

AGENDA OPERATIONS COMMITTEE

DATE: Wednesday, March 12, 2025
TIME: 10:00 AM
LOCATION: Courthouse – Room #302

1. Call meeting to order
2. Public Comments
3. **CONSENT AGENDA**
 - a. Review/approve minutes from previous committee meetings
 - b. Review monthly letters of comment from department heads.
 - c. Approval of departments vouchers – County Board, County Clerk, Finance, Human Resources, and Treasurer.
4. Review items, if any, pulled from consent agenda
5. **FINANCE**
 - a. Resolution – Amend 2024 CIP – Sheriff/Jail Budget
 - b. Resolution – Amend 2024 Budget – Property & Liability Insurance
 - c. Resolution – Amend 2024 Budget – Coroner
 - d. Resolution – Amend 2025 CIP – Radio Engineer & Communications Budget
 - e. Resolution – Amend 2025 CIP – Norwood Budget
 - f. Resolution – Amend 2025 Sheriff Admin and Jail Budget
 - g. Resolution – Amend CIP 2025 UWSP-Marshfield Budget
 - h. Motion to transfer from Divorce Mediation budget to Clerk of Courts budget
6. **HUMAN RESOURCES**
 - a. Recruitment & Retention Policy
7. Consider any agenda items for next meeting
8. Set next regular committee meeting date – Tuesday, April 1, 2025 – 10:00 AM
9. Adjourn

Join by phone

+1-408-418-9388 United States Toll
Meeting number (access code): 2481 447 7740

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m31b57a579a10b2f0f7b1698807b98eca>
Meeting number (access code): 2481 447 7740
Meeting password: 031125

MINUTES OPERATIONS COMMITTEE

DATE: Tuesday, February 4, 2025
TIME: 9:00 AM
PLACE: Courthouse – County Board Room #300

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

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

1. Vice Chair Rozar called the meeting to order at 9:00 AM.
2. Under public comment, outgoing Finance Director Ed Newton expressed appreciation to the board, committee, and his staff for his time with the county. This will be his last meeting before he retires. The committee expressed their appreciation for his service to the county.
3. Chair Valenstein arrived at 9:05 AM and assumed the chair.
4. Motion by Rozar/Pliml to approve the consent agenda. Motion carried unanimously.
5. Wellness Coordinator Boeshaar provided a departmental update.
6. Treasurer Gehrt presented a resolution for the sale of tax deeded property. Motion by Rozar/Hahn to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.
7. Incoming Finance Director Yang provided a departmental update and introduced the new Deputy Finance Director, Darrin Steinbach. She also thanked Newton for his service and guidance to the department.
8. Newton presented 11 budget resolutions for action. Motion by Zurfluh /Rozar to take these resolutions in one vote of the committee. Motion carried unanimously. Motion by Rozar/Hahn to approve the budget resolutions for Dispatch Capital Projects, Debt Service, Arbitrage, Transportation & Economic Development, Land Conservation, Clerk of Courts Family Commissioner, Victim Witness, Emergency Management BNI, UW Extension Projects, & Corporation Counsel and forward onto the county board for their consideration. Motion carried unanimously.
9. Newton presented the Committed and Assigned Funds resolution for action. Motion by Pliml/Rozar to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.

10. HR Director McGrath updated the committee on the adjustment to the hearing aid coverage that needed to take place to include over-the-counter hearing aids. She also shared information and participation in the new prescription drug program. Onsite presentation for employees on this program is upcoming.
11. Human Resources Director McGrath reviewed committee action of last month for how an employee could skip a step for extraordinary service when the employee is above a Step 6. Motion by Pliml/Valenstein to approve the policy as presented with the following addition: *In the event that the employee being considered for an increase beyond Step 6 is a Department Head, the respective oversight committee chairperson will present the request to the Operations Committee on behalf of and with the consensus of their oversight committee.* Motion carried 4-1. Voting no was Hahn (does not believe there needs to be an extra layer of approval).
12. The next regular meeting will be held on Wednesday, March 12, 2025, at 10:00 AM. All future meetings will be held at 10:00 AM going forward.
13. Chair Valenstein adjourned the meeting at 9:46 AM.

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

**Operations Committee
February 4, 2025**

NAME	REPRESENTING
Ed Newton	Finance
Darrin Steinbach	Finance
Pamya Yang	Finance
Heather Gehrt	Treasurer
DENNIS POLACH	WCB-14
Bill Clarendon	WCB #15
Kim McGrath	HR
Kelli Szymanski	
Kim Stmac	C.O.C.
JUSTIN CIESLEWICZ	EDGEWATER
BRANDON VRUWIK	HSD
Sue Smith	HR
Nick Fluguar (Web Ex)	HR
Amy Kaye (Web Ex)	IT
Roland Hawk (Web Ex)	HR
Katie Miloch (Web Ex)	Human Services
Mary Schlagenshaft (Web Ex)	Human Services
Tony Justien (Web Ex)	Dispatch



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – March 2025

- The Spring Primary came and went and was pretty much a complete snooze-fest, with a 11.9% turnout, countywide. The highest percentage turnout was the Village of Port Edwards with 26.13%. They had a primary for Village President. The lowest number of voters to turn out? The Town of Hiles had 15 voters all day. I sat an election as a poll worker in the Town of Hiles about 30 years ago when the same race was on the ballot. We only had 5 voters all day, and 3 of those were the poll workers. THAT was a long day.
- You will note this month that the resolutions you are acting on are in fact paperless. You will see them appear in your respective packets but you will not have a paper copy to sign, unless it is a condolence resolution. This is one step in both modernizing our record keeping and making space in our back storage area, with a very minimal cost.
- As you are aware, Sheri Evanson from my office retired with an effective date of March 3rd. Katie has moved into that office and done a fabulous job so far. After a lot of deliberate discussion between Katie and myself, we are in the process of hiring her replacement in the Program Assistant position. We will be short staffed for the April election, probably. I was hoping to do another training between now and the April election for my clerks and chief inspectors, but the timing just is not going to work.
- I was asked to address the Marshfield Noon Rotary Club on March 20th about election security. I'm always pleased to have these opportunities to get facts out to the public and to tamp down any hyperbole that may be out there.
- The State Historical Society will be onsite on April 1st to take a look at some of the documents that we have that we are looking to get rid of. They might be interested in some of them for preservation.
- Our passport camera decided that after 13 years and over 7,000 photos, it would retire and die, all in the same day. We purchased a new unit for just under \$2,200, which was not in my budget for this year. I bring this to your attention now because it may be necessary to do a budget cleanup resolution at the end of the year. I have already discussed the situation with the Finance Dept.
- This is the last letter of comments from me before Corporation Counsel Kastenzholz retires. I cannot adequately express my appreciation for his wise counsel and friendship over the past 21 years I've been around this building both as a County Board Supervisor, then as County Clerk. The county, and especially the county board, owes him a debt of gratitude for keeping us all on the straight and narrow, and for making us all better in our respective positions. I look forward to working with new Corp Counsel Flanagan as he begins his time with us.



Wood County

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Office of
Finance Director

PaNyia Yang
Finance Director

Date: February 27, 2025
To: Operations Committee
From: PaNyia Yang
Subject: Finance Department Update

Departmental Activities

Finance Department Staff Changes

It has been quite an interesting and exciting month in the Finance Department with retirements and promotions. Ed Newton officially retired on February 7th. PaNyia Yang was promoted to Finance Director on February 3rd. Darrin Steinbach was promoted from Administrative Services Division Assistant Manager in Human Services to Deputy Finance Director on January 27th. Darrin has been working hard on fixed assets and learning new things day by day. I am very fortunate that Darrin has been catching on very quickly, and he just seems to know what to do. The knowledge and experience he brought with him from Human Services is such a huge bonus. I would like to also thank Brenda Nelson (A/P Administrator) and Michelle Weiler (Payroll Administrator) for their patience as we all are trying to adjust to a whole new dynamic in the office. Nonetheless, I'm grateful to have a wonderful group of people to work with.

2026-2030 CIP

I sent out an e-mail in early February to Department Heads requesting information for 2026-2030 CIP. They should have requests to Finance by March 31st with the goal of departments presenting them to their oversight committee in April at the latest. Final changes/updates should be submitted to Finance by April 25th. I then hope to have a draft summary of CIP requests to present at May's committee meeting.

Year End / Audit Preparation

Darrin and I are both busy gathering all the information needed for our annual audit on April 28th. It will be a slower process this year as I train Darrin on what we need to provide to our auditors, but we have previous years' information to look back on, which will help.

Resolutions Process

We have a lot of budget resolutions this time of year as we try to wrap things up from the prior year. I've been working with Peter quite a bit on the consistencies of resolutions and what I'd like to hope see happen. At our department head meeting on February 26th, I mentioned to the department heads/supervisors present that going forward, I'd like to see budget resolutions have co-sponsorship by both the oversight committee and Operations Committee. Currently, budget resolutions include Operations and sometimes do not.

In addition to this, I also asked that going forward if a department brings forth a resolution to create a position not included in the original budget process, that it requires a 2/3 vote if it involves any budget implications. Since it involves budget implications, the resolution would also be co-sponsored by Operations Committee. In both cases, if the resolution does not pass at Operations Committee, it will still move on to the full County Board with Operations Committee's name removed from it.



Wood County

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Office of
Finance Director

PaNyia Yang
Finance Director

I want to reiterate that it is not a requirement that the Operations Committee be co-sponsored on resolutions presented by other oversight committees. My take on this is that when resolutions include budget implications, Finance must be involved. Because Finance is involved, I would also like my oversight committee to review them as well. Again, this has not been an issue in the past at all. I bring it up because I see inconsistencies sometimes and would like consistency going forward. That's mainly the reason.

I believe that clear communication is crucial for establishing and maintaining healthy connections and is vital for positive interactions at work. Therefore, I was met with very positive responses from the department heads and supervisors present at the meeting. I sincerely give them my thanks.

Agenda Items

Resolutions

a. Amend the 2024 Capital Projects - Sheriff/Jail budget

This resolution is needed to amend the 2024 CIP-Sheriff/Jail function with carryover funds for \$7.7 million spent over the 2024 budgeted amount. 2023's borrowing for the jail was \$27.5 million, and so that was the amount that was entered in the 2024 budget for the Sheriff/Jail function. Actuals spent in 2024 was about \$35.2 million compared to the \$27.5 million that was budgeted – a shortage in budgeted amount of \$7.7 million.

Through end of February, there is about \$13.65 million left to be spent on the jail project. This is not including the interest that has been earned on the investment of jail proceeds, which is about \$2.8 million.

b. Amend the 2024 Property & Liability Insurance budget

This resolution is needed to amend the 2024 Property and Liability Insurance function with unanticipated revenues from insurance recoveries. There was an increase in the Property Liability premiums and deductibles that were not anticipated during the original budget process of \$63,891. However, there was also unexpected insurance recovery revenue that came in over by about \$68,000 – more than enough to offset the overage in expenditures.

c. Amend 2024 Coroner budget

This resolution is needed to amend Coroner's expenditure function with unanticipated revenues from cremation revenue. There was an increase in autopsy services and indigent body fees expenses along with an increase in supply needs that were not anticipated during the original budget process. Revenues exceeded budgeted amount by \$22,900, which is more than enough to cover the overage of \$14,000.

d. Amend the 2025 Capital Projects - Radio Engineer and Communications budgets

This resolution is needed to amend both the 2025 Capital Projects – Radio Engineer and Communications budgets for projects in progress but not completed at the end of 2024. The Radio System Update project, originally funded with ARPA dollars, is expected to be completed this year per Erik Engel, Communications Director. There is still roughly \$1.19 million of ARPA funds remaining for this project. Likewise, the Communications budget also has unexpended 2024 repair and maintenance funds Erik would like to carry over to cover contingencies of the Radio System Updates project.



Wood County

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Office of
Finance Director

PaNya Yang
Finance Director

- e. Amend the 2025 Capital Projects – Norwood and Plant Operations & Maintenance budgets
This resolution is needed to amend the 2025 Capital Projects – Norwood and Plant Operations & Maintenance budgets for Phase 1 of the water pipe replacement project in progress but not completed at the end of 2024.
- f. Amend the 2025 Sheriff Administration and Jail budgets
The purpose of this resolution is to carry over unspent 2024 funds from the Sheriff Administration and Sheriff Jail budgets to cover expenditures related to the completion of the jail project.
- g. Amend the 2025 Capital Projects – UWSP-Marshfield budget
The purpose of this resolution is to carryover unspent 2024 funds from the UWSP-Marshfield’s Capital Projects budget for projects in progress but not completed at the end of 2024 and for the purpose of replacing a section of roof.
- h. Motion to Transfer Available Appropriations from COC Divorce Mediation budget to Clerk of Courts budget
Last month, I brought forth a resolution to amend the Family Court Commissioner’s budget for overage in expenditures due to an increase in professional services not anticipated during the original budget process. The overage was covered partially with additional revenue received in Family Court Commissioner’s budget and transfers of available appropriations from the Clerk of Courts budget. Since then, Clerk of Courts has incurred additional 2024 expenses. Because of that, Clerk of Courts is now over budget by about \$1,200. According to Wis. Stat. s. 65.90(5)(b) and the Wood County Budget Policy, the Operations Committee is allowed to transfer available appropriations between a department’s functions with a motion rather than a County Board resolution - the lesser of \$5,000 or 10% of the function receiving the transfer. Since the \$1,200 is well below the \$5,000 threshold, I am asking the committee to make a motion instead of a resolution to allow transfer of available appropriations of \$1,222 from the Divorce Mediation budget to the Clerk of Courts budget.



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

February 28, 2025

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

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

Human Resources Activity

	February 2025	2025 Year-to-Date
Applications Received	212	438
Positions Filled	18	33
Promotions/Transfers	6	15
New Hire Orientations	17	28
Terminations, Voluntary	8*	16
Terminations, Involuntary	1	1
Retirements	2	3
Turnover Rate	1.09 %	.94 %
Exit Interviews	3	7

*Four of these are casual

Human Resources Narrative

General Highlights

1. Our Core Values Program has seen a recent decline in nominations over the last few quarters. Therefore, there are only two awardees to report for Q4 2024. To be nominated, a Wood County employee would have been witnessed exemplifying one or more of the six identified Wood County Core Values and nominated by a peer or supervisor. A total of five nominations were received for the quarter, of which Department Heads reviewed and voted on at their Q1 Department Head meeting. The following employees were selected to receive a Core Values Award:
 - Professionalism: Blair Meddaugh, Emergency Management
 - Service: Phil Anderson, IT
2. A representative from our new pharmacy program, Rx 'n Go, was onsite at various County locations February 19th and 20th to meet with employees and assist them with enrollment and transitioning their prescriptions. The representative signed up nearly 40 employees to the program and spoke with numerous other employees that had already signed up and had questions. The representative reported back that everyone they met with was very excited and thankful to be getting their medications shipped to their homes for free!

Meetings & Trainings

1. Attended the Operations Committee meeting on February 4th.
2. Attended County Board on February 18th.
3. Attended the monthly SPAHRA meeting and presentation on “Advanced Generative AI Usage and Prompt Engineering” on February 12th.
4. Attended the Network Exchange for HR Professionals titled “Avoiding Worker’s Compensation Pitfalls” on February 12th.
5. Met virtually with our account representative from EdVest on February 20th to discuss strategies to enhance employee education related to the benefit.
6. Held the monthly conference call with The Horton Group on February 25th to discuss various benefit topics.
7. Attended the quarterly Department Head meeting on February 26th.
8. Held individual staff and team meetings to discuss and provide updates on the department’s identified 2025 goals.
9. Team members attended various webinars related to benefits, employment law, and compliance.

Benefits

1. 1095-C forms were distributed to all applicable individuals. Blue Water Business Consulting, LLC created the forms and assisted with the annual filing of Form 1094-C with the IRS. The forms were printed and mailed by our department this year rather than paying Blue Water Business Consulting, LLC to do the mailing at a cost savings of approximately \$1,500.
2. 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.
3. Processed and prepared monthly COBRA remittance, EBC admin fees, and stop loss admin fees.
4. Reconciled monthly enrollments for health, dental, vision, life, and disability insurances.
5. Assisted multiple employees with questions related to FMLA, leaves of absence, retirement, and benefit claims concerns.
6. 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 being conducted.
Replacement	Clerk of Courts	Information Clerk	Position posted, interviews conducted, final candidate selected, offer extended and accepted, filled 2/17/2025.
Replacement	Clerk of Courts	Bailiff	Filled 2/17/2025.
Replacement	County Clerk	Chief Deputy County Clerk	Position posted, interview conducted, filled internally 3/3/2025.
Replacement	County Clerk	Health & Human Services Committee Member	Filled 2/18/2025.
Replacement	Criminal Justice	Case Manager- Casual	Position posted, interview conducted, filled internally 2/13/2025.
Replacement	Dispatch	Dispatcher	Position posted; interviews conducted. References/background conducted on two applicants, filled 2/10/2025 & 2/17/2025.
Replacements	Edgewater	CNA, RN, LPN, and Dietary Assistant – (Multiple) & Therapy Activity Aide	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 3/10/2025.
Replacement	Emergency Management	EM Relief Worker	Position posted, interview conducted, references and DL check completed. Offer extended and accepted, filled 3/10/2025.
Replacement	Highway	Highway Engineering Intern	Internship posted, interviews conducted, reference completed, filled 5/27/2025.
Replacement	Highway	Summer Help	Position posted, deadline 3/24/2025.
Replacement	Human Services	Family Interaction Worker	Position posted, interviews conducted, background/references completed, offer extended and accepted, filled 2/10/2025.
Replacement	Human Services	CCS Service Facilitator (2)	Position posted, deadline 3/17/2025.
Replacement	Human Services	Administrative Services Division Manager	Position posted, interviews conducted, background/references completed, offer extended and accepted, filled 2/24/2025.
New Position	Human Services	Economic Support Specialist	Position posted, interviews conducted, background/references completed, offer extended and accepted, filled 3/10/2025.
Replacement	Human Services	Children’s Waiver Case Manager (Support/ Service Coord)	Position posted, interviews conducted, background/references completed, offer extended and accepted, filled 2/10/2025.
Replacement	Human Services	CCS Program Manager	Position posted, deadline 3/24/2025.
Replacement	Human Services	FSET Case Manager-WR	Position posted; interviews being conducted.
Replacement	Human Services	CSP Case Manager	Position posted, interviews conducted, filled internally 3/17/2025.
Replacement	Human Services	Case Manager/SW-IA	Position posted, interviews conducted, filled internally 3/24/2025.

Replacement	Human Services	Mental Health Case Manager (EMH/APS Coord)	Position posted, deadline 3/17/2025.
Replacement	Human Services	Adult Services Case Manager (EMH/APS Coord)	Position posted, deadline 3/17/2025.
Replacement	Human Services	Casual Bus Drivers	Position posted, deadline 3/17/2025.
Replacement	Human Services	Family Resource Coordinator (Mfld)	Position posted, deadline 3/17/2025.
Replacement	Human Services	Youth Mentor Case Manager	Position posted, deadline 3/17/2025.
Replacement	IT/Systems	Systems Technician	Position posted, deadline 2/24/2025.
Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, LPN, and Therapy Assistant	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 5/12/2025.
New Position	Norwood/Edgewater	Assistant Administrator	Position posted, interviews conducted, references/background completed, offer extended and accepted, filled 3/3/2025.
Replacement	Parks	LTE II's (Summer)	Position posted; interviews being conducted.
Replacement	Parks	Camp Ranger-Dexter	Position posted, interviews conducted, references/DL checked, offer extended and accepted. Filled, date to be determined.
New Position	Parks	Camp Ranger-CERA Park	Position posted; interviews being conducted.
Replacement	Sheriff	Part-Time Deputies	Position posted, interviews conducted, eight positions filled 3/3/2025 and 3/5/2025.
Replacement	Sheriff	Admin Asst II	Position posted, interviews conducted, references and background completed, offer extended and accepted, filled 3/3/2025
Replacement	Treasurer	Real Property Lister	Position posted; interviews being conducted.

Safety/Risk Management

1. Managed open claims with Aegis/Charles Taylor throughout the month.
2. Corresponded with various insurers regarding claims, including damage to a Parks & Forestry vehicle.
3. Attended Edgewater Safety Committee meeting on 2/5/25, and Norwood Safety Committee on 2/25/25.
4. Met with Emergency Management, Dispatch, and IT staff on various dates to discuss messaging in the Everbridge System.
5. Conducted respirator fit testing for 6 Edgewater Haven staff on 2/5/25.
6. Attended L1301 Continuity Planning Course at River Block on 2/19/25 and 2/20/25.

NEW Workers' Compensation Claims (1)

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

OPEN 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

CLOSED Workers' Compensation Claims (4)

1. 1/14/25 – Norwood – Employee had head injury/bleeding from falling due to medical event

2. 1/16/25 – Highway – Employee had debris blown into R eye while checking for air leak on truck
3. 1/22/25 – Highway – Employee suffered eye injury when aluminum piece entered R eye while grinding material
4. 1/27/25 – Human Services – Employee suffered needlestick injury from unguarded sharp at River Block.

First Aid Injuries (1)

1. 2/20/25 – Human Services – Employee slipped while descending stairs in River Block

Property/Vehicle Damage Claims (2)

1. 1/24/25 – Sheriff's – Squad windshield was damaged while removing less-lethal shotgun in emergency (actual damage \$404.45)
2. 2/6/25 – Parks & Forestry – Forester's truck was backed into by contractor on logging site near City Point. Vehicle was transported via flatbed to body shop (est. damage unknown – vehicle likely totaled). Subrogation will be pursued.

Liability Claims (0)

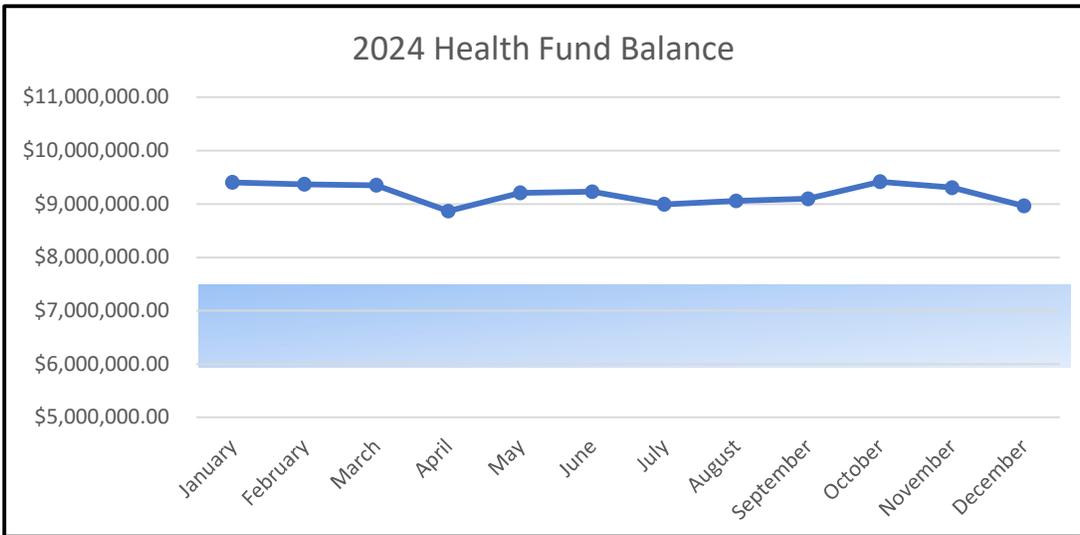
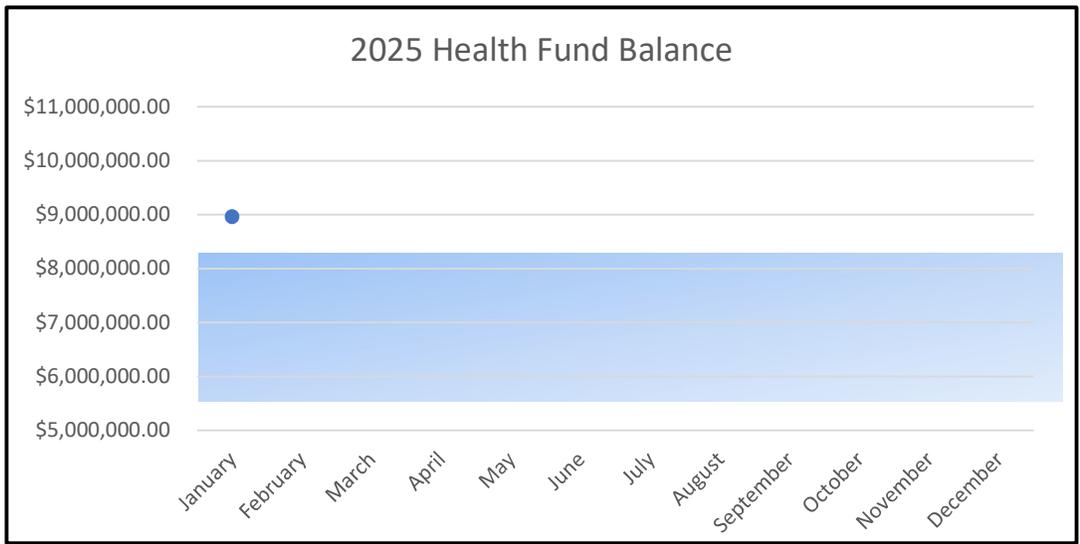
OPEN EEOC/ERD Claims (3)

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. Mediation was held on July 30, 2024; all settlement offers were rejected by both parties. A Pre-Hearing Conference is scheduled for March 10, 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. 1st Quarter DOT Random selections completed successfully.
3. Continuing to work on updating job descriptions as jobs evolve and vacancies occur.
4. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
5. Reconciled and processed the January Unemployment Insurance payment.
6. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
7. Facilitated New Hire Orientation on February 3rd, 10th, 17th, and 24th.
8. Conducted exit interviews on February 11th, 12th, and 19th.
9. Responded to multiple verifications of employment.
10. Replied to requests from surrounding counties with varied information.
11. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

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



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



Wood County

WISCONSIN

OFFICE OF THE
TREASURER

Heather L. Gehrt

LETTER OF COMMENTS—MARCH 2025

1. Attended Wisconsin Counties Association weekly calls on Mondays in February.
2. Attended Operations meeting on February 4.
3. Attended United Way Board of Directors meeting on February 12.
4. Participated in Government Day for Heart of Wisconsin Leadership Day on February 13.
5. Attended County Board meeting on February 18.
6. I was informed on February 3 that the Real Property Lister, Nancy Marti, will be retiring on May 1. I conducted interviews on February 19 & February 28. A final candidate has been selected and reference checks will be started the first week of March.
7. I was sworn in and participated in the Board of Canvas for a municipality on February 25.
8. Attended the Department Head meeting on February 26.
9. Added new participants to the HSA account in the banking program for automatic deductions.



Wood County

WISCONSIN

Employee Wellness

Ryan Boeshaar

Letter of Comments – February 2025

- The 2025 onsite biometric screenings remain in progress. We had an additional four screenings completed in February: two at Norwood, one at Edgewater, and one at the Highway Department. Weather permitting, there will be three more onsite screenings held in March to wrap up the year. As a reminder, if a participant is unable to attend an onsite screening, there are two additional options in which they can complete the biometric component. The deadline to complete the biometrics and health assessment is March 31, 2025.
- As of writing this, we are halfway through the Quarter 1 Wellness Challenge, “*Wellness-Opoly*”. There was a total of 171 people who registered for the challenge. As the name suggests, this is a healthy spin-off from the famous board game, Monopoly. Participants are encouraged to complete as many “activity cards” on the Wellness-Opoly board throughout the 4-week challenge. Participants can play individually or form a team and play together. Weekly communications have been sent highlighting a few activity cards along with some fun interesting facts about Monopoly. This activity encompasses all dimensions of wellbeing and is a great first challenge for the year.
- I have begun health coaching for participants who have completed the first 2 qualifying activities (biometrics & health assessment) for this year. Health coaching is the third and final step to enrolling in the Wellness Program and earning the 2026 health insurance premium discount rate, if applicable. The deadline to complete the coaching session isn’t until June 30, 2025.
- To help celebrate National Heart Health Month, employees were encouraged to participate in **Wear Red Day** on Friday, February 7 to raise awareness of heart disease. I made accommodations for those who did not work that Friday due to work shift or are required to wear a work uniform, so all were able to participate in this activity to earn wellness points. We had an outstanding turnout of department teams and individuals wearing red and submitting photos to Wellness to be shared. A BIG thank you to all those who participated in this event.
- Weekly occurrence of working with new hires and/or employees who have previously not enrolled in the Wellness Program to create their wellness portal accounts so they may begin the process of completing the qualifying activities and become more involved with wellness.

COUNTY BOARD CLAIMS

Jan-25

Paid February 2025

	MONTH	PER DIEM	MILEAGE	Other Expenses	TOTAL
Scott Brehm	January-25	\$ 350.00	\$ 60.20		\$ 410.20
Allen Breu	January-25	\$ 315.00	\$ 84.00		\$ 399.00
William Clendenning	January-25	\$ 815.00	\$ 284.90		\$1,099.90
Jake Hahn	January-25	\$ 465.00	\$ 288.40		\$753.40
Brad Hamilton	January-25	\$ 480.00	\$ 81.20	\$ 12.00	\$573.20
John Hokamp	January-25	\$ 300.00	\$ 18.20		\$318.20
Timothy Hovendick	January-25	\$ 300.00	\$ 98.00		\$398.00
Bill Leichtnam	January-25	\$ 445.00	\$ 106.40		\$551.40
Jeff Penzkover	January-25	\$ 350.00	\$ 51.80		\$401.80
Russell Perlock	January-25	\$ 300.00	\$ 147.00		\$447.00
Lance Pliml	January-25	\$ 800.00	\$ 85.40	\$ 12.00	\$897.40
Dennis Polach	January-25	\$ 300.00			\$300.00
Donna Rozar	January-25	\$ 365.00	\$ 201.60		\$566.60
Wayne Schulz Jr	January-25	\$ 300.00	\$ 102.90		\$402.90
Laura Valenstein	January-25	\$ 395.00			\$395.00
William Voight	January-25	\$ 350.00	\$ 151.20		\$501.20
Joseph Zurfluh	January-25	\$ 440.00	\$ 52.50		\$492.50
Andrea Halbersma	January-25	\$ 50.00	\$ 26.60		\$76.60
Leslie Kronstedt	January-25	\$ 50.00	\$ 7.00		\$57.00
Linda Schmidt	January-25	\$ 50.00	\$ 3.50		\$53.50
Rebecca Spiros	January-25	50.00			\$50.00
		\$ 7,270.00	\$ 1,850.80	\$ 24.00	\$ 9,144.80

Chairman

Operations Committee

Committee Report

County of Wood

Report of claims for: County Clerk

For the period of: February 2025

For the range of vouchers: 06250023 - 06250038

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06250023	AMAZON CAPITAL SERVICES	Credit Memo	02/01/2025	(\$24.99)	P
06250024	ELECTION SYSTEMS & SOFTWARE	Coding - Spring Primary	01/27/2025	\$3,405.00	P
06250025	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES 1LGG-Y99D-96J1	02/05/2025	\$75.99	P
06250026	WISCONSIN ELECTIONS COMMISSION	Registration - Fall Conference	02/03/2025	\$95.00	P
06250027	AMAZON CAPITAL SERVICES	Office Supplies	02/07/2025	\$6.99	P
06250028	SOUTH WOOD COUNTY HUMANE SOCIETY	MICHAEL CORDOVA NOV HUMAN SOC	02/07/2025	\$600.00	P
06250029	PROGRESSIVE VETERINARY SERVICES	DOG DAMAGE ALITA/BLAZE-CORDOVA	02/10/2025	\$400.30	P
06250030	ELECTION SYSTEMS & SOFTWARE	Electionware Licenses/Mtnce	02/03/2025	\$9,656.12	P
06250031	UNITED MAILING SERVICE	MAIL FEES JANUARY 25 UMS	02/12/2025	\$1,252.62	P
06250032	GANNETT WISCONSIN LOCALIQ	VARIOUS ADS GANNETT JAN 25	02/14/2025	\$665.84	P
06250033	US BANK	VISA Charges	02/19/2025	\$318.86	P
06250034	CEPRESS CINDY	Canvass Board	02/20/2025	\$50.00	P
06250035	HALL DEBORAH M	Canvass Board	02/20/2025	\$50.00	P
06250036	VERIZON	Monthly Modem Fee	02/26/2025	\$16.85	P
06250037	ELECTION SYSTEMS & SOFTWARE	Absentee Ballots - Spring Elec	02/25/2025	\$2,293.02	
06250038	ELECTION SYSTEMS & SOFTWARE	Ballots - Spring Election	02/26/2025	\$5,908.21	
Grand Total:				\$24,769.81	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: FEBRUARY 2025

For the range of vouchers: 14250033 - 14250049

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14250033	SOUTH CENTRAL LIBRARY SYSTEM	2025 DELIVERY SERVICES	01/30/2025	\$16,344.00	P
14250034	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	02/06/2025	\$761.54	P
14250035	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	02/06/2025	\$6,318.22	P
14250036	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	02/06/2025	\$3,273.81	P
14250037	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	02/06/2025	\$4,172.32	P
14250038	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	02/06/2025	\$355.85	P
14250039	AMAZON CAPITAL SERVICES	SUPPLIES	02/06/2025	\$11.89	P
14250040	WOODWARD MINDI	2/6/25 DIRECT DEPOSIT RETURN	02/06/2025	\$1,152.48	P
14250041	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	02/14/2025	\$13.95	P
14250042	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	02/20/2025	\$761.54	P
14250043	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	02/20/2025	\$6,294.67	P
14250044	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	02/20/2025	\$3,259.52	P
14250045	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	02/20/2025	\$4,171.45	P
14250046	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	02/20/2025	\$355.85	P
14250047	US BANK	SUPPLIES	02/18/2025	\$41.95	
14250048	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	02/18/2025	\$4.30	
14250049	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	02/18/2025	\$6.64	
Grand Total:				\$47,299.98	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: February 2025

For the range of vouchers: 17250013 - 17250028 23250006 - 23250010

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17250013	US BANK	P-Card Charges	01/16/2025	\$592.68	P
17250014	OFFICE ENTERPRISES INC	HR; Task Chairs	01/28/2025	\$790.00	P
17250015	MCHS OCCUPATIONAL HEALTH	Drug & Alcohol Testing	01/30/2025	\$125.00	P
17250016	ASPIRUS OCCUPATIONAL HEALTH	Drug Testing	02/03/2025	\$106.00	P
17250017	ASPIRUS OCCUPATIONAL HEALTH	Drug Testing	02/03/2025	\$583.00	P
17250018	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Lab	02/03/2025	\$14,774.75	P
17250019	MARSHFIELD AREA CHAMBER OF COMMERCE	Service Recognition Program	02/05/2025	\$80.69	P
17250020	HEART OF WIS CHAMBER OF COMMERCE	Service & Recognition Program	02/05/2025	\$225.00	P
17250021	AMAZON CAPITAL SERVICES	Security Envelopes	02/05/2025	\$53.04	P
17250022	SCHECKEL KASSIE	Tuition Assistance	02/04/2025	\$506.50	P
17250023	NORTHWOODS LASER & EMBROIDERY	Service Recognition Program	02/05/2025	\$62.50	P
17250024	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	01/23/2025	\$621.00	P
17250025	WI DEPT OF WORKFORCE DEVELOPMENT	Jan 2025 Unemployment Charges	02/25/2025	\$5,347.47	P
17250026	US BANK	P-Card Charges	02/17/2025	\$2,098.44	P
17250027	WELD RILEY SC	Legal Fees	02/26/2025	\$820.00	P
17250028	PAUL GROSS JEWELERS INC	Recognition Program	02/26/2025	\$116.99	P
23250006	SAFELITE FULFILLMENT INC	Jail Transport #3	01/17/2025	\$492.90	P
23250007	AEGIS CORPORATION	Crime Policy	12/23/2024	\$1,919.00	P
23250008	SAFELITE FULFILLMENT INC	Squad #29	01/28/2025	\$404.45	P
23250009	DOORWORKS INC	Highway Dept Door	02/03/2025	\$9,479.50	P
23250010	NIEMAN'S TOWING & RECOVERY INC	Truck - Flatbed #23	02/07/2025	\$402.00	P
Grand Total:				\$39,600.91	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: FEBRUARY 2025

For the range of vouchers: 28250023 - 28250035

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28250023	CITY OF MARSHFIELD	JANUARY SPECIAL CHARGES	02/05/2025	\$456.66	P
28250024	CITY OF NEKOOSA TREASURER	JANUARY SPECIAL CHARGES	02/05/2025	\$671.89	P
28250025	CITY OF WISCONSIN RAPIDS	JANUARY SPECIAL CHARGES	02/05/2025	\$2,513.37	P
28250026	TOWN OF SARATOGA	JANUARY SPECIAL CHARGES	02/05/2025	\$2,182.28	P
28250027	TOWN OF GRAND RAPIDS	JANUARY SPECIAL CHARGES	02/05/2025	\$501.70	P
28250028	TOWN OF RICHFIELD	JANUARY SPECIAL CHARGES	02/05/2025	\$290.14	P
28250029	VILLAGE OF MILLADORE	JANUARY SPECIAL CHARGES	02/05/2025	\$1,679.38	P
28250030	VILLAGE OF RUDOLPH	JANUARY SPECIAL CHARGES	02/05/2025	\$1,237.21	P
28250031	WI DEPT OF ADMINISTRATION	JANUARY WI LAND INFO	02/05/2025	\$5,677.00	P
28250032	LIU YANG	TAX OVERPAYMENT REFUND	02/19/2025	\$3,459.66	P
28250033	STATE OF WISCONSIN TREASURER	JAN CLERK OF COURTS REVENUE	02/19/2025	\$140,959.75	P
28250034	HILDEBRANDT FAMILY LEGACY TRUST	TAX OVERPAYMENT REFUND	02/26/2025	\$84.82	P
28250035	SMIGAJ STEPHEN	TAX OVERPAYMENT REFUND	02/26/2025	\$534.17	P
Grand Total:				\$160,248.03	

Signatures

Committee Chair:

Committee Member:



RESOLUTION#

DATE March 18, 2025

Effective
Date

Upon Passage and Posting

Page 1 of 2

Introduced by 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: _____ PK _____, Corp Counsel	
Reviewed by: _____ PY _____, Finance Dir.	

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

		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			

WHEREAS, debt borrowing for the jail construction occurred in increments spanning from 2021 through 2024, and

WHEREAS, the 2024 budgeted amount under the Capital Projects-Sheriff/Jail function was \$27.5 million, which is consistent with the 2023 debt borrowing for 2024 CIP projects, and

WHEREAS, actual expenditures for the jail project in 2024 was \$35,200,000, an overage of \$7,700,000, and

WHEREAS, there is sufficient funds to cover the overage in the Capital Projects fund balance from the 2021-2024 debt borrowing, 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 2024 Capital Projects-Sheriff/Jail budget (57211) budget by appropriating \$7,700,000 from Capital Projects fund balance (34113), and

Adopted by the County Board of Wood County, March 18, 2025

County Clerk

County Board Chairman

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 March 18, 2025

Effective
Date

Upon passage and posting

Page 1 of 1

Introduced by 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: _____ PAK _____, Corp Counsel	
Reviewed by: _____ PY _____, Finance Dir.	

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:

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

		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			

WHEREAS, Property Insurance-deductible costs were greater than anticipated due to greater than average claims activity, including two large claims from 2023, and

WHEREAS, the aforementioned costs were not anticipated during the 2024 budget process, and

WHEREAS, the County has recovered unanticipated revenues of \$63,900 from insurance for repairs made in 2024, 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 2024 Property & Liability Insurance (51931) budget with \$63,900 of unanticipated revenues from Insurance Recoveries (48440), 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.

Adopted by the County Board of Wood County, March 18, 2025

County Clerk

County Board Chairman



RESOLUTION#

DATE March 18, 2025

Effective
Date

Upon passage and posting

Page 1 of 1

Introduced by Public Safety Committee & 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 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

		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			

WHEREAS, the Coroner budget experienced an increase in supplies, autopsy, and cremation services for the 2024 year by \$14,000, and

WHEREAS, cremation revenue collected will be higher than originally anticipated by \$19,000, 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 Coroner budget for 2024 by appropriating unanticipated revenue of \$14,000 from Cremation revenue (46221) to Coroner function (51231), 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.

Adopted by the County Board of Wood County, March 18, 2025

County Clerk

County Board Chairman



RESOLUTION#

DATE March 18, 2025

Effective
Date

Upon Passage and Posting

Page 1 of 2

Introduced by Operations Committee & Public Safety 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: _____ PK _____, Corp Counsel	
Reviewed by: _____ PY _____, Finance Dir.	

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:

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

WHEREAS, the radio system updates capital project was approved in the 2023 budget by the Wood County Board in the amount of \$1,774,940, and

WHEREAS, while the project started in 2023, it is not anticipated to be completed until 2025, and

WHEREAS, \$585,958.08 of ARPA funds have been expended so far through the end of 2024 leaving unexpended funds of \$1,188,981.92, and

WHEREAS, Communications Radio Engineer budget will have unexpended funds from the 2024 budget year, and

WHEREAS, unexpended funds carried over from the 2024 Radio Engineer budget will be used to supplement for overages on the radio system update project, 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, March 18, 2025

County Clerk

County Board Chairman

NOW THEREFORE BE IT RESOLVED, to amend the 2025 Communications – Capital Projects (57230) budget by appropriating \$1,188,981.92 from unexpended ARPA funds (43300) and to amend the 2025 Communications Radio Engineer budget (52130) by appropriating \$69,600 from fund balance (34300) for ongoing project expenditures, 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 MARCH 18, 2025

Effective
Date

Upon Passage & Posting

Page 1 of 1

Introduced by Health & Human Services & 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: _____ PK _____, Corp Counsel		
Reviewed by: _____ PY _____, Finance Dir.		

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.

ACCOUNT	ACCOUNT NAME	DEBIT	CREDIT
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	

WHEREAS, The Health & Human Services Committee as well as the Operations Committee authorized the Water Pipe Replacement project at a cost of \$200,000 for 2024, and

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

NOW THEREFORE BE IT RESOLVED, to amend the Human Services Department, Norwood Health Center Capital Projects budget (57420) for 2025 by appropriating \$31,200 of unexpended CIP funds from the Capital Projects fund balance (34113) and to amend the Plant Operations Maintenance budget (54351) for 2025 by appropriating \$150,000 of unexpended funds from Norwood’s fund balance (34300).

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.

Adopted by the County Board of Wood County, March 18, 2025

County Clerk

County Board Chairman



RESOLUTION#

DATE March 18, 2025

Effective
Date

Upon passage and posting

Page 1 of 1

Introduced by Public Safety Committee & Operations Committee

QAE

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: _____	PK _____	, Corp Counsel
Reviewed by: _____	PY _____	, Finance Dir.

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

		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			

WHEREAS, the Sheriff’s Department’s Jail and Admin Operations budgets had unspent funds in 2024, and

WHEREAS, the jail project has been ongoing and is reaching completion in 2025,

WHEREAS, the Sheriff’s Department is incurring unanticipated expenses related to the project’s completion, and

NOW THEREFORE BE IT RESOLVED, to amend the Wood County Sheriff’s Department Admin Operations budget (101-2501-52110-000-342) for 2025 by appropriating the \$35,000 of unspent funds from 2024 general fund balance (34300), and amend the Wood County Sheriff’s Department Jail Operations budget (101-2506-52710-000-340) for 2025 by appropriating the \$100,000 of unspent funds from 2024 general fund balance, 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.

Adopted by the County Board of Wood County, February 18, 2025

County Clerk

County Board Chairman



RESOLUTION#

DATE March 18, 2025

Effective
Date

Upon Passage and Posting

Page 1 of 1

Introduced by 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: _____ PK _____, Corp Counsel	
Reviewed by: _____ PY _____, Finance Dir.	

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:

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

WHEREAS, the County Board authorized UWSP-Marshfield’s CIP request during the 2024 budget process for a total of \$97,500, and

WHEREAS, only \$68,709.36 was expended in 2024 leaving unspent appropriated funds of \$28,790.64, 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 2025 Capital Projects - UWSP-Marshfield (57640) budget by appropriating \$28,790.64 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.

		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			

Adopted by the County Board of Wood County, March 18, 2025

County Clerk

County Board Chairman