report.
15. The next meeting will be held on Thursday, July 6<sup>th</sup> at 9:00 AM at the Highway Office.
16. Chairman Hahn declared the meeting adjourned at 10:19 AM.

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

**Highway Infrastructure & Recreation Committee**  
**June 1, 2023**

[illegible]



# Wood County

## WISCONSIN

OFFICE OF  
HIGHWAY COMMISSIONER

*Roland Hawk*  
COMMISSIONER

May 24, 2023

To: Highway, Infrastructure & Recreation Committee

From: Roland Hawk, Highway Commissioner

Subject: Commissioner Report for June 1, 2023 HIRC meeting

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### **Department Activities**

#### **Personnel/Administration**

Interviews for two truck operator positions will be conducted on May 31.

Increased Summer Help salary from \$14/hr to \$16/hr.

Engineer position remains open.

Two recently hired mechanics attended CDL training school and both passed the class and obtained their Class A CDL.

#### **Highway/Facility Projects**

##### 2023 Construction Projects:

- Roundabouts at CTH W & 48<sup>th</sup> Street
  - CTH W intersection scheduled to begin in August
  - Utilities have been relocated
  - All R/W except for one parcel has been acquired at this time, the remaining parcel is in final negotiation stage
- Pavement replacement on CTH W between 32<sup>nd</sup> St – 80<sup>th</sup> St (CTH U)
  - Project scheduled to begin mid-August
- Pavement replacement on CTH F between CTH HH – US 10
  - Project scheduled to begin early-June 19
- Pavement replacement of CTH U between STH 54 – North Biron Road
  - Project scheduled for July – June 12

##### 2023 Engineering Projects

A resident of the Town of Richfield who is in the process of acquiring properties along the west side of CTH A at Richfield Drive has contacted the Highway Commissioner about future improvements on CTH A. Commissioner discussed intersection improvements and potential acquisition for turn lanes and vision. The resident has asked if Highway Department would provide potential plans and offered to work with the highway department on providing setbacks and demolition of existing buildings. Commissioner discussed working on easements or setbacks with Corporation Council.

- Delayed CTH Z & 48<sup>th</sup> St Intersection 1 year to apply CHI –Program savings from 2023 CTH CHI-CIR project. Will develop plans to bid.
- WisDOT STP Project CTH F & HH Intersection
  - 25% Complete
- WisDOT STP Bridge CTH N
  - Contract into WisDOT for approval
- WisDOT STP Urban (BIL) CTH U Village of Biron
  - 20% Design complete prior to submitting grant application. Commissioner is currently developing Engineering contract.

Highway Department is working with Parks & Forestry Department to determine if a 3.4 acre parcel located on STH 80 in Dexterville across the road from the Dexter Park pavilion could be used as a future sight for replacement of the salt shed in Pittsville.

A potential wetland mitigation site has been identified. Commissioner will be meeting with landowner and consultant to determine if the site can be converted to wetland bank for future wetland mitigation.

### Highway Maintenance

Work in May included:

- Sign replacements
- Repairing pavement cracks
- Beam guard repairs
- Crushing & recycled chip production

### WCHA Events & Misc. Meetings

Commissioner attended the following events/meetings:

- May 1 – Meeting with Town of Saratoga
- May 1 – Meeting with Parks Department to inspect suspension bridge over Yellow River
- May 2 – Attend Operations Committee Meeting
- May 2 – Meeting with WCHA to discuss RMA contracts
- May 4 – Attend NE Region DOT/WCHA/Legislative meeting in Sheboygan
- May 4 – HIRC meeting attend virtually
- May 8 – WCHA Executive Meeting
- May 9 – Meeting with WisDOT DTSD Administrator
- May 10 - Utility meeting with Towns at Town of Richfield
- May 15 – Meeting with Town of Wood to review projects
- May 17 – NC Region Commissioner meeting – Merrill
- May 22 – County Mutual Safety Day Training – Stevens Point
- May 23 – County Board
- May 23 – WCHA meeting with WisDOT Secretary Craig Thompson
- May 24 – TDA Madison Legislative Day
- May 25 – Meeting with CTH W Property owner
- May 30 – ERCO/Emergency Management exercise
- May 31 – Truck operator interview

### EQUIPMENT

One new patrol truck is in final stage of build and will be delivered to Highway in early summer, the second truck is expected to be delivered by October or November this year.

## **Accounting Supervisor Report**

By John Peckham, Wood County Highway Department Accounting Supervisor

HIRC Meeting

### Revenues

Revenues are as anticipated. Asphalt plant revenues will start to increase soon as the plant will be starting up.

### Expenses

Expenses are as anticipated.

### 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.

We will soon start up the Asphalt Plant so bituminous revenues and expenses will begin to increase.



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County of Wood  
 DETAILED INCOME STATEMENT W/SUBTOTALS  
 Highway Departmentwide  
 Wednesday, May 31, 2023

		2023		Variance	Variance %
		Actual	Budget		
53490	Hwy-State & Local Other Services	330,264.52	521,678.94	191,414.42	36.69%
53491	Hwy-ATV Route Signage	188.75	39,999.78	39,811.03	99.53%
Total Public Works-Highway		2,684,295.61	10,608,073.60	7,923,777.99	74.70%
Capital Outlay					
57310	Highway Capital Projects	74,826.34	3,164,881.67	3,090,055.33	97.64%
Total Capital Outlay		74,826.34	3,164,881.67	3,090,055.33	97.64%
TOTAL EXPENDITURES		2,759,121.95	13,772,955.27	11,013,833.32	79.97%
NET INCOME (LOSS) *		(796,358.28)	(1,352,608.27)	556,249.99	(41.12%)



# Parks & Forestry Department Reports

June 1, 2023

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

- Continue working on South Park storm shelter project planning and final design; assisting EM and architect.
- Finalized and submitted grant for Powers Bluff Trailhead Shelter project.
- Continue content design work for historical signage at Powers Bluff.
- North Park campsite electrical upgrade planning.
- Reviewing and updating garbage/recycling contract extension with Waste Management.
- Continue working with contractors for South Park maintenance shop improvements.
- Facilitated Department Head Meeting on May 24<sup>th</sup>, which was held at Powers Bluff.
- **Special Use Permits**  
None at this time

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

### **Construction Projects**

- South Park Shop Bay upgrade is in progress. Concrete is done and finish work is in progress. Eagle construction is doing construction work and Brody's Electric is helping with electrical upgrades. Ron's Refrigeration will be installing a ceiling mounted furnace once completed
- South Park Loop 2 Vault Toilet is repaired from tree damage by Ascent Construction.
- South Park Storm Shelter area cleared of trees with Emergency Management Crew.
- Dexter Park's 2nd wood storage building's concrete slab was completed by Eagle Construction. Car Port portion will be erected by our parks staff.
- Dexter Park board walk planking replacement. Lumber is in. Parks Staff will tear out and install later this summer.
- North Park Suspension Bridge repair updates. Working with Highway bridge inspection crew on getting a plan together and quotes to follow.
- North Parks Disc Golf Memorial Benches being installed soon.
- North Park electric service upgrade on Hawthorne Hill planning is in progress and set to be done this fall.
- Powers Bluff-working with ECON electric on exploring the possibility of burying overhead powerlines and upgrading towline stop gates.

### **Maintenance Operations**

- Dead tree removal and firewood processing, hauling, brush chipping, general cleanup, etc. in all parks.
- Water sampling completed and all wells came back "good."
- Road cleaning, blowing, sweeping.
- Beach Areas being put together for Memorial Day Opener.
- Docks installed at South Park, NEPCO and Dexter.
- Looking at fleet vehicle replacement and getting estimates for South Park Plow Truck.

- Mowing operations in full swing.
- Maintenance on shelters and bathrooms with parks open and reservations in full swing.
- Parks currently has an On-Line Auction running. Selling old D3 dozer, GMC Topkick Dumptruck, ½ ton GMC pickup, along with some oak lumber and other smaller items.

### **Employee Matters**

- LTE-I & LTE-II positions are filled for the summer. Some have started or are starting soon.
- FTE's and Rangers completed CPR/First Aid Training with Nick Fluguar from HR.

### **Snowmobile/ATV**

- Updating Wood County ATV Map with Paul Bernard with new ATV Routes in Marshfield Area.
- DQ Farms snowmobile bridge project has been reimbursed from DNR.
- Snowmobile Grants have been awarded for Auburndale (DH) bridge and Rudolph-Plum Road Culvert Project. Working with Jewell Engineering on getting permits and specs.
- DNR Permits were granted for a Clear Span Bridge, Wetland Disturbance and Soil Erosion Control for Hay Creek ATV trail project. H & H Study from Jewell Engineering is completed for project. Floodplain permit for bridge structure has been approved and issued by Planning and Zoning & DNR..
- Highway Department is grubbing stumps and upgrading trail for Hay Creek ATV Trail Project, weather permitting.

### **Office Supervisor Report, by Sandra Green**

- I was out on FMLA beginning 4/10. I returned to the office on 4/20 with work restrictions of 4 hours per day until 5/8 when I returned to full time status.
- Printed and sent Wellness materials to field staff.
- Traveled to South & Dexter Wood County Parks at various times for training of new Rangers.
- Worked on the 2022 Annual Report and Power Point presentation for County Board.
- Printed and sent updated shelter reservation calendars to field staff.
- Updated Travel WI, Facebook, IG and website with updates to various activities.
- Completed the 2023 Annual Wood County Parks & Forestry brochure. Sent 2000 to print at Quality Printing in WI Rapids. Received last week and have been distributed to various parks and vendors. We raised in selling ads to pay for the cost of the printing.
- Opening day for parks and campgrounds was April 28. We are starting to get very busy.
- Went to Parks with Chad to review signage at campgrounds.
- Worked on issues with the Reservation System for 2024 / Leap Year.
- Updated and created new signage for the campgrounds.
- News Release for beaches opening on Friday, May 26, 2023.
- Attended Timber Sale Bid Opening on 5/16. Recorded each bid for six contracts.
- Entered bid opening information into Timberbase and created spreadsheets for committee.
- Deposited one bid opening check and sent non-winning bidders results/returned checks.

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

- Timber Sales: Zero active timber sales in May. Billing and tracking of wood continue.
- Timber Bid: Held timber bid opening on May 17, 2023. Bid results are in packet and will require HIRC Committee approval to award contracts.
- Continued oversight and work on ditch cleaning project. 99% of tree removal has been completed. Wood has been stacked for hauling to parks (for firewood) at a later date.
- Timber Sale establishment (compartments 32, 52 & 53).

- Gathered information and worked on draft permit for Bugtussel Wireless to place fiber optic cable on Wood County Forest.
- Gave tour of Wood County Forest to Rebekah Leudtke from WCFA.
- Collaborated with Gavin Hutchinson on site prep and tree planting plans.
- Cleaned Shooting Range.
- Forestry Technician: Main projects included: Recon, cleared forest roads choked with down trees from last winter storm, woods road repair from 4wd truck damage, mowed shooting range.

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

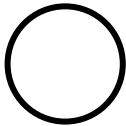
<b>MAY REVENUE - JUNE HIRC</b>							
<b>BUDGETED REVENUES</b>	<b>46721 SOURCE</b>	<b>FEES</b>	<b>YTD REVENUE 2023</b>	<b>YTD REVENUE 2022</b>	<b>MAY REV 2023</b>	<b>MAY REV 2022</b>	<b>ACTUAL REV 2022</b>
\$ 570,000.00	Camping Reservations	\$10 Resv. Fee+/\$20/\$25/\$28/\$35	\$164,821.62	\$ 155,638.53	\$56,405.67	\$ 65,016.78	\$ 530,122.88
\$ 40,000.00	Campground Firewood Sales	\$7 per rack	\$6,161.13	\$ 5,885.31	\$6,161.13	\$ 5,885.31	\$ 42,160.18
\$ 7,500.00	Ice	\$4 (7 lbs.) /\$7 (20 lbs.)	\$790.51	\$ 583.89	\$790.51	\$ 583.89	\$ 7,509.00
\$ 3,500.00	Non-Camper Dump Station	<b>\$20</b>	\$215.17	\$ 250.24	\$215.17	\$ 250.24	\$ 3,432.24
\$ 250.00	Camper Storage	\$15/wk - \$60/mo	\$0.00	\$ -	\$0.00	\$ -	\$ 284.36
\$ 600.00	Washer/Dryer/Showers	\$2 wash / \$2 dry/\$1 Laundry Pods	\$17.06	\$ 41.71	\$17.06	\$ 41.71	\$ 560.19
\$ 53,000.00	Shelters Enclosed	Various Fees based on 4 or 8 hrs or all day.	\$20,932.11	\$ 17,733.41	\$4,255.92	\$ 2,104.26	\$ 51,682.24
\$ 12,000.00	Shelters - Open	Various Fees based on location of shelter.	\$7,180.09	\$ 3,696.68	\$1,895.73	\$ 1,090.05	\$ 10,876.77
\$ 3,000.00	General Park User Fees (Use of open areas within parks)	\$50 / \$10 per picnic table	\$94.79	\$ 142.17	\$94.79	\$ 47.39	\$ 2,984.83
\$ 20,000.00	Powers Bluff Winter Recreation Tickets, Parties, Rentals & Concessions	\$12/\$20/\$300/\$400/\$500/\$550/\$600	\$35,612.13	\$ 26,540.52	\$0.00	\$ -	\$ 27,061.85
\$ 5,000.00	Trail Passes (Ski/Snowshoe/Multi-Use)	<b>\$8/daily; \$30/annual; \$60/family</b>	\$2,422.74	\$ 2,059.01	\$515.64	\$ -	\$ 2,424.90
\$ 4,000.00	Disc Golf	\$2 / \$4 / \$20 / \$40	\$2,177.25	\$ 1,120.39	\$1,624.64	\$ 1,051.19	\$ 3,896.07
\$ 500.00	Parks Pulpwood	Market Price	\$0.00	\$ -	\$0.00	\$ -	\$ -
\$ 23,000.00	Boat Launch	\$25/annual; \$7/daily	\$8,644.55	\$ 8,139.34	\$5,900.47	\$ 6,349.76	\$ 22,910.64
\$ 27,150.00	Miscellaneous*		\$1,553.32	\$ 5,995.07	\$322.80	\$ 5,716.78	\$ 28,943.81
\$ 5,000.00	Gift Certificates	Gift Certificates	\$113.74	\$ 100.00	\$0.00	\$ -	\$ 4,942.00
\$ 774,500.00	Balance in 46721 after Paypay & Ranger Deposit(s):	250,736.22	<b>\$250,736.21</b>	<b>\$228,405.89</b>	<b>\$78,199.53</b>	<b>\$88,616.98</b>	<b>\$739,791.96</b>
Misc. *PB Land Rental, General Donations, Hay Cutting, Scrap Metal, Cost of replacement of damaged materials in campgrounds (firepits), etc.							
\$ 500.00	<b>48500</b> - Powers Bluff Project Donations Non-Lapsing	Informational purposes only.	\$0.00	\$ -	\$0.00	\$ -	\$ -
\$ 350,000.00	<b>46813</b> - Timber Sales & Wood Cutting (90%/County & 10%/Townships) <b>Monthly totals = NET Revenue</b>	CONTRACTED	\$142,121.34	\$ 223,102.79	\$1,693.59	\$ 9,848.39	\$ 378,720.19
\$ 6,500.00	<b>48300</b> - Auctions - Non-Lapsing	WI Surplus	\$0.00	\$ -	\$0.00	\$ -	\$ 19,104.88
\$ 500.00	<b>45123</b> - Violations (non-tax)	\$50.00	\$50.00	\$ -	\$50.00	\$ -	\$ 1,247.00
<b>TOTAL REVENUE:</b>			<b>\$392,907.55</b>	<b>\$451,508.68</b>	<b>\$79,943.12</b>	<b>\$98,465.37</b>	<b>\$1,138,864.03</b>

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

**JUNE (MAY Revenue)**

CONTRACT	TRACT	CONTRACTOR	CONTRACT AWARD AMOUNT	CONTRACT AWARD DATE	CONTRACT EXPIRATION DATE	\$ RECEIVED CURRENT MONTH	AMOUNT BILLED TO DATE	AMOUNT RCVD TO DATE	BALANCE
748	5-16	FUTUREWOOD	\$18,522.10	10/06/16	12/31/23		\$0.00	\$0.00	\$0.00
749	6-16	FUTUREWOOD	\$33,638.00	10/06/16	12/31/23		\$0.00	\$0.00	\$0.00
758	13-16	FUTUREWOOD	\$37,074.50	11/14/17	12/31/23		\$0.00	\$0.00	\$0.00
780	2-16	YODER	\$42,886.00	07/10/20	06/01/23		\$20,012.67	\$18,288.11	-\$1,724.56
781	5-19	YODER	\$9,720.00	07/10/20	06/01/23		\$0.00	\$0.00	\$0.00
788	2-21	YODER	\$35,900.00	11/24/21	12/03/23		\$0.00	\$0.00	\$0.00
789	3-21	KOERNER	\$10,570.00	11/24/21	12/03/23		\$0.00	\$0.00	\$0.00
790	4-21	SCHREINER	\$15,600.00	11/24/21	12/03/23		\$0.00	\$0.00	\$0.00
793	7-21	NW HARDWOODS	\$163,302.00	11/24/21	12/03/23		\$0.00	\$0.00	\$0.00
794	8-21	SCHREINER	\$28,965.00	11/24/21	12/03/23		\$0.00	\$0.00	\$0.00
795	1-22	LAMBERT	\$46,070.00	05/27/22	06/30/24		\$47,241.21	\$47,241.21	\$0.00
796	2-22	KOERNER	\$110,780.80	05/27/22	06/30/24	\$1,424.20	\$100,338.14	\$100,338.14	\$0.00
797	3-22	SCHREINER	\$30,770.00	05/27/22	06/30/25		\$0.00	\$0.00	\$0.00
798	4-22	KOERNER	\$194,468.10	05/27/22	06/30/24	\$457.57	\$67,240.53	\$67,240.53	\$0.00
799	5-22	SCHREINER	\$20,200.00	05/27/22	06/30/24		\$0.00	\$0.00	\$0.00
800	6-22	SCHREINER	\$16,440.00	05/27/22	06/30/24		\$0.00	\$0.00	\$0.00
801	7-22	WILSON	\$11,750.00	08/04/22	07/30/25		\$0.00	\$0.00	\$0.00
802	8-22	FLINK	\$15,958.40	11/16/22	12/03/24		\$2,435.97	\$2,435.97	\$0.00
803	9-22	KOERNER	\$21,057.80	11/16/22	12/03/24		\$0.00	\$0.00	\$0.00
804	10-22	KOERNER	\$84,093.60	11/16/22	12/03/24		\$0.00	\$0.00	\$0.00
805	11-22	YODER	\$17,390.00	11/16/22	12/03/24		\$0.00	\$0.00	\$0.00
806	12-22	KOERNER	\$12,847.00	11/16/22	12/03/24		\$0.00	\$0.00	\$0.00
807	13-22	FLINK	\$9,450.00	12/31/22	12/31/25		\$2,274.03	\$2,274.03	\$0.00
755		FIREWOOD					\$0.00	\$0.00	
Payments Received This Month:						\$1,881.77	AMOUNT BILLED TO DATE	AMOUNT RCVD TO DATE	(1,724.56)

<b>2023 Budgeted Total Revenues</b>		<b>\$350,000</b>	Jobs Finished
<b>2023 Total County Forestry Revenues this month (90%)</b>		<b>\$1,693.59</b>	Jobs Started
<b>2023 Total Township Revenues this month (10%):</b>		<b>\$188.18</b>	Jobs Continuing/Reactivated
<b>2023 TOTAL NET FORESTRY REVENUE TO DATE:</b>		<b>\$142,121.34</b>	Jobs Gone Inactive



RESOLUTION#

Introduced by Highway Infrastructure and Recreation  
Page 1 of 1

ITEM#  
DATE June 19, 2023  
Effective Date July 1, 2023

Committee

RK

Motion:

Adopted:

1<sup>st</sup>

Lost:

2<sup>nd</sup>

Tabled:

No:

Yes:

Absent:

Number of votes required:

X

 Majority

Two-thirds

Reviewed by:

PK

, Corp Counsel

Reviewed by:

EN

, Finance Dir.

INTENT & SYNOPSIS: To transfer administrative responsibilities for the Local Roads Improvement Program (LRIP) from the Highway Commissioner to Wisconsin County Highway Association (WCHA) who in turn will contract with the Wisconsin Towns Association (WTA) and the League of Wisconsin Municipalities (LWM) for a pilot program beginning July 1, 2023 and ending June 30, 2025.

FISCAL NOTE: \$14,605

Source of Money: 2024 & 2025 TRI & MSI administrative reimbursement

**WHEREAS**, LRIP is a primary source of state funding available to smaller Wisconsin municipalities to repair seriously deteriorating roads in towns, villages, cities, and counties.

**WHEREAS**, WCHA and WisDOT have a shared interest in the continued success of LRIP.

**WHEREAS**, the pilot program will provide for equal administration for towns and municipalities.

**WHEREAS**, WisDot is in support of the pilot program.

**WHEREAS**, the pilot program does not preclude the county from continuing to work with the towns and municipalities.

**THEREFORE BE IT RESOLVED**, that the Highway Infrastructure and Recreation Committee supports the Highway Commissioner contracting

with WCHA for the administration of LRIP.

{ }

Jake Hahn (Chairman)

Al Breu

Lee Thao

David LaFontaine

John Hokamp

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

County Clerk County Board Chairman



## **LRIP ADMINISTRATION AGREEMENT**

**THIS LRIP ADMINISTRATION AGREEMENT** (“Agreement”) is entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_ between the Wisconsin County Highways Association (“WCHA”) and the \_\_\_\_\_ County (“County”) Highway Commissioner to provide professional services to accomplish the Local Road Improvement Program (“LRIP”) as set forth herein. WCHA and the County Highway Commissioner may be referred to herein as a “Party” or collectively as the “Parties”.

### **RECITALS**

WHEREAS, Wis. Stat. § 86.31 authorizes the Wisconsin Department of Transportation (“WisDOT”) to establish a program to assist local units of government in improving deteriorating roads, and such program is promulgated in Wis. Admin. Code Ch. TRANS 206 (“Trans 206”) and known as the Local Road Improvement Program (“LRIP”);

WHEREAS, Trans 206 delegates certain Town Road Improvement Program (“TRIP”) and Municipal Street Improvement Program (“MSIP”) administration obligations to the county highway commissioners in each county;

WHEREAS, the Parties, WisDOT, and highway commissioners of each Participating County (as defined below) wish to develop and administer a pilot program (“Pilot Program”) for LRIP that shifts administration obligations for the TRIP to the Wisconsin Towns Association (“WTA”), and obligations for the MSIP to the League of Wisconsin Municipalities (“LWM”); and

WHEREAS, the Parties desire to enter into this Agreement to outline the responsibilities of each in the Pilot Program.

NOW, THEREFORE, for good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. Recitals. The Parties acknowledge and agree that the Recitals set forth above are true and accurate, and incorporated herein.
2. WCHA Assumption of Duties. The Parties acknowledge and agree that WCHA assumes responsibility of the services set forth herein for the purpose of ensuring WTA performs said services for TRIP, and for the purpose of ensuring that LWM performs said services for MSIP.

3. Agreement with WTA. The Parties acknowledge and agree that WCHA and WTA shall enter into an agreement (the “WCHA-WTA Agreement”) to ensure the obligations assumed by WCHA under this Agreement for TRIP are conveyed to and performed by WTA. In the event that WCHA does not enter into an agreement with WTA for the performance of duties assumed by WCHA in this Agreement, WCHA may terminate this Agreement. WCHA may also terminate this Agreement in the event that WTA or WCHA terminates the WCHA-WTA Agreement.
4. Agreement with LWM. The Parties acknowledge and agree that WCHA and LWM shall enter into an agreement (the “WCHA-LWM Agreement”) to ensure the obligations assumed by WCHA under this Agreement for Municipal Street Improvement-Entitlement are conveyed to and performed by LWM. In the event that WCHA does not enter into an agreement with LWM for the performance of duties assumed by WCHA in this Agreement, WCHA may terminate this Agreement. WCHA may also terminate this Agreement in the event that LWM or WCHA terminates the WCHA-LWM Agreement.
5. Responsibilities. To accomplish the goals of the Pilot Program, the Parties agree that the obligations as set forth herein are hereby conveyed to WCHA, and then shall be subsequently conveyed to WTA pursuant to the WCHA-WTA Agreement and to the LWM pursuant to the WCHA-LWM Agreement:
  - a. Convene and preside over an initial meeting of all town chairs who select not more than five town chairs or their designees to serve as the County Town Road Improvement Committee (“CTRIC”) by October 1 of each odd numbered year (*see* Trans 206.06(6)(a));
  - b. Convene and preside over an initial meeting of all chief executives of cities and villages with a population of 20,000 or less who select not more than five chief executives or their designees to serve as the County Municipal Street Improvement Committee (“CMSIC”) (*see* Trans 206.04(8)(a));
  - c. Receive applications for Town Road Improvement-Entitlement, Town Road Improvement-Discretionary, and Municipal Street Improvement-Entitlement for cities and villages under 20,000 in population with a deadline of November 1 of each odd numbered year (*see* Trans 206.035(3)(a));
  - d. Report TRIP and MSIP projects chosen for funding to WisDOT no later than January 15<sup>th</sup> of each even numbered year (*see* Trans 206.03(7)(b));

- e. Submit priority ranked TRI-Discretionary applications to WisDOT no later than January 15<sup>th</sup> of each even numbered year (*see* Trans 206.035(3)(b));
  - f. Serve as administrative contact between TRIP recipients and WisDOT, and MSIP recipients and WisDOT (*see* Trans 206.03(7)(a));
  - g. Determine any substitute Town Road Improvement-Entitlement and Municipal Street Improvement-Entitlement projects and redistribution of unused funds (*see* Trans 206.03(14));
  - h. Conduct contract lettings upon request (*see* Trans 206.04(8)(b));
  - i. Manage all active TRIP and MSIP projects during the period of the 2024-25 LRIP Program Cycle, which commences on/or around October 1, 2023 and concludes on June 30, 2025.
6. Additional WTA Responsibilities. WTA shall also be required to perform the additional responsibilities and tasks detailed in the WCHA-WTA Agreement
  7. Additional LWM Responsibilities. LWM shall also be required to perform the additional responsibilities and tasks detailed in the WCHA-LWM Agreement.
  8. Term. This Agreement shall be effective from July 1, 2023 through June 30, 2025.
  9. Counties Included in the Pilot Program. The following counties are hereby included in the Pilot Program: Douglas, Bayfield, Ashland, Iron, Burnett, Washburn, Sawyer, Price, Polk, Barron, Rusk, Taylor, Chippewa, Saint Croix, Dunn, Pierce, Pepin, Eau Claire, Clark, Buffalo, Trempealeau, Jackson, La Crosse, Monroe, Wood (singularly, a “Participating County” and collectively, the “Participating Counties”).
  10. Compensation. WCHA will be compensated in the amount equal to 5% of the County’s 2024 and 2025 TRI Entitlement and MSI Entitlement allocations (*see* Trans 206.03(8)) (the “Funds”). Payment to WCHA shall occur within 15 days following County’s receipt of the TRI Entitlement allocation and MSI Entitlement allocation. In the event the Wisconsin 2023-25 biennial budget funds the TRI Entitlement or MSI Entitlement programs in an amount lesser than the amount included in the 2021-23 biennial budget, WCHA may immediately terminate this Agreement.
  11. Miscellaneous Terms.

- a. *Successors and Assigns.* All terms and conditions of this Agreement shall be binding upon the Parties and each's predecessors, successors, representatives, assigns, agents, and/or employees.
- b. *Severability.* The invalidity of any portion, article, paragraph or provision of this Agreement shall not have any effect upon the validity of any other part or portion thereof.
- c. *Governing Law.* This Agreement shall be construed in accordance with the laws of the State of Wisconsin. The Parties expressly consent to exclusive jurisdiction and venue in the state and federal courts for the county in which the incident giving rise to the Claim occurred, with respect to any actions, claims, or proceedings arising out of or in connection with this Agreement ("Claim"), and agrees not to commence or prosecute any such Claim other than in the aforementioned courts.
- d. *Amendments.* All actions seeking amendment of this Agreement shall be in writing and approved by both Parties.
- e. *Notices.* All notices to either of the Parties shall be deemed validly given upon deposit in the United States Mail, certified, with proper postage and certified fee prepaid, addressed as follows:

To County Highway Commissioner:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To WCHA:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- f. *Notice of Change in Address.* The Parties shall provide the other Party written notice of any change in address or contact information within ten (10) days of such change.
- g. *Binding Effect.* The terms and provisions of this Agreement shall be binding upon and shall inure to the benefit of the Parties hereto, as well as their respective heirs, successors and assigns.

*(Signatures appear on the following page)*

**In witness hereof, the parties below have executed this agreement on the dates provided below.**

**On behalf of \_\_\_\_\_ County Highway Department**

\_\_\_\_\_  
**Name:**

**Title:**

\_\_\_\_\_  
**Date**

**On behalf of WCHA:**

\_\_\_\_\_  
**Patrick Vander Sanden**  
**WCHA Executive Director**

\_\_\_\_\_  
**Date**

# **MINUTES**

## **PROPERTY & INFORMATION TECHNOLOGY COMMITTEE**

**DATE:** Thursday, June 1, 2023  
**TIME:** 9:00 a.m.  
**PLACE:** Courthouse – Room 114

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

**MEMBER EXCUSED:** Brad Hamilton

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

1. Chairman Breu called the meeting to order at 9:00 AM.
2. Bill Clendenning offered comment about the difficulties in technology recently at the River Block Auditorium. Kaup responded that the appropriate departments have been retrained and it should not be an issue again.
3. The minutes of the May 1, 2023 meeting were reviewed. Motion by Winch/Penzkover to accept them as presented. Motion carried unanimously.
4. The Information Technology vouchers were reviewed with explanations given. Motion by Winch/Polach to approve as presented. Motion carried unanimously.
5. The IT Report was reviewed with explanation given.
6. The Maintenance vouchers were reviewed with explanations given. Motion by Penzkover/Winch to approve as presented. Motion carried unanimously.
7. The Maintenance Report was reviewed.
8. A resolution carrying over funds from 2022 Maintenance projects not completed was presented. Motion by Penzkover/Polach to approve the resolution and forward to the county board for their consideration. Motion carried unanimously.
9. VanTassel reviewed actions taken by the Finance Dept. since the CIP was passed by the committee. Because of the state of the Maintenance Fund Balance, some projects that were presented for debt proceeds were moved to using the Maintenance Fund.
10. Penzkover gave a report on recent actions by the Fairgrounds Commission, which led to a lengthy discussion on the funding of the fair.
11. Broadband Providers – Information only. No action taken.
12. Solar options for the jail were discussed with the representative of Northwinds Solar providing a basic outline of options and payback. The next step would be to have a

design drawn up. The committee will review the information and discuss further at the next meeting.

13. VanTassel brought up a traffic accident that happened at the Baker Street crossing while two employees were crossing. While no employees were hurt, they are reminded to watch the oncoming traffic while crossing.
14. Future agenda items
  - a. Solar options for Jail
15. The next meeting will be held on Monday, July 10<sup>th</sup> at 10:00 AM, or immediately following the Public Safety Committee meeting.
16. Motion by Penzkover/Breu to move into closed session pursuant to Wis Stats 19.85(1)(e) to discuss negotiation for acquisition of properties within the “Triangle Development”. Motion carried unanimously at 10:45 AM. (Closed session minutes kept separately)
17. Motion by Winch/Penzkover to come back into closed session. Motion carried unanimously.
18. Chairman Breu declared the meeting adjourned at 11:46 AM.

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

**Property & Information Technology Committee**  
**June 5, 2023**

NAME	REPRESENTING
Bill O'Leary	WCB 15
Jeff Perdue	WCB 11
DENNIS POLACH	WCB 14
AMY KAUF	IT
AL BREU	WC #6
Lance Pliml	CB Chair
Trent Miner	County Clerk
Reuben Van Tassel	Office
Nick Fluguar	Web Ex
Ed Newton	Web Ex
Steve ?	Web Ex
Jordan Kaiser / Northwinds	Web Ex





# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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### May 2023

1. Wood County internet and intranet website updates are being posted continually as we work to keep employees and citizens informed. Extensive web updates for the Health Department continue as WCHD staff work to keep their information current.
2. Continue to spend time with the Coroner and some of his staff to roll out their iPad solution, which includes securing file submissions from the deputy coroners and the Coroner. Currently on hold waiting for Coroner availability.
3. Filled the IT Services Support Analyst vacancy. Dawn Schmutzer, currently a HS employee, will be joining the IT team on June 12<sup>th</sup>.
4. Meetings continue with AT&T, Dispatch, Communications, and others on the implementation of Wood County's next-gen 911 system, which is due to be implemented later this year.
5. Continued work on forms process improvement and document storage in Information Technology leveraging Laserfiche.
6. Members of the Wood County IT team attended the GIPAW (Governmental Information Processing Association of Wisconsin) spring conference in Oshkosh. This conference helps IT professionals from across the state to share their experiences, what works, and any gotchas while performing similar tasks. This conference had sessions that included the current cyber-security landscape, broadband initiatives and grants, staffing and retentions, digital signage, and roundtable discussions on several relevant topics.
7. As part of the construction of the new jail, they have cut into the south stairwell from outside. This caused a lot of noise and Dispatch employees were having issues with communications. Once it was determined that this work would be moved to the weekend to not affect the courtrooms, IT worked with Communications and Dispatch to ensure that they would be able to work out of other areas of the Courthouse. Thankfully, extra sound dampening was added and noise was not an issue as they completed the project.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

8. Preparations for onboarding Child Support and the Sheriff's department on the County's Printer Management system continues. Child Support will be migrated in June and the Sheriff's printers will be deployed in July.
9. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. Extensive E.H.R. (electronic health records) system functionality and web connectivity testing was conducted and determined a need and then increased the bandwidth at the Edgewater Haven facility.
10. Continued work with the Treasurer's and Finance departments to begin using Electronic Funds Transfer (EFT) rather than paper checks for some accounts payable.
11. Implementation is complete for request to extend sharing of patient data with providers. IT determined that the new O365 SharePoint will meet these.
12. Support for GCS\Catalis property tax systems is ongoing. The current property tax software version end-of-life is set for Fall of 2023. The existing property tax system is on-prem, servers at Wood County. The upgraded version will be cloud based. Contract negotiation for system migration was finished in April except for one adjustment in late May. An addendum that required County use of the vendor's Escrow receipting package has been removed. This is an improvement in terms. System migration is scheduled to begin in May 2024 and we do prefer this later timeframe.
13. Staff have continued to work with Wood County Maintenance staff and vendors to complete the fourth courtroom and fulfill the technological needs. CCAP is scheduled to be onsite May 31<sup>st</sup> and June 1<sup>st</sup> to install State Computer systems. Progress continues on Branch IV and we near completion.
14. Wood County staff continue to expand their cyber security knowledge through phishing and training campaigns. IT staff continue to expand their knowledge as well through MS-ISAC membership calls, vendor sponsored workshops, and a mentorship with a Cybersecurity Executive.
15. The Register of Deeds work to upgrade multiple applications continues each week. IT staff escorts and assists the vendor, Fidlar Technologies, with server and application updates. ROD server replacements will be scheduled for 2023.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

- 
16. Continued work on update of the Emergency Management Building Number Index, BNI, in-house developed system.
  17. Began discovery phase for updating the law enforcement LiveScan, digital finger printing process, application.
  18. System analysis, server build, testing, and production application configuration is complete for a project to meet another new and extremely detailed reporting requirement of Centers for Medicare & Medicaid Services (CMS). Norwood staff have begun using the new CART application. Specifications for extending data import and export functionality are complete and request has been submitted to the electronic health record (EHR) vendor (MatrixCare).
  19. The TimeStar, electronic time card and time tracking software system configuration changes is ongoing. Staff works to adjust settings as change requests occur. PBJ reports are submitted to CMS (Centers for Medicare & Medicaid) using TimeStar data for both the Edgewater and Norwood Facilities.
  20. IT staff continue working to restore and import 15+ years of digital archive tax roll data into Laserfiche for the Treasurer.
  21. Continue work on the Health WIC Breastfeeding application to update and fix various issues.
  22. Network staff continue to research SIEM (Security Information and Event Management) software. This software would provide improved visibility and tracking of the security appliances logs and attempted attacks on our network infrastructure.
  23. Staff completed work with a third-party vendor to integrate our video conferencing units into our telephone system. This added functionality to our Webex conferencing software. This also will allow us to remove an analog phone system currently being used in our Courtrooms and have been causing ongoing issues in Branch I.
  24. Documentation has continued on Information Technology programs and processes. Some of the major systems being documented include PortBlocker, password manager, phone system processes, tablets/iPads and print management.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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25. In 2025 our current Microsoft Office Suite will no longer be supported. In effort to begin this massive change to Microsoft's Office 365 (O365), IT staff are already working to get O365 setup using best practices and to ensure ample time to test, train and plan. This change will affect all staff. We continue to work to deploy O365 to a small group of users which now includes the Coroner, select Norwood staff and IT staff.
  26. Continue to investigate all cyber threats that are reported by security infrastructure alerts or County employees.
  27. The IT Security Team continues the Security Awareness Program. To remain in compliance with the KnowBe4 guarantee simulated Phishing tests need to be completed regularly, at minimum once a month.
  28. For the month of April, 515 helpdesk requests were created, with staff completing 553 tickets and leaving 105 open requests. In addition, there are currently 80 project requests.
  29. Continue to apply numerous security patches to servers. These updates include fixes for functionality and security patches that keep servers as secure as possible.
  30. Training interns is ongoing. Currently the IT Department has two interns.
  31. IT begins using and adjusting the newly developed project request form and policy. This form will increase efficiency for both requestors and IT staff and help to ensure that we provide excellent and cost effective solutions.
  32. Work begins to upgrade the server and database for the Pheonix Fuel management system for the Highway Department.
  33. Began work on updating Questica budgeting software to the latest version in preparation for 2024 budget work.
  34. Worked with the Land Records Management office to update GIS web services.



# Wood County

## WISCONSIN

Reuben Van Tassel  
Facilities Manager

### Letter of Comments June 2023

#### Ongoing Projects and Planning

**Jail Project** – I have been reviewing bids with Samuels Group for some of the work that has not been awarded yet. Some of the specialty work received less interest as there are not many contractors looking for this type of work; all divisions of work should be awarded over the next several weeks.

Demolition in the south stairwell is nearly complete; some of the work was scheduled over a weekend to minimize disruption to Court operations. County staff continue to be understanding of the work associated with the jail project.

**Courthouse** – I continue hearing of complications regarding Courthouse access; most often, a lack of accessibility near the main entrance due to limited public parking and the sometimes risky trek across Baker Street are the items most concerning to visitors and staff.

I have been staying in touch with the City regarding the “Triangle Development” to review possible changes along Market Street that could benefit both Wisconsin Rapids and Wood County.

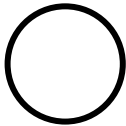
The new Branch 4 space is getting closer to completion. Technology contractors are installing/programming equipment to prepare for court proceedings, which are scheduled to begin on August 1<sup>st</sup>. Casework is nearly complete; remaining items include courtroom railing/door casing and windowsills in the staff office area.

**River Block** – Our electric utility provider and an electrical contractor were not able to remove/replace the damaged cable that supplied power to River Block. There are only a few options for installing a new cable, all of which pose varying degrees of complication. I have asked Corporation Counsel to assist with review of easement and right-of-way restrictions as we evaluate our options to ensure the result is an accessible, serviceable cable and reliable power for years to come.

#### Miscellaneous

Recruitment for the recently approved Maintenance Supervisor position is ongoing; I hope to have the position filled in the next few weeks.

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



RESOLUTION#

Introduced by  
Page 1 of 1

ITEM#

DATE

June 19, 2023

Effective Date

Upon Passage & Publication

Property & Information Technology Committee

Motion:

Adopted:

1<sup>st</sup>

Lost:

2<sup>nd</sup>

Tabled:

No: Yes: Absent:

Number of votes required:

Majority

X

Two-thirds

Reviewed by:

, Corp Counsel

Reviewed by:

, Finance Dir.

INTENT & SYNOPSIS: To amend the 2023 Maintenance budget to include expenditures for projects that were in process but not completed at December 31, 2022:

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

Account	Account Name	Debit	Credit
51611	Building Improvements		\$100,000
33900	Maintenance Fund	\$100,000	

WHEREAS, the Wood County Board authorized capital improvements in the 2022 Maintenance budget, and

WHEREAS, the projects, while started in 2022, could not be completed until 2023 due to material and equipment delays, and

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

THEREFORE BE IT RESOLVED, to amend the Maintenance Department budget (51611) for 2023 by appropriating \$100,000 of unexpended proceeds from the Maintenance Fund balance (33900) for building improvements, and

BE IT FURTHER RESOLVED, that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed to publish a Class 1 notice of this budget change within 10 days.

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

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ALLEN BREU (Chair)

DENNIS POLACH

WILLIAM WINCH

BRAD HAMILTON

JEFF PENZKOVER

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

County Clerk

County Board Chairman

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

April 17, 2023 AT 6:30 PM

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

**ROLL CALL:** Dale Christiansen, Gary Bymers, Kari Schwingle, Sandy Leonhard, Bill Clendenning, Heather Wellach, Jeff Viergutz, Kara McManus, Joyce Karl, Scott Karl

**Not Present:** Nick Wayerski, Peggy Sue Behselich

The meeting of the Central Wisconsin State Fair Board was called to order at 6:41pm in the Fair Office building at the Central Wisconsin State Fair Grounds in Marshfield, WI.

**Public Comment:** None

**Approval of Minutes:** Minutes from February were presented and reviewed. Heather Wellach made a motion to approve the minutes. Gary Bymers seconded. All approved.

**Financial Report:** Financial report presented and reviewed. Ticket sales are going well. Gary Bymers made a motion to approve, Kara McManus seconded. All approved.

**Executive Report:** There are a couple openings for the smaller tent (entertainment), waiting to hear back from a couple. Board involvement has been brought up to see how we can get more engagement with our own internal members. Office has been running well. Ticket sales are going well. Grand Stand sales are pushing forward well, too.

**Junior Fair:** They met and things are being discussed about general organization, market sales, etc. Many questions around trailer assignment. Got to meet the UW Extension --- heavy agricultural experience. Things are going well at this time.

### **Fair Update**

#### **Sub Committee Reports:**

**Executive:** Did not meet

**Sponsorship/Marketing:** Been getting out and starting the process through mail/email and seeing some good reception. Not doing too much marketing right now. Unhappy with the billboards—clarity is a bit blurry.

**Fairest of the Fair:** Have not formally met. Did get one application! 1pm we will have a judge work with applicant. 4/25 will hold a coronation for her. Working on building an Ambassador program.

**Volunteer:** Did not have a formal meeting, but emails/letters have been sent out to some banks and start building a base for the entertainment areas.

**Livestock:** Have not met yet. We need to get junior fair and open show superintendents together.

**Draft Horse:** Didn't meet

**Building and Grounds/ Park Management:** Wash rack: plan was approved at commission meeting and has been sent to the planning committee meeting. Dale has been answering all kinds of questions about our plan. New plan has been developed and we will hopefully be moving forward on this. Electrical projects: met at County Operations committee---proposed improvement of electrical across the side of the road. Campground: Electric companies have been out several times and we were

waiting on a quote for cost. Fair is paying for an electrician for a full inspection of campground/facility due to not receiving information we are needing in writing.

**WOW Committee:** Starting to collect ideas for this tent to get more exposure and traffic.

**New Business:** None

**Next Agenda:**

- a. Committees
- b. By-Laws

**Next Meeting:** May 15, 2023

**Adjournment:** Bill Clendenning made a motion to adjourn at 7:46pm to adjourn. Joyce Karl seconded. All approved.

Respectfully,

Kari Schwingle



## **Minutes of the Jail Construction ADHOC Committee**

**DATE:** May 23, 2023

**PRESENT:** Laura Valenstein, Al Breu, David LaFontaine, Adam Fischer, Jake Hahn, John Hokamp, Lee Thao

**EXCUSED:**  
**NOT**

**PRESENT:**

**OTHERS** Quentin Ellis, Reuben VanTassel, Kelli Trzinski, Jeff Penzkover, Bill

**PRESENT:** Clendenning, Dennis Polach, Phil Kalman, Tim Nordlund, Joe Keena, Ted Ashbeck, William Voight, Heather Gehrt, Ed Newton, Brian Winter, Kurt Berner, Charles Hoogesteger, Lance Pliml

**LOCATION:** Wood County Courthouse

### **1. Call to Order:**

Supervisor Valenstein called the meeting to order at 10:08 a.m.

### **2. Public Comment:**

None

### **3. Review minutes of April 18, 2023:**

**Motion by LaFontaine, second by Hokamp to approve the minutes of the April 18, 2023 meeting as presented. Motion carried unanimously.**

### **4. Construction progress update:**

Phil Kalman updated the committee on the jail project. He stated windows should be going in in four to six weeks, the roof should be started in July, more walls will be going up in the new few weeks, and the building is estimated for enclosure by October.

An update on the VESDA fire system and plumbing system under the kitchen was also given.

### **5. Review change orders and approve if necessary:**

No change orders to approve at this time.

Rebids for two of the four unbid categories came in. Concerns with one of the bidding companies was discussed.

**Motion by LaFontaine, second by Breu at allow Samuels Group to negotiate with bidders even though they were late bidders. Motion carried unanimously.**

**6. Overview of solar option:**

Samuels Group and the committee discussed grant funding for solar options for the jail roof. Modifications would need to be made to the roof after July if solar is installed.

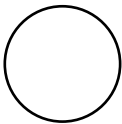
Discussion for solar is going to the PIT committee.

Members of the group then took a tour of the construction site.

**7. Adjourn:**

**Meeting adjourned at 11:30 a.m. by Supervisor Valenstein.**

Minutes taken by Wood County Sheriff's Department



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

Introduced by Wood County Board of Supervisors

Date: June 19, 2023

**INTENT & SYNOPSIS:** To recognize these Wood County employees for years of devoted and faithful service to Wood County.

**WHEREAS,** the following employees, are being recognized for their long-term employment with Wood County,

- |                |                                   |
|----------------|-----------------------------------|
| Tina Groshek   | - 30 years - District Attorney    |
| Barbara Haffa  | - 30 years - Human Services       |
| Michael Wiberg | - 30 years - Sheriff’s Department |

**WHEREAS,** these employees have served Wood County conscientiously throughout these years and in the best interest of all its residents;

**NOW, THEREFORE BE IT RESOLVED,** that this Wood County Board of Supervisors recognize and applaud these employees for their many years of dedication to Wood County and wish them many happy years ahead;

**BE IT FURTHER RESOLVED,** that this resolution be spread at length upon the minutes of this meeting, and that a copy be made available to each employee.

WOOD COUNTY BOARD OF SUPERVISORS:

Chair	Vice Chair

Adopted by the County Board of Wood County, this 19<sup>th</sup> day of June 2023.

_____ County Clerk	_____ County Board Chairperson
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