

AGENDA OPERATIONS COMMITTEE

DATE: Tuesday, April 1, 2025
TIME: 10:00 AM
LOCATION: Courthouse – Room 302

1. Call meeting to order
2. Public Comments
3. **CONSENT AGENDA**
 - a. Review/approve minutes from previous committee meetings
 - b. Review monthly letters of comment from department heads.
 - c. Approval of departments vouchers – County Board, County Clerk, Finance, Human Resources, and Treasurer.
4. Review items, if any, pulled from consent agenda
5. **COUNTY CLERK**
 - a. 2026-2030 CIP Request
6. **WELLNESS COORDINATOR**
 - a. Monthly update
7. **FINANCE**
 - a. Discuss Norwood and Edgewater Year-end Transfers
 - b. Resolution – Amend 2025 Edgewater Budget for CBRF Design
 - c. Resolution – Amend 2025 Capital Projects Maintenance Budget for heating system update
 - d. Resolution – Amend 2024 Highway various functions
8. Consider any agenda items for next meeting
9. Set next regular committee meeting date – Tuesday, May 6, 2025 – 10:00 AM
10. Adjourn

Join by phone

+1-408-418-9388 United States Toll
Meeting number (access code): 2497 058 1251

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m40687968f64720abac0ee92316dd670e>

Meeting number (access code): 2497 058 1251
Meeting password: 040125

MINUTES OPERATIONS COMMITTEE

DATE: Tuesday, March 12, 2025
TIME: 10:00 AM
PLACE: Courthouse – Conference Room #302

MEMBERS PRESENT: Laura Valenstein, Donna Rozar (WebEx), Lance Pliml (Web Ex),
Jake Hahn, Joseph Zurfluh

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

1. Chair Valenstein called the meeting to order at 10:00 AM.
2. There was no public comment.
3. Motion by Zurfluh/Hahn to approve the consent agenda. Motion carried unanimously.
4. Finance Director Yang presented the following 7 resolutions amending various budgets with additional revenues or carryovers from their respective budgets:
 - a. 2024 CIP – Sheriff/Jail Budget
 - b. 2024 Budget – Property & Liability Insurance
 - c. 2024 Budget – Coroner
 - d. 2025 CIP – Radio Engineer & Communications Budget
 - e. 2025 CIP – Norwood Budget
 - f. 2025 Sheriff Admin and Jail Budget
 - g. CIP 2025 UWSP-Marshfield Budget

Motion by Rozar/Hahn to approve the resolutions and forward onto the county board for their consideration. Motion carried unanimously.

5. Yang presented a budget overage in the Court Commissioner budget that, statutorily, can be rectified by a motion of the committee transferring funds from within that budget due to the low dollar amount. Motion by Hahn/Pliml to transfer available appropriations of \$1,222 from the 2024 Divorce Mediation budget to the 2024 Clerk of Courts budget. Motion carried unanimously.
6. Human Resources Director McGrath reviewed an update to the policy regarding advancement of wages past step 6, due to action of the county board last month. Motion by Pliml/Rozar to approve the following policy language: *Advancing an employee an additional step beyond Step 6 shall only be considered in extraordinary circumstances, in consultation with Human Resources, and requires advance approval of the Department's oversight committee, the Operations Committee, and the County Board by way of resolution. The Department Head must present justification for the request at the various stages and all eligibility criteria, as defined above, must be satisfied in order for the request to be considered.* Motion carried unanimously.

7. The next regular meeting will be held on Tuesday, April 1, 2025, at 10:00 AM.

8. Chair Valenstein adjourned the meeting at 10:13 AM.

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

Operations Committee

March 12, 2025

NAME	REPRESENTING
JEFF PERZKOVER	WCB #11
PANYA YANG	Finance
Darrin Steinhach	Finance
Katie Miloch	WCHSD
Kim McGrath	HR
SHAWN BECKER	WCSA
QUENTIN ELLIS	WCSA
Brian Vukobratovic	WCHSD
Heather Gehrt	Treasurer
Scott Boehm	WCB #9
Amir Karp (WebEx)	IT
Tiffany Ringer (WebEx)	Register of Deeds
Sarah Christensen (WebEx)	Emergency Mgmt
Bill Clendinning (WebEx)	County Board #15
Victoria Wilson (WebEx)	P-3
Roland Hawk (WebEx)	Hwy
Kelli Szymanski (WebEx)	HR
Tony Bastien (WebEx)	Dispatch
Erik Engel (WebEx)	Communications
Kim Stimac (WebEx)	Clerk of Courts
Justin Cielewicz	Edgewater Haven



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – April 2025

- I will be presenting my CIP for 2026-2030 at the meeting. This relates to a server replacement and the upgrade related to doing our own programming. There is a more than fair chance I will be coming to you later this year in looking to expend it in 2025, which should not be an issue as it is being paid for by the Elections non-lapsing fund.
- As I write this, today is the first day that the main entrance has moved to the new building. It is so quiet in our office now. We are used to hearing the doors open and close, the rustle of the security machines, etc. This will be much like it was when this office was in our 2nd floor space.
- By the time of your meeting, we will have welcomed the newest member to our County Clerk office family. Suzanne Khang was hired as the Program Assistant and starts on Monday, March 31st. She will be in training mode for awhile as she obtains the necessary certifications for elections, passport acceptance, and other roles within the office. Stop by and say hi!
- Chief Deputy Clerk DeKleyn continues her training on her new position as well and is doing extremely well, as I knew she would! She is looking at our sometimes 20-year old, or older, processes from a different eye and coming to me with changes we can implement to be more efficient.
- Construction of our programming office should start soon. I have met with the Facilities Director and reviewed preliminary plans and sizing. This process will be a great addition to our election administration in the county. As we move through the process, I will be meeting with different vendors for ballot printing to see if we are able to get a printing source closer to home. Ballot printing is nothing like printing business cards, etc., and requires more precise printing equipment.
- The first month of paperless resolutions has now been completed and lessons learned in the process. It is harder to keep track of resolutions when you do not have a hard format to refer to, so I came up with an internal form that will help to make sure we do not drop any balls while they are in the air.
- I finished up the Proceedings book for they year and sent you copies of it. It is a great read for those that like historical novels and have an incessant case of insomnia.
- Your meeting day coincides with the Spring Election. I hope to do the minutes for the two committee meetings that day, however I want to thank Victoria from Planning & Zoning and Rachel from the Highway Dept. for pinch hitting for me. The Wednesday after election is super busy with returns coming back and Thursday, we do the county canvass. So, I appreciate their willingness to help out.



Wood County

WISCONSIN

Office of
Finance Director

PaNya Yang
Finance Director

Date: 3/21/2025
To: Operations Committee
From: PaNya Yang
Subject: Monthly Letter of Comments

Departmental Activities

Finance Department Updates

The WCA held a webinar on March 18th to discuss a new WCA program with Amazon Business. This program offers free Business Prime and special government pricing on thousands of products for WCA member counties. Amazon Business representatives walked counties through the process of joining the program, and Brenda was able to upgrade our account to Business Prime Enterprise for free with new member benefits. We can expect to see as much as 25% in savings on certain products. We were paying \$1,300 annually for the business prime membership, so this is a huge plus. Thank you WCA!

2026-2030 CIP

We have received CIP requests from several departments. As of right now, debt requests have exceeded \$5 million. Our last borrowing for the jail was in 2024. We have kept CIP borrowing at \$3.5 million, and I know it's been a topic of conversation on whether or not to increase that amount. If the resolution for the buildout of the Edgewater CBRF is approved by the board in April, we'll also have to take that into consideration. I have asked Baird to run me a few scenarios with the CBRF included over a 20-year-period to see what kind of impact that would be on the mill rate. I will share that information at a later time when we start going over the CIP requests.

Year End / Audit Preparation

We're working hard on gathering information for our annual audit on April 28th. It's going well.

Agenda Items

Year-end Transfers from Norwood and Edgewater

Darrin and I met with Brandon, Mary, and Rowena from Human Services to discuss retaining some unused levy from both Norwood and Edgewater for upcoming project needs.

A couple of the committee members may recall that former Finance Director, Mike Martin, used to present this information on an annual basis around this time of year. It was a goal of his at that time to maintain 15% of governmental expenditures plus the levy subsidies to the enterprise funds in cash reserves. Depending on how the general fund or the enterprises were doing, there were annual transfers made to and from the funds to maintain working capital at their respective levels.

Per the general fund balance reserve policy that was passed in December 2019, the County is to maintain a minimum level of unassigned fund balance levels in the general fund equivalent to 4 months of regular, ongoing operating expenditures.



Wood County

WISCONSIN

Office of
Finance Director

PaNyia Yang
Finance Director

At the end of 2023, our unassigned fund balance was at about 82% of our total general fund expenditures. Preliminary numbers for 2024, without transfers from Human Services and EW/NW and removing unusual expenditure amounts, unassigned balance is at about 65% of total general fund expenditures. With the tentative transfers from Human Services and Edgewater, that would up it up to 69%. Therefore, our cash reserve is very healthy compared to what it was many years ago.

The Government Finance Officers Association (GFOA) recommends maintaining a total fund balance of as high as 25% of annual General Fund revenue or expenditures. Also, GFOA recommends that Counties of any size maintain an unrestricted General Fund balance of no less than two months of regular general fund operating revenues or expenditures, whichever is more predictable. For Enterprise funds, GFOA recommends a baseline of 45 days of operating expenditures in working capital.

Maintaining a healthy cash reserve ensures financial stability, provides a buffer for unexpected expenses, revenue shortfalls or economic downturns, maintains investor confidence, and enables the county to serve its citizens.

Resolutions

a. Approve Design for Edgewater CBRF

This resolution would amend Edgewater's 2025 budget for the design and architecture of the CBRF with unused levy from 2024.

b. Amend the 2025 Capital Projects Maintenance budget

This resolution is seeking to amend Maintenance's capital projects budget for the boiler replacement project. Roughly \$1.5 million of the \$3.7 million is being funded with ARPA. The remainder is pending funding from unspent jail contingency funds.

c. Amend 2024 Highway various functions

This resolution is a housekeeping resolution in that there needs to be various transfers from available appropriations and excess revenues to fund Highway functions that were over budget. Highway normally presents this budget in December, but expenses are still coming in until February and even March. Therefore, I will have John hold off on this resolution until March/April to avoid having to do it a second time.



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

March 31, 2025

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

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

Human Resources Activity

	March 2025	2025 Year-to-Date
Applications Received	96	534
Positions Filled	23	56
Promotions/Transfers	4	19
New Hire Orientations	12	40
Terminations, Voluntary	2*	18
Terminations, Involuntary	0	1
Retirements	4	7
Turnover Rate	.82 %	.90 %
Exit Interviews	5	12

*One of these are casual

Human Resources Narrative

General Highlights

1. At the request of the County Board, met with Supervisor Clendenning, Operations Chair Valenstein, and County Board Chair Pliml to revise the Recruitment & Retention Policy, specifically the process for awarding a step over Step 6, on March 11th. The policy was approved at the Operations Committee and then revised and finalized at County Board on March 18th. The Employee Policy Handbook is currently being updated to reflect the change.
2. Organized and attended a Department Head Meet and Greet for Wood County's new Corporation Counsel, Nick Flanagan, on March 12th. Approximately 20 Department Heads were in attendance to welcome Nick and provide information on their respective departments and offered a brief explanation of the legal services, support, and/or collaborative efforts between their department and the Corporation Counsel office. Our entire department looks forward to working with Nick and wishes Peter the very best in his retirement!

Meetings & Trainings

1. Attended the Operations Committee meeting on March 12th.
2. Attended County Board on March 18th.
3. Attended the von Briesen Public Sector Town Hall webinar titled "Data Tools for the Public Sector" on March 4th.

4. Attended a virtual meeting with our Rx 'n Go Account Representative on March 18th for an Account Review of our first two months of activity. The Utilization Report is attached for review.
5. Attended the von Briesen Breakfast Briefing webinar titled "Major Employment Law Developments Under the Trump Administration" on March 20th.
6. Held the monthly conference call with The Horton Group on March 25th to discuss various benefit topics.
7. Held individual staff and team meetings to discuss and provide updates on the department's identified 2025 goals.
8. Team members attended various webinars related to benefits, employment law, and compliance.

Benefits

1. Processed Family and Medical Leave requests, address changes, beneficiary designations, qualifying events, benefit elections or contributions for new hires, terminations, and cancellation/reporting of benefits.
2. Processed and prepared monthly COBRA remittance, EBC admin fees, and stop loss admin fees.
3. Reconciled monthly enrollments for health, dental, vision, life, and disability insurances.
4. Assisted multiple employees with questions related to FMLA, leaves of absence, retirement, and benefit claims concerns.
5. Processed COBRA notifications for dependents on the health plan reaching age 26.

Recruitment

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

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

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
Replacement	Branch I	Legal Admin Asst – Floater	Position posted; interviews conducted, final candidate selected, offer extended and accepted, filled 3/17/2025.
Replacement	Corporation Counsel	Corporation Counsel	Position posted; interviews conducted, final candidate selected, offer extended and accepted, filled 3/3/2025.
Replacement	County Clerk	Deputy Co Clerk/Program Assistant	Position posted; interviews conducted, final candidate selected, offer extended and accepted, filled 3/31/2025.
Replacements	County Clerk	Co Board Members	Two positions filled 3/18/2025.

Replacement	Dispatch	Dispatcher	Position posted; applicant taken from eligibility list. References/background conducted, offer extended and accepted, filled 3/10/2025.
Replacement	District Attorney	Office Manager (converted Legal Admin Asst)	Position posted; interviews being conducted.
Replacements	Edgewater	CNA, RN, LPN, and Dietary Assistant – (Multiple)	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 6/10/2025.
Replacement	Highway	Highway Engineering Intern	Internship posted, interviews conducted, reference completed, filled 5/27/2025.
Replacement	Highway	Summer Help	Position posted; interviews being conducted.
Replacement	Human Services	CCS Service Facilitator (2)	Position posted, deadline 4/7/2025.
Replacement	Human Services	CCS Program Manager	Position posted, deadline 4/9/2025.
Replacement	Human Services	FSET Case Manager-WR	Position posted; deadline 4/7/2025.
Replacement	Human Services	Mental Health Case Manager (EMH/APS Coord)	Position posted; deadline 4/7/2025.
Replacement	Human Services	Adult Services Case Manager (EMH/APS Coord)	Position posted; deadline 4/7/2025.
Replacement	Human Services	Casual Bus Drivers	Position posted; deadline 4/14/2025.
Replacement	Human Services	Family Resource Coordinator (Mfld)	Position posted; interviews being conducted.
Replacement	Human Services	Youth Mentor Case Manager	Position posted; deadline 4/7/2025.
New positions	Human Services	Children’s Waiver Case Mgr (Support & Service Coordinators) – 2	Positions posted; deadline 4/14/2025.
Replacement	IT/Systems	Systems Technician	Position posted; 2 nd interviews being conducted.
Replacement	IT/Systems	Network Analyst	Position posted; deadline 4/7/2025.
Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, and LPN	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 5/12/2025.
Replacement	Norwood	Social Worker – Acuate Care	Position posted; interviews conducted, filled internally 3/2/2025.
Replacement	Parks	LTE II’s (Summer)	Position posted; interviews being conducted.
New Position	Parks	Camp Ranger-CERA Park	Position posted; interviews being conducted.
Replacement	Treasurer	Real Property Lister	Position posted; interviews conducted, references completed, offer extended and accepted, filled 4/14/2025.

Safety/Risk Management

1. Managed open claims with Aegis/Charles Taylor throughout the month.
2. Corresponded with various insurers regarding claims and pending litigation.
3. Attended Edgewater Safety Committee meeting on March 5th, and Norwood Safety Committee on March 25th.
4. Met with Emergency Management, Dispatch, and IT staff on various dates to discuss messaging in the Everbridge System.
5. Conducted Basic Life Support (BLS) Skills Testing for 13 total Dispatch Staff on March 11th, 12th, and 21st.
6. Attended WI Public Risk Management Association (PRIMA) meeting in Wisconsin Dells on March 13th.
7. Had skills monitored for American Heart Association BLS Instructor certification renewal in Appleton on March 27th.
8. Conducted annual respirator fit testing for 10 CNA students on March 10th and 61 staff at Edgewater Haven on March 18th, 19th, 20th, 25th, and April 1st.

NEW Workers' Compensation Claims (1)

1. 3/20/25 – Human Services – Employee slipped on ice in the River Block parking lot, injuring R wrist

OPEN Workers' Compensation Claims (1)

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

CLOSED Workers' Compensation Claims (1)

1. 12/10/24 – Sheriff's (Corrections) – Employee suffered bruising and numbness R hand/wrist from open handcuff while restraining combative inmate in holding cell

First Aid Injuries (3)

1. 3/5/25 – Human Services – Employee slipped on ice at Norwood Health Center
2. 3/7/25 – Human Services – Employee slipped on ice at Patriots Tower, injuring R knee, R hip and lower back
3. 3/13/25 – Highway – Employee experienced lower back pain from lifting posts and signs at Highway Shop
4. 3/24/25 – Highway – Employee injured L hip/lower back from falling on ice at Highway Shop

Liability Claims (1)

1. 3/21/25 – Human Services (Transportation) – Bus was struck by private vehicle while transporting clients on Marshfield city street, 1 client injured (police investigation underway – insurance subrogation is a possibility)

OPEN EEOC/ERD Claims (3)

1. 2/14/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received a Notice of Complaint on February 16, 2022. Chubb Insurance assigned external counsel to Jackson Lewis. Our position statement was drafted, finalized, and submitted to the EEOC on April 15, 2022. No recent activity.
2. 2/24/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received an Initial Determination of No Probable Cause on August 26, 2022. The claimant filed a timely appeal and a hearing was held on July 19 & 20, 2023. Hearing decision was received on March 21, 2024. The judge found no probable cause on three counts and probable cause on one count. A Pre-Hearing Conference was held on March 10, 2025. Hearing dates are August 6-7, 2025.
3. 12/13/24- Former Clerk of Courts employee submitted a claim alleging violation of the Equal Employment Opportunity Act (EEO), experiencing discrimination based on national origin and sex.

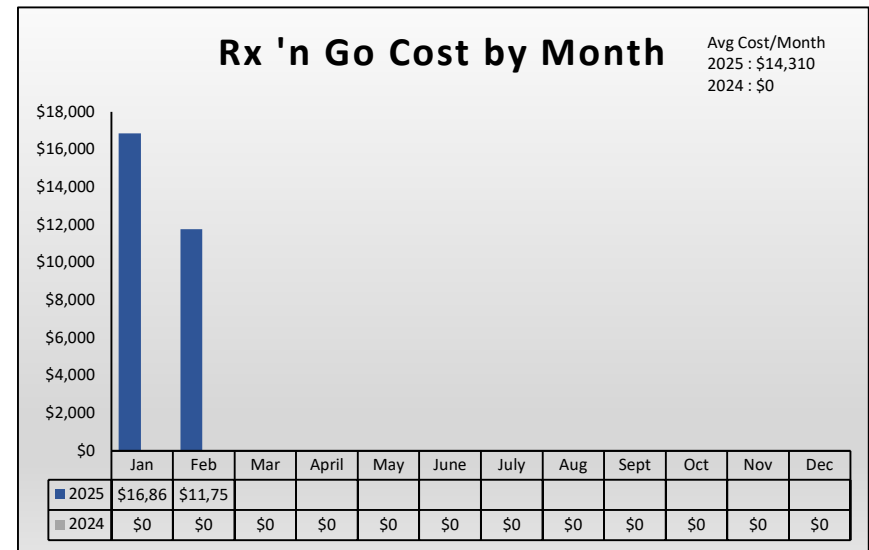
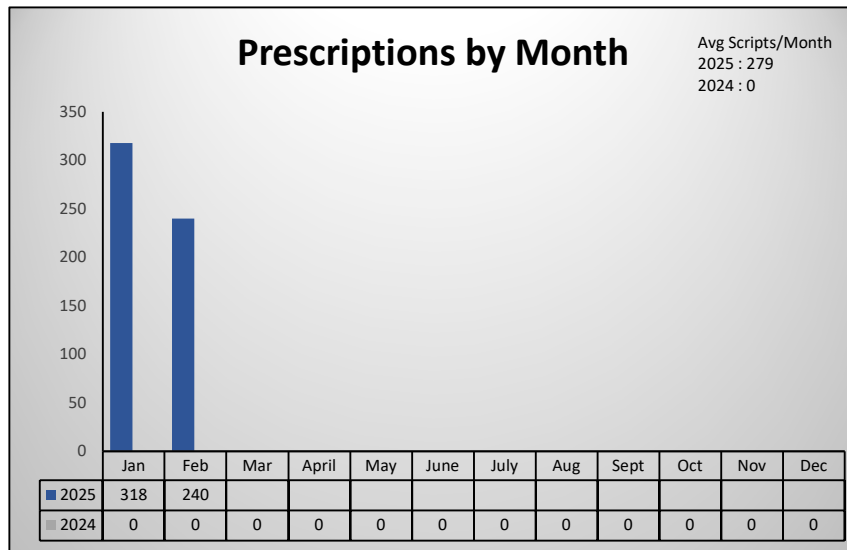
County Mutual assigned external counsel to Lindner Marsack. Our position statement was drafted, finalized, and submitted to the EEOC on January 21, 2025.

Other

1. Posted multiple announcements on LinkedIn and Facebook throughout the month. These include job advertisements, employee recognition, and other relevant community-focused announcements.
2. Continuing to work on updating job descriptions as jobs evolve and vacancies occur.
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 February Unemployment Insurance payment.
5. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
6. Facilitated New Hire Orientation on March 3rd, 10th, 17th, & 31st.
7. Conducted exit interviews on March 5th, 11th, 20th, 24th and 25th.
8. Responded to multiple verifications of employment.
9. Replied to requests from surrounding counties with varied information.
10. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

Monthly Utilization Summary

Wood County					
For the Periods 2/1 - 2/29 and 1/1 - 2/29					
Prescription Drug Summary	February		YTD (1/1 - 2/29)		
	2025	2024	2025	2024	% Change
Mail Order Prescriptions	240	0	558	0	N/A
Unique Users	105	0	167	0	N/A
Total Rx 'n Go Cost	\$11,755.56	\$0.00	\$28,620.56	\$0.00	N/A



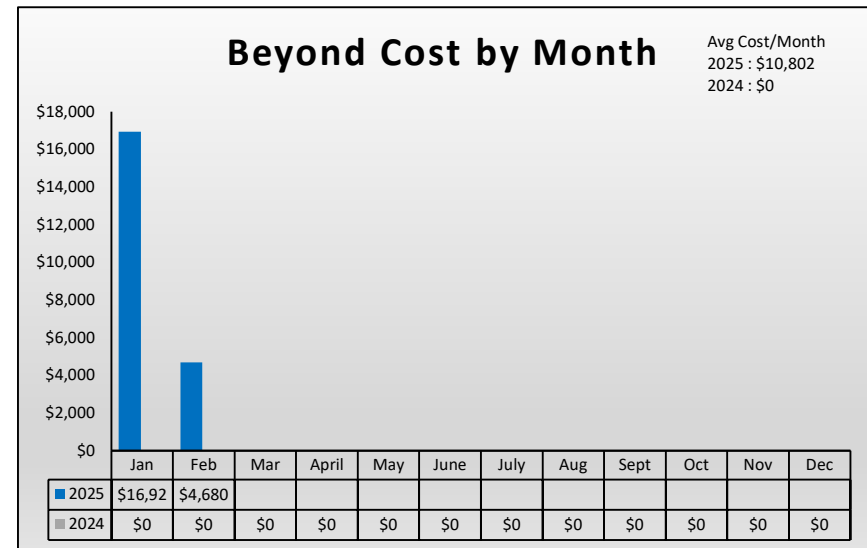
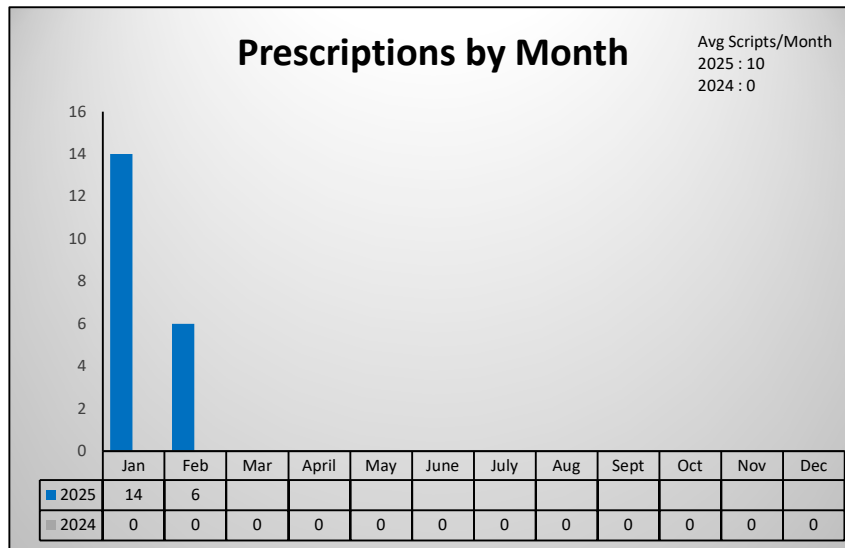
Note: This confidential information may not be distributed without the written approval of

Rx 'n Go and should only be used to review health care utilization by the client who's name appear above



Rx 'n Go Beyond Monthly Utilization Summary

Wood County					
For the Periods 2/1 - 2/29 and 1/1 - 2/29					
Prescription Drug Summary	February		YTD (1/1 - 2/29)		
	2025	2024	2025	2024	% Change
Mail Order Prescriptions	6	0	20	0	N/A
Unique Users	6	0	17	0	N/A
Total Rx 'n Go Cost	\$4,680.00	\$0.00	\$21,605.00	\$0.00	N/A
Estimated Plan Savings**	\$1,872.00	\$0.00	\$8,642.00	\$0.00	

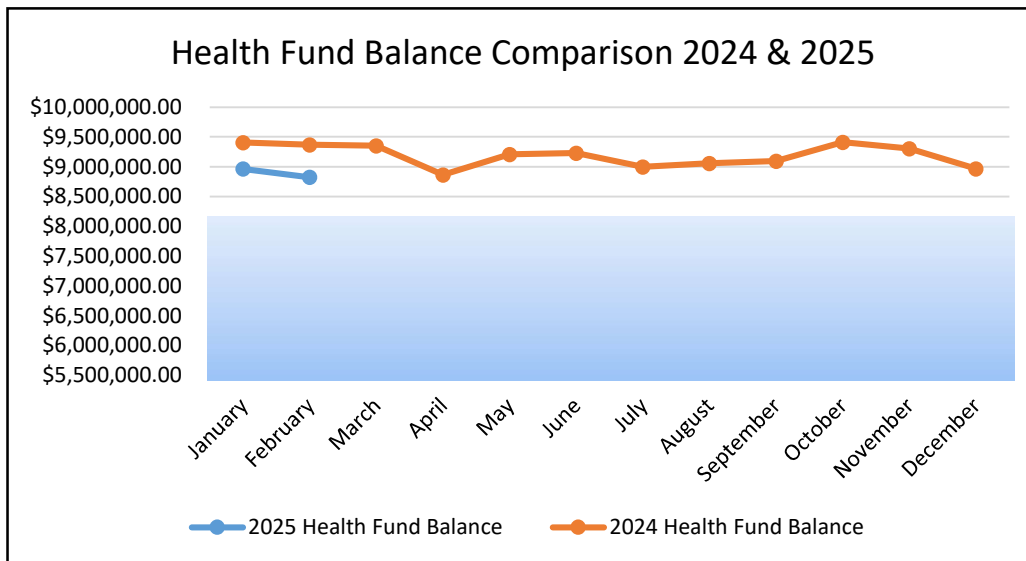


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**Estimated savings based on group average 40% annual plan savings

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



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



Wood County

WISCONSIN

OFFICE OF THE
TREASURER

Heather L. Gehrt

LETTER OF COMMENTS—APRIL 2025

1. Attended Wisconsin Counties Association weekly calls on Mondays in March.
2. Attended Wisconsin County Constitutional Officers conference in Madison on March 4 & 5.
3. Attended Wisconsin Counties Association General Government and Finance Steering Committee virtually on March 6.
4. Attended United Way Finance Committee meeting on March 7.
5. Attended Rural Housing Board of Directors meeting in Wisconsin Dells on March 10.
6. Attended a meeting regarding Act 235, Judicial Privacy, with various other departments to work out procedures/policies on March 11.
7. Attended Operations meeting on March 12.
8. Attended a meet and greet to get to know our new Corporation Counsel, Nick, on March 12.
9. Attended County Board on March 18.
10. Attended United Way Board of Directors meeting on March 19.
11. Attended REDI Housing meeting at the new Vesper Community Center on March 25 followed up by the ribbon cutting ceremony, and tour of the facility that was converted from a school into apartments and more.
12. Added new participants to the HSA accounts in the banking program for automatic deductions.
13. A successful candidate has been chosen to replace retiring Real Property Lister, Nancy Marti. His name is Andrew Jennings, and he comes to us with vast knowledge as he was the RPL for Waushara County. His start date is April 14, and he will cross train with the current RPL until her last day on May 1. Once he starts, feel free to stop in and say "Hi". I will formally introduce him at the May meeting to the committee.
14. For people that didn't pick up their 90-day certified notice and it was returned, their names were published in the newspaper, and they were personally served by the Sheriff's Department. For those that don't answer the door or are not home, the letter is taped to the door.

15. Municipalities have been sending in their final personal property chargebacks that are due by April 1 and I have been calculating them to ensure they are correct for payment. Because the State of WI eliminated personal property in 2024, anybody who did not pay their 2023 personal property bill, or did not have their property turned over to real estate is eligible to chargeback. This could potentially cause over \$30,000 in chargebacks if all bills are charged back. The county will be able to put their share on the apportionment form for 2026.
16. I have calculated the interest on the bonding payment and will be setting up a wire transfer by April 1 to pay. Again, the company that collects the payment, does not have the correct amount of interest owed. The company is missing all of the new debt issues for the 2024 debt and somehow all of the 2023 debt. I reached out to Baird to assist in getting the missing CUSIP information so I can send this information to the company to get our payment applied correctly.



Wood County

WISCONSIN

Employee Wellness

Ryan Boeshaar

Letter of Comments – March 2025

- The deadline for the first two qualifying activities (biometrics and health assessment) is March 31, 2025. These are the first two steps participants need to complete to enroll in the Wellness Program and earn the 2026 health insurance premium discount rate, if applicable. As of writing this, there are 465 people who completed biometrics. Those who still need to complete their health assessment have been contacted and reminded of the deadline.
- The 2025 onsite biometric screenings wrapped up this month. In total, we had 306 participants complete their biometric component by attending one of the 8 onsite screenings at the various county locations. This continues to be the preferred option to complete biometrics (*66% chose this option*). Thank you to all those involved that helped me with location/room access, and to ensure the rooms had the necessary equipment that was needed for successful screenings.
- Health coaching has been in progress for those who have completed the first 2 qualifying activities this year. As a reminder, health coaching is the third and final step to becoming eligible for any Wellness Program incentives. I spoke with 48 people in March to review their biometric results and discuss any wellness goals they may have. I have also created sign ups for coaching in the Managewell portal so there are additional dates/times for sessions.
- Each year, March is celebrated as National Nutrition Month to educate people of the importance of making healthy eating habits. To help promote this observation, employees received weekly nutrition tips along with a “*spotlight food of the week*” which entailed learning more about a specific food item and its many health benefits.
- Another activity that I am planning is body composition testing via InBody, which will take place in April. These assessments measure body composition (body fat, muscle mass, water weight, bone mass, etc..) all in under 5 minutes. Signups will be available soon and a promotion email will be sent out to county employees.
- Weekly occurrence of working with new hires and/or employees who have previously not enrolled in the Wellness Program to create their wellness portal accounts so they may begin the process of completing the qualifying activities and become more involved with wellness.

**COUNTY BOARD CLAIMS
Feb-25**

District #		MONTH	PER DIEM	MILEAGE	Other Expenses	TOTAL
1	Wayne Schulz Jr	February-25	\$ 350.00	\$ 144.90		\$ 494.90
2	Donna Rozar	February-25	\$ 530.00	\$ 253.40		\$ 783.40
3	Thomas Buttke	February-25				\$ -
4	Russell Perlock	February-25	\$ 300.00	\$ 147.00		\$ 447.00
5	Timothy Hovendick	February-25	\$ 300.00	\$ 135.10		\$ 435.10
6	Allen Breu	February-25	\$ 365.00	\$ 91.00		\$ 456.00
7	William Voight	February-25	\$ 400.00	\$ 299.60		\$ 699.60
8	Jake Hahn	February-25	\$ 415.00	\$ 121.80		\$ 536.80
9	Scott Brehm	February-25	\$ 400.00	\$ 210.00		\$ 610.00
10	Lee Thao	February-25				\$ -
11	Jeff Penzkover	February-25	\$ 450.00	\$ 51.80		\$ 501.80
12	Laura Valenstein	February-25	\$ 445.00	\$ 47.60		\$ 492.60
13	John Hokamp	February-25	\$ 300.00	\$ 51.80		\$ 351.80
14	Dennis Polach	February-25	\$ 350.00	\$ 30.73		\$ 380.73
15	William Clendenning	February-25	\$ 715.00	\$ 404.60		\$ 1,119.60
16	Lance Pliml	February-25	\$ 750.00	\$ 35.00		\$ 785.00
17	Joseph Zurfluh	February-25	\$ 315.00	\$ 23.10		\$ 338.10
18	Brad Hamilton	February-25	\$ 500.00	\$ 229.60	\$ 18.00	\$ 747.60
19	Bill Leichtnam	February-25	\$ 380.00	\$ 67.20		\$ 447.20
	Michael Feirer	February-25	\$ 50.00	\$ 44.80		\$ 94.80
	Lee Garrels	February-25				\$ -
	Bev Ghiloni	February-25	\$ 50.00	\$ 7.00		\$ 57.00
	Andrea Halbersma	February-25				\$ -
	Thomas Heiser	February-25	\$ 65.00	\$ 7.00		\$ 72.00
	Leslie Kronstedt	February-25				\$ -
	David Laude	February-25				\$ -
	Robert Levendoske	February-25				\$ -
	Besty Mancl	February-25				\$ -
	Thomas Mancuso	February-25	\$ 50.00	\$ 7.00		\$ 57.00
	Michael Meyers	February-25				\$ -
	Linda Schmidt	February-25				\$ -
	Rebecca Spiros	February-25	\$ 50.00			\$ 50.00
			\$ 7,530.00	\$ 2,410.03	\$ 18.00	\$ 9,958.03

Chairman

Operations Committee

Committee Report

County of Wood

Report of claims for: County Clerk

For the period of: March

For the range of vouchers: 06250039 - 06250048

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06250039	ELECTION SYSTEMS & SOFTWARE	Test Ballots	02/28/2025	\$162.50	P
06250040	ELECTION SYSTEMS & SOFTWARE	Audio Files - Spring Election	03/03/2025	\$3,777.00	P
06250041	GANNETT WISCONSIN LOCALIQ	Various Ads	03/13/2025	\$1,415.16	P
06250042	UNITED MAILING SERVICE	Monthly Mail Fees	02/28/2025	\$1,194.73	P
06250043	ELECTION SYSTEMS & SOFTWARE	Coding - Spring Election	03/11/2025	\$10,193.50	P
06250044	ELECTION SYSTEMS & SOFTWARE	Test Ballots	03/11/2025	\$3,465.00	P
06250045	AMAZON CAPITAL SERVICES	Office Supplies	03/17/2025	\$14.99	P
06250046	AMAZON CAPITAL SERVICES	Office Supplies	03/19/2025	\$15.19	P
06250047	AMAZON CAPITAL SERVICES	Office Supplies	03/21/2025	\$51.98	P
06250048	US BANK	VISA Charges	03/18/2025	\$4,084.78	P
Grand Total:				\$24,374.83	

Signatures

Committee Chair: _____
Committee Member: _____
Committee Member: _____
Committee Member: _____
Committee Member: _____

Committee Member: _____
Committee Member: _____
Committee Member: _____
Committee Member: _____

Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: MARCH 2025

For the range of vouchers: 14250050 - 14250065

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14250050	STAPLES ADVANTAGE	OFFICE SUPPLIES	02/26/2025	\$24.72	P
14250051	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	03/06/2025	\$761.54	P
14250052	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	03/06/2025	\$6,489.78	P
14250053	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	03/06/2025	\$3,364.46	P
14250054	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	03/06/2025	\$4,310.50	P
14250055	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	03/06/2025	\$355.85	P
14250056	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	03/10/2025	\$23.93	P
14250057	AMAZON CAPITAL SERVICES	BUSINESS PRIME REFUND	03/18/2025	(\$64.06)	P
14250058	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	03/20/2025	\$761.54	P
14250059	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	03/20/2025	\$6,370.14	P
14250060	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	03/20/2025	\$3,276.32	P
14250061	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	03/20/2025	\$4,189.36	P
14250062	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	03/20/2025	\$355.85	P
14250063	UW - STEVENS POINT AT MARSHFIELD	CIP REIMB - FIRE PANEL, LIGHTS	03/13/2025	\$7,391.36	P
14250064	US BANK	TRAINING	03/18/2025	\$645.00	
14250065	DELPHIA CONSULTING LLC	TIMESTAR SUPPORT RENEWAL	03/21/2025	\$9,475.61	
Grand Total:				\$47,731.90	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: MARCH 2025

For the range of vouchers: 17250029 - 17250039 23250011 - 23250013

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17250029	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	03/05/2025	\$14,769.38	P
17250030	AMAZON CAPITAL SERVICES	New Hire Folders	03/04/2025	\$10.29	P
17250031	ASPIRUS OCCUPATIONAL HEALTH	Audiogram Screenings	03/03/2025	\$1,210.00	P
17250032	MCHS OCCUPATIONAL HEALTH	Drug & Alcohol Testing	02/27/2025	\$40.00	P
17250033	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	02/19/2025	\$212.00	P
17250034	US BANK	P-Card Charges	03/17/2025	\$1,912.71	
17250035	WI DEPT OF WORKFORCE DEVELOPMENT	Feb 2025 Unemployment Charges	03/25/2025	\$2,864.00	P
17250036	ASPIRUS OCCUPATIONAL HEALTH	Drug Testing	03/03/2025	\$877.00	P
17250037	ASPIRUS OCCUPATIONAL HEALTH	Drug Testing	03/03/2025	\$53.00	P
17250038	OPPORTUNITY DEVELOPMENT CENTER	Recognition Program	03/18/2025	\$114.50	P
17250039	MARSHFIELD AREA CHAMBER OF COMMERCE	Service Recognition Program	03/26/2025	\$102.69	
23250011	APHE WISCONSIN LLC	AHA BLS Provider Card	03/13/2025	\$60.00	P
23250012	APHE WISCONSIN LLC	AHA BLS Provider eCard	03/24/2025	\$5.00	
23250013	WI COUNTY MUTUAL INS CORP	Comm Leasing, Equip, Rentals	03/11/2025	\$175.00	
Grand Total:				\$22,405.57	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

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Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: MARCH 2025

For the range of vouchers: 28250036 - 28250059

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28250036	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	03/05/2025	\$138.21	P
28250037	BADGER TITLE LLC	TAX OVERPAYMENT REFUND	03/05/2025	\$42.78	P
28250038	CITY OF MARSHFIELD	FEBRUARY SPECIAL CHARGES	03/05/2025	\$2,274.47	P
28250039	CITY OF NEKOOSA TREASURER	FEBRUARY SPECIAL CHARGES	03/05/2025	\$5,001.60	P
28250040	CITY OF WISCONSIN RAPIDS	FEBRUARY SPECIAL CHARGES	03/05/2025	\$650.00	P
28250041	TOWN OF CARY	FEBRUARY SPECIAL CHARGES	03/05/2025	\$271.35	P
28250042	TOWN OF PORT EDWARDS	FEBRUARY SPECIAL CHARGES	03/05/2025	\$3,401.33	P
28250043	TOWN OF REMINGTON	FEBRUARY SPECIAL CHARGES	03/05/2025	\$572.29	P
28250044	TOWN OF SARATOGA	FEBRUARY SPECIAL CHARGES	03/05/2025	\$7,411.13	P
28250045	TOWN OF GRAND RAPIDS	FEBRUARY SPECIAL CHARGES	03/05/2025	\$3,946.31	P
28250046	TOWN OF HANSEN	FEBRUARY SPECIAL CHARGES	03/05/2025	\$232.30	P
28250047	TOWN OF LINCOLN	FEBRUARY SPECIAL CHARGES	03/05/2025	\$1,197.96	P
28250048	TOWN OF MARSHFIELD	FEBRUARY SPECIAL CHARGES	03/05/2025	\$986.55	P
28250049	TOWN OF RICHFIELD	FEBRUARY SPECIAL CHARGES	03/05/2025	\$3,281.85	P
28250050	TOWN OF ROCK	FEBRUARY SPECIAL CHARGES	03/05/2025	\$644.55	P
28250051	VILLAGE OF VESPER	FEBRUARY SPECIAL CHARGES	03/05/2025	\$2,330.66	P
28250052	VILLAGE OF PORT EDWARDS TREAS	FEBRUARY SPECIAL CHARGES	03/05/2025	\$2,942.41	P
28250053	VILLAGE OF RUDOLPH	FEBRUARY SPECIAL CHARGES	03/05/2025	\$4,449.06	P
28250054	WI DEPT OF ADMINISTRATION	FEBRUARY WI LAND INFO	03/05/2025	\$4,109.00	P
28250055	CATALIS TAX & CAMA INC	CATALIS SOFTWARE FEES	03/12/2025	\$17,000.00	P
28250056	STATE OF WISCONSIN TREASURER	FEBRUARY COC REVENUE	03/12/2025	\$130,481.95	P
28250057	US BANK	WCCO CONFERENCE HOTEL	03/26/2025	\$286.00	P
28250058	VILLAGE OF BIRON	TAX DEED SPECIAL ASSESSMENTS	03/26/2025	\$3,360.12	P
28250059	WISCONSIN CO TREAS ASSN SEC TR	WCTA JUNE CONFERENCE	03/26/2025	\$125.00	P
Grand Total:				\$195,136.88	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____



RESOLUTION#

DATE April 15, 2025

Effective
Date

Upon Passage & Posting

Page 1 of 2

Introduced by Health and Human Services and Operations Committee

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

INTENT & SYNOPSIS: To approve architectural design services for an Assisted Living Community Based Residential Facility (CBRF) on the Edgewater Haven Campus.

FISCAL NOTE: Architectural design services will not exceed \$200,000.00.

Function	Account Name	Debit	Credit
34300	Edgewater Fund Balance	\$200,000	
54219	Edgewater Administration		\$200,000

Source of Funding: Edgewater Haven’s 2024 Fiscal Year is resulting in a budget surplus of approximately \$673,394. This project shall be funded through Edgewater Haven’s 2024 surplus, creating no impact on Wood County’s tax levy.

WHEREAS, Edgewater Haven is a Skilled Nursing Facility (SNF) which only provides skilled nursing care according to its licensure to the residents of Wood County, and

WHEREAS, the 85 and older population of Wood County is expected to increase by 43% by 2035, and

WHEREAS, Forward Analytics has determined a need for assisted living beds within the next five years to care for our aging population, and

WHEREAS, Edgewater Haven has space that is currently under-utilized, and

WHEREAS, Edgewater Haven engaged Wipfli Healthcare Advisory Services to conduct a financial feasibility study of incorporating the under-utilized space to a CBRF on the Edgewater Haven campus, and

WHEREAS, Wipfli Healthcare Advisory Services utilized conservative revenues with a majority of patient care revenues from the Family Care Program which is for low-income senior citizens, and

Adopted by the County Board of Wood County, April 15, 2025

County Clerk

County Board Chairman

WHEREAS, Wipfli Healthcare Advisory Services has projected that a CBRF on Edgewater Haven’s campus will reduce tax levy need by \$953,600.00 over a period of five years, and

WHEREAS, the architectural design of a CBRF on the Edgewater Haven Campus will be the first step necessary to request proposals from contractors for total construction and conversion of the SNF to CBRF licensure.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to approve the architectural design services for a Community Based Residential Facility (CBRF) on the Edgewater Haven Campus which will not exceed an amount of \$200,000.00

NOW THEREFORE BE IT RESOLVED to amend the Human Services Department, Edgewater Haven Administrative budget (54219) for 2025 by appropriating \$200,000.00 of Edgewater Haven’s 2024 Budget Surplus from Edgewater’s fund balance (34300).

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



RESOLUTION#

DATE April 15, 2025

Effective
Date

Upon passage and posting

Page 1 of 2

Introduced by Property & Information Tech & Operations Committee

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

INTENT & SYNOPSIS: To approve the use of jail contingency funds for the remaining funding of the courthouse heating system project and amend the 2025 Capital Projects Maintenance budget with said funds.

FISCAL NOTE: The source of funding is unspent jail contingency funds from available debt borrowing placed in the capital projects fund balance. The adjustment to the budget is as follows:

Function	Account Name	Debit	Credit
34113	Capital Projects Fund Bal.	\$2,128,149	
57119	Capital Projects – Maint.		\$2,128,149

WHEREAS, a contract has been signed to replace the courthouse boiler and total cost for the entire heating system project is \$3,700,000, and

WHEREAS, \$1,571,851 of ARPA funding was previously approved for this project with Resolution 24-12-8 leaving an unfunded balance of \$2,128,149, and

WHEREAS, the Jail Construction Adhoc Committee met on 3/18/2025 and Samuels Group presented a current jail construction tabulation and contingency log, which included a reduction in contingency of \$2,128,149 for the heating system project, leaving a remaining balance in contingency of \$4,487,003, and

WHEREAS, the Jail Construction Adhoc Committee moved to approve the current construction tabulation and contingency log

provided by Samuels Group, 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

Adopted by the County Board of Wood County, April 15, 2025

County Clerk

County Board Chairman

NOW THEREFORE BE IT RESOLVED, to amend the 2025 Capital Projects Maintenance budget (57119) by appropriating available unspent jail contingency funds of \$2,128,149 from Capital Projects fund balance (34113), and

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



RESOLUTION#

DATE April 15, 2025
 Effective Date Upon Passage & Posting

Page 1 of 2

Introduced by Highway Infrastructure and Recreation and Operations

JBP

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

INTENT & SYNOPSIS: To amend the 2024 budget of various Highway functions listed below for additional expenditures of \$2,293,242.26 not anticipated during the original budget process.

FISCAL NOTE: No additional cost to Wood County.

SOURCE OF MONEY: Available appropriations in revenues in excess of budget of \$1,232,625.40, functions under budget of \$607,792.16, and fund balance of \$452,824.70.

The adjustment to the budget is as follows:

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

Account	Account Name	Debit	Credit
604-1670-47230-000-000	Local Charges from State Revenue	270,140.85	
604-1672-47300-000-000	Highway-Local Revenue from Charges	475,289.57	
604-1671-47330-000-000	Revenue from Charges-T/C/V	396,025.69	
104-1614-47470-000-000	Highway Intergov Charges – Bituminous	91,169.29	
104-1615-53310-000-340	Operating Expense-Maintenance CTHS	10,892.92	

Adopted by the County Board of Wood County, April 15, 2025

County Clerk

County Board Chairman

Account	Account Name	Debit	Credit
104-1610-53110-000-341	Administration-Other Operating	136,907.17	
104-1611-53120-000-341	Hwy-Engineer-Other Operating	32,880.66	
604-1671-53330-000-340	Local Roads-Hwy-Maint Local Roads	225,968.36	
604-1625-53270-271-249	Buildings & Grounds-WR Rep. & Maint.	80,993.16	
104-1650-53340-000-730	County-Aid Road Construction	80,149.88	
104-1619-53491-000-340	ATV Route Signage	40,000.01	
1600-34300	Capital Projects Fund Balance	452,824.70	
604-1670-53320-000-340	STHS-Operating Supplies & Expense		270,140.85
604-1672-53490-000-340	Other Services Machinery & Materials		475,289.57
604-1671-53330-000-340	Local Roads-Maintain Local Roads		396,025.69
104-1614-53266-000-340	Materials-Bituminous Operations		34,646.93
104-1616-53311-121-341	Maintain CTHS Patrol Sections		484,200.56
104-1640-53312-000-341	Snow Removal CTHS Supplies & Exp.		35,069.84
104-1618-53314-112-340	Other Operating-Maintenance GANG		145,044.12
404-1690-57310-501-341	Hwy Capital Projects		452,824.70

WHEREAS, final funding of expenditures for state operations operating supplies and expense, other services machinery and materials, local roads maintenance, bituminous operations materials, county patrol sections, county snow removal supplies and expense, other operating GANG maintenance, and highway capital projects are able to be funded by higher than anticipated revenues, as well as functions under budget and fund balance, and

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

NOW THEREFORE BE IT RESOLVED, to amend the Wood County Highway budget for 2024 by appropriating unanticipated revenues of \$1,232,625.40, functions under budget funds of \$607,792.16, and fund balance of \$452,824.70, thereby approving the allocation of the additional revenues and functions under budget funds to the expenditures as set forth above, and

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