

AGENDA
WOOD COUNTY BOARD OF SUPERVISORS

DATE: Tuesday, April 15, 2025
TIME: 9:30 AM
LOCATION: Courthouse – Room 300

CALL TO ORDER

ROLL CALL

EXCUSALS: Supervisor Breu

INVOCATION: Supervisor Voight

READING OF THE MINUTES OF THE PREVIOUS MEETING

RESIGNATIONS:

APPOINTMENTS/Re-APPOINTMENTS:

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

ACKNOWLEDGEMENTS & RECOGNITIONS

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

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

SET DATE FOR NEXT COUNTY BOARD MEETING – Tuesday, May 20, 2025

ADJOURN

Join by phone

+1-408-418-9388 United States Toll

Meeting number (access code): 2493 417 5684

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m47f28ac108c91ade4fd6c1968f7408e3>

Meeting number (access code): 2493 417 5684

Meeting password: 041525

PROCEEDINGS OF THE WOOD COUNTY BOARD OF SUPERVISORS

March 18, 2025 – 9:30 a.m.

The Wood County Board of Supervisors composed of nineteen members convened in the Wood County Boardroom at the Courthouse in Wisconsin Rapids, Wisconsin on Tuesday, March 18, 2025.

Vice Chair Valenstein called the meeting to order at 9:30 a.m.

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

Supervisor Hokamp gave the invocation led the Pledge of Allegiance.

Motion by Breu/Zurfluh to approve the minutes of the previous meeting. Motion carried by voice vote.

Motion by Rozar/Leichtnam to approve the following appointments: Health & Human Services Committee (Citizen Member) – term ending April 1, 2026 – Rachel Stankowski; Health & Human Services Committee (RN Member) – 3-year term – Marie Topping, RN; North Central Wisconsin Regional Planning Commission (Governor Appointment) – David LaFontaine, Karen Olson; Ag Producer Member of CEED – Term ending April 2026 – George Gilbertson. Motion carried by voice vote.

There was no public comment.

SPECIAL ORDER OF BUSINESS
Edgewater Haven CBRF Proposal

Edgewater Haven Administrator Justin Cielewicz and Patrick Carroll from Wipfli presented a PowerPoint on the proposed retrofitting of a currently empty wing at the nursing home into a CBRF/assisted living facility. They reviewed the current census, staffing, and upcoming demands for this type of care in the community as well as financial models related to this service. The estimated cost of upgrading the wing in question would be approximately \$2.2 million.

Referrals were noted.

Committee minutes presented: Operations.

From the Operations Committee March 12, 2025 minutes, item #6 (and supporting document on page 12 of the packet, motion by Clendenning/Rozar the last paragraph of the Recruitment & Retention Policy read as follows: *Advancing an employee an additional step beyond Step 6 shall only be considered in extraordinary circumstances, in consultation with Human Resources and a recommendation from the Operations Committee, and requires approval of the Department's oversight 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.* A vote on the board was requested, resulting in the motion being carried. Voting no was Breu.

Vice Chair Valenstein declared her intention on taking the first 7 resolutions with one vote. No objection heard.

RESOLUTION 25-3-1

Introduced by: Operations Committee

INTENT & SYNOPSIS: To amend the 2024 budget for Property and Liability Insurance (51931) for higher than anticipated expenditures.

FISCAL NOTE: No cost to Wood County. The source of funding is unanticipated revenues from Insurance Recoveries (48440). The adjustment to the budget is as follows:

<u>Function</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
48440	Insurance Recoveries	\$63,900	
51931	Prop & Liability Ins		\$63,900

Motion by Hamilton/Breu to adopt Resolution 25-3-1. Motion carried unanimously.

RESOLUTION 25-3-2

Introduced by: Health & Human Services and Operations Committees

INTENT & SYNOPSIS: To Amend the 2025 Human Services Department, Norwood Health Center, Capital Projects budget to include expenditures for projects which were in progress, but not completed as of December 31, 2024.

FISCAL NOTE: No Cost to Wood County. The source of funding is unspent from previously approved Capital Projects. Project in question is 20-24-001, Water Pipe Replacement, Phase 1.

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
57420	Capital Projects/Norwood		31,200
54351	Plant Op & Maint Other Eq		150,000
34113	Capital Projects Fund Bal	31,200	
34300	Norwood Fund Balance	150,000	

Motion by Hamilton/Breu to adopt Resolution 25-3-2. Motion carried unanimously.

RESOLUTION 25-3-3

Introduced by: Operations & Public Safety Committees

INTENT & SYNOPSIS: To amend the 2025 Communications - Capital Projects and Radio Engineer budgets to include expenditures for the radio system update project that has been in process but not yet completed as of December 31, 2024.

FISCAL NOTE: No additional cost to Wood County. The source of funding is from previously approved ARPA funds not yet expended and unspent funds from the 2024 Communications Radio Engineer budget. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
43300	ARPA Proceeds	\$1,188,981.92	
57230	Capital Projects		\$1,188,981.92
34300	Fund Balance	\$69,600	
52130	Communications		\$69,600

Motion by Hamilton/Breu to adopt Resolution 25-3-3. Motion carried unanimously.

RESOLUTION 25-3-4

Introduced by: Public Safety & Operations Committees

INTENT & SYNOPSIS: To amend Coroner’s 2024 budget for the purpose of funding higher than anticipated expenditures.

FISCAL NOTE: No cost to Wood County. The source of funding is unanticipated revenues from the Coroner’s Cremation account. The adjustment to the budget is as follows:

Function	Account Name	Debit	Credit
46221	Cremation Revenue	\$14,000	
51231	Coroner		\$14,000

Motion by Hamilton/Breu to adopt Resolution 25-3-4. Motion carried unanimously.

RESOLUTION 25-3-5

Introduced by: Operations Committee

INTENT & SYNOPSIS: To amend the 2024 budget for the Capital Projects-Sheriff/Jail function (57211) for expenditures not included during the original budget process due to ongoing construction of the jail project.

FISCAL NOTE: No additional cost to Wood County. The source of funding is available debt funds from the Capital Projects fund balance. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
34113	Capital Projects Fund Balance	\$7,700,000	
57211	Capital Projects Sheriff/Jail		\$7,700,000

Motion by Hamilton/Breu to adopt Resolution 25-3-5. Motion carried unanimously.

RESOLUTION 25-3-6

Introduced by: Public Safety and Operations Committees

INTENT & SYNOPSIS: To amend the 2025 Sheriff’s Department Administration and Jail Operations budgets to include unspent funds from 2024 to offset unanticipated expenses associated with moving into the new jail and Sheriff’s Department.

FISCAL NOTE: No cost to Wood County. The source of the funding is unspent 2024 funds. The adjustment will be as follows:

Function	Account Name	Debit	Credit
34300	Fund Balance	\$135,000	
52110	Admin Operations (2025)		\$35,000
52710	Jail Operations (2025)		\$100,000

Motion by Hamilton/Breu to adopt Resolution 25-3-6. Motion carried unanimously.

RESOLUTION 25-3-7

Introduced by: Operations Committee

INTENT & SYNOPSIS: To amend the 2025 UWSP-Marshfield Capital Projects budget to include expenditures not yet spent and expenditures for projects that were in process but not completed at December 31, 2024.

FISCAL NOTE: No cost to Wood County. The source of funding is unspent capital debt funds from 2024. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
34113	Capital Projects Fund Balance	\$28,790.64	
57640	Capital Projects-UWSP-Mfld		\$28,790.64

Motion by Hamilton/Breu to adopt Resolution 25-3-7. Motion carried unanimously.

Committee minutes presented: Health & Human Services, Veterans Service Commission.

RESOLUTION 25-3-8

Introduced by: Health & Human Services Committee

INTENT & SYNOPSIS: To create Two (2) (.97 FTE’s) Children’s Support and Service Coordinator positions.

FISCAL NOTE: Anticipated wages and benefits based upon Grade H, Step 2, with effective start date of April 1,2025 is:

Wages: \$89,650.76
Fringe: \$41,691.54
Total: \$131,342.30

Motion by Rozar/Buttke to adopt Resolution 25-3-8. Motion carried unanimously.

Committee minutes presented: Public Safety

RESOLUTION 25-3-9

Introduced by: Public Safety Committee

INTENT & SYNOPSIS: To amend the 2025 Sheriff’s Department Administration Operations budget to include unspent funds for a project that will be using unspent Opioid Settlement funds awarded in 2024.

FISCAL NOTE: No cost to Wood County. The source of the funding is unspent Opioid Settlement funds awarded in 2024 and placed in the Administration Operations budget. The adjustment will be as follows:

<u>Function</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
34300	Fund Balance	\$32,020	
52110	Admin Operations (2025)		\$32,020

Motion by Breu/Hamilton to adopt Resolution 25-3-9. Motion carried unanimously.

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

RESOLUTION 25-3-10

Introduced by: Conservation, Education, & Economic Development Committee

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

FISCAL NOTE: NONE

Motion by Leichtnam/Hamilton to adopt Resolution 25-3-10. Motion carried unanimously.

Committee minutes presented: Judicial & Legislative Committee.

RESOLUTION 25-3-11

Introduced by: Judicial & Legislative Committee

INTENT & SYNOPSIS: To seek the support of the Wood County Board of Supervisors to join the Wisconsin Clerks of Circuit Court Association (WCCCA) and the Wisconsin Counties Association (WCA) in their efforts to increase the Circuit Court Cost Appropriation by \$70 million payable to Wisconsin Counties in the 2025/27 Wisconsin State Budget.

FISCAL NOTE: No cost to Wood County.

Motion by Clendenning/Leichtnam to adopt Resolution 25-3-11. Motion carried unanimously.

Committee minutes presented: Highway Infrastructure & Recreation, Wood County Wildlife Area Advisory.

RESOLUTION 25-3-12

Introduced by: Highway Infrastructure & Recreation Committee

INTENT & SYNOPSIS: To amend the 2024 ATV Trail Maintenance budget (55442) for additional expenditures which were not anticipated during the original budget process.

FISCAL NOTE: No cost to Wood County. The source of the funding is increased revenues from the state ATV grant program. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
43572	ATV Program Revenues	\$55,984.39	
55442	ATV Program Expenses		\$55,984.39

Motion by Hamilton/Schulz to adopt Resolution 25-3-12. Motion carried unanimously.

RESOLUTION 25-3-13

Introduced by: Highway Infrastructure & Recreation Committee

INTENT & SYNOPSIS: To become eligible for maintenance monies on new and existing ATV and Snowmobile

Trails.

FISCAL NOTE: No cost to Wood County. Total reimbursement from State Aid and donated services.

Motion by Buttke/Breu to adopt Resolution 25-3-13. Motion carried unanimously.

Committee minutes presented: Property & Information Technology, Junior Fair Board, Fairgrounds Commission, McMillan Library Board of Trustees, South Central Library Board of Trustees, UW Commission.

RESOLUTION 25-3-14

Introduced by: County Board of Supervisors

INTENT & SYNOPSIS: Relating to the life & public service of David Lyons.

Motion by Schulz/Hahn to adopt Resolution 25-3-14. Motion carried by voice vote. The board stood for a moment of silence in memory of former Supervisor Lyons.

Without objection, Vice Chair Valenstein adjourned the meeting at 11:03 AM. Next scheduled county board meeting is April 15, 2025.

Trent Miner
County Clerk

REFERRALS FOR APRIL 15, 2025 – COUNTY BOARD

- March 28, 2025: Email/Press Release from North Central Wisconsin Workforce Development Board reviewing the closing of the Marshfield Job Center. Referred to CEED Committee and Planning & Zoning Director Grueneberg.

MINUTES OPERATIONS COMMITTEE

DATE: Tuesday, April 1, 2025
TIME: 10:00 AM
PLACE: Courthouse – Conference Room #302

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

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

1. Chair Valenstein called the meeting to order at 10:00 AM.
2. There was no public comment.
3. Motion by Rozar/Hahn to approve the consent agenda. Motion carried unanimously.
4. County Clerk Miner introduced the new Deputy County Clerk/Program Assistant, Suzanne Khang, to the committee. Miner presented his 2026-2030 CIP request to the committee. The source of the funding for the request is from the Elections Fund balance. Motion by Pliml/Rozar to approve the CIP as presented. Motion carried unanimously.
5. Wellness Coordinator Boeshaar reviewed updates of the Wellness Program.
6. Finance Director Yang reviewed the current status of the various fund balances within the county budget. Motion by Rozar/Pliml transfer unused levy, after audit entries, back to the general fund. Motion carried unanimously.
7. Yang presented a resolution amending the Edgewater Haven budget to fund the architectural design for the possible CBRF at that location. Motion by Rozar/Pliml to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.
8. Yang presented another budget amending resolution transferring funds from the jail contingency to the Maintenance budget to fund the Courthouse HVAC project. Motion by Valenstein/Pliml to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.
9. Yang presented a resolution amending the Highway Dept. budget allocating funding from underspent functions to those that went over budget. Motion by Hahn/Rozar to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.
10. The next regular meeting will be held on Tuesday, May 6, 2025, at 10:30 AM.

11. Chair Valenstein adjourned the meeting at 10:29 AM.

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

Operations Committee

April 1, 2025

NAME	REPRESENTING
Bill Cleary	WC # 15
Pangyayang	Finance
Darrin Steinback	Finance
Heather Gphat	Treasurer
K. McGrath	HR
Ryan Boeshaar	wellness
BABO R. HAMILTON	WC # 18
Amy Kamp (Web Ex)	IT
Nick Pligaur (Web Ex)	HR
Mary Schlagenhoff (Web Ex)	Human Services
Tony Bastien (Web Ex)	Dispatch
Sue Smith (Web Ex)	Health
Tiffany Ringer (Web Ex)	Register of Deeds
Marissa Kornack (Web Ex)	Norwood
Sarah Christensen (Web Ex)	Emergency Mgmt
Katie Haansted (Web Ex)	Norwood / Edgewater



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

PaNya 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.



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.



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 & 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.



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.

MINUTES HEALTH & HUMAN SERVICES COMMITTEE

DATE: Thursday, March 27, 2025
TIME: 5:00 PM
PLACE: Edgewater Haven Nursing Home, Conference Room
Port Edwards, WI

MEMBERS PRESENT: Donna Rozar, Tom Buttke, John Hokamp, Lee Thao, Laura Valenstein, Leslie Kronstedt, Rachel Stankowski, Dr. Tim Golemgski (WebEx, joined at 5:08 PM)

MEMBER ABSENT: Rebecca Spiros

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

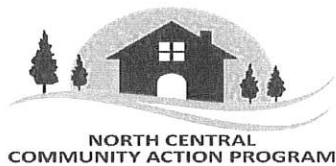
1. Chair Rozar called the meeting to order at 5:00 PM declared a quorum present.
2. Under public comment, Chair Rozar reported on her attendance at the Leading Age Advocacy Day recently held in Madison.
3. The consent agenda was reviewed. Motion by Buttke/Valenstein to approve the consent agenda. Motion carried unanimously.
4. Niki Lucht, an epidemiologist with the Health Dept. presented the Community Health Assessment Report for 2025-2027. This report is required every 5 years and in order to be accredited. She reviewed the process taken to develop the report, the various stakeholders that were involved, and the dashboard being developed to track the progress on the priorities determined by the report.
5. A resolution to amend the 2025 budget for Edgewater Haven was presented. This will transfer excess revenue back into the Edgewater account to finance the design and architectural services for the proposed CBRF. Motion by Buttke/Golemgski to approve the resolution and forward on to the county board for their consideration. Motion carried unanimously.
6. Norwood Administrator Kornack provided an update to the water management mitigation. Engineers and architects have been onsite and continue planning for future construction and replacement of the infrastructure. Cost estimates have since come in a lot higher than anticipated. Finalized numbers will be forthcoming after the project goes to bid.
7. Veterans Service Officer Larson reviewed the CAP Day held in Madison earlier in the day.

8. The next meeting will be held on Thursday, April 24th at 5:00 PM at the Wood County Annex & Health Center in Marshfield.
9. Chair Rozar declared the meeting adjourned at 6:07 PM.

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

**Health & Human Services Committee
March 27, 2025**

NAME	REPRESENTING
JEFF PERKINS	WCB # 11
Sue Smith	Heath
Mary Schlegel	Human Services
JUSTIN CIESLEWICZ	EDGEWATER HAVEN
Katie Haanstad	Norwood / Edgewater
NIKI WIGHT	NCHD
Katie Miloch	WCHSD
RUVANTASSEL	INC MAINT
Rock Larson	Veterans
Marissa Kopyack	Norwood
Lance Pliml	CB Chair
Brandon Bruwink (WebEx)	Human Services



North Central Community Action Program- Board Meeting Minutes-2/17/25

The regular meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, February 17, 2025, via zoom as individual staff and Board members logged in from their remote locations. The meeting was called to order at 5:30 pm by President Jennifer Lemmer.

Pam took roll:

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

Minutes: Jennifer Lemmer asked if there were any changes or questions. A motion was made by Steve Robinson to accept the December minutes as presented. Second was made by Laura Valenstein. Motion carried.

Finance Committee: Pam reviewed the statements. Pam discussed ytd expenses versus budget estimates and explained the additional beneficiary dollars received, equipment higher due to weatherization program purchasing four vehicles in October, and a review of the larger program services expenses. Pam reviewed balance sheet items including wx inventory and jobs in progress, pension, and accrued payroll and year end PTO. Christine Vorpagel asked what made up the Other asset amount. Pam explained and reviewed the fixed asset, equipment, and depreciation schedule that was included with the financial statements. Motion was made by Bill Conway to approve the financial statements. Second was made by Steve Robinson. Motion carried.

Annual Audit process: Pam reported the audit preliminary documents were all submitted and most of the final audit documents have been submitted. The remaining documents will be submitted by this Thursday. The auditors have already begun audit selections. The full regular audit is scheduled for next week.

Customer Service Satisfaction Surveys 2024 for Housing programs and Outreach: Diane reported 775 surveys were distributed and 121 surveys were returned. 24% of the time people were very satisfied, 55% felt they were adequately helped, and 21% were not satisfied with the service at all. Most who were not satisfied did not receive rental assistance. When we turn a client down for rental assistance,

we either determine that they are over income (above 150% of the poverty level or a household income of \$15,060 (single) \$31,200 (family of 4) or our housing programs are full or funding is depleted. Many thank us in person as well and do not complete a survey.

Expansion of PSH Program, approved by HUD: Diane reported we applied and have been awarded an expansion of our Permanent Supportive Housing Grant (PSH). Diane wanted extra dollars to hire a case manager to provide counseling to our 10 PSH clients in Marathon County and expand to have one unit in Lincoln County and one unit in Wood County. The program will now serve 12 clients and be able to provide direct counseling services. The new case manager will visit clients every day to extend service. Diane reported she also wrote into the grant dollars to provide outpatient counseling services as well since few of our clients seek in-patient treatment. The majority of our clients have addiction issues with methamphetamines and/or alcohol, but we do have a couple with mental health conditions.

Point in Time Recap: Diane reported we are required to do the homeless count called Point in Time, every January and every July. This January the PIT was conducted on January 22nd and 12 Surveys were completed. 2 Surveys were complete and volunteers spoke to these two individual males. One was in his vehicle where he has been staying for the last month at the Community Partners Campus, the other was found under the bridge near Barker Island. The other 10 surveys were observation only and no communication took place. A total of 15 people were observed in 10 vehicles. All people were found in Marathon County, none were found in Wood or Lincoln Counties. None of these individuals found wanted assistance.

Approval of CSBG Year End Expenditure Report: Diane reviewed Attachment 1. Motion was made by Peter Rotter to approve the CSBG Year-end expenditure report. Second was made by Laura Valenstein. Motion carried.

Personnel Policy Review: Diane asked if everyone received the Personnel Policy copy and explained we are required to review our policy every two years. There were no questions.

Weatherization: Tony reported we have completed 251 units and 28 Baseload jobs in this contract, July through January. Our current deferral rate is 38%. We are 30 units behind our production goals but our inspector was out on medical leave so we should be able to make up the units fairly quickly.

Executive Director evaluation- Jenni Lemmer discussed the questions sent out for Diane's evaluation. Several comments were given to Jenni and she will meet with Diane.

Next Meeting Date: Our next meeting will be April 14, 2025, via Zoom at 5:30 p.m.

Jennifer Lemmer declared the meeting adjourned at 5:58 pm.

MINUTES OF THE VETERANS SERVICE COMMISSION

DATE: February 21, 2025

PLACE: Room 115 Courthouse, Wisconsin Rapids, WI

MEETING CALLED TO ORDER AT: 09:00 A.M.

MEETING ADJOURNED AT: 10:55 A.M.

MEMBERS PRESENT: Beverly Ghiloni, Tom Heiser, and Michael Feirer

MEMBERS ABSENT: none

ALSO PRESENT: Rock Larson, Wood CVSO Secretary to the Veterans Service Commission.

Chairman Tom Heiser called the meeting to order at 09:00 A.M.

1. Public input: None.
2. Wisconsin's open meeting law requirements were posted with the County Clerk's Office as required.
3. Approval of January 13, 2025 Minutes- a request to correct the minutes due to a miss-spelling of Beverly Ghiloni's name was made by MS Ghiloni. A motion by Michael Feirer second by Tom Heiser to approve the minutes as corrected. The motion passed.
4. At 0903 a.m. Beverly Ghiloni moved and Michael Feirer seconded to enter closed session pursuant to exemption contained in Chapter 19.85(1)(f), to audit grants and loans to needy veterans and address new applications for grants. Motion carried unanimously. Beverly Ghiloni moved, and Michael Feirer seconded to exit closed session at 10:50 a.m. Motion carried unanimously.
5. Beverly Ghiloni moved, and Thomas Heiser seconded to approve a new grant of up to \$1,590.00 for payment of veteran's past due and 1 additional month rent. and denied the request to repair/maintain a 28-year-old truck of another veteran. Motion carried unanimously.
6. Per diem and travel procedures.
7. Next meeting scheduled for June 9, 2025, at 1:30 p.m..
8. Beverly Ghiloni moved Michael Feirer and seconded a motion to adjourn at 10:55 a.m. Motion carried unanimously.

Rock A. Larson, Administrative Secretary, VSC

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

ADMINISTRATIVE REPORT – SUE SMITH, RN, MSN, CPM

- We have all the documentation necessary for national reaccreditation collected and saved. We have until March 27 to upload all our documentation. By the time of our committee meeting, all uploads will be completed.
- I received an open records request from the Wisconsin Assembly Committee on Government Operations, Accountability, and Transparency (GOAT Committee). This committee has been charged with undertaking a review of county use of taxpayer dollars for positions, policies, and activities related to diversity, equity, and inclusion. They requested scanned and emailed copies of the following records from January of 2019 to the present:
 - Any Grant Wood County Department of Health received that is DEI related (that contains DEI Language, as demonstrated by the word 'Diversity' and/or 'Equity' and/or 'Inclusion' and/or 'Belonging' in the title of the Grant, and/or in the description of the Grant, and/or in the Grant requirements); and
 - Any Policy Wood County Department of Health adopted/enacted that is DEI related (that has such above mentioned DEI and Belonging Language in the title of the Policy, or in the Policy itself); and
 - Any Training Program Wood County Department of Health engaged in or contracted for that is DEI related (that focuses on, or mentions, 'DEI' and/or 'Diversity' and/or 'Equity' and/or 'Inclusion' and/or 'Belonging' as part of the Training Program description and/or written materials); and
 - Any Titles and Salaries of Wood County Department of Health employees whose positions are DEI related (that contains DEI Language, as demonstrated by the word 'Diversity' and/or 'Equity' and/or 'Inclusion' and/or 'Belonging' in the title and/or description of the job); and
 - Information regarding the estimated associated costs of such DEI related Policies and Trainings.

The Wisconsin Counties Association is worked with the GOAT Committee for some additional guidance. I submitted our information to the GOAT Committee on March 14.

- Donna and I attended the National Association of Counties Legislative Conference in Washington DC. The conference itself was lighter than normal as the new administration pulled some content due to the ongoing development of their message and position on a number of things. However, the conference remained very productive. We heard from the Secretary of the Department of Veterans Affairs and the Secretary of the Department of Agriculture. Both were very dynamic speakers. There was also a very informative session on immigration. We attended our central region NACo meeting as well where an update on the First 100 Days was provided. Following a great tour of the capitol, we visited with legislators. Donna provided them with the resolution regarding the dangerous intersection in Wood County. We had a particularly productive conversation with Ron Johnson's staff on that topic. Senator Baldwin also serves on the Transportation Committee, so that was a good opportunity as well. I was also able to meet with my cohort from the NACo Opioid Solutions Leadership Network that I serve on.

SUPERVISOR OF STRATEGIC INITIATIVES REPORT – KRISTIE RAUTER EGGE, MPH

- Staff shared 2023 YRBS data on WFHR radio and completed a data dashboard design training course.
- Staff put together a fact sheet for community water fluoridation and spoke at the City of Wisconsin Rapids legislative committee meeting regarding the benefits of continuing community water fluoridation.
- Staff presented to the United South and Eastern Tribes group out of Tennessee on WCHD's community health and engagement work.
- Staff completed the new WCHD Workforce Development Plan and finished PHAB narratives for reaccreditation.
- Staff are updating Healthy People Wood County local data dashboards. They can be found at <https://www.healthypeoplewoodcounty.org/localhealthdatadashboards>
- Staff are putting together measures to track Community Health Improvement Plan progress on goals & objectives.
- Staff analyzed data from the 2024 community opinion survey on substance use in Wood County and presented it to the IMPACT coalition.
- Staff presented WCHD's community engagement work to the Public Health Generalists network.
- Staff are analyzing HPWC partner survey data.
- Staff are serving as a mentor for a group of 3 residents in the New to Public Health (N2PH) residency program.
- Staff are developing a Board of Health Toolkit to serve as an orientation for new members and resources for current members.

Communication/Branding

- Staff wrote an article on Radon Action Month for the Pittsville Record and met with OnFocus to discuss communications. Health observance social media posts for WCHD and HPWC were created for February and updates to the WCHD Brand Guide were completed. Edits were sent to IT for the WCHD website, and the Media Communications Policy was updated to be more comprehensive of our WCHD communications work, including a new procedure for updating the

WCHD website and publishing social media posts. The policy is now called, "Media, Marketing, and Communication Policy".

- Staff joined the leadership team for the Wisconsin Public Information Officer Network and joined the WALHDAB and DHS Communications Strategy Workgroup to help communicate about public health to the public. Staff also wrote an article on Heart Disease for the Pittsville Record and updated the Disposal page on the Environmental Health section of the WCHD website. Lastly, staff worked on the Health Department 2024 Annual Report.

Policy

Staff created talking points and pulled together additional information for the water fluoridation discussion at the Wisconsin Rapids Common Council meeting.

Substance Use

- *Alcohol Workgroup:*
 - The Alcohol Workgroup held a Place of Last Drink (POLD) meeting with Wood County law enforcement agencies in February. The purpose of the meeting was to review 2024 data regarding establishments identified as the places where an individual was last served alcohol during an encounter with law enforcement, such as OWI stop. The group established standards for follow-up actions with establishments named three times or less, as well as those named four times or more. Notably, the establishments that were identified four times or more in 2023, after receiving in-person follow-ups and resources, were not named four times or more in 2024. The team plans to review the data again in June 2025.
 - There was an additional meeting with the Wisconsin Rapids City Clerk and City Attorney to discuss alcohol licensing condition guidelines. The team will continue to work with the City Attorney and Clerk to present data, guideline recommendations, and potential benefits of setting forth guidelines to the common council later in the year.
- *Training:* Members attended parts 3 and 4 of a 4-part training series titled "Substance Use Prevention Skills Training," conducted by Northwood Coalition. This foundational course is designed to enhance skills in preventing substance use. The training has equipped coalition leadership with the tools needed to effectively address substance-related issues within their communities.
- *Community Engagement:* IMPACT is actively engaging with community members and various organizations to collaborate on its initiatives. Representatives from United Way, Pick 'N Save Pharmacy, Lincoln High School, WRAMS Middle School, and the Wood County Criminal Justice system have joined IMPACT in February. New sector representatives were identified, and agreements were signed for these individuals to serve as coalition sector representatives for IMPACT's Drug Free Communities Grant. Twelve community sector representatives must be identified with signed agreements as a requirement of this funding.
- *Northwood Coalitions:* Northwood Coalitions met in February with presentations on the importance of having the Department of Natural Resources (DNR) involved in coalition work and the new community awareness campaign, *Harm Reduction Saves Lives*. Prevention coalitions shared strategies for diversifying funding sources for sustainability and expanding membership.
- *Providers and Teens Communicating for Health (PATCH):* In February, the PATCH teen consultants were busy working on a mental health presentation that would help educate their peers surrounding mental health issues and how to better support them. The teens completed QPR suicide prevention training to further their education during an enrichment meeting.
- *LifePoint Program:* LifePoint is a free syringe service program funded by Vivent Health and staffed by Wood County Health Department. There were 4 participants in February who additionally supported 25 other individuals with sterile supplies and resources. Vivent Health shared that even with limited promotion of the online ordering depot, there was one Wood County resident who received resources by mail.
- *Overdose Prevention:* Eight individuals from Adult Day Treatment were trained to recognize an overdose and administer naloxone. Five individuals took harm reduction kits, which include nasal naloxone spray and other helpful community resources. These monthly trainings reach a population who has lived experience with substance use and may know others in the community who are using substances and can save a life if an overdose were to occur.
- *Public Health Vending Machines:* Data was compiled to indicate the number of supplies vended from 6 public health vending machines placed in Marshfield and Wisconsin Rapids (see below). These machines were secured through a state grant to provide community residents with free lifesaving items, such as naloxone, drug checking strips, and other public health resources. The machine located at St. Vincent de Paul has been the most utilized and naloxone nasal spray has been the most popular item vended from the machines. Attached documents show how many resources have been distributed from each machine with subtotals indicating the success of these machines in the Marshfield and Wisconsin Rapids areas.

**Wood County Public Health Vending Machines
Items Vended (August – December 2024)**

Supplies Stocked		South Wood County Total		North Wood County Total		Wood County Total	
CPR Kits		87		105		192	
Menstrual pads (packs of 2)		82		105		187	
Drug Checking Kits	Fentanyl test kits (5 per kit)	57	109 (subtotal)	85	187 (subtotal)	142	296 (grand total)
	Fentanyl-xylazine test kits (packs of 2)	52		102		154	
First aid/wound care kits		19		15		34	
Gun locks		53		57		110	
Hand wipes		27		34		61	
Nasal naloxone (NARCAN®)		183		183		366	
Personal hygiene kits		41		57		98	
Sharps containers		39		36		75	
Tick & mosquito spray		13		15		28	
Tick removal kits		25		48		73	
Water (8oz bottle)		0		44		44	
COVID-19 Tests		33		15		48	
Dental Care Kits		29		19		48	
TOTAL		740		920		1,660	

Top 3 items vended 2024:

- 1)Naloxone
- 2)Drug Checking Kits (Fentanyl and fentanyl/xylazine Test kits)
- 3)CPR Kits

COLOR KEY:
Out of Stock
Funded by WI DHS vending machine grant

**Wood County Public Health Vending Machines
Items by Location (August – December 2024)**

Products Stocked	River Block Building	MSTC-Wi Rapids	Aftermath Tattoo	St. Vincent de Paul	Family Health Center of Marshfield	MSTC-Marshfield
CPR Kits	56	31	Not stocked	96	9	Not stocked
Menstrual pads (packs of 4)	92	22	Not stocked	122	7	Not stocked
Fentanyl test kits (5 per kit)	67	31	2	78	14	5
Fentanyl-xylazine test kits (packs of 2)	55	32	2	91	17	2
First aid/ wound care kits	9	10	Not stocked	10	5	Not stocked
Gun locks	60	17	Not stocked	55	10	Not stocked
Hand wipes	19	8	Not stocked	22	12	Not stocked
Nasal naloxone (NARCAN®)	122	130	5	150	47	4
Personal hygiene kits	26	15	Not stocked	37	20	Not stocked
Sharps containers	42	17	Not stocked	32	9	Not stocked
Tick & mosquito spray	5	8	Not stocked	10	5	Not stocked
Tick removal kits	19	6	Not stocked	30	18	Not stocked
COVID-19 Tests	47	7	Not stocked	31	8	Not stocked
Dental Care	41	8	Not stocked	24	5	Not stocked
Water (8oz bottles)	Not stocked	Not stocked	Not stocked	Not stocked	45	Not stocked
TOTAL	660	342	9	788	237	11

Most Used Machines:

1. St. Vincent de Paul
2. River Block Building
3. MSTC – Wisconsin Rapids

Color Key:

- = Not stocked in machine (no capacity)
- = Out of stock, finding addition funding
- = Funded by DHS vending machine grant

- *State Opioid Response (SOR):* Healthy People Wood County – IMPACT applied for SOR funding to support the purchase and distribution of medication lock boxes, promotional materials for drug take back events, medication deactivation pouches, educational support for drug checking supplies, public education campaign and events, and a harm reduction public awareness campaign. The total amount applied for this cycle is \$17,000. This funding will also support harm reduction kits in collaboration with the Wood County Criminal Justice Department for individuals housed in the Wood County Jail.
- *Marshfield Area Community Foundation:* Wood County Health Department is applying for Marshfield Area Community Foundation funding to support additional public health supplies to be stocked in 2 vending machines located in Marshfield. These supplies were popular items the first 5 months following installation. Items include personal hygiene kits, hand warmers, hand/body wipes, CPR kits, wound care kits, sunblock, tick and insect repellent, etc.
- *Marshfield Area Coalition for Youth (MACY), Drug Task Force:* MACY will be working on developing a homegrown, youth-led prevention campaign with their Marshfield and Columbus Leadership Alliance (MCLA) members. The coalition

will be looking to hire a full-time coalition coordinator through the federal Drug Free Communities (DFC) Support program in the coming months.

Mental Health

A staff member completed Adult Mental Health First Aid training. This course equips individuals with the skills to recognize, respond to, and support those experiencing mental health issues and substance use disorders during crises or challenging times.

Financial Security

- *Food systems:* HPWC is excited to announce the launch of an updated section on its website dedicated to the Farmers Markets of Wood County. This section provides information about shopping at the farmers markets, vendor applications, and registration details. Additionally, it features a collection of recipes and valuable tips for marketgoers. Visitors to the site can easily find the locations and hours of operation for various farmers markets throughout Wood County, making it simple to enjoy the local produce and artisan goods offered by the community. We invite you to explore <https://www.healthypeoplewoodcounty.org/about-farmers-market> to learn more.
- *Wisconsin Rapids Downtown Farmers' Market:* The market has renewed its application with the city, and we are planning for the 2025 farmers' market season again. We will be holding a vendor meeting to provide updates for the 2025 farmers' market season. WIC staff will be present to provide training for vendors who are not WIC certified and Environmental Health staff will be present to answer licensing requirement questions related to food sales at the farmers' market. We encourage all vendors to attend.
- Staff are working on developing the financial security work plan within the CHIP.

Transportation and Recreation

A Marshfield Transportation Pilot meeting with Leadership Marshfield and Feonix Mobility Rising was held with organizations on February 18 to discuss current barriers and potential solutions to transportation services in the area. A survey was sent out for organizations and individuals to take to share their needs for transportation.

River Riders Bike Share 2024 Program

- Ridership in south Wood County remained consistent with 2023. Miles ridden increased from 515 to 3,027, showing that users are taking longer trips with bike share. South Wood County White Sands Beach location was the most used, with 155 rides. We participated in the Science by the River event by offering free rides to community members. The program held 2 community bike ride events with the Wood County Sheriff and Grand Rapids Police Chief. Staff were involved in developing the Wood County Bicycle and Pedestrian Plan.
- Ridership increased by 93% in Marshfield. The Wildwood Park and Zoo location was the most used, with 112 rides. We explored potential for new locations in the seasons to come and engaged with riders and formed relationships with community members and visitors.

Mental Health

- A staff member presented to PATCH teens on the topics of resilience and well-being. The discussion focused on the importance of resilience in dealing with life's challenges and explored various strategies for developing it. Additionally, we highlighted effective self-care practices that empower individuals to improve their emotional and mental health.
- A staff member participated in training for Youth Mental Health First Aid. This program teaches essential skills for identifying early signs of mental health issues, engaging in supportive conversations, and connecting youth with the appropriate professional resources. This initiative aims to enhance the safety and supportiveness of our community's environment for young individuals in need of support.

Housing

Staff co-facilitated the Wood County Housing Task Force meeting on January 28. We discussed current funding challenges and potential projects that the group could work together to apply for. We attended the North Central Continuum of Care meeting to advocate for housing solutions.

ENVIRONMENTAL HEALTH REPORT – BEN JEFFREY, R.S.

Water Lab

The Wood County Water Lab is gearing up for another season of water sampling for campgrounds, parks, and seasonal restaurants. Residents are also welcomed to stop in to test private wells for bacteria and nitrate. 1,301 licensed establishments & transient non-community water system samples were analyzed for Wood, Adams, and Juneau Counties and 214 private well-water samples were analyzed for Wood, Adams, and Juneau throughout 2024.

Trainings/Staff Updates

Staff completed field exercises with DATCP during our onsite evaluation over the last month as well as attended the DATCP public hearing for changes coming in ATCP 72 state lodging code. Licensed lodging establishments are inspected annually for compliance with this code and updates are expected soon. Staff also attended the Wisconsin State Lab of Hygiene Environmental Science Day in February. Speakers presented virtually from the state lab in Madison on a variety of environmental topics.

New Businesses and Consultations

No pre-licensing inspections were completed this month for Wood County. Staff completed consultations for Southside Sips in Marshfield and a new Mobile food truck business in the Wisconsin Rapids area.

Complaints

Ten complaint investigations were completed in the month of February.

- A complaint was received regarding cockroaches in a rental complex. Staff notified the landlord and treatment has been scheduled.
- A complaint was received regarding a ceiling that was caving in. Staff explained that this was a structural concern that needs to be reported to the landlord or a building inspector. No public health hazards were present at the time.
- A caller reported an ongoing bedbug problem in an apartment unit. Staff have been in contact with the landlord and ongoing treatment is occurring by a licensed pest control company.
- A complaint was received regarding structural concerns in a rental home. No health hazards were determined to be present.
- Staff received a complaint regarding bugs in a rental home. After further investigation, no bugs were identified, and an active eviction is in process. No health hazards were determined to be present at this time.
- A caller reported undercooked potatoes as a licensed food establishment. Staff notified the establishment, and corrective measures have been put in place.
- A complaint was received regarding broken glass near food on a buffet line at a licensed food establishment. Staff completed an onsite complaint inspection and provided education on proper safety measures.
- A complainant stated that rodent poop and hair was found in her food container. Staff completed an onsite inspection at the licensed food establishment. No evidence of rodents was observed. Bi-weekly pest control visits and continuous monitoring traps are in place.
- A caller reported a homeowner without a working water supply. Staff are waiting on more information for follow up currently.
- A caller stated that a rental unit was having cockroach issues. Staff contacted property management and treatment is occurring.

HEALTHY SMILES FOR WOOD COUNTY REPORT – NICOLE BURLINGAME, RDH

We have completed our sealant program at the elementary and middle schools. We are in the middle of our 2nd visits of oral screenings, education, and fluoride varnishes. We just scheduled our 3rd and final visits for the Wood County Head Start programs. We've provided preventative dental care to 2,215 children so far this school year. We are implementing a summer program that coordinates with the WIC program.

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

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

Caseload for 2024 (Contracted caseload 1676)

	Dec 2024	Jan 2025	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Active (initial)	1517	1531	1532										
Active (final)	1529	1534											
Participating	1518	1534	1540										

WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT
March 18, 2025

Director Update by Brandon Vruwink

We continued our advocacy efforts over the past month by connecting with our state elected officials in the district and at the capital. On March 11, Leading Age Wisconsin held its advocacy day in Madison. I, along with Marissa, Justin, and H&HS Chair Rozar, attended the event to advocate for Wood County. The conversations were productive, and we received positive feedback from our elected officials. We will continue our advocacy efforts as the state budget process moves along.

Deputy Director Miloch, Health Director Sue Smith and I met with the Wood County School Superintendents for our quarterly check-in meeting. The respective departments and schools shared updates. It was agreed that we would each check in with each other if issues arise before our next scheduled meeting in June.

I will provide an update on the Human Services 2024 projected final budget at next month's meeting. At this meeting, we will discuss adding an additional \$250,000 to the Human Services Risk Reserve account per the policy approved by the H&HS Committee and the County Board. We will close the year with sufficient dollars to make a deposit, increasing the Risk Reserve account to \$1,250,000. Per policy, the maximum amount we can deposit into the account is \$1,500,000. I look forward to this discussion at our April meeting.

Over the next two months, the Human Services Department will compile data as we work on our 2024 Annual Report. The report is a great way to review the prior year, evaluate trends, and establish goals for the future. The report will be complete and shared with the H&HS Committee at our June meeting.

As I write this update, we are closing in on the last few days of Corporation Counsel Kastenholz's tenure. I want to thank him for his commitment to Wood County, all of the support he has provided me, and the Human Services Department over his time serving as Corporation Counsel. I wish Peter every future success as he retires from Wood County. Thank you, Peter!

I will attend the Wisconsin Counties Associations Health and Human Services Steering Committee Meeting on March 21. This meeting will offer an opportunity to connect with representatives from counties across the state to discuss critical issues. I plan to provide an update in next month's report.

The Property Infrastructure and Recreation Committee approved painting a mural in the lobby of the River Block Building. Local Youth, along with staff from our Youth Services Team, have designed a mural based on a vintage Wisconsin Rapids Postcard. The work is planned to begin soon, with the mural completion scheduled for the end of May. This is a pro-social activity that will provide an opportunity for Youth to express their creativity while also brightening the lobby area within River Block.

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:

- January 2025 department budget meetings were conducted.
- Additional accomplishments: ongoing EHR SmartCare learning, year-end needs, workflows and processes, worked as a team between the nursing home units to compile and put together needed documents for nursing home cost reports which are due to auditors by 3/21/2025
- Began onboarding of Division Assistant Manager for this division in early February.

- Submitted CST, Family Preservation and DFC 2024 Year end reconciled cost reports.
- Prepped 2024 reports for the Finance Department annual county wide audit.
- No vacant positions.

Accounting and Accounts Payable Team

- Completed payroll-based journal and filed with CMS last quarter 2024 data for Edgewater
- Attended CLTS training (prior authorizations, program provider training and claims)
- Completed year end internal tracking for 2024 CLTS claims
- Completed 2024 year-end DCF report
- Completed 2024 year-end payroll accruals report
- Completed 2024 year-end final revenue reconciliations
- Contract Coordinator completed 5 contracts for Feb and 1 addendum and continuously working cost shares for consumers and completing vendors auditors request for 2024 services
- All Divisions are currently updating documents & spreadsheets in preparation for 2025 reports

Support Services Team

Behavioral Health Clinic service notes: We are transcribing 2/25/25; 14 notes are outside a 14-day window. TCM migration project has impacted the transcription staff time spent on dictation.

We currently have a total 74 dictations waiting for transcriptionists as of 3/13/25

Total Service Notes created 179/171 entered

All dictation was OPC this month

Records Released:

Behavioral Health Records Released: 81

Family Service Record / Background checks released: 21

Records pending/in progress: 8

Total Completed: 102

Other Unit Information

- Support Services Staff updates – no vacant positions
- IMS/TCM migration to Laserfiche- in progress- February was spent reviewing data needs and program guidelines then sorting the spreadsheet provided by IT- Matt Ives. 12 admin service staff are currently manually verifying 34,192 clients in SmartCare OR SacWis for last enrolled activity dates, ensuring retention requirements of records are met before migration or destruction.
- Review options and demos for dictation software needs and contract for services work with IT for new solutions
- HIPAA/ Confidentially breaches – 0 investigated /resolved
- Privacy/Security: working in partnership with *MetaStar- BH Connect* ; DHS funded Security Risk Assessment (SRA)- completed; begin risk mitigation project- develop plan for updating procedures or updating drafts for policies
- Work with FS HOME Supervisor to follow-up and gather feedback on FC Background checks process (DOJ updated access)
- Records Retention: Continue w/ destruction or retentions of onsite paper client documents. This follows guidelines ensuring retention required of these records.
 - FS MFLD records 4th floor purge is up to date
 - FC MFLD records, continue uploading and purging
 - RB- FS records destruction/move to vault continues

Claims & Accounts Receivable, Client Interactions

- Ongoing Testing of 270/271 eligibility verification file transfers. Update to Test E.HR software gives greater capability to test current data.
- Review of 835 Electronic file capabilities/EW & NHC. These files are currently able to come over from outside payer sources. Next step will be successful integration of Electronic ERA. Will utilize outside source for experience tips.
- Review of outstanding debt for collections process at all locations
- 2 team members on LOA
- Credentialing of APNP Psychiatric specialty at OPC

Insurance Claims created and submitted for current reporting period

- Norwood: 312 Claims submitted in the Amount of \$1,562,495
- Edgewater: No Claims Submitted. All will be submitted in March 2025, engaged WIFLI as contracted vendor, Claims specialist on LOA since first week of Jan 2025
- Community: 5,036 Claims submitted in the amount of \$575,331
- Community: Accounts receivable receipts: \$404.55

Service Admission Intakes - by Location

- NHC Admissions: 28 Hospital, 0 LTC
- Edgewater: 11
- Community
 - 60 intakes for new clients conducted. (Currently no waiting list for Therapy at OPC)
 - 1,463 Appointments Scheduled, 975 Attended (67%)

2025 TRIP Monies received YTD:

- Norwood: \$10,502
- Community: \$14,096

Employment & Training Programs Update by Lacey Piekarski

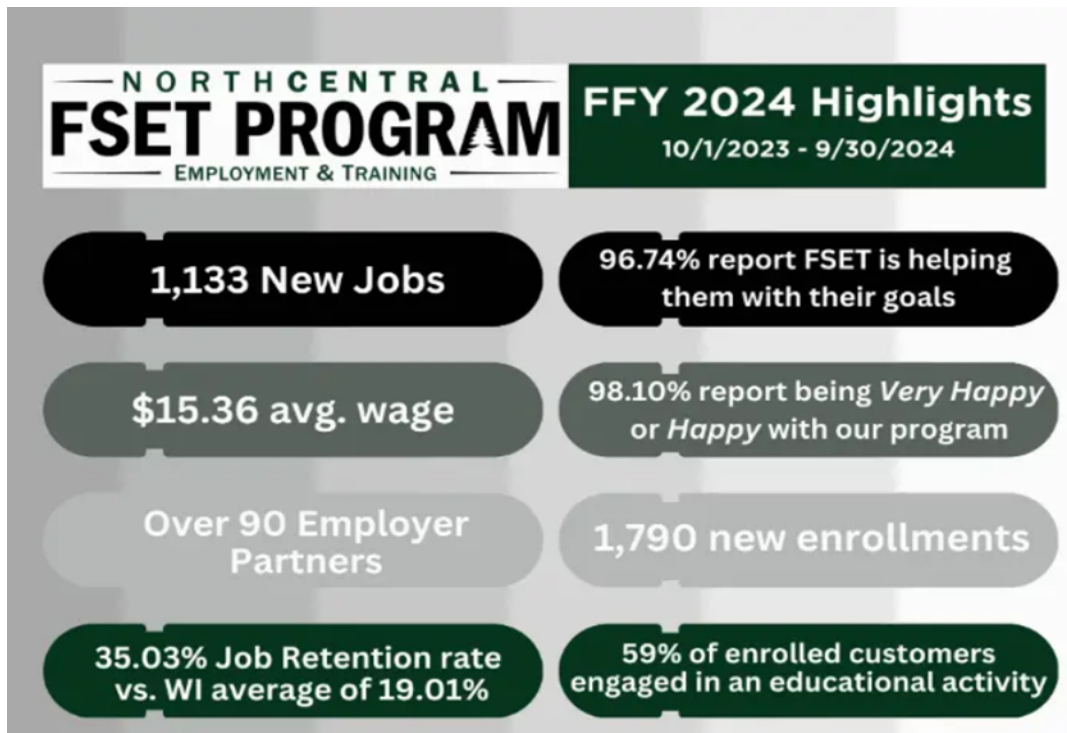
The BFI, FSET and IL Programs have finalized program outcomes for 2024, year-end outcomes are listed below.

Brighter Futures Initiative – Learn Empower Oneself (LEO) Program – 2024 Program Outcomes:*Serving Wood County*

- 1668 youth served
- 42 youth participated in Middle School Intensive Mentorship
- 85.9% of middle school youth can identify if they are in higher or lower brain throughout the day
- 27.7% of high school youth reported an improvement in resiliency skills
- 95% of high school youth did not use substances six months or more following program completion

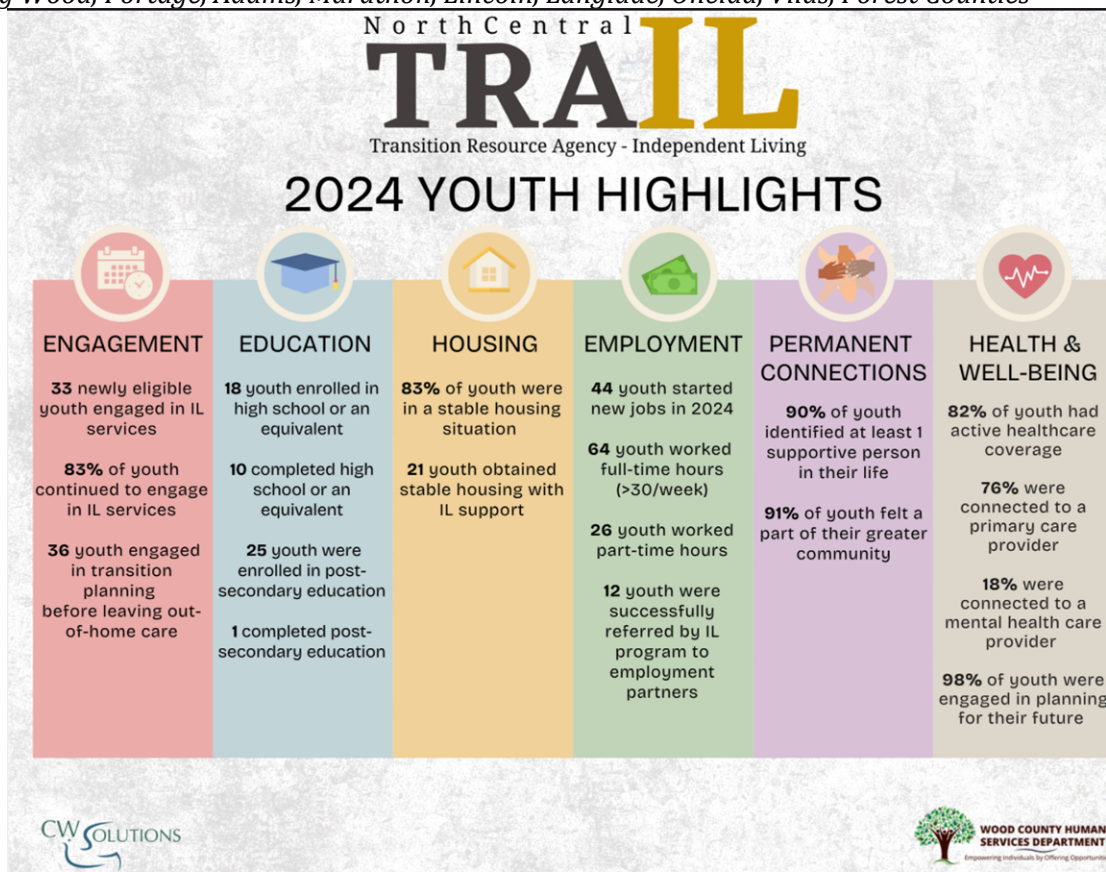
FoodShare Employment & Training (FSET) Program – 2024 Program Outcomes:

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



Independent Living (IL) Program – 2024 Program Outcomes:

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



Personnel: We are continuing recruitment for 1 Wood County FSET Case Manager position, primarily located at the Wisconsin Rapids office. The IL Program continues our partnership with UW-Stevens Point, welcoming a Social Work student intern in January 2025.

Community Resources Update by Olivia Lloyd

Transportation: In February, the Transportation program provided 592 bus rides. Of these rides, 159 were for employment, and 89 were for medical. The program also provided 104 volunteer rides. Of these, 14 were for employment, and 66 were for medical.

Wood County Bus Rides June 2024-February 2025								
June '24	July '24	Aug '24	Sept '24	Oct '24	Nov '24	Dec '24	Jan '25	Feb '25
747	849	746	677	800	597	551	603	592

Wood County Volunteer Rides June 2024-February 2025								
June '24	July '24	Aug '24	Sept '24	Oct '24	Nov '24	Dec '24	Jan '25	Feb '25
90	93	102	113	103	94	109	116	104

WHEAP: Since the 2025 heating season began October 1, 2024, Wood County has provided Energy Assistance services to 1960 households. The program has also provided HVAC services to 61 households.

Edgewater Haven Update by Justin Cieslewicz

Census Update: In the month of February, we had 11 admissions and 4 readmissions. Current Memory Care census is 16 residents. Census comparison to last year:

February 2024 – 46 average census with 7.79 rehab

February 2025 – 44.93 average census with 8.04 rehab

February 2024 – Admissions 16/Discharges 5/Readmissions 7/Deaths 2

February 2025 – Admissions 11/Discharges 6/Readmissions 4/Deaths 2

Personnel Update: Open positions of writing this:

Nursing: Licensed Nurses: 1 Full-time Nurse, 1 Part-time Nurse

Certified Nursing Assistants: 1 Full-time CNA

Public Policy Update: The Joint Committee of Finance through the State of Wisconsin Legislature is preparing the state’s next biennium budget. The state’s biennium budget significantly impacts the operations of Edgewater Haven as the majority of Edgewater’s revenues are through the state’s Medicaid budget.

LeadingAge Wisconsin is the association that represents and advocates for governmental and nonprofit senior living providers. LeadingAge Wisconsin held a Public Policy forum on February 19 for all their members to provide input in LeadingAge Wisconsin’s request to the legislature for the state’s biennial budget. Through input LeadingAge Wisconsin will request to preserve the Medicaid cost to continue for the nursing home payment standards established over the last three years.

LeadingAge Wisconsin held an advocacy event March 11 at the Capital. Health and Human Services Committee Chair Rozar, Human Services Director Vruwink, Norwood Health Center Administrator Kornack, and Edgewater Haven Administrator Cieslewicz attended the advocacy event and met with our legislators to ask for their support for LeadingAge Wisconsin’s biennial budget request.

Norwood Health Center Update by Marissa Kornack

The Norwood Health Center and Edgewater Haven assistant administrator position has been filled by Katie Haanstad. Katie joined us the beginning of March and is currently onboarding. We are excited to introduce her to the committee at the March meeting!

Norwood Nursing Department by Liz Masanz

For nurses, we continue to have 2.6 FTEs vacant, which necessitates the continued use of two agency nurses. We continue to be unsuccessful in recruiting for RNs.

For CNAs, we do not currently have any full time positions available, only casual at this time.

Admissions Unit: The average census for the month of February was 6.96 and 6.74 YTD through February. Average length of stay for February was 4.38 and 6.74 YTD. There were twenty-eight admissions and twenty-one discharges, with no 30-day readmissions.

We saw the census start to increase near the end of February. The management team coordinated on discussion of referrals and utilization of the state hospital to ensure we are maximizing the patients we are able to care for.

Long Term Care: The long-term care unit had no admissions or discharges in February, with an average census of 13.18 on Crossroads and 13.25 on Pathways, and 12.63 and 13.09 YTD respectively.

Liz and Megan (social services coordinator) will be presenting at the annual FOCUS conference in November regarding financial exploitation of residents.

The team has been reviewing the recent changes in regulation that will be implemented the end of March and revising policies and procedures in order to be in compliance.

Norwood Dietary Department by Larry Burt

Congregate meals for the month of February were 4,821 with revenue of \$36,902. Congregate meals year to date were 9,900, with revenue of \$75,772.

The ADRC communicated the level of cuts that will be made to the Wood County Meals on Wheels. They estimate a 6,000 meal reduction in 2025, which corresponds to approximately \$47,000 in revenue reduction for Norwood as the vendor. Between corresponding decrease we should see in food and supplies expense, and not hiring a couple of vacant positions, we should be able to cover that shortfall. The cuts and budget will continue to be monitored throughout the year.

Norwood Maintenance Department by Lee Ackerman

CIP Updates:

Water Pipe Replacement- Work continued in February on Phase 1 of this project, focusing on design plans for the new water pipe system. This included several site visits by the design engineer from CMG and two architects CMG contracts with. Together, they have been evaluating which walls, floors, and ceilings will need to be opened to allow for the pipe replacement and subsequent repairs. The design team has commented that they are finding some areas of the building more complex than anticipated, however, on the positive side, we have already remodeled and replaced many of the aging fixtures on the Crossroads, Pathways, and Admissions units which can easily be removed and reattached, saving time and materials.

Soon, approximately 12 meters will be installed in various places in the facility to measure water usage; this data will be used in the design stage to proper size fittings, pipe etc. To prepare for the meters,

small sections of galvanized pipe needed to be replaced with copper pipe due to deterioration of the old pipe not allowing accurate readings. Maintenance replaced some sections, while more critical lines were done by a plumber to minimize the duration of water service downtime.

At the time this is being written, we still have not received a clear estimate of the cost of PH. 3. We expect to receive more information from the design team soon that will guide CIP estimates for 2026.

Elevator Upgrades- The bid for the Elevator Repairs project was awarded to Otis Elevator. Peter Kastenholz was consulted numerous times during this process for guidance with the RFB, bid awarding, and contract language negotiations. The bid awarding because of the two bids received (Otis: \$103,000 and Midwest Elevator & Drilling (MN): \$78,873), only Otis' bid met the published specifications, and therefore was deemed the only acceptable bid. Besides ME&D not meeting requirements stated in the published RFB, the written specifications, and verbal discussions during the required site visit, there was question whether they could even provide the promised services to this area due to Norwood being outside their region of service. Likewise, Peter assisted with navigating the contract language to ensure it served Wood County's best interests. In both areas, Peter's legal counsel was of tremendous help and value in protecting the County's interests.

There is an 18-20-week lead time on the cylinder/piston mechanism due to industry demand and being a custom-made component, so we expect work to begin midsummer.

Other Maintenance:

Water Management- Another round of water samples was tested this month. The location that was positive in the previous test is now clear, however, another location showed positive, though very low amount. As with previous occurrences, a filter was installed, flushing efforts were increased in that area, and it will be retested in a month. We continue to see stable levels of disinfectant throughout the building.

Staffing- Our Maintenance Specialist returned to work this month after an extended leave.

CVSO Report to the Wood County Health and Human Services Committee

Meeting Date: March 27, 2025

February 2025 Activity: During the month of February we completed/submitted 273 federal forms include:

- 40 Intent to file a claim (this marks the effective date while we assist the veteran in gathering all the required supporting documentation)
- 23 Appeals – Higher Level Review, Notice of Disagreement (appeal)
- 22 New claims for disability compensation
- 0 New claims for veterans pension
- 3 New claims for surviving spouse benefits (DIC or surviving spouse pension)
- 13 New applications for VA Healthcare
- 33 Appointments of Claimants Representative (POA for American Legion, VFW, DAV etc.)
- 10 Burial and marker applications
- 28 Request for individual's VA medical records *
*Request for VA medical records is a newly reported form, in addition we request many non VA medical records using the private providers procedures (then we have to read them).

Activities:

1. Completed as of February 20, 2025:
 - a. March 18- North East regional CVSO meeting Shawano
 - b. March 19 – WFHR radio guest
2. Near Future:
 - a. March 27 – Wisconsin Counties Association Capital Ambassador Day at State Capital.
 - b. April 15 - VA Regional Office Director's Veteran Service Officer call in.
 - c. May 5-9 – CTVSO Association spring training conference in Superior WI.

Office updates:

Wisconsin Rapids Veterans EXPO set for July 23 at Crossview Church.

**WOOD COUNTY
TRAFFIC SAFETY COMMISSION MEETING**

Date: Wednesday, March 12th, 2025

Time: 10:30 AM

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

WebEx Info:

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=mfc4d8b09b573ff832543898e530adb19>

Agenda

Present – Roland Hawk – Wood Co Highway, Emily Covarrubias - Wood Co Emergency Management, William Clendenning and Dennis Polach – Wood County Board, Joe Zurfluh– Grand Rapids Police Dept, Charles Hoogesteger – Wood Co Sheriff Dept, Todd Horn – Wis DOT BOTS, Cara Abts – WisDOT, Mike Kretschmer – WisDOT, Brandon Whipple – Wood Co Highway, Rhae Stertz – State Patrol, Matt Cornette (Virtual) – WR Police Department

1. Meeting called to order by Roland Hawk at 10:30AM.
2. Minutes of the December 2024 Traffic Safety Commission Meeting.

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

3. Reports on several area traffic fatalities in Wood County presented by Todd Horn, Law Enforcement Liaison, reporting from the DOT. Todd also included a slideshow with Wood County crash statistics, upcoming traffic safety engagement and outreach opportunities. Announcement of the Governor’s Conference on Traffic Safety with dates being August 19th – 20th, 2025.
4. Updates on Wood County Highway Projects delivered by Brandon Whipple and Roland Hawk, Wood Co Highway.
 - a. Nasonville Dairy / County Highway B Project
 - b. Village of Milladore, County Highway T Project
 - c. South Biron Drive

5. Cara Abts and Mike Kretschmer are present for WISDOT, reporting for Safety Engineer Tony Kemnitz. Safety concerns regarding US Highway County Corridor 10 were discussed along with Safety and Operational reviews done through WISDOT and the 2025 WisDOT Project Forecast was highlighted.
6. WisDOT Predictive Analytics Project
 - a. Message boards provided through grant for the project will continue to be utilized in the areas of Hwy 10 and 54 to increase safety awareness.
7. Other business brought before the commission.
 - a. Highway W in Grand Rapids – Lights from River Cities High School causing traffic vision issues to the West.
8. Public Comments - No public comments
9. Adjournment – **Motion to adjourn by Roland Hawk, second by Charles Hoogesteger at 11:42 a.m.**

Minutes taken by: Emily Covarrubias – Wood County Emergency Management

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

MINUTES
CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE

DATE: Wednesday, April 2, 2025
TIME: 9:00 AM
PLACE: Courthouse – County Board Room #302

Members Present: Bill Leichtnam, Tom Buttke, Wayne Schulz, Russ Perlock, Tim Hovendick (via Webex)

Others Present: See attached sign-in list

1. Chairman Leichtnam called the meeting to order at 9:00 AM. and declared a quorum present.
2. Tom Buttke commented that he endorses the well water testing that is being done in Wood County.
3. The minutes of March 5, 2025, were presented. Motion by Buttke/Perlock to approve the minutes as presented. Motion carried unanimously.
4. Motion by Schulz/Buttke to approve the vouchers, monthly department reports and committee reports. Motion carried unanimously.
5. FoodWise Educator Hannah Wendels Scott gave the committee an update on the River Riders and Marshfield Bike Share programs and requested the release of budgeted Economic Development funds in the amount of \$3,000. Motion by Buttke/Perlock to release the funds as requested. Motion carried unanimously.
6. Public Works Director Rick Schmidt and Alderman Larry Krubsack provided an update on the Jim Freeman Boat Launch project and requested the release of budgeted Economic Development funds in the amount of \$18,875. Motion by Schulz/Hovendick to release the funds as requested. Motion carried unanimously.
7. County Surveyor Kevin Boyer updated the committee on the complaint he filed with the Wisconsin Society of Land Surveyors Ethics and Standards committee regarding a surveyor that does work in Wood County. Boyer summarized the March 1st report he received back from the committee and shared that after meeting with the surveyor and Wood County Corporation Counsel, he is confident that the surveyor in question will improve his work going forward.
8. Boyer reviewed the current contract for maintenance of Public Land Survey System (PLSS) coordinates that Wood County has with Badger-Land Surveying. Motion by Buttke/Schulz to renew the current contract for a two-year term. Motion carried unanimously.
9. Extension area Director Patrick Gatterman introduced himself and provided a brief overview of his background.
10. Gatterman updated the committee on the Human Development & Relationships Educator position. An offer has been extended and accepted. The new hire is scheduled to start on Monday April 21st, 2025.
11. County Conservationist Wucherpennig presented the low bid for the Lewis stream bank project. Motion by Buttke/Schulz to approve the low bid from Weichelt of \$108,242.25. Motion carried unanimously.
12. Wucherpennig presented the low bid for the Cutler permanent grazing project. Motion by Buttke/Perlock to approve the low bid from Cutler of \$18,643.94. Motion carried unanimously.

13. Wucherpennig spoke about the WI Land & Water Budget priorities and the request for increased base funding for Land & Water Conservation staff. Motion by Schulz/Hovendick to approve the resolution to increase base funding for LWCD to \$20.2 million annually. Motion carried unanimously.
14. Wucherpennig, along with Administrative Specialist Barb Peeters, and Conservation Specialist Kendra Wilhelm, shared information on the current ARPA funded private well water testing that they are providing free to landowners in identified "hot spots" in Wood County. The response has been good with an increased percentage of landowners returning the test kits.
15. Wucherpennig asked the committee for direction on Wood County Land & Water Conservation using ARPA dollars for the Mill Creek Watershed, outside of county boundaries. Wood County partners with Portage County in reducing phosphorous, nitrogen and sediments in the Mill Creek Watershed. Wood county has been awarded \$1.2 million dollars in grants and has been the financial custodian, whereas Portage County has not made the effort to apply for those grants. The consensus of the committee was to proceed with using ARPA dollars to continue partnering with Portage County in contaminant reductions in the watershed.
16. Wilhelm shared a flyer for the upcoming Central WI Invasive Species Summit on May 20, 2025. Please contact LWCD to register for the summit by May 13, 2025.
17. Wucherpennig updated the committee on the ongoing Hoffman Dairy violation. Hoffman Dairy has been sold. At the time of the sale, the \$51,000 in forfeitures due were paid to Wood County. There are no new developments on the Earth Inc. violation.
18. Wucherpennig reminded the committee about the Central WI Farm Profitability Expo that is scheduled on April 30, 2025, at Mid-State Technical College in Wisconsin Rapids.
19. Planning & Zoning Director Jason Grueneberg shared the date of this year's CEED tour that will take place on Friday September 12, 2025.
20. Grueneberg and Educator Kayla Rombalski shared pictures and a recap of the Villas of Vesper ribbon cutting that took place on March 25, 2025. The event was well attended.
21. Grueneberg went over the benefits of membership with the North Central Wisconsin Regional Plan commission. The committee chair agreed the membership is invaluable.
22. Lengthy discussion took place regarding the Economic Development grant process and criteria. Discussion of the process and criteria will be ongoing at upcoming CEED meetings.
23. Rombalski gave a brief history of the Pittsville Community Economic Analysis and the Thrive Rural grant. The analysis and grant resulted in Pittsville moving forward with a community center and non-profit that will advance the Pittsville area for years to come.
24. Grueneberg advised the committee that the Wood County Community Development Block Grant (CDBG) will be shut down and moved to a regional model in an effort to put the under-utilized \$22 million dollars of federal funding to use through regional programs that are already in place.
25. Grueneberg spoke about the Department of Revenue Innovation grants for communities with a population less than 5,000, and whether Wood County is utilizing those funds. Grueneberg and Rombalski intend to sit down and determine if they can assist any small communities in Wood County in applying for these funds. The grant applications are due April 30, 2025.
26. Rombalski requested a release of up to \$500 in REDI funding for an upcoming Founders Network event in the City of Marshfield. Motion by Schulz/Buttke to release funds not to exceed \$250 to Gabrielle Falkey for the sponsorship of an upcoming Founders Network event on April 10, 2025. Motion carried unanimously.

27. Leichtnam and Perlock requested a per diem and mileage for attending the ribbon cutting at Villas of Vesper. Motion by Buttke/Schulz to approve the per diem and mileage as requested. Motion carried unanimously.

28. Chairman Leichtnam declared the meeting adjourned at 11:59 AM.

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



NORTH CENTRAL WISCONSIN TOURISM PARTNERSHIP BOARD OF DIRECTORS

January 30, 2025

Oconto County Courthouse
Oconto, Wisconsin

MINUTES

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

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

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

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

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

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

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

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

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

PARTNER REPORTS:

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

WEDC: Jim Rosenberg discussed the Vibrant Spaces Grant.

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

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

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

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

4-H POSITIVE YOUTH DEVELOPMENT

Laura Huber, 4-H Program Educator

Olga Meza, Bilingual 4-H Associate Educator

Trina Bores, 4-H AmeriCorps member

- A series of lessons (Healthy Living/Life Management) for students at River Cities High School, where we engage them in lessons around topics such as budgeting, cooking, nutrition, and basic home repairs, to prepare them for life after high school and help support their overall health and well-being for when they are on their own.
- A Take & Learn Activity Kit that contained all of the materials and instruction for youth to create a 3D Textured Art Canvas. This art project was easily adaptable for youth in kindergarten through high school, allowing them to explore their own art skills and interests with a new technique. This kit allowed youth to engage in hands-on engagement with 4-H during the winter doldrums.
 - **Total Reach:** 73 youth from 36 families
- The Marathon & Wood County 4-H staff development a training for the 2025 4-H summer camp where youth and adult leaders learned gained a deeper understanding of their role and how to support campers at the upcoming 4-H Summer Camp.
 - **Total Reach:** 20 4-H Youth, 2 AmeriCorps Staff and 2 4-H Educators
- Winter Camp is a weekend-long, in-person overnight camp experience during which teens build friendships and life skills through active engagement in a variety of activities. This year's theme was "Winning at the Game of Life" and the activities focused on "adulthood" skills like automotive maintenance, sewing, dressing for interviews, resume writing, responsible social media usage, cooking, and more.

AGRICULTURE

Matt Lippert, Agriculture Educator

- A workshop "Dairy Feeder School" for all the individuals with a link with the formulation, mixing, and/or delivering of feedstuff for dairy cattle. We are creating an in person and bilingual event where participants will learn and reinforce their knowledge about feed safety, feed management, transition cow health, and the economics of feeding. Through this effort we will impact animal health and milk production efficiency, by improve the use of resources such as, feed ingredients, time and labor leading to an increased farm profitability and waste reduction.

COMMUNITY DEVELOPMENT

Kayla Rombalski, Community Development Educator

- Planning for and delivery of three two-hour grant writing basics virtual workshops. One workshop was specifically customized for the Wisconsin Child Welfare Professional Development Network (upon request) and the other two were open to a statewide audience. The impact of these workshops is to provide

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local governments, nonprofits, and others with basic skills needed to locate available grant funding and submit a proposal.

- **Total Reach:** 334 total registered participants. 17 specific Wood County registrants.
- A presentation to Heart of Wisconsin Chamber of Commerce’s A.C.E. Leadership program on “What is Economic Development?” which provided a basic definition and specific details about Wood County’s economic development strategy and initiatives. The impact of this effort is to inform participants about our work, and kick off the economic development themed day of programming for the leadership course.
 - **Total Reach:** 16 program participants
- Ongoing planning meetings for the Connecting Entrepreneurial Communities Conference to be held in Wisconsin Rapids on June 16-18, 2025. This conference will draw a statewide audience of 250+ people to the Wisconsin Rapids area and highlight the entrepreneurial successes of Wood County and Central Wisconsin. There are three planning teams (Marketing & Promotion, Programming & Vision, and Logistics) made up of local partners meeting every other week until the conference occurs.
 - **Total Reach:** 250 anticipated attendees. 41 local and statewide planning team members.
- Contributed to planning and execution of Economic Development events; Wood County Founders Network meetup held at B’s Tap House on February 20 and a ribbon cutting on March 25 for “Villas of Vesper” housing project. These events and others are significant because they contribute to Wood County’s economic development strategy and bring community partners and residents together to engage with these initiatives.
 - **Total Reach:** Approximately 75 total attendees.

CRANBERRIES

Allison Jonjak, Cranberry Outreach Specialist

- An updated suite of nutrient management publications is being prepared to enable cranberry farmers to reference the most up-to-date information regarding nitrogen, phosphorous, potassium, and micronutrient needs and efficiency for cranberry production. The current publication suite is from 2000, and does not address modern hybrids in sufficient depth.

FOODWISE

Hannah Wendels, FoodWise Nutrition Educator

Mallory McGivern, FoodWise Administrator

Michelle Van Krey, Healthy Communities Coordinator

- A 12-week series of strength training sessions (StrongBodies) for older adults/adults in the community, where participants engage in regular, progressive strength training and health education to improve their physical and mental health, and enhance social connectedness. This series is led by one Extension StrongBodies volunteer.



- A 5-week nutrition education series for third grade classrooms at Howe Elementary School, where students will learn about MyPlate, making healthy food choices, how to read nutrition facts labels, and about being physically active to help students to be healthier in school and at home.
- A 5-week nutrition education series for third grade classrooms at Mead Elementary School, where students will learn about MyPlate, making healthy food choices, how to read nutrition facts labels, and about being physically active to help students to be healthier in school and at home.
- A series of lessons (Healthy Living/Life Management) for students at River Cities High School, where we engage them in lessons around topics such as budgeting, cooking, nutrition, and basic home repairs, to prepare them for life after high school and help support their overall health and well-being for when they are on their own.
- A 15-week series of strength training sessions (StrongBodies) for older adults/adults in the community, where participants engage in regular, progressive strength training and health education to improve their physical and mental health, and enhance social connectedness. This series is led by two Extension StrongBodies volunteers.
- A partnership with United Way/Hunger Coalition, FOCUS Food Pantry, and the Housing Authority of Wisconsin Rapids that provides "Stockboxes for Seniors", a monthly food box service where low-income seniors can receive around 25-30 pounds of nutritious foods to stock their pantry with. The goal of this partnership is to promote the boxes with community partners with the overall goal to improve food security.
 - **Total Reach:** 80 senior households monthly

HEALTH AND WELL-BEING

Ka Zoua Thao, Bilingual (Hmong) Community Health Worker

- Building relationships and engaging with partners to address health needs with the Hmong community within Wood County. Ongoing one-on-one meetings with Hmong clients, where resources and referrals are made. Through these efforts, individual clients are able to receive support navigating through the healthcare and legal systems, and get connected with community resources.
 - **Total Reach:** 8 one-on-one clients
- The Hmong Women's Social Space serves as a monthly gathering for Hmong women to engage in discussions about often overlooked topics within their community. This initiative aims to foster relationships among participants and empower them to advocate for the recognition of their voices.
 - **Total Reach:** 5 participants
- Monthly meetings for Hmong youth, at Wisconsin Rapids Area Middle School, where participants engage in healthy eating, active living, and behavioral health topics affecting their communities. This effort is designed to build a better understanding of these topics and promote advocacy for change in the Hmong community.
 - **Total Reach:** 28 Hmong youth



- A monthly youth group for Hmong youth at Lincoln High School where participants discuss active living and behavioral health topics. Through this effort, Hmong youth will have a better understanding of these topics and advocate for change within the Hmong community.
 - **Total Reach:** 5 Hmong youth and 1 Filipino youth
- A 7-session series designed in consultation with Hmong community members where participants learn tips and strategies to prepare for the end of life for themselves or a loved one and to make their wishes known. The program is designed to align with Hmong traditions, values, and cultural practices.
 - **Total Reach:** 15 workshop participants
 - **Participant Testimonial:** *"This is great information and super important. I wish we could have more time to work through this book together!"*



HORTICULTURE

Janell Wehr, Horticulture Educator

- An interview for the WFHR listening audience, where listeners learned how to prune woody ornamentals. The goal of this effort was to increase awareness and knowledge about UW-Madison resources.
- A diagnostic service for the general public, where Marathon and Wood County residents' horticultural inquiries are answered through evidence-based resources. This effort is designed to reduce pollution through horticultural product (pesticides and fertilizers) misuse.

NATURAL RESOURCES

Jen McNelly, Natural Resources Educator

Anna Mitchell, Natural Resources Educator

- A presentation and nitrate screening event for the Horse Creek Area Watershed Council and other interested producers, where participants learned about the health risks associated with elevated nitrate-nitrogen concentrations in drinking water and were able to bring in a water sample to have it screened for nitrates on the spot. Through this effort participants are able to be informed about their own drinking water quality, learn about health risks associated with drinking water contamination and make informed decisions about the management of their drinking water.
 - **Total Reach:** 50
- Facilitation of monthly meetings of the Wood County Citizen Water Groups, where stakeholders meet to discuss ways to implement their annual action plan, learn about water related issues in Wood County, plan events and activities, update each other on work being done in Wood County, and identify new collaborations for future work/projects.



- **Total Reach:** 15 Citizen Members of the Wood County Citizen Water Group
- A regional gathering for Producer-Led Watershed Protection groups in the North Central region, where producer-led group members participated in breakout discussions and facilitated conversation focused on three topic areas - grant management and operational support, community and member engagement, and conservation practices. Through this gathering, producer-led groups explored shared ideas, successes, challenges and opportunities for collaboration while building a stronger network to support producer-led efforts focused on improving soil health and water quality in Central Wisconsin.
 - **Total Reach:** 23 producer-led group members and collaborators
- A poster session for legislators and the general public, where findings from a social indicator survey were discussed and shared. Through this effort, the audience learned that measured behavior change can be an indicator of improved water quality and the value of community engagement in watershed planning and nonpoint source pollution reduction efforts.
- A panel discussion for attendees of the Wisconsin Lakes & Rivers Convention, where participants learned from researchers, agronomists, farmers, and lake group members. Through this panel discussion, participants learned about agricultural systems in Central Wisconsin, their complexities, and how growers are working to implement conservation practices to help reduce impacts on surface and groundwater resources. Participants also learned about current relationships between producer-led groups and lake protection groups, and how those partnerships can be leveraged to help enhance and protect water resources.
 - **Total Reach:** 19 attendees of the Wisconsin Lakes & Rivers Convention



Wood County, Wisconsin LAND AND WATER CONSERVATION DEPARTMENT

Activities Report for Barb Peeters - March 2025

- Served as point of contact for LWCD staff while County Conservationist is on FMLA restriction of 20 hours per week (beginning 2/26/25) and working those hours remotely.
- Staff have done a great job pitching in to help wherever needed while the County Conservationist is focusing on healing & on FMLA. While it's been challenging to assure nothing falls through the cracks until his tentative return the end of April, it's gratifying to work with such a great group of coworkers!
- Attended virtual meeting with Gina Keenan, DNR Senior Financial Assistance Specialist and Kendra Kundering, Conservation Specialist to address questions regarding the DNR Surface Water Grant our department will receive, specifically related to the reporting requirements for matching funds.
- Obtained water sampling bottles from the County Health Department for use with upcoming nitrate testing of private wells with ARPA funds. Also obtained current copy of nitrate lab form from the Health Dept. due to the fact the form in our current kits was outdated. Replaced outdated form in kits and assembled additional water test kits.
- Participated in bid opening for Lewis stream bank rip/rap project on 3/5/25. Will send for rebid due to additional requirements by DNR for installation of fish habitat structure as part of the project.
- Per DNR requirement, submitted public notices to both the Wis. Rapids Daily Tribune and the Marshfield Herald for the Lewis stream bank/rip rap project (notice of pending application for proposed stream bank erosion control).
- Attended March 5th CEED committee meeting in person.
- Transferred data into new 2025 Work Plan template published by DATCP, updated budget figures and sent to County Conservationist electronically for completion prior to April 15th deadline. County Conservationist delegated sections of the Work Plan to LWCD staff. Assisted staff with data/completion of sections on behalf of County Conservationist.
- Completed 2026 DATCP SWRM Grant Application (ran reports, calculated SWRM staff funding for three positions, calculated amount for cost sharing grants (both SEG & Bond/structural) and calculated data for financial report of County LCD expenditures for 2024). Submitted to County Conservationist electronically on 3/5/25 for his approval prior to submission deadline of April 15th (and for completion of optional 2026 Innovations Grant section).
- Continued compiling information for the 2024 LWCD Annual Report. As a side note, we'll take an updated photo of the CEED Committee for the annual report at the April 2nd CEED Meeting.
- Shared updates from the Wellness Committee meeting on March 11th with LWCD staff.
- Organized County Board packet materials and electronically submitted to the County Clerk's office.
- Assisted with planning for the Central WI Farmers Profitability Expo on April 30th at MSTC.
- Generated mailing to over 600 Wood County landowners with private wells in high nitrate areas notifying them of free nitrate testing through the ARPA grant. Compiled alphabetical list for tracking test kits that are picked up/dropped off.
- Completed and submitted an *Address Update Form*/tax identification information for the DNR Wildlife Damage Claims & Abatement Program due to ongoing issues with the WDNR sending reimbursement checks to the incorrect address.
- Processed the Mill Creek TRM Grant first reimbursement payment (\$73,536.26) as 2024 revenue.
- Processed MDV payments as received. All 2025 MDV payments have been received and processed totaling \$27,761.50. The MDV program is set to expire in 2027 unless Wisconsin receives EPA approval to extend the variance availability to a future date. The DNR intends to submit a variance renewal request to the EPA to extend the variance through 2035. Forwarded email to county conservationist regarding DNR request for comments by 3/28/25 on the variance package.
- Reviewed draft documents from DATCP for the *Addendum to the 2025 Joint Final Allocation Plan* which details cost-share project extension requests. Notified DATCP of a discrepancy in the extension amount for the 2024 Innovations Grant on behalf of County Conservationist.
- Completed LWCD payroll percentages and forwarded to Finance prior to the March 6th & 20th payrolls.
- Reviewed payroll reports and verified distribution by accounts/departments.
- Generated revised bid letters for Lewis stream bank/rip rap project.
- Generated bid letters for the Cutler permanent pasture project.
- Reviewed a budget advocacy toolkit published by WI Land+Water regarding the Wisconsin 2025-27 State Biennial Budget. WI Land+Water is advocating for sufficient county conservation staff funding via DATCP's budget. In 2025, DATCP is

providing \$11,214,400 in county conservation staffing funding (\$8,964,100 of which is base). WI Land+Water is requesting \$20.2 million in base funding annually over the 2025-27 biennium, which is the county need (the total amount of funding requested by DATCP by counties for 2025) based on Chapter 92.14(6)(b). Drafted a resolution using Wisconsin Land+Water template in support of this budget request and submitted to County Conservationist and Chairman Leichtnam for review and potential approval at the April 2nd CEED meeting. Also downloaded a *Budget Priorities Handout* for inclusion in the April 2nd CEED meeting packet.

- Processed the second Mill Creek TRM grant reimbursement payment (\$3,024.00) as 2024 revenue. This is the final 2024 revenue payment for LWCD.
- Assisted USDA-Wildlife Office with request for signed copy of Cooperative Services Agreement sent to County Conservationist in early December 2024. Worked with County Conservationist via email & text to have document signed, submitted and saved to file.
- Completed *Wood County AI Usage Guidelines* form and *AI Request for Use Form* and submitted electronically to County Conservationist for his signature/approval for access to the Canva program. Access was denied on 3/19/25 due to the new county AI policy (artificial intelligence). Both myself and Kendra Wilhelm utilize the Canva program to generate flyers, signs, fact sheets, etc. Our department has a free “Pro” Canva account provided through WI Land+Water so the program has zero cost to the county and saves staff countless hours (no AI features are utilized in the Canva program). The program was most recently used to generate flyers for the free nitrate water tests, the Central WI Farm Profitability Expo, the Central WI Invasive Species Summit, and a nitrate fact sheet for the Citizens Groundwater Group.
- Contacted Portage County Conservationist regarding presentation at the April CEED meeting on the Mill Creek watershed. Due to unavailability, rescheduled presentation to the May 7th CEED meeting.
- Completed reports/documentation for the 2024 Finance Audit occurring April 28 to May 9, 2025 (for DATCP SWRM grants (SEG, Bond & Staff/Support), DATCP Innovations Grant, DNR LMPN Grant, DNR Wildlife Abatement and Claims Program, ARPA funds, Mill Creek TMDL Grant, and MDV funds). Sent notification to Finance and County Conservationist that all reports and documentation are complete and posted in shared file.
- Submitted press releases to six local newspapers regarding the upcoming Central WI Farm Profitability Expo on April 30th.
- Scheduled, created agenda and took minutes at the March 25th staff meeting. Arranged for County Conservationist to call into meeting while on FMLA restriction of 20 hours per week (working remotely).
- Requested follow up from County Conservationist on status of project request form I drafted, discussed and sent electronically 2/26/25. (Due to repeated customer requests over the past two years to pay by credit card, in February I contacted the treasurer and I.T. to get the ball rolling for potential implementation of the Point & Pay system. There is an eight-week minimum lead time for implementation.) This would be a huge customer satisfier and also have the added bonus of saving staff time processing fewer vouchers and streamline payments. Hopefully more to come on this soon!
- Recorded RSVP’s for the Central WI Invasive Species Summit we’re hosting in Marshfield on May 20th.
- Generated notification of distribution dates/times via letter and email for the 2025 tree/shrub/seed sale. Distribution is scheduled for Thursday and Friday, April 24 & 25. Staff will pick up the trees & bag tree orders on Tues. & Wed., April 22nd & 23rd. Discussed plan for office coverage while needing all hands on deck to bag tree orders at the forestry garage so someone is in the office to distribute nitrate water test kits.
- Notified Pheasants Forever to release 2025 wildflower/seed orders to arrive prior to tree distribution dates.
- Processed department invoices/vouchers and deposits weekly for submission to the Treasurer/Finance.
- Notified County Conservationist of Open Records Request received on 3/25/25 for both the County Conservationist and Conservation Program Coordinator.
- Viewed “Microsoft Productivity/Microsoft Office 365” free webinar.
- Electronically submitted staff reports/packet materials to the County Clerk’s office for the CEED meeting packet.
- Assisted a steady stream of landowners picking up/dropping off nitrate water test kits. The response to the free nitrate testing of private wells in Wood County “hot spots” utilizing the ARPA grant funds has been well received to date. Over the first 8 days, 107 landowners picked up water test kits and 63 landowners dropped off water test kits. (The first date for pick-up of water test kits was Mon., March 17th with deadline to pick up/drop off nitrate water test kits by May 29th for this round of testing.)

Activities Report for Emily Salvinski

-March 2025-

- **Wednesday, March 5.** Attended CEED meeting. Attended focus on forage webinar by UW.
- **Thursday, March 6.** Assisted farmer with nutrient management plan. Processed NMPs.
- **Monday, March 10.** Reviewed slides and video presentations for upcoming nutrient management course.
- **Tuesday, March 11.** Assisted with day 1 of Wood County Nutrient Farmer Education Course.
- **Wednesday, March 12.** Prepared 3 sets of maps for farmer for upcoming nutrient management course. Went thru submitted NMPs, sorted and started to map.
- **Tuesday, March 18.** Assisted with day 2 of Wood County Nutrient Farmer Education Course.
- **Friday, March 21.** Filed away many NMPs from emails, replied to all emails, added details to spreadsheet. Finished adding attachments to BITS for Castle Rock project. Completed IT training.
- **Tuesday, March 25.** Attended staff meeting. Attended Discovery Farms webinar. Ran soil test reports for all complete plans from NMFE attendees and tallied up reimbursable soil samples. Worked on solving problem in version 3 of snapplus.
- **Wednesday, March 26.** Worked on updating 2025 NMP shapefile with all of the submitted NMPs.

Activities Report for Kyle Andreae – March, 2025

- March 3 – Krohn Design
- March 4 – Krohn Design
- March 5 – Lewis Bid Opening, State Land and Water Conference
- March 6 – State Land and Water Conference
- March 7 – State Land and Water Conference
- March 10 – Cutler Design, Lewis Re-bid
- March 11 – Mid-State Farm Tour, Cutler Design
- March 12 – Schuld Design
- March 13,14 – FMLA
- March 17 – Schuld Design
- March 18 – Cutler Design
- March 19 – Cutler Design
- March 20 – Cutler Design, Technical Committee Meeting
- March 21 – Cutler Design, Hoffman case correspondence, Cutler out for bid
- March 24 – Krohn Design, Manure complaint follow up
- March 25 – Manure complaint follow up, Staff meeting
- March 26 – Krohn Design
- March 27 – Krohn Design
- March 28 – Krohn Design
- March 31 – Krohn Design



Activities Report for Kendra Wilhelm – March 2025

- Continued to organize and plan for the Central Wisconsin Farm Profitability Expo.
- Participated in a virtual meeting with LWCD staff and Gina Keenan, DNR to discuss opportunities to use ARPA funds as match for the Surface Water Management Plan Implementation Grant the department received.
 - Drafted and emailed a memo to Gina Keenan describing our use of ARPA funds as match as well as how we will track the funds for reimbursement.
- Attended the March Lakes & Rivers Partnership meeting.
 - This month's focus was aquatic invasive species and aquatic plant management with an emphasis on Lake Monitoring & Protection Network (LMPN) updates.
- Met with Wood County Highway Department staff for an initial discussion about their new spraying rig.
- Attended a training on purple loosestrife biocontrol.
- Worked with the Wood County Highway Department on finding good dig sites for the purple loosestrife biocontrol program as well as a beetle release plan.
- Participated in a discussion regarding a native and invasive species educational session in the Marshfield Area.
 - Created program flyer. Final flyer was released on 3/25.
 - Reached out to partners regarding their interest in having a short presentation during the event.
 - A venue, caterer, and speakers were secured.
- Attended a webinar on Nitrogen balance: reevaluating crop rotations for cleaner water in Wisconsin.
- Assisted with putting together free nitrate testing kits.
- Attended the CEED meeting on March 5th to present about the Central Wisconsin Farm Profitability Expo.
- Partnered with a Marathon County staff member to give a presentation about nutrient management for a UWSP class.
- Participated in the Wisconsin Rapids nutrient management farmer education class on March 11th and 18th.
- Participated in the Stevens Point nutrient management farmer education class on March 13th and 20th.
- Attended and participated in the March Citizens Water Group meeting.
- Participated in a meeting with a Nepco Lake District board member to discuss updated signage at the Nepco Boat Landing.
- Worked on creating a "Boat Wash Ahead" sign to be placed in Nepco County Park.
 - This sign printing is funded by a Surface Water Grant awarded to Nepco Lake District. The signage will be approved by the Wood County Parks & Forestry Department and the DNR.
- Attended and presented at the Nepco Lake District board meeting.
- Participated in the March 25th staff meeting.
- Attended the Wisconsin Lakes & Rivers Convention on March 26th to 28th.
- Worked with farmers on planning implementation of harvestable buffers.
- Participated in a meeting with two Pheasants Forever/NRCS staff members to create partnerships with various projects.
- Prepared and delivered invasive species educational materials to a Master Naturalist in Marshfield. A "Save The Date" flyer was also delivered and distributed for the upcoming Central Wisconsin Invasive Species Summit that will be hosted at UW-Marshfield on May 20th.
- Assisted producers with various nutrient management plan questions in person and via phone.
- Assisted producers with writing their certified nutrient management plan.
 - Recorded and mapped any submitted nutrient management plans.

Activities Report for Rod Mayer – March 2025

- Staff meeting 2/26/25 – Shane updates
- Email to Earth for Maple Ridge 2 runoff info updates for plan revisions.
- Correspondence to DNR & Quest Eng. For Mid WI – Bach future planning for site – research file - past DNR violation documents sent – etc. Review DNR responses.
- DNR phone meeting – discuss Weichelt Hwy T wetland and storm water issues discovered etc.
- Held in office meeting with Amanda Harvey (DNR Senior Wastewater Specialist), Troy Weichelt (operator) and myself. Discussed wetland disturbance issue and fix, fix of boundary issue, amending DNR SWPPP permit, wetland evaluation on site, etc. Completed file notes and meeting summary.
- Correspondence with Jason Kott for info of pond build vs NMM regulations. Sent info.
- Review Earth MR2 financial assurance update. Updated spreadsheet, software, and file.
- Reviewed DNR response summary email & maps to Weichelt, comments to DNR, updated file.
- Contact to DNR for 4th ¼ Wildlife Reimbursement payment. Found address error in DNRs new system – fix sent to DNR.
- Tork NMM site wetland issue DNR correspondence review and file updates.
- Review for Reiman Fish Farm build exemption. Met with Wetlands and Wildlife Services (Al O'Leary). Reviewed application, maps, narratives, WPDES permitting, fish farm registrations, end results, wetland review. Exemption based on Ag use and covered under DNR construction permitting. Issued exemption letter and approved app.
- Reviewed and issued extension to Bohn Trucking Church Site Pond dredging – due to wet conditions in 2024. Issued extension letter – updated file and spreadsheet.
- Earth MR2 best management practices review for runoff – contacted Skyler on phone – emailed DNR erosion control included in reclamation plan. Reviewed DNR comments. Contact to DNR for OK to submit final plan copy for review.
- Mid WI – Bach – reviewed DNR and Quest Eng. Questions. File research – correspondence sent.
- Reviewed Maple Ridge 2 Final Copy of Reclamation Plan modification. Drafted letter – sent to Corp Counsel for review. Issued letter for plan approval, timelines, lifting of stop work order. Site is now in compliance. Updated summary of actions taken.
- TEAMS meeting with Land Loveland (DNR ADV Water Reg Zoning Spec.), Amanda Harvey (DNR Wastewater Spec), and Quest Engineering. Review of MidWI site being transferred to Bach. Past violations in portion of site. Corrective actions to take place and updates as to what needed in the future reclamation plan – etc.
- Review of MR2 file. Subpena attendance for Motion Hearing on 3/18/25 of State of WI vs Earth Inc. – statute unconstitutional motion by defendant. Motion denied. Was not asked to speak as a witness. Documented summary for file.
- Reviewed Earth Inc. Bridgewater (Biron Quarry) 1st draft for permitting reclamation plan. Typed a 2 page review for needed info, clarification, and DNR guidance. Sent to Earth. (This was a site shut down for hauling material in 2022 – now looking to permit as mine site.)
- Reviewed Mid WI – Bach site wetland restoration plan per DNR request. Setting site up for new NMM reclamation plan for permit transfer.
- Staff meeting 3/25/24.
- Completed IT security awareness training.



Wood County WISCONSIN

OFFICE OF PLANNING AND ZONING

TO: Conservation, Education & Economic Development Committee

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

RE: Staff Report for Wednesday April 2, 2025.

1. **Economic Development** (Jason Grueneberg)

Connecting Entrepreneurial Communities (CEC) Conference Planning – I continue to participate in CEC planning. The CEC will be held June 16th to 18th in Wisconsin Rapids. We are reaching a point where many of the details of the event are coming together, including the full agenda and speakers. Consider registering for this conference at the following link or contact the Planning & Zoning Office and we can get you registered.

<https://economicdevelopment.extension.wisc.edu/connecting-entrepreneurial-communities-conference/>

City of Marshfield Housing Committee – On March 3rd I participated in a Marshfield Housing Committee Meeting. At the meeting I provided an update on Wood County housing initiatives.

Heart of Wisconsin Chamber – On March 6th I attended the Heart of Wisconsin Chamber of Commerce annual awards banquet.

Corporation Counsel Meet and Greet – On March 12th I participated in a lunch meet and greet with other department heads for new Corporation Counsel Nick Flanagan.

Staff Communication Training – On March 13th Employee Assistance Program conducted a training session for all Planning and Zoning staff on effective communication skills.

Workforce Solutions Conference – On March 19th I attended the Workforce Solutions Conference held at the Food and Farm Exploration Center in Plover. At the conference I presented on the broadband progress Wood County has made since 2019.

Legislative Breakfast – On March 21st I attended the Heart of Wisconsin Chamber of Commerce Legislative Breakfast at Mid-State Technical College.

Villas of Vesper Ribbon Cutting – On March 26th I attended the Villas of Vesper Ribbon Cutting event. The event was well-attended with over 50 people sharing in the celebration. The Vesper Elementary School was purchased by a local developer and converted into 11 housing rental units. The adaptive reuse of the property includes improvements to the existing library/gathering space and gymnasium. The school kitchen was converted into a fitness center that is open to the public. Wood County worked with the Wisconsin Economic Development Corporation to secure a \$200,000 grant for this project.

Thrive Rural Pittsville – On March 28th I submitted another grant application for a project in the City of Pittsville. The project is to establish a self-sustaining non-profit for the benefit of Pittsville residents. The non-profit is planning to construct a building downtown that would serve as a social enterprise hub. The grant application will provide funding to hire a consultant to assist with marketing, messaging, a fund-raising plan, grant exploration, strategic planning etc.

Wisconsin Rapids Downtown Planning – I continue to meet with City of Wisconsin Rapids staff on a weekly basis to discuss and coordinate planning for the area in front of the Courthouse known as the Triangle Development. On March 18th I attended a joint Plan Commission and City Council meeting where the draft downtown plan was presented. The plan will be provided to the CEED Committee in May, or earlier on request.

2. Planning & Zoning (Emily Arndt)

1. Completed draft two of Town of Rock Ordinance.
2. Continued to update supporting documents for the Town of Rock ordinance update.
3. Updated Land Records with all recent zoning amendments.
4. Continued work with the Town of Cameron to update their comprehensive plan.
5. Bike and Ped Plan update meeting.
6. Scheduled a bike and ped committee meeting.
7. Volunteered at the Lincoln High School Reality Check as a speaker for the round table discussions.
8. Assisted multiple towns with zoning ordinance update questions.
9. Working through review and approval of CSMs.
10. Continued planning the organization of future Comprehensive Plans.
11. Continued working with staff to ensure that questions are answered in a proficient manner.

3. Land Records (Paul Bernard)

- Parcel Mapping
- Address Mapping
- Taking Delivery of Additional LiDAR Deliverables
- Taking Delivery of NG911 Deliverables
- Hydrology Mapping

4. Code Administrator (Brad Cook)

2-27-2025- - (1) Reviewed soils, plan review, issued permit for new mound TN: 13, (2) HS 25-003,004 letter correspondence, answer phone calls and inquires with POWTS, SL, FL.

2-28-2025- WI DNR Stormwater training session, answer phone calls and inquires with POWTS, SL, FL.

3-3-2025- (1) well permit reviewed and issued TN: 19, paper Permit Search for difficult site for CST TN: 19, review WI Construction Site Handbook, answer phone calls and inquires with POWTS, SL, FL.

3-4-2025- Review WI construction site handbook, (2) POWTS and water runoff complaint TN: 18, reviewed and determined, answer phone calls and inquires with POWTS, SL, FL.

3-5-2025- (1) HS 25-006 letter written and sent TN: 18, review and speak DA on enforcement procedures, answer phone calls and inquires with POWTS, SL, FL.

3-6-2025- (1) Reviewed soils, plan review, issued permit for new conv TN: 07, (1) review sanitary & floodplain permit TN: 12, answer phone calls and inquires with POWTS, SL, FL.

3-7-2025- (1) HS 25-001 letter correspondence, review water supply handbook, answer phone calls and inquires with POWTS, SL, FL.

3-10-2025-(1) Inspection report written and reviewed TN: 11, answer phone calls and inquires with POWTS, SL, FL.

3-11-2025- (1) FP permit reviewed TN: 12, DSPS POWTS Chat Seminar, answer phone calls and inquires with POWTS, SL, FL.

3-12-2024- Paper Permit Search for difficult site for CST V: 29, answer phone calls and inquires with POWTS, SL, FL.

3-13-2025- Planning & Zoning Staff Teambuilding session (1) FP permit reviewed TN: 12, answer phone calls and inquires with POWTS, SL, FL.

3-14-2025- Organize data, office, and cleaning, answer phone calls and inquires with POWTS, SL, FL, appointment.

3-17-2025- (2) well permits reviewed and issued TN: 07,08, (1) OR-25-001 correspondence, WI DNR date sign up form, answer phone calls and inquires with POWTS, SL, FL.

3-18-2025- (1) SL complaint received and reviewed TN: 18, review and discuss with Paul on wells & POWTS GPS, answer phone calls and inquires with POWTS, SL, FL.

3-19-2025- (1) well permit reviewed and issued TN: 12, (1) FP inquiry and discussion TN: 15, answer phone calls and inquires with POWTS, SL, FL.

3-20-2025- WCCA Conference-Wausau

3-21-2025- WCAA Conference- Wausau

3-24-2025- (1) HS 25-007 letter written and sent, (1) FP inquiry and discussion TN: 07, answer phone calls and inquires with POWTS, SL, FL.

3-25-2025- (1) FP permit In-person discussion in office TN: 07, review FEMA and NFIP documents for floodplain requirements and insurance, answer phone calls and inquires with POWTS, SL, FL.

5. Code Technician (Kayla Rautio)

- A. Continued shoreland-wetland and POWTS education
- B. Reviewed POWTS and well delegation permit applications
- C. Worked on GIS wells project
- D. Analyzed well delegation program
- E. Issued shoreland correspondence letter
- F. Inspections/Investigations:
 - 2-27-25: Sanitary complaint investigation follow up (via phone)
- G. Attended Meetings/Trainings/Etc.
 - 2-28-25: Meeting w/ DNR Stormwater Specialist
 - 3-11-25: DSPS POWTS chat webinar
 - 3-13-25: Planning and Zoning staff teambuilding
 - 3-20 & 3-21-25: WCCA Conference – Weston, WI

6. Office Activity (Victoria Wilson & Julie Mancl)

- a. Monthly Sanitary and Well Permit Activity – There were 5 sanitary permits, 1 shoreland permit and 4 well permits issued in March 2025.
- b. ArcGIS Pro Software Project – Julie has finished the first GIS project and started a second project for Paul.
- c. Record Retention – After reviewing the Wood County record retention policy, Julie and Victoria purged files from the storage area between rooms 114 & 115 that had been retained dating back to the 1980's. Brad assisted Julie and Victoria with purging records and items that had been retained in the office dating back to the 1970's.
- d. Board of Adjustment records – Victoria and Julie are scanning and indexing the historical Board of Adjustment cases that must be retained for 49 years. Many of the cases are kept in storage and there is no electronic copy of these records.
- e. Attended the following meetings/trainings & activities:
 - i. March 5th CEED meeting (VW & JM)
 - ii. March 13th All Staff Team Building exercise (VW & JM)
 - iii. Completed IT security awareness training (VW & JM)



RESOLUTION#

DATE April 15, 2025
 Effective _____
 Date April 15, 2025

Page 1 of 2

Conservation, Education and Economic Development Committee

Introduced by _____

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 checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds	
Reviewed by: _____, Corp Counsel		
Reviewed by: _____, Finance Dir.		

INTENT & SYNOPSIS: To recommend support for increasing base funding for county conservation staffing to \$20.2 million.

FISCAL NOTE: None

WHEREAS, County Land and Water Conservation Department (LWCD) staff are relied upon to carry out a range of Wisconsin’s state agricultural and resource management programs that reduce non-point pollution, preserve farmland, protect waterfront property, reclaim non-metallic mines, limit aquatic invasive species control, manage forests, and reduce floods; and,

WHEREAS, LWCDs assist Wisconsin’s farmers in many ways, including supporting producer-led watershed groups, developing nutrient management plans, engineering manure storage and transfer systems, and applying conservation practices that promote soil health and build profitability; and,

WHEREAS, the shared conservation work of LWCD professionals and landowners has major water quality benefits, including preventing soil erosion, protecting drinking water supply, increasing rainwater infiltration into groundwater aquifers, and restoring native habitat; and,

WHEREAS, LWCD experts are trusted, technical advisors that consult with landowners to understand their land management goals and then propose customized solutions that includes project planning and contracting, engineering, quality control, and securing of cost-share funding to reduce project expenses to; and,

WHEREAS, building a partnership based on trust and understanding with farmer and landowner clients cannot happen instantly, but rather, requires a sustained commitment over time from LWCD professionals; and,

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

County Clerk

County Board Chairman

WHEREAS, LWCDs leverage cost-share funding from federal and private sources, providing a 2:1 return on the state investment, and spurring local economic growth in industries including agriculture, construction, tourism, forestry, and recreation; and,

WHEREAS, the State of Wisconsin codifies LWCDs' role in carrying out state conservation standards via Wis. Stats Chap. 92, defining a goal that the State fund staff positions in every LWCD at 100% of the first, 70% of the second, and 50% of each additional staff position; and,

WHEREAS, the State of Wisconsin has not ensured baseline support of LWCDs by meeting this funding goal since its inception, and in the 18-year period from 2006 to 2024, base funding relative to LWCD staffing needs decreased by 24%; and,

WHEREAS, supporting county LWCDs is a widely supported priority supported by conservation, environmental and local government groups alike.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES that Wood County does hereby urge the Wisconsin State Legislature to strengthen the viability of the State's County Land and Water Conservation Staffing program by increasing base funding for the program by \$11,035,900 on an annual basis to a total of \$20.2 million annually.

BE IT FURTHER RESOLVED the County Clerk is directed to send a copy of the resolution to WI Land+Water Conservation Association, all State Legislators, Governor Tony Evers, DATCP Secretary Randy Romanski, DNR Secretary Karen Hyun, DOA Secretary Kathy Blumenfeld, the Wisconsin Counties Association, and the Wisconsin Towns Association.

**MINUTES
JUDICIAL & LEGISLATIVE COMMITTEE**

DATE: Friday, April 4, 2025
TIME: 9:00 AM
PLACE: Courthouse – Room 302

MEMBERS PRESENT: Bill Clendenning, Bill Leichtnam, William Voight, Russ Perlock,
Tim Hovendick (WebEx)

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

1. Chairman Clendenning called the meeting to order at 9:00 AM.
2. There was no public comment.
3. Motion by Voight/Perlock to approve the minutes of the March 7, 2025, meeting as presented. Motion carried unanimously.
4. The claim of Jane Binder was reviewed and will be provided to the county board.
5. Two dog fund claims were presented for approval. Motion by Leichtnam/Voight to approve payment to Castlerock Veterinary Services & South Wood County Humane Society. Motion carried unanimously.
6. The vouchers and reports from the departments the committee oversees were reviewed and discussed. Motion by Leichtnam/Perlock to approve them as presented. Motion carried unanimously.
7. Within the Register of Deeds report was an out of state travel request for the Register of Deeds to attend the Fidler Symposium in Iowa. No levy funds will be used. Motion by Clendenning/Hovendick to approve the out of state travel request as presented. Motion carried unanimously.
8. Supervisor Leichtnam provided a report of the Citizens Water Group.
9. A special meeting of the committee to finish work on the county board rules will be held on Monday, April 28th at a time to be determined.
10. The next meeting will be held on Thursday, May 1st at 1:00 PM.
11. Motion by Voight/Leichtnam to adjourn. Motion carried unanimously at 9:29 AM.

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

Judicial & Legislative Committee
April 4, 2025

NAME	REPRESENTING
BILL VOIGHT	wcc #7
Katie Miloch	WCHSD
Tiffany Ringer	ROD
Dillon KSONEK	Criminal Justice
Lance Pliml	OB Chain
Tara Jensen (WebEx)	Register in Probate

MINUTES

CRIMINAL JUSTICE TASK FORCE

DATE: APRIL 2, 2025

TIME: 11:00 AM

PLACE: ROOM 114, WOOD COUNTY COURTHOUSE

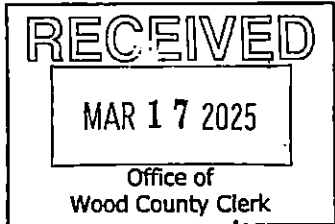
MEMBERS PRESENT: Judge Gregory Jerabek, Judge Todd Wolf, Bill Clendenning, Katie Miloch, Brad Burris, Adam Stublaski, Ashley Normington, Paula Hensel, Jonathan Barnett, Dillon Ksionek, Emily Primeau, Tony Bastien, Shawn Woods, Vicki Ziegahn, Emily Nolan-Plutchak, Lance Pliml, Tara Jensen

1. Judge Gregory Jerabek called the meeting to order at 11:10 AM.
2. The minutes were presented. Minutes are approved as presented. Motion carried unanimously.
3. There is no public comment.
4. Judge Jerabek and DA Barnett introduce themselves.
5. Dillon Ksionek introduces himself and gives update on drug court. Currently there are 22 participants. They are updating the brochures and their website. Dillion introduces NP Paula Hensel and Andrea Kukla. Waiting for recovery pod to start in the new jail. Working on possible new diversion plans in coordination with DA Barnett. ODC's Opportunity for Hope is the new treatment provider.
6. Ashley Normington gives update on Opiod Task Force. States where the allocated funds are being distributed. There is a new webpage on the County website which describes the organizations which have been funded.
7. Judge Jerabek states that the Courts are ordering that defendants with 3rd and 4th offense OWI's must serve 25% of their sentence in jail before being released on EMP. Ordinance tickets with victim info is discussed. The Clerk will redact any victim info on citations going forward. Court will implement underage drinking program. Cost of \$125 with \$50 going to Clerk of Courts office. Kim Stimac is working with Advent on details. All parties agree to start traffic court at 8:30 am on Thursdays. The change will take place starting on July 3, 2025. Judge Wolf states that all sanctions for attorneys will be kept in a group file in the clerk's office for

- tracking purposes. Emily Nolan-Plutchak states that all individuals including unregistered are eligible for PD services.
8. DA Barnett gives updates to policy changes in his office. No co-defendants on one criminal complaint. Office is going paperless and anticipates that could happen with the next 2 months. Hired an Officer Manager and they will start on 4/14. Still has 2 openings for ADAs. Crime lab is changing their software.
 9. Judge Wolf addresses the handing off of the tablet between the Judges and that the changes are posted on the website.
 10. Judge Wolf talks about bringing back the OWI Victim Impact Panel. Dillan will add this to his agenda.
 11. Judge Jerabek will be co-chair of this committee together with Sheriff Becker.
 12. Furlough requests will be entered into defendant's file for easier tracking by the Courts to avoid "Judge shopping."
 13. The video equipment project in room between Branchs 2 and 3 is ongoing.

Judge Jerabek moves to adjourn.

Adjourned at 12:13 PM



NOTICE OF INJURY AND CLAIM

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

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

cc: Hwy Corp Council HR

THE INCIDENT

Date: MARCH 6, 2025

Time: 1:00 PM

Place: BINDER RESIDENCE MAILBOX 2500 ADLER RD. - HWY. E

The circumstances giving rise to my claim are as follows:

SNOW PLOW (GOING TO FAST) SMASHED MAILBOX

The names of county personnel involved are: PLOW DRIVER

The names of other witnesses are: JULIE BINDER

THE CLAIM

I request the following monetary or other relief: \$ 200.00

March 12, 2025
Date

Jane Binder
Signature

Print Name: JANE BINDER

Address: 2500 ADLER RD.
MARSHFIELD, WI.
54449

Phone: 715-384-5950



Wood County

WISCONSIN

CHILD SUPPORT
AGENCY

APRIL 2025

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- We continue to monitor the State Budget process. The Joint Committee on Finance has announced their public budget hearings on the Governor's budget. I may attend the hearing on Tuesday April 29th in Wausau.
- I reviewed the end of year budget numbers for the Child Support Agency. We came in under budget and returned \$14,361.39 to the general fund.
- 2023 Wisconsin Act 235 allows judicial officers to request that certain information be protected from public disclosure and removed from public display. The new law will be effective April 1, 2025. The Child Support lien docket is a public facing website that will need to be altered if a request is made from a judicial member. The Bureau of Child Support has indicated if we receive a request to refrain from displaying personal information of a judicial officer or officer's immediate family in response to the law, we are to notify them so we can comply.
- The February performance numbers have been released. The current support number dipped a bit because of an error with some of the data from the state. We made the state aware of the issue and they are working to clean it up.
- The current IV-D case count is 3,694.



Wood County

WISCONSIN

Kimberly A. Stimac

CLERK OF
CIRCUIT COURT

April 2025

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

Meetings Attended:

- Property & Information Technology Committee meeting on 3/3/2025.
- Judicial & Legislative Committee meeting on 3/7/2025.
- Operations Committee meeting on 3/12/2025.
- WCA County Leadership Webinar on 3/17/2025.
- Wood County Board of Supervisors on 3/18/2025.
- Monthly Judges meeting on 3/19/2025.
- Webinar re: Interpreters and Translators: How the Law Affects You on 3/21/2025.
- WCA County Leadership Webinar on 3/24/2025.

February 28, 2025

I closed the office from 2:15 p.m. until 3:30 p.m. so all staff could attend the Investiture Ceremony of Judge Gregory Jerabek. This is the first time the majority of my staff have seen an investiture so they were very appreciative.

March 11 thru March 13, 2025

I attended the Court Safety and Security Conference held in Appleton.

March 21, 2025

Completed and filed the Annual Jury Report.

March 25, 2025

After 25 years with Wood County, Chief Deputy Clerk Vicki Ziegahn is going to join her husband and enjoy the retired life! Congratulations Vicki! The Chief Deputy Clerk position will be posted until April 2, 2025.

March 28, 2025

I have 4 staff members attending Regional Clerks Staff Training in Eau Claire. The topics they will be learning about are: Victims Rights Overview, Local Domestic Violence Resources, Case Retention and Processing Evictions and Restraining Order Processing.

I have gathered the reports and have been working on the Annual Report of Actual Costs which is due on May 15th. This report is filed with the Director of State Courts Office and is used in the calculation of the Circuit Court Support Payment, Guardian ad Litem payment and Interpreter payments that we receive bi-annually.



Wood County

WISCONSIN

CORPORATION

COUNSEL

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

March 2025

Hearings and Court Cases:

Health & Human Services – During the Months of January and February 2025, I was able to review files and meet with Peter to acclimate myself with Ch. 51 (mental commitment) and 54/55 (guardianship/protective placement) matters. Starting late February, I began handling hearings on these matters, which gave me an opportunity to get feedback from Peter on additional areas of consideration and items to address. I greatly appreciate the patience and feedback from Peter as I became familiar with and conducted those hearings. For the month of March, a breakdown of those hearings follows:

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

Child Support – I have been shadowing Peter as he handled child support/paternity matters during the last several months. Although in the immediate future these matters will continue to be handled by Peter, I continue to shadow and participate in these matters to be able to fill in during any times he may be unavailable, and to allow for an ease in transition when those matters are handled by me in house. During the month of March, the Corporation Counsel office participated in 5 dates for Child Support-related hearings.

Orientation and Training:

With my official start date of March 3, 2025, I attended new employee orientation. Shortly after, I attended a “meet and greet” luncheon to meet county department heads. I appreciate everyone welcoming me into this position and am looking forward to working with County personnel. Over the last month, I’ve also been scheduling meetings with department heads, as well as touring “offsite” departments/facilities to become familiar with those locations and how those departments interact with the Corporation Counsel office. I appreciate departments taking the time to meet with me and catch me up on current happenings and look forward to visiting with those departments I haven’t yet had the opportunity to connect with.

As training opportunities arise, I’ll be looking forward to registering and attending, to gain further familiarity with my position, as well as network with my counterparts in other Counties. I’m registered to take part in the Wisconsin Association of County Corporation Counsels (WACCC) spring conference and have also registered to attend the 32nd Annual Corporation Counsel/Defense Counsel Forum later this year. I’ll look forward to updating the Committee relevant topics shared at those conferences.

Webinars:

I participated in the following webinars during the month of March:

- WCA Webinar on status and litigation strategy regarding sale of tax foreclosed properties
- WCA Webinar on Judicial Shielding (Act 235)

New Laws:

Judicial Privacy Act (2023 Act 235) Wis. Stat. 757.07, Effective Date April 1, 2025. This new law requires shielding certain personal information (such as home addresses) from public view at the request of certain current and former judicial officers and their families as well as having specific requirements surrounding personal information maintained on land records websites and specific documents maintained by a County's Register of Deeds. After a government agency receives a written request from a judicial officer, the government agency must remove any such publicly available content including personal information of the judicial officer within 10 business days and (with limited exceptions) may not make any such information publicly available in the future. Over the month of March, I've worked with the Register of Deeds Office as well as participated in a staff meeting with various County departments which may be impacted by the new law's requirements to provide an overview of the law, discuss a plan and implementation steps for handling these requests internally, as well as processing external requests from 3rd parties and governmental agencies. Government agencies are permitted under Wis. Stat. 757.07(2)(b) to provide access to records containing shielded information where a written consent of the judicial officer is received, or a confidentiality agreement is executed. To that end, I've also reviewed a draft confidentiality agreement that has been worked on amongst County Corporation Counsels, and aim for having in place by the April 1, 2025, date. This Agreement will then be utilized in sharing "shielded" information subject to a written request with other municipalities and 3rd parties. Finally, I'll be continuing to work with County departments to explore any needed formal policies and processes needed for handling these matters, as we may receive related requests under the new law.

Thank you, Peter Kastenholz:

Although this report comes after Peter Kastenholz's last day as Corporation Counsel for Wood County, I wanted to still take an opportunity to express my thanks for the information provided during our time working together and thank him for his years of service to the County. As I've had the opportunity to work along-side Peter over the past several months, I've continued to appreciate all the information and guidance he's provided me on past and pending matters the Corporation Counsel's office has been/is working on. I have enormous admiration and gratitude for the wisdom, dedication and leadership he has provided Wood County over the last 34 years. He's made a positive and lasting difference on Wood County and our community, and I wish him the very best in his much-deserved retirement.



Wood County WISCONSIN

WOOD COUNTY CRIMINAL
JUSTICE DEPARTMENT

March 2025

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Criminal Justice Coordinator, Dillon Ksionek

Meetings Attended:

2/26/2025: Mental Health Court Staffing/Court
2/26/2025: Department Head Meeting
2/27/2025: DHS Grant Monthly Zoom
2/27/2025: Weekly Staffing with Wood County Human Services Outpatient Clinic
3/3/2025: Drug Court Staffing/Court
3/5/2025: Mental Health Court Staffing/Court
3/6/2025: Weekly Staffing with Wood County Human Services Outpatient Clinic
3/7/2025: Judicial and Legislative Committee meeting
3/10/2025: Drug Court Staffing/Court
3/11/2025: Invisible Connections Board Meeting
3/12/2025: Mental Health Court Staffing/Court
3/13/2025: Treatment Court Standards Training in Wausau
3/17/2025: Drug Court Staffing/Court
3/18/2025: County Board Meeting
3/19/2025: Hope Consortium Webinar
3/20/2025: RSAT Grant Monthly Zoom
3/20/2025: Weekly Staffing with Wood County Human Service Outpatient Clinic
3/24/2025: Drug Court Staffing/Court
3/26/2025: Mental Health Court Staffing/Court

*I also had multiple meetings with other criminal justice coordinators from around the state this month, as well as several collaboration meetings with community partners involved in our RSAT and Drug Court programs.

Drug Court:

Current Participants: 22
Active Referrals: 7
2025 Terminations: 2
2025 Graduation: 3
Pending Referrals: 0

We continue to have monthly sustainability meetings with representatives from the district attorney's office, the division of community corrections, the state public defender, the criminal justice department, and with our treatment court judge. The conversation centers around all aspects of sustainability but varies from month to month. This month there was an emphasis on our treatment courts goals and objectives (a component of our TAD grant), drug court standards, the composition of our team, as well as continued discussion on policy and procedure.

My newest case manager and myself attended a treatment court standards training in Wausau on March 13th. The training covered all 10 of the national treatment court standards in depth, and the evidence-based practices associated with each standard. This was a free day long training offered by the Director of State Courts and the Department of Justice. Emily and I both found it to be worthwhile and have already implemented some small changes based off what was discussed there. We intend to propose more significant changes as we work through our notes and gain approval from the sustainability team to do so.

Residential Substance Abuse Treatment Grant/DHS Allotment:

The jail programming component of the Criminal Justice Department (known as STRONG) is made up of our medication assisted treatment program (MARF) and our jail residential treatment program (RSAT). During the first quarter of 2025 our STRONG program has had 30 total participants. We currently have 13 active participants within the community, and 10 in the jail. It is worth noting that we have only had 1 participant this quarter who was released from the jail and did not follow up as requested, compared to 2 that have already successfully completed the 3 months of aftercare requested. This level of follow through is significant and will hopefully continue as this program continues to develop. As programming is re-instated in the new facility, I hope to be able to provide regular updates on participation on this report. I am excited to see how things progress once both programs are able to commence at full capacity.

Medication Assisted Treatment Program (MARF):

Our Nurse Practitioner has occupied her office in the medical unit within the new jail now that occupancy has switched from the old facility to the new one. She continues to collaborate with Southern Health Partners, and to provide as much support to them as she can. Her focus remains on the individuals who are currently in our MARF program, and she continues to add to that list of participants.

A process has been established and implemented for individuals being sent to prison from our jail to ensure that there will be no lapse in care. We have also continued to have success in transferring individuals into the community and ensuring continuity of care regardless of where they are releasing to.

It is my understanding that the electronic medical record interface has been approved by Wood County IT, and the hope is that it can be utilized by all invested parties by mid-May. This was a large component of this program and these grants, and it is exciting to see the progress made on it in recent weeks.

Jail Residential Treatment Program (RSAT):

It is my understanding that by the time of the Judicial and Legislative Committee meeting the new Wood County Jail will be housing all of our inmates. The jail is not yet able to facilitate a residential treatment program, but full occupancy is a major step toward that goal. We continue to work on fostering communication and collaborating with our partners both in the community and in the jail in the meantime. We also continue to fine-tune (and add to) the list of services that we hope to offer once we do get our first residential treatment pod cycle underway.



Wood County

WISCONSIN

DISTRICT ATTORNEY

April 4, 2025

Report to Judicial and Legislative Committee

As of the time of filing this report, the District Attorney's Office has filed 169 Criminal Complaints for the month of March. Ten of those complaints were still 2023 incidents. 41 Felony cases filed. Did have one trial on Sexual Assault of a Child and ADA Jenny Zima did obtain guilty verdicts on all counts. Down to 165 cases currently Under Review, though one is a waiting charge that is set as an uncharged read in on an open file. Fifty of these open cases were referrals we received this month.

Still have two open Assistant District Attorney positions. No new applicants. We are posted on the Wisconsin Jobs site as well as the University of Wisconsin Law School and Marquette University Law School sites. The office continues to reach out to other experienced attorneys as well.

On March 6, 2025, DA Barnett did a presentation at the UW Law School on the Role of the Prosecutor at the invitation of Professor Ceclia Klingele. Hoping to continue being involved in opportunities like this. Provided a chance to put Wood County on the minds of young lawyers. On March 19, 2025, DA Barnett presented to the Rapids Connect group at Bullseye Country Club to update the community on the ongoing modernization efforts in the office.

On March 11, 2025, DA Barnett met with WRPD Chief Hostens at the Wisconsin Rapids Police Department. Discussed the role and future of the Adult Treatment Court and WRPD's role as well as discussed specific questions from staff and detectives in the department.

An offer was made and accepted on the Office Manager position. Julia Briski will be joining the District Attorney's Office with a start date of April 14, 2025. She is a current Legal Assistant with experience in PROTECT as well as the use of digital redaction for criminal discovery. She has years of managerial experience and we are looking forward to bringing her on board to help get the DA's Office paperless in the coming months.



Wood County

WISCONSIN

REGISTER IN
PROBATE

April 2025

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Register in Probate, Tara Jensen

- Attended Wisconsin Counties Association weekly Zoom meetings on Mondays.
- March 5 – Participated in a telephone conference with CCAP and Kim Stimac in regards to upcoming changes.
- March 7 – Judicial and Legislative Committee Meeting via video.
- March 7 – Act 235 Implementation webinar training.
- March 11 – Meeting with various Wood County departments on implementation of Act 235.
- March 12 – Operation Committee Meeting via video.
- March 12 – Department Head Meet and Greet with Corporation Counsel.
- March 17 – The first day for the new Legal Administrative Assistant Floater position in our office. This position has been filled by Lori Keena.
- March 18 – Wood County Board Meeting
- March 19 – Monthly Judges meeting
- March 19 – Completed the Annual Report of Costs, an accounting that reports circuit court revenue, expenditure and staffing information that is due to the Director of State Courts Office.

Tara Jensen
Register in Probate
Probate Registrar

Karrie Moore
Deputy Register in Probate
Juvenile Clerk



Wood County

WISCONSIN

**REGISTER OF
DEEDS OFFICE**

Tiffany R. Ringer
Register of Deeds

APRIL 2025

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

- I attended the WCA Weekly Leadership Meetings for the month.
- I attended the virtual option for the Property Records Industry Association (PRIA) conference March 4th – 6th.
- On March 6th I attended the WCA General Government & Finance Steering Committee meeting. This meeting was held virtually.
- I attended the Judicial and Legislative Committee meeting and I attended the Act 235 Implementation-Part 2 webinar on March 7th.
- On March 11th, I organized a meeting with Corporation Counsel and Department Heads that are required to comply with Act 235. Corporation Counsel Flanagan answered many questions and provided guidance on procedures we will follow.
- Myself and three Registrars from across the State met with Attorney Andy Phillips and Marcie Rainbolt, from WCA, to discuss the clean-up Bill of Chapter 59.43. Their review, input and support of any changes are appreciated to continue to move forward.
- I am requesting out of State travel to attend the annual Fidlar Symposium in Iowa. The dates are May 19th – 21st. I've attended this each year as Fidlar provides excellent sessions on software updates and what's happening nationwide in our offices.
- To keep you all informed, the Transfer Fee Bill is still active and will be ready for co-sponsorship soon. Should this pass as written, it will reduce a fee that's been in place for 44 years from \$3/\$1000 to \$2/\$1000 and will increase the percentage the County retains to 50% from 20%. While decreasing the fee is differing from the resolutions passed by many Counties, in the end, the percentage increase will be additional revenue for Counties. The Bill also includes the Realtors request to have a land records notification system in every ROD office.



VICTIM WITNESS SERVICES REPORT

February 27- March 27 2025

This is a general overview of Victim/Witness services for above reporting period

187 Total Victim/Witness Contacts:

- Support to victims/ witnesses by phone/email and in person
- Meetings with victims and witnesses
- Coordinate consultation with attorneys
- Escort victims to hearings
- Assist with victim impact statements
- Restitution
- Community Referrals
- Crime Victim Compensation
- Trial Preparation

263 - Notifications By Mail

(initial packet, hearings, bench warrant, dismissal, disposition, sentence after revocation, bond modification requests)

Victim / Witness Service Totals Served – YTD (1/1/2025-3/27/25)

- 512 total DA cases
- 291 parties identified as victims | 158 elected services (54%)
- Goal is to increase awareness and usage
- Monitor on monthly basis

Additional Information :

- Submitting grant application of \$1,000 – Offered by the Office of Crime Victim Services . Funds are to upgrade Victim/Witness waiting / comfort room. The goal of improving the criminal justice system experience for victims and witnesses.

Respectfully,

Alicia Parenteau

Alicia Parenteau, Victim Witness Coordinator
Julianne Esser, Program Assistant

MINUTES
HIGHWAY, INFRASTRUCTURE & RECREATION COMMITTEE

DATE: Thursday, April 3, 2025
TIME: 9:00 a.m.
PLACE: Highway Dept., Conference Room

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

OTHERS PRESENT: Rachel Krause, Highway Program Assistant, see attached sign-in sheet

1. Chairman Hahn called the meeting to order at 9:00 AM and declared a quorum present.
2. No public comment
3. Correspondence – State is planning pavement replacement of STH 13 that impacts the CTH Z intersection. Roland is requesting a review of this intersection before construction as widening of the intersection is needed.
4. The minutes of the March 6, 2025 meeting were reviewed. Motion by Thao/Breu to accept them as presented. Motion carried unanimously
5. ATV trail updates. Chairman Hahn requested opening CTH A be on the agenda as committee members have been taking many calls about this. Sheriff Becker in favor of opening up A. Brandon Dammann spoke on the future plans of CTH A, including making a year round road built to state standards to allow for economic development near the USH 10 corridor. Motion to open all of CTH A to ATV/UTV traffic by Brehm/Hahn. Motion passes 4 to 1 opposed. Breu against ATVs on busy highways.
6. Highway Staff reports were reviewed.
7. Highway revenue report was reviewed
8. Motion to approve Highway vouchers by Hokamp/Thao. Motion carried unanimously.
9. Motion to approve CTH T CIR bids by Brehm/Hokamp. Motion carried unanimously
10. Motion to approve Highway budget resolution Brehm/Thao. Motion carried unanimously.
11. Highway 2026-2030 will continue to be discusses.

12. New wrong way signs for USH 10 have been received and are being installed
13. Roland continues to work with Risk Management on an insurance claim for the damage the truck storage area sustained in high winds in February.
14. Parks and Forestry staff reports were reviewed. Timber Bid opening for May 2nd.
15. Two special use permits 1. Powers Bluff May 3rd by the Friends of Powers Bluff requesting a fee waiver. 2. SWCHS 9/5-9/6 fundraiser South Park shelter building. Motion to approve the special use permits including the fee waiver for the Friends of Powers Bluff by Thao/Hokamp. Motion carried unanimously.
16. Contractors that were awarded the bids have started repairs at CERA park. Staff continue to clean up the park. Improvement to playground structures and removal of unsafe structures continue. Reservations are live. 90 pulp cord of Ash trees have been removed.
17. Currently working on what legally can be done about wake boats. Initial investigation is that the County cannot enact an ordinance. Municipalities or controlling district would have to adopt an ordinance restricting to be enforced. Concerns at the law enforcement level about enforcing.
18. Motion to approve resolution authorizing application for WIDNR Outdoor Recreation Grants by Breu/Brehm. Motion carried unanimously.
19. Parks & Forestry revenue reports were reviewed
20. Motion to approve Parks & Forestry vouchers by Hokamp/Thao. Motion carried unanimously.
21. Brehm requested ATV maps on P&F website be updated.
22. The next meeting will be held on Thursday, May 1, 2025, at 9:00 a.m. at the Highway Department Conference Room.
23. Chairman Hahn declared the meeting adjourned at 9:37.

Minutes taken by Rachel Krause, Highway Department Program Assistant, and are in draft form until approved at the next meeting.

Highway Infrastructure & Recreation Committee
April 3, 2025

NAME	REPRESENTING
Bill Cleary	WCB #15
Jeff Perkin	WCB #11
Shawn Becker	WESD
MAAT SUSA	WOSO
JOHN PECKHAM	HIGHWAY
Brandon Whipple	Highway
BRANDON DAMMANN	Highway
Fritz Schubert	Forest
CHAD SCHUBERT	FF
DENNIS POLACH	WCB-14
Lance Plim (WCB Exp)	WCB
Kendra Wilkerson (WCB Exp)	Land + Water



Wood County

WISCONSIN

OFFICE OF
HIGHWAY COMMISSION

Roland Hawk
COMMISSIONER

March 26, 2025

To: Highway, Infrastructure & Recreation Committee

From: Roland Hawk, PE Highway Commissioner

Subject: Commissioner Report for April 3, 2025, HIRC meeting

Department Activities

Personnel/Administration

Highway Department received a retirement notice from a twenty-year employee effective March 21. This would be our first vacancy in six months. LTE and Engineering Intern positions are filled and Summer Help positions will be filled by mid-April.

Commissioner has concluded negotiations with WDOT regarding Dexter salt shed. Both are in agreement to construct a 2500 Ton shared (WDOT 60/WCH 40) shed. County staff working on plans and estimate. Anticipated construction 2026 - 2027. Shed cost is estimated at \$550,000, County's portion is \$220,000, plus WCH will have to develop site and obtain required permits. Additional costs will be evaluated over the next six months as site plans are completed.

Highway/Facility Projects

- WisDOT STP Project CTH F & HH Intersection **Construction 2026**
 - Design Engineering 90% Complete
 - R/W acquisition in progress.
- WisDOT STP Bridge CTH N (STH 186 – CTH N) **Construction 2025**
 - LET for Bids on 12-10-24 (\$416,823) Pheifer Brothers Construction Co
 - 80/20 Project
- WisDOT STP Urban (BIL) CTH U Village of Biron **Construction 2026**
 - Design Engineering 85% Complete
 - R/W Plat recorded and R/W acquisition in progress
 - Borrow site (pond) anticipated spring/summer 2025. DNR withdrew permit until further evaluations of site are completed.
 - Coordination of box culvert extension, to be performed by Wood Co Hwy. in July 2025
- CTH BB Realignment Project
 - Final alignment selected; R/W acquisition complete.
 - WDNR & USACE wetland documentation completed.
 - Construction anticipated to begin *early 2025*.
- Marshfield Brine Building
 - Work completed, waiting on final walk through with inspector.

- Commissioner obtained a new High-capacity brine maker through WisDOT. Expect to take delivery later in 2025, will be operational before 2026 winter season.
- CTH A Corridor Preliminary Engineering
 - 30% Preliminary engineering complete
 - Commissioner exploring funding options.
 - Commissioner submitted Federal Build/Raise Grant 1-29-25/Awards are noticed in June.
 - Commissioner reviewing potential options to acquire abandoned property with Haz Mat.
- CTH AA Lynn Creek
 - Geotechnical/pavement cores complete
 - Wetland Delineation Complete
 - Topo Survey Complete
 - Initial WDNR Correspondence Complete
 - Preliminary alignment complete
 - Preliminary Road & Structure Plans in progress
 - Preliminary Estimate \$1.9 million
 - Commissioner exploring funding options

Highway Maintenance

Work in February included:

- Sign replacements,
- Tree & Brush cutting/removal
- Snow & ice control
- Crack Filling & Mastic Repairs
- Bridge railing repairs/maintenance
- Salt shed repairs/maintenance
- Snow fence removal

WCHA Events & Misc. Meetings since last HIRC meeting

Commissioner attended the following events/meetings:

- March 3 – CTH HH Bridge Scoping meeting/WisDOT/Ayres Associates – virtual
- March 4 – WCHA County Highway Association Past Presidents Committee meeting – virtual
- March 4 – Delasoft on-line permitting software meeting w/Eau Claire Co Highway – virtual
- March 4 – Grand Rapids/CTH U pond construction meeting with WDNR – virtual
- March 5 – WCHA Strategic Planning Event – virtual
- March 6 – HIRC meeting
- March 10 – WCHA Executive Committee Meeting – virtual
- March 11 – Meeting with Peter Kastenholz & Nick Flanagan-Highway Department
- March 12 – Operations Committee – virtual
- March 12 – Traffic Safety Committee Quarterly meeting – Highway Department
- March 17 – Safety Work Group meeting
- March 17 – Machinery Management Work Group meeting
- March 17 – WCHA By-Laws Subcommittee meeting – virtual
- March 18 – County Board Meeting
- March 19 – NCR Commissioner Meeting – Lincoln County
- March 20 – CTH AA Plank Hill Progress Meeting – virtual
- March 20 – WDNR Trans 401 Stakeholder Meeting- virtual
- March 24 – 28 Vacation

EQUIPMENT

International single axel patrol truck purchased in 2023 anticipated to be delivered by May 2025.

Highway Department will take delivery of new Caterpillar paver in May 2025. Shop has arranged for payment after August 2025. This paver was not scheduled to be delivered until 2026 due to supply chain issues. However, it was available for delivery only 6 months after signing the purchase agreement. Commissioner made adjustments to the CIP to delay almost all other 2025 purchases until 2026 to be able to take delivery of new paver.

Commissioner is working with roofing company to obtain an estimate to repair/replace roof on equipment storage building. There were several snow events that prevented the roofing company from properly inspecting the roof and generating an estimate.

Accounting Supervisor Report

By John Peckham, Wood County Highway Department Accounting Supervisor

HIRC Meeting

Revenues and Expenses

We have received the first General Transportation Aids payment of \$636,349.77. This payment is equal to 25% of the total aids we will receive for the year 2025. We will receive two more payments this year; one in July for \$1,272,699.54 and one in October for \$636,349.77. Those monies are the main source of funding for the Maintenance Fund.

We are chiefly engaged in Snow and Ice Control and Shop Operations at this time of year.

Other

I have completed the audit workpapers and forwarded them to Finance. Finance's Capital Improvement Plan worksheets have been completed in draft and will be forwarded to Finance. There is an updated summary spreadsheet of our Equipment Capital Improvement Plan in the HIRC packet.

This month continues the educational series, Bookkeepers Corner, which I began last year. The chapter this month is on Highway Department Funds – Snow and Ice Control Fund.

HIGHWAY DEPARTMENT FUNDS – SNOW AND ICE CONTROL FUND

The Funds in Detail

Snow and Ice Control Fund

Purpose of the Fund

The purpose of this fund is to account for costs associated with snow and ice control on county trunk highways.

Source of Funding

This fund is almost entirely supported by levy. There is a small amount of revenue received from the sale of salt brine to municipalities and also a contribution from the Ho-Chunk.

Expenses and Revenues of the Fund

Expenditures

Budget expenditures are broken down into the following:

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

Supplies and Expense – Snow removal (machinery) and use of salt, salt/sand, and salt brine on county trunk highways.

Revenues

Taxes – This fund is supported almost entirely by tax levy.

Intergovernmental Charges – Salt brine revenue from sale to municipalities.

Other – Financing Sources – Ho-Chunk contribution.

County of Wood
 DETAILED INCOME STATEMENT W/SUBTOTALS
 Highway Departmentwide
 Monday, March 31, 2025

		2025			
		Actual	Budget	Variance	Variance %
REVENUES					
Intergovernmental Revenues					
43300	Federal Grants-American Recovery & Reinvest Act		\$400,000.00	(\$400,000.00)	(100.00%)
43531	State Aid-Transportation	636,349.77	2,497,341.00	(1,860,991.23)	(74.52%)
43534	State Aid-LRIP	214,135.73	844,061.00	(629,925.27)	(74.63%)
	Total Intergovernmental	<u>850,485.50</u>	<u>3,741,402.00</u>	<u>(2,890,916.50)</u>	<u>(77.27%)</u>
Licenses and Permits					
44101	Utility Permits	5,613.08	30,550.00	(24,936.92)	(81.63%)
	Total Licenses and Permits	<u>5,613.08</u>	<u>30,550.00</u>	<u>(24,936.92)</u>	<u>(81.63%)</u>
Intergovernmental Charges for Services					
47230	State Charges		1,264,109.00	(1,264,109.00)	(100.00%)
47231	State Charges-Highway	65,020.77	268,014.00	(202,993.23)	(75.74%)
47232	State Charges-Machinery	26,423.91	(14,629.00)	41,052.91	(280.63%)
47300	Local Gov Chgs	52,564.25	848,896.00	(796,331.75)	(93.81%)
47330	Local Gov Chgs-Transp	51,466.08	1,964,726.00	(1,913,259.92)	(97.38%)
47332	Local Gov Chgs-Roads		267,134.00	(267,134.00)	(100.00%)
47333	Local Gov Chgs-Bridges		117,697.00	(117,697.00)	(100.00%)
	Total Charges to Other Governments	<u>195,475.01</u>	<u>4,715,947.00</u>	<u>(4,520,471.99)</u>	<u>(95.86%)</u>
Interdepartmental Charges for Services					
47470	Dept Charges-Highway	7,598.22	2,731,559.00	(2,723,960.78)	(99.72%)
	Total Interdepartmental Charges	<u>7,598.22</u>	<u>2,731,559.00</u>	<u>(2,723,960.78)</u>	<u>(99.72%)</u>
	Total Intergovernmental Charges for Services	<u>203,073.23</u>	<u>7,447,506.00</u>	<u>(7,244,432.77)</u>	<u>(97.27%)</u>
Miscellaneous					
48340	Gain/Loss-Sale of Salvage and Waste	919.70	10,605.00	(9,685.30)	(91.33%)
	Total Miscellaneous	<u>919.70</u>	<u>10,605.00</u>	<u>(9,685.30)</u>	<u>(91.33%)</u>
Other Financing Sources					
49110	Proceeds from Long-Term Debt		2,451,500.00	(2,451,500.00)	(100.00%)
49280	Transfer from Trust Funds	214,135.73		214,135.73	0.00%
	Total Other Financing Sources	<u>214,135.73</u>	<u>2,451,500.00</u>	<u>(2,237,364.27)</u>	<u>(91.27%)</u>
	TOTAL REVENUES	<u>1,274,227.24</u>	<u>13,681,563.00</u>	<u>(12,407,335.76)</u>	<u>(90.69%)</u>
EXPENDITURES					
Public Works-Highway					
53110	Hwy-Administration	123,034.96	437,391.41	314,356.45	71.87%
53120	Hwy-Engineer	52,366.22	210,931.64	158,565.42	75.17%
53191	Hwy-Other Administration	103,349.03	402,931.49	299,582.46	74.35%
53210	Hwy-Employee Taxes & Benefits	(1,125,950.84)		1,125,950.84	0.00%
53220	Hwy-Field Tools	145.10	(45,534.22)	(45,679.32)	100.32%
53230	Hwy-Shop Operations	74,295.01	397,971.95	323,676.94	81.33%
53232	Hwy-Fuel Handling	(3,928.42)	(17,766.00)	(13,837.58)	77.89%
53240	Hwy-Machinery Operations	(515,405.22)	(71,912.30)	443,492.92	(616.71%)
53250	Hwy-Crushing Operations	10,570.48	17,936.97	7,366.49	41.07%
53251	Hwy-Crushing Operations Production		103,564.60	103,564.60	100.00%
53260	Hwy-Bituminous Ops	8,923.46	214,888.22	205,964.76	95.85%
53266	Hwy-Bituminous Ops	115.68	2,017,610.84	2,017,495.16	99.99%
53270	Hwy-Buildings & Grounds	73,748.84	233,326.35	159,577.51	68.39%
53290	Hwy-Salt Brine Operations	(6,183.57)	(1,013.49)	5,170.08	(510.13%)
53291	Hwy-Salt Brine Operations	31,457.64	(4,800.49)	(36,258.13)	755.30%
53281	Hwy-Acquisition of Capital Assets	774,081.19		(774,081.19)	0.00%
53310	Hwy-Maintenance CTHS		65,522.15	65,522.15	100.00%
53311	Hwy-Maint CTHS Patrol Sectn	666,366.59	2,296,960.44	1,630,593.85	70.99%
53312	Hwy-Snow Remov	560,804.78	990,000.16	429,195.38	43.35%
53313	Hwy-Maintenance Gang	26,920.60	217,072.03	190,151.43	87.60%
53314	Hwy-Maint Gang-Materials	1,930.00	8,302.00	6,372.00	76.75%
53320	Hwy-Maint STHS	578,080.55	1,264,109.05	686,028.50	54.27%
53330	Hwy-Local Roads	149,049.77	1,964,726.04	1,815,676.27	92.41%
53340	Hwy-County-Aid Road Construction		330,037.42	330,037.42	100.00%
53341	Hwy-County-Aid Bridge Construction		250,731.09	250,731.09	100.00%
53490	Hwy-State & Local Other Services	119,760.03	848,895.86	729,135.83	85.89%
53491	Hwy-ATV Route Signage		17,346.37	17,346.37	100.00%
	Total Public Works-Highway	<u>1,703,531.88</u>	<u>12,149,229.58</u>	<u>10,445,697.70</u>	<u>85.98%</u>
Capital Outlay					
57310	Highway Capital Projects	202,329.21	3,423,665.39	3,221,336.18	94.09%

County of Wood
 DETAILED INCOME STATEMENT W/SUBTOTALS
 Highway Departmentwide
 Monday, March 31, 2025

		2025			
		Actual	Budget	Variance	Variance %
	Total Capital Outlay	202,329.21	3,423,665.39	3,221,336.18	94.09%
	Other Financing Uses				
59210	Transfers to General Fund	214,135.73		(214,135.73)	0.00%
	Total Other Financing Uses	214,135.73		(214,135.73)	0.00%
	TOTAL EXPENDITURES	2,119,996.82	15,572,894.97	13,452,898.15	86.39%
	NET INCOME (LOSS) *	(845,769.58)	(1,891,331.97)	1,045,562.39	(55.28%)



Parks & Forestry Department Reports

April 3, 2025

Director Report, by Chad Schooley

- Continue project management of Powers Bluff Maintenance Shop Project. Roof is complete. Prepping for steel siding, windows, garage doors, ceilings, etc..
- Continue working with architect on PB Shelter design.
- Signed contracts with Eagle Construction and E-Con electric to complete the Cera Park shower and shelter building remodeling project.
- A resolution allowing Wood County to apply for WI DNR Outdoor Recreation Grants is in the packet.
- Initial planning for Dexter beach house construction project has begun.
- **Special Use Permits**
 - None at this time

Maintenance Program Supervisor Report, by Dan Vollert

Construction Projects

- South Park-cap north fireplace chimney on Red Beach Stone Shelter.
- South Park-new Storm Shelter final furnishing items.
- CERA Park-Shower Building Remodel Project.
- CERA Park-Shelter Remodel Project.
- Dexter Park: New beachhouse shelter design.
- North Park: Building signs for Campground river crossing and CERA Park Welcome Sign.

Maintenance Operations

- South Park: Women's side of showerhouse walls being stripped of dairy board and block painted.
- South Park: Dead tree removal, park cleanup, dam operations.
- North Park: Emerald Ash Borer Trees and Oak Wilt trees being removed. Cleaning up wood storage area. Park cleanup.
- Powers Bluff: Closed for winter sports Will start dismantling winter operations soon.
- Dexter Park: Cleaning up dead trees and park cleanup. Dam operations.
- CERA Park: Getting things ready for equipment auction.
- CERA Park: Pulling old playground equipment. Cleaning up brush.

Employee Matters

- LTE-II positions currently filled at all parks. (CERA Park as well)
- Ranger positions at all parks are filled, tentatively. (CERA Park as well)
- Prepping for new employee orientations.

Snowmobile/ATV

- Attended AWSC meeting on Monday, March 3rd at Sherriland Ballroom. Snowmobile Trails are closed for the season and clubs are out pulling signs.
- Auburndale (DH) Snowmobile Bridge project off of CTH N east of Arpin is being done by Earth Inc. Abutments are installed, rip-rapped, and bridge is set. Project approaches will be completed once things dry up in area.
- Hay Creek ATV project: Completed and will be open next spring, once signage is complete. Grant Reimbursement has been awarded.
- Rudolph-Plum Road project is completed and Grant Reimbursement has been awarded.
- All ATV & Snowmobile Trail Maintenance Grant Request Applications, for 2025-26 season, have been submitted.
- Range Road ATV Connector Trail to Intensive Use Area has been widened and trees cut. Stump grubbing and shaping to be done this spring/summer by Wood County Highway Dept. once things dry up.

Office Supervisor Report, by Stacie Kleifgen

- Cleaned and organized Cera Park Ranger Station.
- Work on 2024 Annual Report.
- Participated in interviews for Cera Park Ranger position.
- Finalized input of Cera Park information and maps into the reservation system and went live with reservations.

Forest Administrator Report, by Fritz Schubert

- Timber Sales: Three active timber sales in March. Logging activity has slowed with contractors cleaning up landings prior to spring road postings.
- Met with logger to clear timber from ATV trail development project. Koerner Forest Products has agreed to a direct sale contract and has already cleared the timber in preparation for trail construction.
- Timber sale establishment in compartment 37.
- Drafted tree planting contract and sent it to tree planting contractor. We are set to plant 86,600 trees on 104 acres.
- Attended WCFA meeting in Merrill. Wood County will be hosting the 2026 WCFA Summer Tour. 2025 Summer Tour will be based in Hayward (Washburn County). 2025 tour agenda and info are not available yet.
- Continued effort to identify handicap hunting blind areas and develop blind reservation and use policy.
- Forestry Technician: Cleaned and plowed snow at shooting range, assisted with timber sale administration, assisted with Cera Park cleanup/brush mowing, forestry mulching on forest roads, forest reconnaissance, began work brushing perimeter of disabled hunting areas.

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

March Revenue - April HIRC

BUDGETED REVENUES 2025	46721	FEES	YTD REVENUE	YTD REVENUE	MAR REV	MAR REV	ACTUAL REV
	SOURCE		2025	2024	2025	2024	2024
\$ 612,000.00	Camping Reservations	\$10 Resv. Fee+/\$21/\$26/\$29/\$36	\$82,536.51	\$ 80,879.62	\$37,054.98	\$ 25,641.88	\$ 559,084.56
\$ 45,000.00	Campground Firewood Sales	\$7 per rack	\$0.00	\$ -	\$0.00	\$ -	\$ 39,888.11
\$ 10,000.00	Ice	\$4 (small) /\$7 (large)	\$0.00	\$ -	\$0.00	\$ -	\$ 7,887.62
\$ 3,900.00	Non-Camper Dump Station	\$20	\$0.00	\$ -	\$0.00	\$ -	\$ 2,905.41
\$ 400.00	Camper Storage	\$20/wk - \$300/mo	\$0.00	\$ -	\$0.00	\$ -	\$ 99.87
\$ 900.00	Washer/Dryer/Showers	\$2 wash / \$2 dry/\$1 Laundry Pods	\$0.00	\$ -	\$0.00	\$ -	\$ 802.85
\$ 59,000.00	Shelters Enclosed	Various Fees based on 4 or 8 hrs or all day.	\$16,242.31	\$ 18,982.67	\$7,855.91	\$ 2,882.14	\$ 62,254.51
\$ 13,000.00	Shelters - Open	Various Fees based on location of shelter.	\$4,096.47	\$ 3,236.39	\$2,090.09	\$ 1,075.08	\$ 12,862.13
\$ 3,000.00	General Park User Fees (Use of open areas within parks)	\$75 / \$10 per picnic table	\$966.82	\$ -	\$966.82	\$ -	\$ 450.24
\$ 38,000.00	Powers Bluff Winter Recreation Tickets, Parties, Rentals & Concessions	\$13/\$22/\$515/\$655/\$515/\$725/\$865	\$13,797.44	\$ 1,729.54	\$6,115.64	\$ -	\$ 1,824.33
\$ 5,000.00	Trail Passes (Ski/Snowshoe/Multi-Use)	\$8/daily; \$30/annual; \$60/family	\$964.56	\$ 1,679.29	\$450.11	\$ 42.72	\$ 4,936.78
\$ 8,500.00	Disc Golf	\$3 / \$5 / \$25 / \$50	\$143.80	\$ 347.78	\$132.81	\$ 329.46	\$ 4,677.66
\$ 500.00	Parks Pulpwood	Market Price	\$0.00	\$ -	\$0.00	\$ -	\$ -
\$ 25,000.00	Boat Launch	\$25/annual; \$7/daily	\$282.00	\$ 1,321.73	\$236.17	\$ 1,085.55	\$ 24,755.49
\$ 17,000.00	Miscellaneous		\$682.29	\$ 1,953.37	\$269.49	\$ 352.61	\$ 19,360.22
\$ 8,800.00	Gift Certificates	Gift Certificates	\$0.00	\$ -		\$ -	\$ 9,035.75
\$ 850,000.00			\$119,712.20	\$110,130.39	\$55,172.02	\$31,409.44	\$ 750,825.53
\$ 400,000.00	46813 - Timber Sales & Wood Cutting (90%/County & 10%/Townships) Monthly totals = NET Revenue	CONTRACTED	\$163,630.09	\$ 271,280.84	\$80,974.77	\$ 32,822.49	\$ 377,740.88
\$ 1,250,000.00		TOTAL REVENUE:	\$283,342.29	\$381,411.23	\$136,146.79	\$64,231.93	\$1,128,566.41

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

March 2025 Revenue (April HIRC)

Budget Year 2025

CONTRACT	TRACT	CONTRACTOR	CONTRACT AWARD AMOUNT	CONTRACT AWARD DATE	CONTRACT EXPIRATION DATE	\$ RECEIVED CURRENT MONTH	AMOUNT BILLED TO DATE	AMOUNT RCVD TO DATE	BALANCE
780	2-16	MIDWEST HW	\$42,886.00	7/10/2020	7/1/2025		\$20,012.67	\$20,012.67	\$0.00
781	5-19	YODER	\$9,720.00	7/10/2020	7/1/2025		\$0.00	\$0.00	\$0.00
790	4-21	SCHREINER	\$15,600.00	11/24/2021	12/31/2025		\$0.00	\$0.00	\$0.00
797	3-22	SCHREINER	\$30,770.00	5/27/2022	6/30/2025		\$0.00	\$0.00	\$0.00
799	5-22	SCHREINER	\$20,200.00	5/27/2022	7/1/2025	\$465.04	\$22,627.03	\$22,627.03	\$0.00
800	6-22	SCHREINER	\$16,440.00	5/27/2022	7/1/2025		\$0.00	\$0.00	\$0.00
801	7-22	WILSON	\$11,750.00	8/4/2022	7/30/2025		\$0.00	\$0.00	\$0.00
803	9-22	KOERNER	\$21,057.80	11/16/2022	12/3/2025		\$0.00	\$0.00	\$0.00
804	10-22	KOERNER	\$84,093.60	11/16/2022	12/3/2025	\$67,909.16	\$101,704.88	\$89,975.96	-\$11,728.92
805	11-22	YODER	\$17,390.00	11/16/2022	12/3/2024		\$0.00	\$0.00	\$0.00
807	13-22	FLINK	\$9,450.00	12/31/2022	12/31/2025		\$2,274.03	\$2,274.03	\$0.00
809	2-23	KOERNER	\$66,089.00	6/1/2023	6/1/2025	\$21,212.64	\$110,779.73	\$97,232.36	-\$13,547.37
812	4-23	FLINK	\$11,813.85	6/1/2023	6/1/2025		\$7,418.12	\$7,418.12	\$0.00
814	6-23	YODER	\$21,055.00	6/1/2023	6/1/2025		\$0.00	\$0.00	\$0.00
816	8-23	KOERNER	\$31,625.00	1/4/2024	12/31/2025		\$0.00	\$0.00	\$0.00
817	9-23	KOERNER	\$17,310.00	1/4/2024	12/31/2025		\$0.00	\$0.00	\$0.00
818	10-23	MIDWEST HW	\$51,768.30	1/4/2024	12/31/2026		\$0.00	\$0.00	\$0.00
819	11-23	TNT Timber	\$124,257.30	4/30/2024	5/1/2026		\$0.00	\$0.00	\$0.00
821	1-24	KOERNER	\$26,270.00	4/30/2024	5/1/2026		\$0.00	\$0.00	\$0.00
823	3-24	FLINK	\$9,318.70	4/30/2024	5/1/2026	\$375.13	\$11,113.43	\$10,382.81	-\$730.62
824	5-24	KOERNER	\$53,280.00	4/30/2024	5/1/2026		\$0.00	\$0.00	\$0.00
830	5-25	KOERNER	\$1,215.00	2/28/2025	2/28/2026		\$586.37	\$0.00	-\$586.37
755		FIREWOOD				\$10.00	\$60.00	\$60.00	
Payments Received This Month:						\$89,971.97	AMOUNT BILLED TO DATE	AMOUNT RCVD TO DATE	(26,593.28)
						\$ RECEIVED CURRENT MONTH			
2024 Budgeted Total Revenues						\$400,000	Jobs Finished		
2025 Total County Forestry Revenues this month (90%)						\$80,974.77	Jobs Started		
2025 Total Township Revenues this month (10%):						\$8,997.20	Jobs Continuing/Reactivated		
2025 TOTAL NET FORESTRY REVENUE TO DATE:						\$163,630.09	Jobs Gone Inactive		



RESOLUTION#

DATE April 15, 2025

Effective
Date

Upon passage & posting

Page 1 of 1

Introduced by Highway Infrastructure & Recreation 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 checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds
Reviewed by: _____, Corp Counsel	
Reviewed by: _____, Finance Dir.	

INTENT & SYNOPSIS: To authorize application for State of Wisconsin Outdoor Recreation Grant Programs funding.

FISCAL NOTE: \$500,000 for South Wood County Park shower building construction. \$500,000 for Dexter Park Beach House replacement.

SOURCE OF MONEY: Parks and Forestry budget with up to 50% reimbursement from the State of Wisconsin.

WHEREAS, the Parks and Forestry Department is planning improvements/construction for South Park and Dexter Park as follows:

- 1) Shower Building Construction at South Wood County Park
- 2) Beach House Replacement at Dexter Park, and,

WHEREAS, these outdoor recreation improvements have been identified as future development projects in the current Wood County Parks, Recreation, and Outdoor Spaces Plan, and,

WHEREAS, the Wood County Parks and Forestry Department has available funds within the non-lapsing Parks Capital Projects account to fund this project.

NOW THEREFORE BE IT RESOLVED, by the Wood County Board of Supervisors, that the Wood County Parks and Forestry Department make application to become eligible for State of Wisconsin Outdoor Recreation Grant Programs funding, and to complete these facilities for the enjoyment of the citizens of Wood County and the State of Wisconsin.

BE IT FURTHER RESOLVED, that Wood County will comply with state or federal rules for the programs; will maintain the completed project in an attractive, inviting, and safe manner; will keep the facilities open to the

general public during reasonable hours consistent with the type of facility; and will obtain from the State of Wisconsin Department of Natural Resources or the National Park Service approval in writing before any change is made in the use of the project site.

BE IT FURTHER RESOLVED, that the Wood County Parks and Forestry Department be authorized to sign necessary project agreements to develop and maintain these facilities pending grant reimbursement from the State of Wisconsin Outdoor Recreation Grant Programs.

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

County Clerk

County Board Chairman

MINUTES
PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

DATE: Monday, April 1, 2025
TIME: 9:00 a.m.
PLACE: Courthouse – Room 302

MEMBERS PRESENT: Al Breu, Jeff Penzkover (arrived 9:35 AM), Dennis Polach, Scott Brehm, 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. There was no public comment.
3. The minutes of the previous meeting were reviewed. Motion by Hamilton/Brehm to accept them as presented. Motion carried unanimously.
4. The Information Technology vouchers were reviewed. Motion by Hamilton/Brehm to approve as presented. Motion carried unanimously.
5. The IT Report was reviewed.
6. IT Director Kaup presented her department 2026-2030 CIP. Motion by Hamilton/Polach to approve the CIP as presented. Motion carried unanimously.
7. The Maintenance vouchers were reviewed. Motion by Hamilton/Brehm to approve as presented. Motion carried unanimously.
8. The Maintenance Report and project updates were reviewed.
9. Facility Director Van Tassel presented the 2026-2030 CIP proposal. Motion by Hamilton/Polach to approve the CIP as presented. Motion carried unanimously.
10. Van Tassel presented a resolution to transfer funds from the Jail contingency to finance the Courthouse HVAC upgrade. Motion by Hamilton/Brehm to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.
11. The Wood County Employees Credit Union is going through a process of a merger with another credit union. The new entity would like to negotiate a lease for space in the courthouse, which would most likely be the same space currently occupied by the current credit union. Motion by Brehm/Hamilton to authorize the Facilities Director to negotiate a lease with the appropriate entities. Motion carried unanimously.

12. Van Tassel reviewed the current timeline for demolition of the jail and of the properties across the road from the courthouse. The old jail will be taken down in May with the other buildings to follow.
13. The next meeting will be held on Monday, May 5th at 9:00 AM.
14. Chairman Breu declared the meeting adjourned at 9:49 AM.

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

**Property & Information Technology Committee
April 1, 2025**

NAME	REPRESENTING
DENNIS POLACH	wcb-14
AMY KAUF	IT
AL BREU	WC #6
Bill Clandening	WC 15
NICOLE GESSERT	maintenance
RVANTSEL	MAINT.
Sarah Christensen (WebEx)	Emergency Mgmt
Nick Flugaur (WebEx)	HR
Kim McGrath (WebEx)	HR



Wood County WISCONSIN

INFORMATION TECHNOLOGY

March 2025

1. Substantial staff time continues to be spent on the preparation, configuration and move in for the new LEC. Staff continue to work on multiple items related to the Law Enforcement Center occupancy. Staff assisted in setting up a new Livescan machine for mugshots and fingerprints. A large amount of time was spent assisting SGTS and Turnkey with their equipment.
2. AI usage guidelines have been outlined and terms of usage agreement forms made available. Users are able to request AI access. Requests for access are being approved by Department Heads and then reviewed and allowed by IT. A date was set and AI general access was blocked. The goal is to ensure responsible use of these technologies in an effort to protect confidential or private information. The process is being refined.
3. Five security incidents were detected in March. Each one of them was triaged, remediated and devices thoroughly cleaned before being returned to the user.
4. Employees submitted 159 Phishing emails to IT for review. Each submittal was reviewed. Several were identified as legitimate phishing attempts. These emails were then removed from all Wood County mailboxes and blocks were put in place to disallow further delivery attempts.
5. Network staff continue to work with the Communications Department on the radio upgrade project. Initial testing of the radios on the new network has been successful. Time is being scheduled with the vendor for installation.
6. The switch for Child Support and Emergency Management was experiencing issues causing some users to be disconnected from the network. Staff replaced the switch afterhours.
7. Continued software development work on the Planning & Zoning Permits system to implement an improved public search available on the website.
8. Completed an upgrade to the GIS (geographic mapping) server software used to operate our county Land Records office and mapping services.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

9. Continue the process of migrating virtual servers. The remaining servers need to be migrated during off hours as they are large and take a long period of time to transfer or have an impact on operations.
10. Continue custom work for Human Services Electronic Health Record System, SmartCare. This includes reports, stored procedures, and import of ICD10 codes. The stored procedures and code import items have been completed.
11. Requested and received a project request for an Electronic Medical Records system from Criminal Justice. Continued working with them to identify needs and caveats of the system that was purchased before the project request was submitted for IT review.
12. Continue work to implement Everbridge, mass communication software, for Norwood and Edgewater. This will replace the current system that is used heavily.
13. Planning an upgrade for the CIS software for the Computer Aided Dispatch (CAD). This upgrade is necessary in order to complete other projects that Dispatch is requesting. The 'Use of Force' supplemental narrative report with drop down options for the jail will be fixed during the upgrade.
14. Working with Dispatch on Total Response and Eventide software requests. This software will replace current solutions used in Dispatch.
15. Staff are working with Southern Health Partners (SHP), CIS, Criminal Justice and Jail staff to implement an Electronic Medical Record (EMR) for the jail. The hosted server is being built and the interface with the EMR and CIS is being stood up. IT is working with Criminal Justice staff on the hardware needs and budget restraints.
16. Programming staff works to improve support documentation for the Sage HRMS, Human Resources Management System, system for employee benefit and payroll data.
17. Programming staff continue the preliminary process of vetting replacement systems for HRMS and Dynamics. An RFI was created and sent out, with a submission deadline of March 25th, 2025.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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18. Staff continue the review of the configuration of O365 to ensure the environment is properly configured, easy to use and has the proper security in place as we begin to implement SharePoint, Teams, and One Drive and work to migrate email servers to Exchange Online. The email migration process is working. Staff are now reviewing plans for backup and email encryption for the new environment.
 19. Completed review of proposals for an enhancement of County court rooms A/V system. This will be to improve reliability for in room and video conference communication. A room to house the new equipment has been located. Equipment has been ordered and preparations for installation have begun. The wiring project parameters have been expanded as we review the new project needs for a recent request by the new district attorney who wants to implement a paperless system as soon as possible.
 20. Assisted Maintenance department and vendor on sound masking for the jury room. This project has been completed.
 21. Continue project to replace and/or upgrade Winscribe for Human Services.
 22. System\code improvement for the in-house Planning & Zoning permitting system continues.
 23. Norwood and Edgewater Matrix Claims Management support continues with multi-factor authentication (MFA) migration to a new system. Account work for new backup procedures for Claims Management continues.
 24. Support for GCS\Catalis property tax systems is ongoing. The former property tax software version end-of-life is set for Fall of 2024 and was on-prem, servers at Wood County. The upgraded version is cloud based. System migration and training is complete and go-live was July 15, 2024. Preparations begin for migrating the 34 municipalities to the new system by late 2025. The onsite database, web and application servers that were migrated have been decommissioned.
 25. Continued work on forms process improvement and document storage in Information Technology leveraging Laserfiche.
 26. Continued work consolidating programming source control systems to organize historical and ongoing software development projects. This will eliminate a server as part of the Server OS update project.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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27. Continue work on preparing data for migration from Human Services IMS, current document management system & TCM, Electronic Health Record System, into Laserfiche, countywide document management system. Held in-depth conversations with HS staff and continue working to provide data to them for organization and proper data retention.
 28. Support for Norwood Healthcare Center and Edgewater Haven Matrix (EHR) and CART (CMS abstraction and reporting tool) software is ongoing. eMAR provides ability to dispense patient medication when the EHR system is not accessible. Super user training continues and results in improved support of the EHR (electronic health record) system. Work to update and support new CMS connection requirements for MFA and VPN continues.
 29. Implementation is complete meeting the latest CMS (Centers for Medicare and Medicaid) reporting requirement for the Norwood Admissions Hospital unit transparency in pricing reporting. Additional new requirements for reporting began January 1, 2025.
 30. Continued work with WISHIN and Matrix on standing up the CCD and ADT interfaces. The ADTs are in the test environment, and the CCDs should be in the test environment by the end of February. Norwood Admin and IT have accounts for the test environment to verify information that is being sent to WISHIN. Testing has revealed there is a format issue with the CCDs that WISHIN and Matrix are working to correct.
 31. Network staff continue to respond to information gathered by the recently implemented SIEM, Security Information & Event Management, solution. This gives us much needed insight into threat detection, security events, and compliance information and other useful metrics for ensuring that the Wood County network and computers are protected. Software has been installed on all Wood County clients and servers with sensors configured to monitor network traffic for malicious activity. The Virtual Scanner is fully operational. Work is being spent on planning risk scanning schedules for all endpoints on the County network.
 32. The TimeStar, electronic timecard and time tracking software system configuration changes is ongoing. Staff works to adjust settings as change requests continue. PBJ reports are submitted to CMS (Centers for Medicare & Medicaid) using TimeStar data for both the Edgewater and Norwood Facilities.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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33. The Register of Deeds work to upgrade multiple applications continues. IT staff escorts and assists the vendor, Fidlar Technologies, with server and application updates and maintenance on a regular basis. AVID software upgrade is scheduled for late March.
 34. IT staff work to schedule and upgrade various server operating systems and database management systems, and SQL server is nearly complete. This ongoing project took considerable time to plan, test, and implement.
 35. The 2025 PC replacement orders have been identified. The 1st and 2nd quarter orders have been placed and equipment is starting to be received. Placement of the last of the 2024 replacement devices has been scheduled. The remaining devices are for Parks, and we anticipate being able to access these locations in May.
 36. The IT Security Team continues the Security Awareness Program. Members of our team have been virtually attending mentoring meetings with leaders in the cybersecurity area, as arranged by the MS-ISAC (Multi-State Information Sharing and Analysis Center). The 1st quarter security awareness training was assigned to all County users.
 37. Cyber Security Analyst attended Spring Cyber Fest Training.
 38. For the month of February, 550 helpdesk requests were created, with staff completing 540 tickets and leaving 160 open requests. In addition, there are currently 273 project requests.
 39. Jeremy Heckendorf, Systems Technician, resigned his position. His last day was February 21st. Recruitment to fill the System Technician vacancy is underway. Initial interviews were held and 2nd interviews are scheduled for March 28th. One of the two contracted Network Analysts contract has ended. We have begun recruitment for this vacancy.
 40. As we prepare for the increased demands on IT, discussions with Maintenance continue regarding space needs for the IT department. With the addition of the Cyber Security analyst position, we are out of room in our current location. There is significant increase of technology that will need to be supported in the LEC and increase of staff and services in other Departments within the County increases the demands on IT support as well. It is inevitable that IT will need additional IT staff in order to properly support the County's expanded facilities, additional staff, additional software, hardware and systems and the increased reliance on technology.



Wood County

WISCONSIN

Reuben Van Tassel
Facilities Manager

Letter of Comments April 2025

Ongoing Projects and Planning

Jail Project – The Sheriff’s Department relocated Wood County Jail operations to the new facility; this is a monumental accomplishment that should be recognized as a great success for everyone involved.

Building automation system adjustments and programming is ongoing.

Details for demolition of the old jail are still under review by the architect, structural engineer, demolition contractor, and our construction manager.

Maintenance staff are assisting with setup and relocation of equipment in the new facility.

The next phase of construction will continue to limit accessibility and parking around the Courthouse; we owe a thank you to all staff who have been willing to deal with these temporary conditions.

Courthouse – Opening the new entrance for all staff and visitors has highlighted the ongoing accessibility challenge that many people must overcome when entering the Courthouse.

The contractor responsible for replacing our heating system has been collecting more information onsite and has begun some of the work in the building.

Miscellaneous

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

Attended PIT, County Board, and numerous project meetings.



Board of Trustees

Meeting Minutes for

February 19, 2025

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

2. Roll Call:

Board Members:

Andrea Galván

Evan O'Day

~~Conni O'Keefe~~: excused

Dennis Martin

Karen Schill

Emily Kent

Ryan Austin

Ron Rasmussen

~~Susan Feith~~: excused

~~William Clendenning~~: excused

Scott Kellogg

Elizabeth St.Myers

Administration: Claire Parrish, Interim Director

Others in Attendance: Kevin Fangman, patron

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

4. Public Comment: None

5. Approval of Previous Minutes

Motion by R. Rasmussen to approve minutes of the January 7, 2025 Special Board Meeting, the January 15, 2025 Board meeting, the January 20, 2025 Search Committee, the January 23, 2025 Search Committee, the January 29, 2025 Search Committee Minutes, the January 30, 2025 Search Committee, the February 4, 2025 Search Committee, and the February 5, 2025 Special Board Meeting. Second by A. Galván. Motion carried unanimously.

5. Treasurer's Report

a. Monthly Finance Reports

Presented by Interim Director Parrish: 2024 Budget mostly wrapped up, over budget by \$39,013, total carryover amount used for 2024 is: \$189,012.80; Invoices were reviewed and an explanation of reimbursement for Endowment budgeted programs was shared.

b. Payment of the Bills

Motion by R. Rasmussen to pay February 2025 invoices and 2024 totals in total amount of \$64,031.04, second by S. Kellogg. Motion carried unanimously.

Motion by R. Rasmussen to pay Endowment total of \$4,727, second by S. Kellogg. Motion carried unanimously.

6. Director's Report

a. Library Use and Events: LENA program has started up again; winter reading programs are all running; great programs to kick off the beginning of the year. Interim Director Parrish has had a



Board of Trustees

DRAFT
Subject to
Approval

conversation with Advanced Janitorial addressing some cleaning concerns; Finishing Touch Signs is working on signage corrections; large printer will be moved from the Director office into the upper workroom for easier access.

b. Statistics: Reviewed by Interim Director Parrish, averaged 466 visits a day with over 15,000 check outs in January

c. Miscellaneous

None

d. Meet the Board

None

7. Committee Reports

No committees met in January

8. Unfinished Business

a. Elevator Project: only received one bid, missing affidavit and 5% bid bond which Jewell will work on getting. The bid has been sent to the city attorney for review; questions about the bid will be sent back to the company to provide clarification.

9. New Business

a. Annual Report

Walk-thru of annual report information and data

Motion by A. Galván to approve the Annual Report and Statement Concerning Public Library System Effectiveness, second by D. Martin. Motion carried unanimously.

10. Information Requests

None

11. Items for Next Agenda

None

12. Adjournment

Motion to adjourn by A. Galván, second by S. Kellogg. Motion carried unanimously.

Meeting adjourned by President St.Myers at 6:04pm.

Respectfully Submitted: A. Galván, Board Secretary



Board of Trustees

Meeting Minutes
February 24, 2025

1. Call to Order: Chair St. Myers called the special meeting of the Library Board to order at 5:15p.m.

2. Roll Call:

Dennis Martin	Susan Feith - excused	Ron Rasmussen - excused
Ryan Austin - excused	William Clendenning - excused	Karen Schill
Scott Kellogg	Emily Kent	Evan O'Day
Conni O'Keefe - arrived at 5:19	Andrea Galván	Elizabeth St. Myers

Others Present: Claire Parrish, Interim Director

3. Open Meeting Declaration: Chair St. Myers established that this was a public meeting with in person and Zoom access and appropriate public notice was given.

4. Closed Session

The Board will vote to go into closed session under Section 19.85(1)(c), Wis. Stats., which reads: "Considering employment, promotion, compensation or performance evaluation, data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and under Section 19.85(1)(e), Wis. Stats., which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session."

In closed session, the Board will conduct interviews for the Library Director position, and may discuss next steps in the recruitment process. The Board may adjourn in closed session.

5:18 pm Motion by A.Galvan to move to closed session, second by S.Kellogg. Roll call vote:

Dennis Martin - Y	Susan Feith - excused	Ron Rasmussen - excused
Ryan Austin - excused	William Clendenning - excused	Karen Schill - Y
Scott Kellogg - Y	Emily Kent - Y	Evan O'Day - Y
Conni O'Keefe - Y	Andrea Galván - Y	Elizabeth St. Myers - Y

Chair St. Myers adjourned the meeting at 7:11pm
Respectfully submitted: Claire Parrish, Interim Director



Board of Trustees

Meeting Minutes
February 25, 2025

1. Call to Order: Chair St. Myers called the special meeting of the Library Board to order at 5:15p.m.

2. Roll Call:

Dennis Martin	Susan Feith	Ron Rasmussen - <i>excused</i>
Ryan Austin : <i>excused</i>	William Clendenning - <i>excused</i>	Karen Schill
Scott Kellogg	Emily Kent	Evan O'Day
Conni O'Keefe- <i>arrived at 5:22pm</i>	Andrea Galván	Elizabeth St. Myers

Others Present: Claire Parrish, Interim Director

3. Open Meeting Declaration: Chair St. Myers established that this was a public meeting with in person and Zoom access and appropriate public notice was given.

4. Closed Session

The Board will vote to go into closed session under Section 19.85(1)(c), Wis. Stats., which reads: "Considering employment, promotion, compensation or performance evaluation, data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and under Section 19.85(1)(e), Wis. Stats., which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session."

In closed session, the Board will conduct interviews for the Library Director position, and may discuss next steps in the recruitment process. The Board may adjourn in closed session.

5:16p.m. Motion by K. Schill to move to closed session, second by S. Kellogg. Roll call:

Dennis Martin - Y	Susan Feith - Y	Ron Rasmussen : <i>excused</i>
Ryan Austin : <i>excused</i>	William Clendenning : <i>excused</i>	Karen Schill - Y
Scott Kellogg - Y	Emily Kent - Y	Evan O'Day - Y
Conni O'Keefe - <i>absent</i>	Andrea Galván - Y	Elizabeth St. Myers - Y

Chair St. Myers adjourned the meeting at 7:56pm
Respectfully submitted: Claire Parrish, Interim Director

South Central Library System Board of Trustees Minutes
2/27/2025, 12:15 p.m.
1650 Pankratz Street, Madison
Meeting held via Zoom & in person

Action Items

Approved the November 21st and December 19th meeting dates

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

Excused: C. Clark, D. Peterson

Absent: S. Garcia

Recorder: H. Moe

SCLS Staff Present: S. Schultz, K. Goeden

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

- a. Introduction of guests/visitors: None
- b. Requests to address the Board: None

Approval of previous meeting minutes: 1/23/2025 Minutes

- a. Motion: M. Nelson moved approved of the 1/23/2025. J. Wright seconded.
- b. Changes or corrections: None
- c. Vote: Motion carried.

Financial Statements: K. Goeden provided an overview of the financial statements.

Bills for Payments: The payment amount is \$1,040,494.32

- a. Motion: M. Howe reviewed the bills for payment. H. St. Maurice moved approval. M. Nelson seconded.
- b. Discussion: None.
- c. Vote: Motion carried.

Committee Reports:

- a. Advocacy: Library Legislative Day - M. Nelson noted the Governor spoke at the Best Western Park Hotel and was acknowledged for the grants provided to libraries. It was the largest attendance by library advocates to date. It will be a tight budget but legislators are supportive of libraries. J. Honl was inspired, made a good case for SCLS, and highly recommends that trustees attend next year.
- b. Executive: 2025 committee assignments are posted on the website.
- c. Budget & Finance: 2025 committee meeting dates. Will meet in June and August.
- d. Personnel Committee: 2025 committee meeting dates. Same as budget/finance.

Action items

- a. Approval of 2025 board meeting dates during holiday season
 - i. November 21, 2025 (Friday)
 - ii. December 19, 2025 (Friday)

N. Foth moved approval of the November and December meeting dates. M. Howe seconded. Motion carried.

System Director's Report: You may view the System Director report online.

Presentation: Municipal Exemption from the County Library Tax: S. Schultz: You may view the Power Point presentation in the documents online.

Information sharing:

- a. SCLS Foundation special meeting at 1:30 today (same Zoom link).

Next meeting: March 27, 2025

- a. Bill Examiner: B. Clendenning (will not be present) M. Jorgensen will review the bills.
- b. Review and approval of the 2024 annual system report

Adjournment: 1:13 p.m.

For more information about the Board of Trustees, contact Shannon Schultz
BOT/Minutes/2/27/2025

MINUTES
JAIL CONSTRUCTION ADHOC

DATE: Tuesday, March 18, 2025

TIME: 10:21 AM

PLACE: Courthouse – Room 114

MEMBERS PRESENT: Laura Valenstein, William Voight, Lee Thao, Al Breu, Dennis Polach, John Hokamp

MEMBER EXCUSED: Jake Hahn

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

1. Chair Valenstein called the meeting to order at 11:18 AM.
2. There was no public comment.
3. Motion by Breu/Thao to approve the minutes of the previous meetings. Motion carried unanimously.
4. Van Tassel highlighted a change in the flow of the security area in the new entrance in order to better secure the area. This falls under the limit needed for committee approval but they shared their consensus in moving forward.
5. Van Tassel reviewed the current project status and the amount left in the contingency. The contract has been signed to replace the boiler system in the old courthouse, so a funding mechanism needs to be articulated to pay for it. Motion by Hokamp/Breu to accept the current construction tabulation and contingency log document. Motion carried unanimously.
6. Chair Valenstein adjourned the meeting at 11:43 AM.

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

Jail Construction Adhoc Committee

March 18, 2025

NAME	REPRESENTING
KURT BERNER	SAMUELS GROUP
Darrin Steinbach	Finance
PANYIA yang	Finance
Tim Nordlund	Samuels Group
Brian Winter	Samuels Group
Steve Cheney	Samuels Group
Shawn Becker	WCSD
Owen Ewis	WCSD
Ted Ashbeck	Jail Captain