

Portage County Clerk

Shirley M. Simonis

1516 Church Street

Stevens Point, WI 54481

Phone: 715-346-1351 Fax: 715-346-1486

simoniss@co.portage.wi.us

NOTICE: The resolutions/ordinances within this agenda packet are subject to amendment or change at this meeting or subsequent meetings of the County Board.

September 12, 2018

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE PORTAGE COUNTY BOARD OF SUPERVISORS:

The Portage County Board of Supervisors will meet in adjourned session in the County Board Chambers of the County-City Building, 1516 Church Street, Stevens Point, Wisconsin on September 18, 2018 at 5:00 p.m.

AGENDA:

Call to Order

Roll Call

Pledge to the Flag

Invocation-Supervisor Julie Morrow

Review/Approval-August 16 & 27, 2018 County Board Meeting Minutes

Correspondence-None

PUBLIC COMMENTS:

Members of the public who wish to address the County Board on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the County Board Chair as set forth in Robert's Rules of Order

PRESENTATIONS:

Calvin Winters, Update on New Government Facility/Renovation Project

Bob Prell-ICS Consulting Firm, Mark Ludgatis-BWBR and Bruce Omtvedt-Dewberry, Architectural and Engineering Firms, Jail Assessment Report

Chris Holman, County Executive, County Updates

RESOLUTIONS/ORDINANCES:

1) Approving and Authorizing the Sale of County Owned Property in the Village of Plover

2) Resolution Approving and Authorizing the Rosholt Public Library Lease and Operation Agreement Between the Village of Rosholt and the Portage County Library Board

3) Resolution Establishing November 20, 2018 as the Official Annual Meeting Date of the Portage County Board of Supervisors for 2018

4) Confirming the Appointment of Amanda Haffele as Portage County Solid Waste Director

5) Confirming the Appointment of Robert Weinert as the Head of Emergency Management

6) Supporting Sustainable Funding for Wisconsin's Transportation System

- 7) County Fish and Game Project
- 8) Amending Ordinance 4.9, Animal Control; Dog License Tax
- 9) Authorization for 2018 Budget Adjustment for Women Infants and Children (WIC) Program
- 10) Approving and Authorizing the Life/AD&D Insurance and Long Term Disability Insurance Plan Provider for the Portage County Fringe Benefit Program for 2019 and 2020
- 11) Authorization to Enter into a Contract with Energy Services, Inc. For Administration of the Wisconsin Home Energy Assistance Program

ADJOURNMENT:

Motion to Adjourn, Subject to the Call of the Chair

Respectfully submitted,



SHIRLEY M. SIMONIS, Portage County Clerk

NOTICE: Any person who has special needs and plans on attending this meeting should contact the County Clerk's Office as soon as possible to ensure that reasonable accommodations can be made: 715-346-1351

RESOLUTION NO. _____

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE PORTAGE COUNTY BOARD OF SUPERVISORS:

RE: APPROVING AND AUTHORIZING THE SALE OF COUNTY OWNED PROPERTY IN THE VILLAGE OF PLOVER

WHEREAS, Portage County obtained ownership of approximately 420 acres of real property in the Village of Plover via tax deeds; and

WHEREAS, after the tax deeds sale publication requirements, portions of the property remain in the name of the County and are available for sale; and

WHEREAS, the county, through the Capital Improvements/Economic Development Committee received a July 23, 2018, Vacant Land Offer to Purchase and Addendum A from Premier Real Estate Management, LLC, a Wisconsin limited liability company (the Buyer), seeking to purchase approximately 17.911 acres of property, described as Lot 2 of CSM 10955-50-85, located in the Village of Plover, Portage County (the Property); and

WHEREAS, county staff and officials discussed the initial offer from this buyer in closed session with the Capital Improvements/Economic Development Committee and made recommendations for further negotiations about the possible sale of the Property to the Buyer; and

WHEREAS, those further negotiations resulted in the August 21, 2018, Vacant Land Offer to Purchase and Addendum A, as set forth in the attached contract summary form (collectively, the Agreement); and

WHEREAS, Wis. Stats. §59.52 authorizes the County Board to sell county property; and

WHEREAS, the sale of this Property is in the public interest for economic development and increased property tax base purposes.

FISCAL NOTE: No appropriations or funds are necessary for this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Portage County Board of Supervisors hereby approves and authorizes the sale of the Property to Premier Real Estate Management, LLC pursuant to the terms of the Agreement.

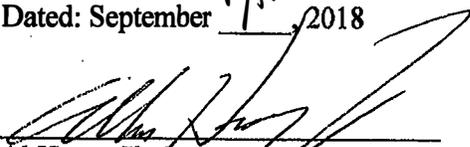
BE IT FURTHER RESOLVED that the Portage County Board of Supervisors hereby authorizes the County Executive, Officials, and Staff to execute all documents, including without limitation, deeds, closing statements, and title affidavits, necessary to sell this Property to the Buyer.

Submitted this 18th day of September, 2018

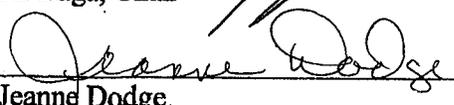
RE: APPROVING AND AUTHORIZING THE SALE OF COUNTY OWNED PROPERTY IN
THE VILLAGE OF PLOVER
September 18, 2018
Page 2

PORTAGE COUNTY CAPITAL IMPROVEMENTS / ECONOMIC DEVELOPMENT
COMMITTEE

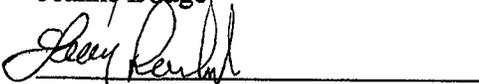
Dated: September 7th, 2018



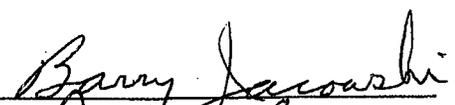
Al Haga, Chair



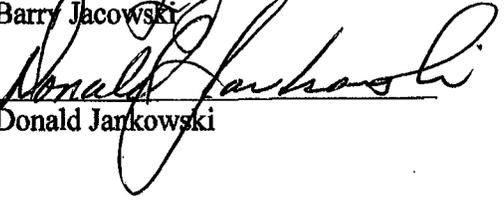
Jeanne Dodge



Larry Raikowski



Barry Jacowski



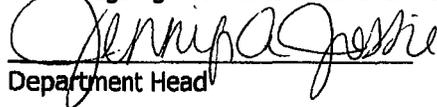
Donald Jankowski

Portage County Contract Summary Form

1. County Department: Finance
2. Department Administrative Point of Contact: Jennifer Jossie, Director
3. Name and Business Point of Contact: Premier Real Estate Management, LLC, contact person: Attorney Joe Goldberger, 13460 N. Silver Fox Drive, Mequon, WI 53097, phone (262) 241-1833, Fax (262) 241-0871.
4. Description of the purpose and nature of the contract: Premier Real Estate Management, LLC submitted a written, updated Vacant Land Offer to Purchase dated August 21, 2018, for the purchase of Lot 2 of CSM 10955-50-85 consisting of 17.911 acres located in the Village of Plover, Portage County, Wisconsin.
5. Justification: Economic Development and return the property to the tax rolls.
6. Amount of the contract: Purchase price of \$180,000.00, subject to a credit from Seller to Buyer at closing not to exceed \$2500.00 for Seller's 50% share of verified well closure costs, per the parties' Agreement.
Earnest money of \$25,000.00 shall be mailed, or commercially or personally delivered within five (5) business days after Effective Date (after both parties sign the Agreement). The Agreement also provides that Buyer is responsible for paying Special Assessments to the Village of Plover (the Village) related to water and sewer installation (the Assessments), that Buyer shall enter into a Development Agreement with the Village, which shall include an obligation for the Village to pay Buyer a tax incremental incentive equal to the amount of the Assessments.
7. Contract start date: Date county executive signs Agreement following anticipated Board approval of the accompanying Resolution.
8. Sources of funding including payment for services: N/A
9. Type of contract: Vacant Land Offer to Purchase.
10. Type of award: Formal Approval by the Board of Supervisors.
11. Does the contract require subcontracts: Yes. Title Company for title work required by Agreement and to conduct closing.
12. Does the contract require work from other county departments: Yes, for review and signing of closing documents.
13. Has the contract been approved by the County Executive and Finance Department (where necessary): N/A
14. Does the contract comply with county purchasing policy: Yes.
15. Does the contract comply with county finance policy: Yes.
16. Does the contract comply with county ethics policy: Yes.
17. Where is the original contract filed (signing and filing of contracts is the responsibility of the department): Corporation Counsel and County Clerk.
18. If necessary, has a budget adjustment form been submitted to Finance: N/A.

Certification of Summary

The foregoing information has been reviewed and is hereby certified as accurate and correct.


Department Head

9/7/2018
Date

Contract Administrator (if different than Dept Head)

Date

RESOLUTION NO. _____

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE PORTAGE COUNTY BOARD OF SUPERVISORS:

RE: RESOLUTION APPROVING AND AUTHORIZING THE ROSHOLT PUBLIC LIBRARY LEASE AND OPERATION AGREEMENT BETWEEN THE VILLAGE OF ROSHOLT AND THE PORTAGE COUNTY LIBRARY BOARD

WHEREAS, Portage County (County) operates a consolidated county-wide library system with a branch located in Rosholt, Wisconsin pursuant to Wis. Stat. §43.57; and

WHEREAS, The Village of Rosholt (Village) owns the building at 137 N. Main Street, Rosholt, Wisconsin, in which the Rosholt Public Library branch is currently operated (the Premises); and

WHEREAS, the Village and County desire to continue utilizing the Premises as the Rosholt Branch of the Portage County Library System under the arrangement already in place whereby the County leases that Premises from the Village for use as a public library; and

WHEREAS, county staff and officials negotiated and, along with the Portage County Public Library Board of Trustees, recommend approval of the updated Rosholt Public Library Lease and Operation Agreement Between the Village of Rosholt and the Portage County Library Board according to its terms and as set forth in the attached contract summary form (collectively, the Agreement); and

WHEREAS, the Village has pledged to use a \$13,000 gift from the former Rosholt Area Clinic to update and remodel the Community Room within the Premises (the Project) and the County has pledged to provide labor from its Facilities Department Electrician at no cost to the Village to assist with electrical work that is necessary to complete the Project; and

FISCAL NOTE: No appropriations or funds are necessary for this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Portage County Board of Supervisors hereby approves and authorizes the County to enter into the proposed lease Agreement with the Village; and

BE IT FURTHER RESOLVED that the Portage County Board of Supervisors hereby authorizes the Portage County Library Board of Trustees authorized representative, county officials and staff to execute all documents necessary to enter into the lease Agreement with the Village to continue the operation of the Rosholt Branch of the Portage County Library.

Submitted this 18th day of September, 2018.

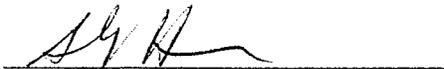
PORTAGE COUNTY LIBRARY BOARD OF TRUSTEES

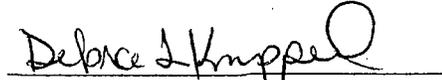
Dated: September 5, 2018

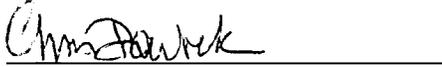

Sunshine Buchholz, President

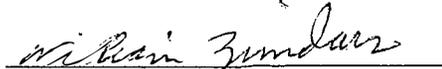

Joan Honl


Kristen Zastrow


Shong Her


Debra L. Knippel, Vice-President


Chris Doubek

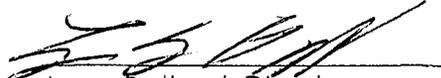

William Zimdars

Portage County Contract Summary Form

1. County Department: Portage County Library
2. Department Administrative Point of Contact (name address and phone): Larry Oathout, Portage County Library Director, 1001 Main Street Stevens Point WI 54481 715.346.1544
3. Contracted Business of Agency Name and Address: Village of Rosholt Business Point of Contact (name address and phone): Robert Kurszewski, President, Village of Rosholt, P.O. Box 245 Rosholt WI 54473 715. 677.4510
4. Description of the purpose and nature of the contract (one paragraph general description of the nature of the services and products involved):
The County will renew its lease of space from the Village at 137 N. Main Street, Rosholt, Wisconsin (the Premises) in this lease and operating agreement (the Agreement). The County uses the Premises as the Rosholt Branch of the Portage County Public Library. The Agreement does not require that the County pay rent, but the County is responsible for paying for utilities, telephone and internet, as well as routine maintenance and cleaning at the Premises. The Agreement also provides that the County contribute 25% of the cost of any HVAC equipment replaced during the term of the Agreement. The Agreement provides that the Village will remodel and update the Community Room in the Premises as soon as possible after the Agreement is signed (the Project). The Village will pay for the Project using a \$13,000 gift the Village received from the former Rosholt Area Clinic (the Project), and the County will provide labor at no cost to the Village from the County Facility Department's electrician during the Project.
5. Justification (What conditions mandate that this work be done): The Agreement remodels and updates the Premises and allows the County to continue providing a county library branch at the Premises for the term of the Agreement.
6. Amount of the contract: No rent cost to the county. The county will continue to pay the operational costs outlined in Item 4. above and in the Agreement.
7. Term of the contract: October 1, 2018 to December 31, 2043. Either party can terminate the Agreement on one year's written notice.
8. Contract start date: October 1, 2018.
9. Source of funding (describe whether it is from appropriated funds, contingency funds, grant funds or otherwise): NA.
10. Type of contract (new, amended or renewal): Renewal of current Lease and Operation Agreement, as revised.
11. Type of award (by bidding, requests for proposals, or direct negotiation. If direct negotiation or RFP, explain why the bidding process was not utilized): NA.
12. Does the contract require subcontracts: Discretionary. The Agreement allows the County to contract with the Village to perform routine maintenance tasks at cost during the term of the Agreement.

13. Does the contract require work from other county departments: Yes, but only temporarily (electrical work as described in Item 4. above).
14. Has the contract been approved by the County Executive and Finance Department (where necessary): NA.
15. Does the contract comply with county purchasing policy: NA.
16. Does the contract comply with county finance policy: Yes.
17. Does the contract comply with county ethics policy: Yes.

Certification of Summary. The foregoing information has been reviewed and is hereby certified as accurate and correct.


Larry Oathout, Director
Portage County Library

Dated: 9/5/18

RESOLUTION NUMBER: _____

RE: Resolution Establishing November 20, 2018 as the Official Annual Meeting Date of the Portage County Board of Supervisors for 2018

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE PORTAGE COUNTY BOARD OF SUPERVISORS

WHEREAS, Wis. Stat. § 59.11(1) prescribes that the board shall hold its annual meeting on the Tuesday after the 2nd Monday in November, unless the board establishes a different annual meeting date as permitted by statute; and

WHEREAS, the annual meeting date of Tuesday, November 13, 2018, pursuant to Wis. Stat. § 59.11(1)(a), could create scheduling conflicts if the board found it necessary to meet again in November as a result of the County Executive's complete or partial veto of the county budget as adopted by the County Board, following the statutory discretionary six day time frame for the County Executive to consider any such veto, or for any other reason; and

WHEREAS, Wis. Stat. § 59.11(1)(b) allows the clerk to adjourn the annual meeting, upon the written request of a majority of the supervisors, to a date designated in the request;

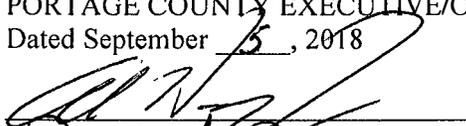
NOW, THEREFORE, BE IT RESOLVED, that the Portage County Board of Supervisors hereby requests that the annual meeting date of November 13, 2018, be adjourned and establishes November 20, 2018, as the official annual meeting date of the Portage County Board of Supervisors for 2018.

Dated this 18 day of September, 2018.

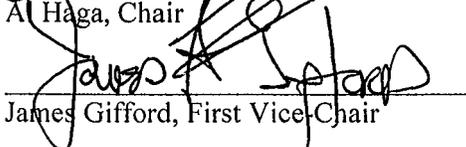
Respectfully submitted,

PORTAGE COUNTY EXECUTIVE/OPERATIONS COMMITTEE

Dated September 15, 2018



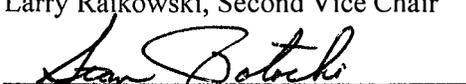
Al Haga, Chair



James Gifford, First Vice Chair

excused

Larry Raikowski, Second Vice Chair



Stan Potocki

excused

Meleesa Johnson

RESOLUTION NO: _____

TO: THE HONORABLE CHAIRMAN AND MEMBERS OF THE PORTAGE COUNTY BOARD OF SUPERVISORS

RE: Confirming the Appointment of Amanda Haffele as Portage County Solid Waste Director

WHEREAS, the Portage County Solid Waste Director is responsible for maintaining the department's facilities, programs and services, as well as performing public relations work including planning, developing, implementing, and evaluating programs to meet identified needs; setting goals, objectives and policies; researching, analyzing and evaluating Portage County's integrated solid waste management needs; directing and coordinating departmental and contract personnel in implementing programs and services; and

WHEREAS, as a result of resignation, the Portage County Solid Waste Director position became vacant on March 16, 2018; and

WHEREAS, an agreement was entered into with Recycling Connections Corporation to assist with Solid Waste Director functions, until such time as a permanent Solid Waste Director is appointed and confirmed, to ensure continuity in the department; and

WHEREAS, the Portage County Executive has the statutory authority to appoint the Solid Waste Director, subject to Portage County Board of Supervisors' confirmation, pursuant to Wis. Stat. §59.17(2)(br); and

WHEREAS, the Portage County Executive has performed a thorough review of the position requirements, conducted interviews, and identified the best qualified candidate to fill the Solid Waste Director position, and Amanda Haffele has accepted the offer of employment for that position; and

WHEREAS, the Portage County Executive has appointed Amanda Haffele to be the Portage County Solid Waste Director with an anticipated start date of October 1, 2018, subject to confirmation by the Portage County Board of Supervisors through adoption of this resolution;

FISCAL NOTE: This resolution does not require any additional appropriation to the 2018 budget.

NOW, THEREFORE, BE IT RESOLVED that the Portage County Board of Supervisors hereby confirms the appointment of Amanda Haffele as Portage County Solid Waste Director with an anticipated start date of October 1, 2018.

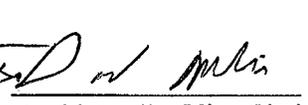
DATED THIS 18th DAY OF SEPTEMBER, 2018.

RESPECTFULLY SUBMITTED,

PORTAGE COUNTY SOLID WASTE MANAGEMENT BOARD

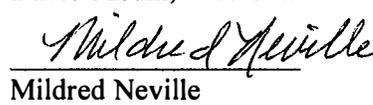
Date: August 22, 2018


Daniel Schlutter, Chair


David Medin, Vice Chair


John Honl


Vinne Marcese

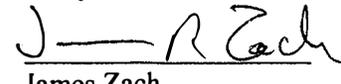

Mildred Neville


Gerry Zastrow


John Holdridge

Excused

Mike Wiza


James Zach

SWMB
8/22/18
p. 13

Amanda Haffele

[Redacted]
[Redacted]
[Redacted]
[Redacted]

[Redacted]

Objective

Administer, oversee, and manage solid waste, recycling, and compost operations for a municipality.

Education

Bachelor of Science: Waste Management and Soil Science
University of Wisconsin - Stevens Point

Work Experience

Recycling Specialist, Dunn County Solid Waste & Recycling
May 2012 – present

Supervise intern activities. Update Solid Waste and County Board members on recycling program. Assisted in state reporting and grants. Develop county wide educational campaigns. Create and give school and community group presentations. Write monthly news column and e-newsletter. Manage event recycling program. Conduct yearly recycling audits at multi-family dwellings, food service industries, and convenience stores. Implement national film and bag recycling pilot program with the American Chemistry Council's Flexible Film Recycling Group and Moore Recycling Associates. Oversee yard waste composting operations.

Recycling Coordinator, Eau Claire County Recycling August 2012 – November 2015

Administer the operations of the County's Recycling Program. Budget management and oversight of state reporting and grants. Supervise operations and employees at rural recycling and brush drop-off sites. Facilitate yard waste program and collections. Organize hazardous waste events and special item pick-ups. Develop RFPs and IFBs for contracted recycling and yard waste services. Coordinate public outreach and education including publications (annual newsletter, flyers, etc.), social media, presentations and website updates.

Internships and Interim Positions

Program Coordinator, Recycling Connections Cooperation
2012 – April 2012

January

Updated multiple websites using WordPress, Drupal, and Dreamweaver. Organized

SWMB 8/22/18

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Page

Amanda Haffele

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WI County group compost bin order. Helped with logistics, planning, and set-up of the WI Resource Management Conference.

Recycling Intern, WI Department of Natural Resources

October

2011 – May 2012

Researched possible markets for tires. Worked with Regional Staff to survey Responsible Units, complete waste assessments, and learn about RU reporting. Surveyed and created a database of carpet recyclers and collectors. Helped in the creation of new recycling signs for State Parks.

Internships and Interim Positions (continued)

AmeriCorps Member, City of Carbondale Recycling

December

2010 – October 2011

Education and outreach for new recycling program; coordinated waste pick-ups; presentations; and recycling compliance.

Recycling Assistant, Dunn County Solid Waste

May 2010 –

December 2010

Recycling audits of all multi-family dwellings; event recycling; filled in for Recycling Specialist while on maternity leave.

Recycling Intern, University of Wisconsin - Stevens Point Facilities

May 2009 –

January 2010

Compost and vermicompost experiments; campus recycling outreach; processed and collected recyclables.

Professional Organizations/Certifications/Awards

Certified Manager of Recycling Systems through the Solid Waste Association of North America

2014 Associated Recyclers of Wisconsin Outstanding Achievement in Recycling Education Award

Chair of the Associated Recyclers of Wisconsin Meagering Leaders working group

Board member of the Associated Recyclers of Wisconsin Education working group

Master Composter

Member – Solid Waste Association of North America

References

George Hayducsko

County of Hawaii Recycling Coordinator

[Redacted contact information]

SWMB
8/22/18
Page p. 15

Amanda Haffele

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Megen Hines

St. Croix County Recycling Specialist

[REDACTED]

Matt Michels

Eau Claire County Senior Planner

[REDACTED]

RESOLUTION NO. _____

TO: THE HONORABLE CHAIRMAN AND MEMBERS OF THE PORTAGE COUNTY BOARD OF SUPERVISORS:

RE: CONFIRMING THE APPOINTMENT OF ROBERT WEINERT AS THE HEAD OF EMERGENCY MANAGEMENT

WHEREAS, section 3.2.2 of the Portage County Code of Ordinances provides for the Sheriff to select an emergency management coordinator to oversee the Emergency Management Division within the Office of the Sheriff. The Sheriff has selected Robert Weinert for that position, pending his appointment and confirmation as the County's Head of Emergency Management; and

WHEREAS, in accordance with section 323.14(1)(a)2 of the Wisconsin Statutes, as well as section 3.2.2(A) of the Portage County Code of Ordinances, the County Executive has appointed Robert Weinert as the Head of Emergency Management for the County; and

WHEREAS, by law, such an appointment must be confirmed by the Portage County Board of Supervisors;

FISCAL NOTE: There are no fiscal obligations for the County associated with this resolution.

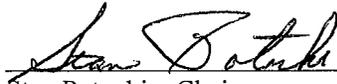
NOW, THEREFORE, BE IT RESOLVED, the Portage County Board of Supervisors does hereby confirm the appointment of Robert Weinert as Portage County's Head of Emergency Management, effective upon his start of full time employment with the County.

DATED THIS 18TH DAY OF SEPTEMBER, 2018.

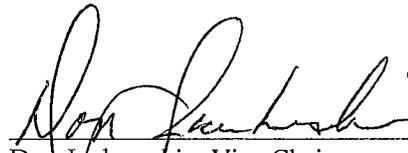
RESPECTFULLY SUBMITTED,

PORTAGE COUNTY PUBLIC SAFETY/EMERGENCY MANAGEMENT COMMITTEE

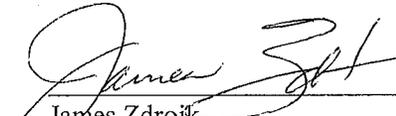
Date: September 10, 2018



Stan Potocki – Chair



Don Jankowski – Vice Chair



James Zdroik

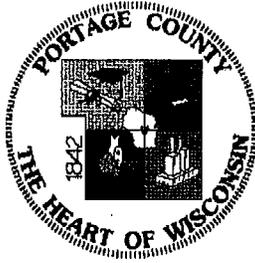


Dale O'Brien



Daniel Martinson

PORTAGE COUNTY



EXECUTIVE

Chris Holman

September 5, 2018

Dear Mr. Weinert,

Under the provisions of section 323.14(1)(a)2 of the Wisconsin Statutes, as well as section 3.2.2(A) of the Portage County Code of Ordinances, I do hereby appoint Robert M. Weinert as Portage County's Head of Emergency Management with an anticipated start date of November 1st, 2018.

This offer of employment is contingent upon a successful background and credit check as well as confirmation by the Portage County Board of Supervisors. Contingent upon your acceptance of the offer, a Public Safety/Emergency Management Committee meeting will be held to take action on the appointment, and if approved, will be acted on by the Portage County Board of Supervisors.

If you have any questions, please contact me at (715) 346-1997 or the Human Resources Department at (715) 346-1327.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Holman".

Chris Holman
Portage County Executive

ROBERT M. WEINERT, MS EM



EDUCATION:

Master of Science, Emergency Management, 2003
ANNA MARIA COLLEGE, Paxton, Massachusetts

Bachelor of Science, Outdoor Education, 1986
NORTHLAND COLLEGE, Ashland, Wisconsin

FEMA Professional Development Series Certificate, 1995
EMERGENCY MANAGEMENT INSTITUTE

CURRENT WORK EXPERIENCE:

**STATE EMERGENCY MANAGEMENT COORDINATOR &
STATE EOC OPERATIONS SECTION CHIEF**
Vermont Emergency Management. Waterbury, Vermont.

All of my primary duties are at the highest level of responsibility in the State. With my length of service I have also been involved in most every program in the Division. My job is to provide expertise and knowledge to those in public safety and other jurisdictions in Vermont as well as to the public to facilitate the mission areas of emergency management in the event of disasters and/or emergencies. 2003 – Present.

Coordinate People and Resources

- Coordinate emergency resources and operations in response and recovery efforts with local municipalities and local first responders.
- During Emergency Operations Center (EOC) activations, I serve as a State Operations Section Chief, supervise an operations staff of up to 30 people or more, and ensure that the State EOC Manager makes informed and knowledgeable decisions when emergencies arise.
- Developed the State's Rapid Assessment and Assistance Team (Vermont's Incident Management Team) capability from the ground; I also lead this team in the field during emergencies and disasters working with local Incident Commanders and local first responders as a 24x7 all-weather capability.
- Served as the Senior Duty Officer for many years, involving frequent interactions with municipal officials, first responders and volunteers.
- Participate in the hiring panel on a frequent basis.

Develop and Update Emergency Plans

- Developed the State's Commodities Points of Distribution Plan (CPOD). Worked with the National Guard, Agency of Transportation and FEMA to coordinate the distribution of food in a catastrophic incident.
- Currently developing a revised and realistic State Emergency Response Plan that reflects the true capability of the state's coordination to a disaster.
- Wrote the State's Incident Management Team's doctrine for assisting jurisdictions in time of need.
- Developed the local emergency management plan and template which has been used successfully for at least 10 years.
- Developing the State's Catastrophic Disaster plan.
- Rewrote the Department of Public Safety's Continuity of Operations Plan (COOP) which previously had more holes in it plan than Swiss cheese. Also have assisted the State with other COOP issues.

Work with Local Emergency Management

- Facilitate meetings among the 11 Regional Planning Commissions; provide technical assistance to any of the 251 local jurisdictions.
- Coordinated and supervised the development and processing for local emergency plans with the municipalities in Vermont for over nine years.
- Developed a standardized hybrid emergency operations plan template that is still in use after 12 years.
- Interpret, enforce and monitor statutes and laws affecting state and local emergency management activities.
- Previous responsibilities included serving as the Local Emergency Operations Planning Liaison in the Division's Planning Section to assist in identifying hazards, risks and vulnerabilities; resource capabilities and shortfalls, and mitigation alternatives.

Manage Statewide Programs

- Primary responsibility for State Catastrophic Planning and Preparedness.
- Manage Vermont's Department of Public Safety Continuity of Operations Planning (COOP) efforts state wide.
- Work with numerous partners at the state, regional and local levels including private partners and volunteer groups.
- Coordinate state and federal programs with local responders, municipal, regional, state agencies.
- Developed policies, update procedures and develop reports affecting a wide range of partners and processes.
- Participated in numerous comprehensive planning (catastrophic) efforts such as Bird Flu, Foot and Mouth, radiological, EMP, major flu/pandemic scenarios, mass evacuations.
- Served as a member of the State's Strategic National Stockpile (SNS) Pharmaceutical Task Force.
- Rewrote the current statewide Commodities Points of Distribution (CPOD) Plan and oversee the State's response activities of the CPOD with the State's National Guard command staff, Agency of transportation and the Federal Emergency Management Agency.
- Managed the state's EOC disaster management software system and state database as the system Administrator for ten years.
- Facilitated the Hazardous Material Emergency Planning (HMEP) grant and funding LEPCs through grants from fees collected through EPCRA/Tier II.
- Manage my preparations, monitoring and reporting portion of the FEMA Emergency Management Planning Grant (EMPG) budget for 13 years.
- Managed the Governor-appointed State Emergency Response Commission (the overseer of all LEPC actions in Vermont).
- Provide assistance to the public especially with family and community preparedness.
- Participate in Local Emergency Planning Committee (LEPC) meetings on a normal basis.

Training & Certification Program

- Developed a multi-tiered emergency training certification program for the State.
- Developed numerous emergency response courses over many 15 years including classroom-based, field-based and multi-week interactive courses.
- Have taught many courses to a huge number of local, state and regional emergency responders, volunteers, municipal government officials and schools. These courses include classroom and field-based formats.

Designed Emergency Operations Center Building

- Because of my construction background I was designated as the Lead Designer and planning team leader to design three new emergency operations centers including multi-agency State EOC complexes.
- Provide technical assistance to local municipalities building, retrofitting or designing a new emergency operations center.
- As a normal practice in the Department of Public Safety, encourage, enforce

and utilize safe equipment, clothing and work conditions and to build upon our own knowledge, training and skills with safety.

CURRENT WORK: *Successfully secured the State's emergency warning and notification system.*
SUCCESES: I worked with the Deputy Assistant Attorney General of Vermont, and after four years of effort secured a contract for this highly successful and sought-after system.

Developed a statewide training and certification program.
I redesigned an old certification program for local emergency responders.

Developed and taught new courses that were in such demand that for one particular course I trained roughly 2,000 people during hundreds of classes. I also instructed many other emergency management courses.

Renovated the Hazardous Materials Emergency Planning Grant Program.
I took a grant program that had been floundering badly for a year encompassing many people and their time, almost losing a *very large sum* of federal funds, and within two weeks I pulled five people together from around the state, fixed the program's issues and jump-started the program. This was so astonishing to some that I apparently made some senior top management in Vermont State government notice what I did.

Developed the State's Incident Management Team from the ground up, including developing the organization, training, membership recruitment, and operational; requirements. Once again I hand-picked the members to work as a cohesive, hugely successful dynamic team that accomplish any mission asked of it.

Initiated the Emergency Management Planning & Advisory Team.
I hand-picked this group to provide expertise to the Department of Public Safety for high visibility, and/or high risk projects. This team is very successful at producing results; others have tried to mimic the team's capability.

Successfully secured the State Emergency Operations Center's disaster management system and developed the State Emergency Database.
I managed the entire process of securing a vendor to contracting the product & services, and managing the statewide system for the State of Vermont. The contracting process was initiated in 2004 and the system is still currently used.

**PAST WORK
EXPERIENCE:**

PUBLIC SAFETY DISPATCHER.

Assumption College Public Safety Department. Worcester, Massachusetts.

I Worked for a busy college public safety department and provided 24-hour coverage for emergency calls. I worked at this job while I was attending Graduate School.

- Dispatched Police, EMS, and Fire units to fire alarms, medical emergencies and accidents.
- Monitored the various fire, security and trouble alarms for the campus.
- Supported law enforcement and fire department activities for the college campus.
- Worked with residential housing management and facilities management for building evacuations.
- Provided safety assistance to students on a walk-in basis; assisted with the document processing of persons brought in by the department's law enforcement.

LOGISTICS/WAREHOUSING MANAGER.

Erehwon Mountain Outfitters. Illinois.

I was responsible for the efficient processing and distribution of all merchandise for a major high-end outdoor clothing and equipment retailer in the Wisconsin-Illinois region.

- Processed a tremendous amount of outdoor gear and clothing on a daily basis

in preparation for weekly deliveries.

- Monitored performance and adjusted workloads, output rates and processing priorities of the distribution center to meet time-critical delivery demands.
- Coordinated the central processing areas for multiple delivery locations.
- Rectified issues with inventory inconsistencies, damaged goods and available warehouse space for merchandise.

**EMERGENCY
RESPONSE
& ACTIVITIES:**

Northland Search and Rescue Team
Central Massachusetts Search and Rescue Team
Lake Placid New York Volunteer Ambulance Squad
Aetna Hook, Hose and Ladder Company Fire Department (EMS Rescue)
Beacon Ambulance (while I was in Paramedic School)
Mad River Valley Backcountry Rescue
Berlin Fire Department & FAST Squad (EMS)
Beta Reader and Subject Matter Expert for Unpublished disaster-related books

**GRADUATE
THESIS:**

Surviving a Catastrophic Disaster; a Comparative Study between Rural Populations and Urban Populations.

**GRADUATE
RESEARCH:**

Conducted research in two different topic areas:
- Developed a comprehensive college curriculum in wilderness emergencies.
- *High Technology Design and Use in Emergency Operations Centers.* This research involved design and analysis of viable high technology use in emergency operations centers.

**CURRENT
RESEARCH:**

Conducting research in isolated local catastrophic disaster preparedness, response and recovery.
- Researching & comparative study of gaps in Emergency Management.
- This research based on past and current trends coincides with the development of a course on local preparedness and training with local isolation of resources, response, security and recovery efforts, without state and federal assistance.

**HOBBIES
INTERESTS:**

Hiking, tracking animals, carpentry & woodworking, search and rescue, wilderness medicine, gardening, reading, camping, fishing, listening to my son play his guitar, and spending time with my family.

- PLEASE SEE THE FOLLOWING PAGE FOR RELEVANT TRAINING -

**RELEVANT
TRAINING:**

Emergency Management

EMI Orientation to Mission Assignments for FEMA Staff and Interagency Partners
EMI IEMC: State National Response Framework
EMI IEMC: Emergency Operations Center - Incident Management Team Interface
EMI Incident Command System-Emergency Operations Center Interface
EMI Leadership and Influence
EMI Decision Making and Problem Solving
EMI Basic Skills in Effective Communications
EMI Creative Financing
EMI Developing Volunteer Resources
EMI State and Local Continuity of Government
EMI Hazardous Weather & Flood Preparedness Planning Training
EMI Debris Management Planning for State, Tribal and Local Officials
EMI Emergency Planning
EMI Role of Voluntary Agencies in Emergency Management
EMI Management of Spontaneous Volunteers in Disasters
EMI Homeland Security Exercise and Evaluation program (HSEEP)
AMC Essentials of Emergency Management
AMC Public and Private Partnerships in Emergency Response
AMC Introduction to Terrorism
TEEX Threat and Hazard Identification and Risk Assessment
TEEX Disaster Management for Electric Power Systems
TEEX EOC Operations and Planning for All Hazards
RDPG Emergency Operations Plans for Rural Jurisdictions
National Fire Academy Emergency Response to Terrorism
EMI Emergency Management, USA
EMI Emergency Program Manager: An Orientation to the Position
EMI Radiological Emergency Management
EMI Preparedness Planning For a Nuclear Crisis
EMI Hazardous Materials: A Citizen's Orientation
EMI Animals in Disasters: Awareness and Preparedness
EMI Animals in Disasters: Community Planning
EMI Special Events Contingency Planning for Public Safety Agencies
EMI Are You Ready? An In-depth Guide to Citizen Preparedness
EMI Public Information Officer Awareness
EMI Household Hazardous Materials - A Guide for Citizens
EMI Hazardous Materials Contingency Planning
EMI Livestock in Disasters
EMI Introduction to Exercises
EMI Exercise Evaluation and Improvement Planning
EMI Exercise Design
EMI Fundamentals of Emergency Management
EMI Emergency Planning
EMI Leadership and Influence
EMI Integrated Public Alert and Warning System (IPAWS)
EMI Emergency Operations Center Management and Operations
EMI Role of Volunteer Agencies in EM
EMI Introduction to Hazard Mitigation
EMI Introduction to Individual Assistance (IA)
EMI The Professional in Emergency Management
EMI Continuity of Operations (COOP) Awareness
EMI Introduction to Continuity of Operations (COOP)
EMI Local Damage Assessment
EMI Introduction to Debris operations
EMI Introduction to FEMA's Public Assistance Program
EMI Building Partnerships with Tribal Governments
EMI Introduction to Public-Private Partnerships
EMI Improving Preparedness and Resilience through Public-Private Partnerships
EMI NIMS (IS 700)
EMI NIMS Multiagency Coordination Systems

EMI NIMS Resource Management
EMI EOC Management and Operations
EMI National Response Plan (IS 800)
EMI ESF 2 - Communications
EMI ESF 12 - Energy
EMI ABCs of Temporary Emergency Power
EMI National Infrastructure Protection Plan (NIPP)
EMI Community Preparedness
EMI Critical Infrastructure Security & Resilience: Achieving Results through Partnership & Collaboration
EMI Implementing Critical Infrastructure Security and Resilience
Integrated Emergency Management
Introduction to Emergency Management
New York State EOC Operations
Ham Radio Technician Course
Civil Defense Systems, Programs and Policies
Delaware State Fire School - Workshop of an Integrated Emergency Response Plan
NEMA EMAC A-Team
EMAP Assessor

Incident Command System

EMI NIMS All-Hazards Safety Officer
EMI NIMS Position Specific Operations Section Chief
EMI NIMS Position Specific Logistics Section Chief
NWCG Position Specific Planning Section Chief
NWCG Position Specific Situation Unit Leader
NWCG Position Specific Resource Unit Leader
Incident Command System ICS 100
Incident Command System ICS 200
Incident Command System ICS 300
Incident Command System ICS 400
FEMA ICS Train-the-Trainer
EMI Advanced Incident Command System
AMC Incident Command System
AMC Incident Command System in Operations Management

State of Vermont Management

State of Vermont Enterprise System Administrator
State of Vermont Emergency Management Director I Certification
State of Vermont Emergency Management Director II Certification
State of Vermont State EOC Incident Management Team Instructor
State of Vermont Management Series: Orientation to Supervising in State Government
State of Vermont Management Series: Stepping Up to Supervision
State of Vermont Management Series: Preventing Sexual Harassment

Search and Rescue

TEEX (Texas A&M) Wide Area Search
National Association for Search and Rescue (NASAR) Fundamentals of Search and Rescue
NASAR Search and Rescue Technician III
AMC Introduction to Search and Rescue
AMC Urban Search and Rescue
State of Massachusetts Map, Compass & Survival Program
EMI ESF 9 - Search and Rescue

Computers / IT

TEEX (Texas A&M) Physical and Cybersecurity for Critical Infrastructure
TEEX Integration of Cybersecurity Personnel in the EOC for Cyber Incidents
Computer Forensics+
Computer Security +
A+ Computer Hardware

A+ Computer Operating Systems

Microsoft Access

Microsoft Excel

Microsoft Outlook

Microsoft PowerPoint

Microsoft Visio

Microsoft Word

Red Cross and Sheltering

American Red Cross Administering a Small Disaster Operation

American Red Cross Disaster Assessment and Survey

American Red Cross Fulfilling Our Mission

American Red Cross Mass Care I

American Red Cross Mass Care Overview

American Red Cross Shelter Operations Shelter Manager

Shelter Systems Officer

Medical

Basic Trauma Life Support

Pre hospital Trauma Life Support Combined Course

Paramedic School, Michigan

SOLO Wilderness Emergency Medical Technician

SOLO Wilderness First Responder

State of Vermont Emergency Medical Responder

Delaware Emergency Medical Technician-Basic

Michigan Emergency Medical Technician

New York State Emergency Medical Technician-A

Wisconsin Emergency Medical Technician-Basic

State of Vermont First Responder-ECA

NREMT Emergency Medical Technician-Basic

NREMT First Responder

AMC Emergency Medical Services Response in Disaster Management

American Heart Association CPR Instructor

American Heart Association CPR for Healthcare Providers

Dispatching

State of Michigan Dispatcher Basic Law Enforcement Information Network (LEIN)

State of Michigan Emergency Dispatcher Training

Occupational Health and Safety

AMC Occupational Health and Safety

AMC Principles of Occupational Emergency Response

Vermont State Fire Academy Hazmat Awareness

EPA Emergency Planning and Community Right-To-Know (EPCRA)

State of Vermont Defensive Driving

RESOLUTION NO. _____

TO: THE HONORABLE CHAIRMAN AND MEMBERS OF THE PORTAGE COUNTY BOARD OF SUPERVISORS:

RE: SUPPORTING SUSTAINABLE FUNDING FOR WISCONSIN'S TRANSPORTATION SYSTEM

WHEREAS, local government in Wisconsin is responsible for about 90% of the road miles in the state; and

WHEREAS, Wisconsin's diverse economy is dependent upon county and town roads as well as city and village streets and transit systems across the state; and

WHEREAS, Portage County and other local governments across Wisconsin have been highlighting our unmet transportation needs in many different avenues including events such as the historic Turnout for Transportation event in September of 2016 where local governments in every region of this state held simultaneous meetings calling on the state legislature to prioritize transportation and pass a sustainable funding package; and

WHEREAS, while the increase in transportation funding for locals in the last budget was certainly appreciated, many local government funding amounts aren't back to 2011 levels when adjusted for inflation; and

WHEREAS, local governments including Portage County continue to struggle to meet even the most basic maintenance needs for our transportation system; and

WHEREAS, states surrounding Wisconsin and across the country have stepped up with sustainable funding plans for their state and local roads; and

WHEREAS, Wisconsin will be at a competitive disadvantage if it does not implement a revenue and spending plan that addresses both our Interstates that were built in the 1950's and 60's *and* our local and state roads; and

WHEREAS, levy limits do not allow local government to make up for the deterioration of state funding; and

WHEREAS, local governments may not be forced to turn to local wheel taxes or increased borrowing or exceeding their levy limits if the state would pass a sustainable funding plan for transportation; and

WHEREAS, while the Portage County Board of Supervisors recognizes that our state highway and interstate system is the backbone of our surface transportation system and plays a vital role in the economy of Wisconsin; both local *and* state roads need to be properly maintained and improved in order for our economy to grow; and

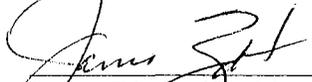
WHEREAS, from a competitive standpoint Wisconsin motorists pay significantly less than any of our neighboring states when you combine the annual cost of the state gas tax and vehicle registration fees; and

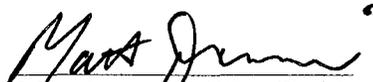
NOW, THEREFORE, BE IT RESOLVED, the Portage County Board of Supervisors urges the Governor and Legislature to Just Fix It and agree upon a sustainable transportation funding solution: one that includes a responsible level of bonding and adjusts our user fees to adequately and sustainably fund Wisconsin's transportation system. Furthermore, the County Board of Supervisors directs the Clerk to send a copy of this resolution to our State Legislators and to Governor Scott Walker.

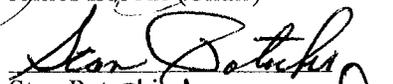
DATED THIS 18 DAY OF SEPTEMBER, 2018

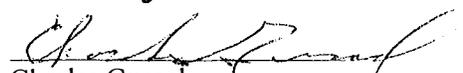
RESPECTFULLY SUBMITTED
PORTAGE COUNTY HIGHWAY COMMITTEE

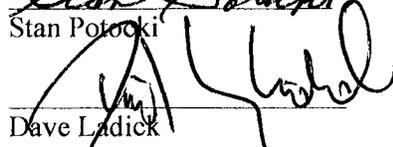
Date: September 4, 2018


James Zdroik (Chair)


Matt Jacowski (Vice Chair)

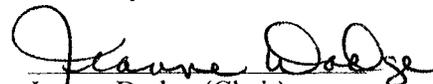

Stan Potocki

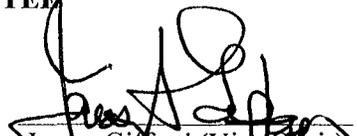

Charles Gussel


Dave Ladick

PORTAGE COUNTY FINANCE COMMITTEE

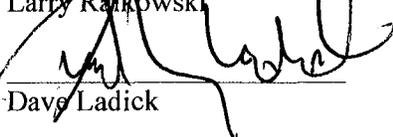
Date: September 4, 2018


Jeanne Dodge (Chair)


James Gifford (Vice Chair)


Larry Ratkowski

Excused
Dennis Raabe


Dave Ladick

RESOLUTION NO.

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE PORTAGE COUNTY BOARD OF SUPERVISORS:

RE: COUNTY FISH AND GAME PROJECT

WHEREAS, the Legislature of the State of Wisconsin enacted legislation providing for allocation to the respective counties in the state on an acreage basis for county fish and game projects on the condition that the counties match the state allocation; and

WHEREAS, Portage County desires to participate in county fish and game projects pursuant to provisions of Section 23.09 (12) of the Wisconsin Statutes: and

WHEREAS, matching funds have been budgeted in 2019 for the Standing Rocks Park Invasive Species Control:

NOW, THEREFORE, BE IT RESOLVED, by the Portage County Board of Supervisors that the Standing Rocks Park Invasive Species Control project is approved and that the matching allocations shall be available for the project.

BE IT FURTHER RESOLVED, that the Portage County Park Commission is hereby authorized to expend the funds hereby appropriated and the funds to be received from the State of Wisconsin, for the improvement of fish and wildlife habitat, and to operate and maintain or to cause to be operated and maintained the project for its intended purpose.

Dated this 18th day of September, 2018.

Respectfully submitted,

PORTAGE COUNTY PARK COMMISSION

Date: August 23, 2018



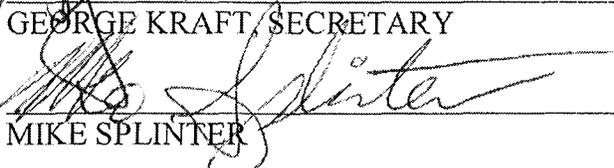
JIM GIFFORD, PRESIDENT



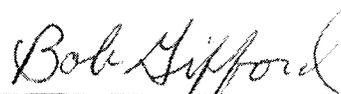
ERIC OLSON, VICE PRESIDENT



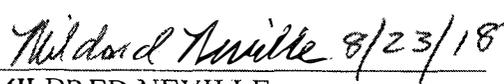
GEORGE KRAFT, SECRETARY



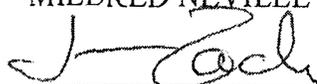
MIKE SPLINTER



BOB GIFFORD



MILDRED NEVILLE



JIM ZACH

*Contingent upon state funding

RESOLUTION NO. _____

TO: THE HONORABLE CHAIRMAN AND MEMBERS OF THE PORTAGE COUNTY BOARD OF SUPERVISORS:

RE: AMENDING ORDINANCE 4.9, ANIMAL CONTROL; DOG LICENSE TAX.

WHEREAS, Portage County currently has an ordinance addressing animal control and establishing dog licensing taxes; and

WHEREAS, sections 174.05 and 174.053 of the Wisconsin Statutes allows the County Board to establish minimum dog license taxes; and

WHEREAS, the County must constantly reexamine its costs and set appropriate revenues to offset these expenses.

FISCAL NOTE: There are no fiscal obligations for the County associated with this resolution.

NOW, THEREFORE, BE IT RESOLVED, the Portage County Board of Supervisors hereby enacts and authorizes the modifications of section 4.9 of the Portage County Code as set forth in the following document and recited herein by reference, with revisions to be posted to the world wide web from the County's web site, along with written paper format to remain available in the County Clerk's office.

DATED THIS 18TH DAY OF SEPTEMBER, 2018.

RESPECTFULLY SUBMITTED,

PORTAGE COUNTY FINANCE COMMITTEE

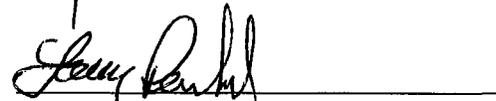
Date: August 20, 2018



Jeanne Dodge, Chair



James Gifford, Vice Chair



Larry Raikowski



Dave Ladick



Dennis Raabe

4.9 ANIMAL CONTROL

4.9.4 DOG LICENSE

(1) Requirement. The owner of a dog more than 5 months of age on January 1 of any year, or 5 months of age within the license year, shall annually, or on or before the date the dog becomes 5 months of age, pay the dog license tax and obtain a license.

(2) Tax. The dog license tax shall be \$~~6~~10.00 for a neutered male dog or spayed female dog, upon presentation of evidence that the dog is neutered or spayed, and \$~~16~~20.00 for an un-neutered male dog or un-spayed female dog. The county board may, by a majority vote of the members present at any regular meeting, raise the minimum dog license tax to cover the cost of animal control in the County. The presentation of a rabies certificate issued by a licensed veterinarian is necessary to receive a license.

(3) License Year. The license year commences on January 1 and ends on the following December 31.

(4) Late Fees. The collecting official shall assess and collect a late fee of \$5.00 from every owner of a dog five months of age or over, if the owner failed to obtain a license prior to April 1 of each year, or within 30 days of acquiring ownership of a licensable dog or if the owner failed to obtain a license on or before the dog reached licensable age. All late fees received or collected shall be paid into the local treasury as revenue of the town, village, or city in which the license was issued.

(5) Multiple Dog License Option: Any person who keeps or operates a kennel may, instead of the license tax for each dog required by this chapter, apply to the collecting official for a multiple dog license for the keeping or operating of the kennel. Such person shall pay for the license year a license tax of \$~~50~~75.00 for a kennel of 12 or fewer dogs and an additional \$~~6~~10.00 for each dog in excess of 12. Upon payment of the required multiple dog license tax and upon presentation evidence that all dogs over 5 months of age are currently immunized against rabies, the collecting official shall issue the multiple dog license and a number of tags equal to the number of dogs authorized to be kept in the kennel. Late fees under section 4.9.4(4) are applicable to this section. This does not exempt the owner of any kennel fees and inspection under the Portage County Commercial Animal Establishment Section 4.9.1415.

RESOLUTION NO. _____

TO: THE HONORABLE CHAIRMAN AND MEMBERS OF THE PORTAGE COUNTY BOARD OF SUPERVISORS:

RE: AUTHORIZATION FOR 2018 BUDGET ADJUSTMENT FOR WOMEN INFANTS AND CHILDREN (WIC) PROGRAM.

WHEREAS, Portage County Health and Human Services (PCHHS) WIC program currently provides services to 922 county residents; and

WHEREAS, the WIC program is funded with an allocation from the United States Department of Agriculture (USDA) that is passed through to the state Department of Health Service and distributed to WIC programs based on their enrollment level; and

WHEREAS, annually the USDA collects unspent funds from across WIC projects nationwide and reallocates those dollars to WIC programs who have additional needs; and

WHEREAS, Wisconsin DHS was awarded additional funds from the USDA and redistributed these funds to state WIC project based on a formula of \$8 per participant and the Portage County Health and Human Services WIC program received the additional funds in July of 2018; and

WHEREAS, in order to comply with Portage County Fiscal Ordinance 3.8.8 Budget Deficit and Budget Adjustment Resolutions, any budget modification requires, County Executive, legislative oversight, and finance committee approval, and 2/3 super majority of the County Board.

FISCAL NOTE: This adjustment will increase the budgeted expenses by \$7,376 (Account# 220-22412060-51105) and (Account # 220-2241206053400) increase the following revenue account by \$7,376 (Account #220-2241206043550). This resolution requires a 2/3 majority vote of the County Board.

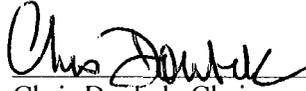
NOW, THEREFORE, BE IT RESOLVED, by the Portage County Board of Supervisors that the budget adjustment to increase WIC services by \$7,376 for Portage County Health and Human Services Department is authorized, ratified, and endorsed for the year 2018.

DATED THIS 27TH DAY OF AUGUST, 2018.

RESPECTFULLY SUBMITTED,

PORTAGE COUNTY HEALTH AND HUMAN SERVICES BOARD

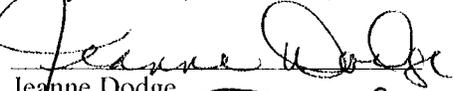
Date: July 23, 2018



Chris Doubek, Chair



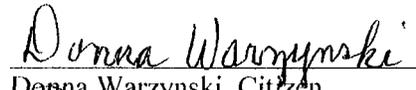
Gerry Zastrow, Vice Chair, Citizen



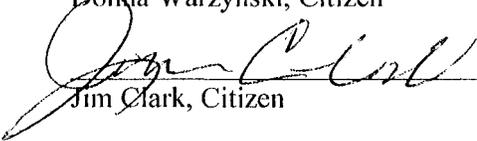
Jeanne Dodge



Chai Moua



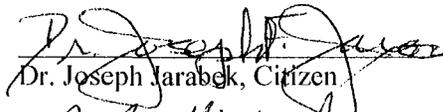
Donna Warzynski, Citizen



Jim Clark, Citizen

Excused

Dave Medin



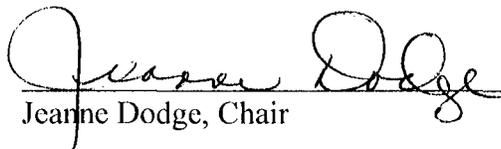
Dr. Joseph Jarabek, Citizen



Bob Gifford

PORTAGE COUNTY FINANCE COMMITTEE

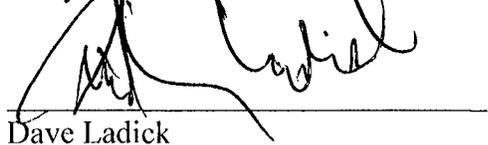
Date: August 6, 2018



Jeanne Dodge, Chair



Larry Raikowski



Dave Ladick



Jim Gifford, Vice-Chair



Dennis Raabe

RESOLUTION NO. _____

TO: THE HONORABLE CHAIRMAN AND MEMBERS OF THE PORTAGE COUNTY BOARD OF SUPERVISORS

RE: APPROVING AND AUTHORIZING THE LIFE/AD&D INSURANCE AND LONG TERM DISABILITY INSURANCE PLAN PROVIDER FOR THE PORTAGE COUNTY FRINGE BENEFIT PROGRAM FOR 2019 and 2020

WHEREAS, Portage County Purchasing Ordinance 3.7.11 – Contracts and Leases requires that all leases or contracts for services of any type exceeding \$100,000 or 10% of a department's annual budget with a single vendor in a single calendar year or are for an amount of more than \$25,000 per year and which have a duration exceeding one year, must be approved by the legislative oversight committee of the department and by resolution of the County Board, except where otherwise permitted by law; and

WHEREAS, the Human Resources Committee has responsibility to review and approve fringe benefit policies, county contracts, and county insurance and human resources programs, and approved the following changes at the August 2, 2018 meeting:

- eligibility periods for both benefits will be 30 hours/week (Life/AD&D previously was 35 hours/week)
- elimination period for both benefits will be the first of the month following 60 days of employment (Life/AD&D previously was first of the month following 90 days and Long Term Disability previously was first of the month following 30 days of employment); and

WHEREAS, the Human Resources Committee approved the following renewal with the above mentioned changes at the September 6, 2018 meeting:

Group Term Life/AD&D Insurance and Long Term Disability Insurance – ReliaStar Life Insurance Company (a member of the Voya company) – Two (2) year rate guarantee with the following fees:

Life/AD&D Insurance: an estimated total premium for 2019 and 2020 of \$32,578.95 based on anticipated enrollment of 488 employees and 2018 wages, not to exceed \$0.11/\$1000 per employee per month for Group Term Life/AD&D Insurance.

Long Term Disability: an estimated total premium for 2019 and 2020 of \$72,472 based on current enrollment of 487 employees and 2018 wages, not to exceed \$0.29/\$100 per employee per month for Long Term Disability Insurance.

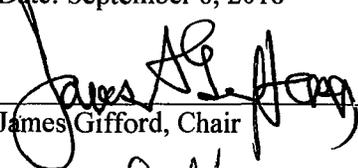
FISCAL NOTE: All costs associated with the Life/AD&D and Long Term Disability agreements will be appropriated to Department budgets as part of the Portage County budget process. No additional appropriation is required for this resolution. This is not a budget adjustment resolution.

NOW, THEREFORE, BE IT RESOLVED, that renewal with ReliaStar Life Insurance Company is approved effective January 1, 2019 and shall be immediately executed by the Portage County Executive on behalf of Portage County. The original and copies of the contracts will be kept on file with the Human Resources Department and in the MUNIS system.

DATED THIS 18TH DAY OF SEPTEMBER, 2018.

RESPECTFULLY SUBMITTED,

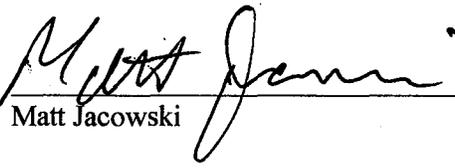
PORTAGE COUNTY
HUMAN RESOURCES COMMITTEE
Date: September 6, 2018


James Gifford, Chair


Larry Raikowski, Vice Chair


Gerry Zastrow

Excused
Vinnie Miresse

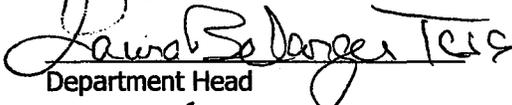

Matt Jacowski

Portage County Contract Summary Form – Life/AD&D and Long Term Disability Insurance

1. County Department: **Human Resources**
2. Department Administrative Point of Contact (name address and phone): **Laura Belanger Tess, 1462 Strongs Avenue, Stevens Point, WI 54481 715-346-1327**
3. Contracted Business of Agency Name and Address: **ReliaStar Life Insurance Company, Member of Voya® family of companies, 20 Washington Ave. South, Minneapolis, MN 55401**
4. Business Point of Contact (name address and phone): **Julie Welch, Senior Client Representative, Voya Financial®, 200 West Madison, Suite 3840, Chicago, IL 60606 (612) 224-7827**
5. Description of the purpose and nature of the contract (one paragraph general description of the nature of the services and products involved): **Provides Group Term Life Insurance and Long Term Disability Benefits to employees working 30 hours or more per week.**
6. Justification (What conditions mandate that this work be done): **Part of Portage County fringe benefit package per Human Resources Policy.**
7. Amount of the contract: **Approximately \$32,578.95 for Life/AD&D (based on 488 lives) and \$72,472 for Long Term Disability (based on 487 lives)**
8. Term of the contract: **2 year rate guarantee**
9. Contract start date: **January 1, 2019**
10. Source of funding (describe whether it is from appropriated funds, contingency funds, grant funds or otherwise): **Included in departmental budgets**
11. Type of contract (new, amended or renewal): **Renewal**
12. Type of award (by bidding, requests for proposals, or direct negotiation. If direct negotiation or RFP, explain why the bidding process was not utilized): **Direct Negotiation. Voya agreed to a rate pass on all lines of coverage with a 2 year rate guarantee.**
13. Does the contract require subcontracts: **No**
14. Does the contract require work from other county departments: **No**
15. Has the contract been approved by the County Executive and Finance Department (where necessary): **Yes**
16. Does the contract comply with county purchasing policy: **Yes**
17. Does the contract comply with county finance policy: **Yes**
18. Does the contract comply with county ethics policy: **Yes**
19. Where is the original contract filed (signing and filing of contracts is the responsibility of the department): **MUNIS**
20. If necessary, has a budget adjustment form been submitted to Finance: **N/A**

Certification of Summary

The foregoing information has been reviewed and is hereby certified as accurate and correct.


 Department Head

8/29/18
 Date

N/A
 Contract Administrator (if different than Dept Head)

N/A
 Date

RESOLUTION NO. _____

TO: THE HONORABLE CHAIRMAN AND MEMBERS OF THE PORTAGE COUNTY BOARD OF SUPERVISORS:

RE: AUTHORIZATION TO ENTER INTO A CONTRACT WITH ENERGY SERVICES, INC. FOR ADMINISTRATION OF THE WISCONSIN HOME ENERGY ASSISTANCE PROGRAM

WHEREAS, in order to comply with Purchasing Ordinance 3.7.12 Large Scale Contracts and Leases, all departments must have governing committee approval for contracts or leases for services exceeding \$25,000. Furthermore, any service contracts or leases exceeding \$100,000 must also be approved by resolution of the County Board; and

WHEREAS, the Wisconsin Department of Administration provides grant funding to Portage County so it may run the required Wisconsin Home Energy Assistance Program; and

WHEREAS, it is cost effective to contract this program out rather than doing the work internally and most counties contract with Energy Services to provide this service in their county; and

WHEREAS, Energy Services Inc. is the only provider in the community that is capable of performing this function.

FISCAL NOTE: This authorization will not require any adjustments to the Health and Human Services budget. This contract is fully funded through the Wisconsin Home Energy Assistance Program Grant and is included in both the 2018 and 2019 budget. The total amount of the contract is \$119,305.

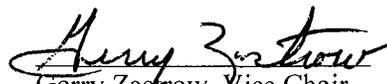
NOW, THEREFORE, BE IT RESOLVED, that the Portage County Board of Supervisors hereby authorizes the Portage County Health and Human Services Department to enter into a contract with Energy Services, Inc. for administration of the Wisconsin Home Energy Assistance Program.

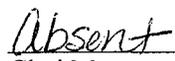
DATED THIS 18TH DAY OF SEPTEMBER, 2018.

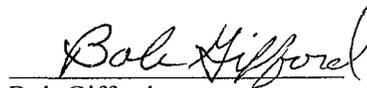
RESPECTFULLY SUBMITTED,

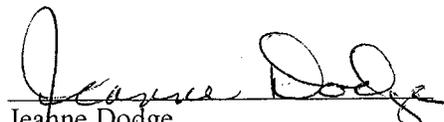
PORTAGE COUNTY HEALTH AND HUMAN SERVICES COMMITTEE

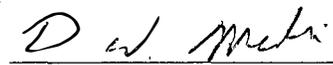

Chris Doubek, Chair

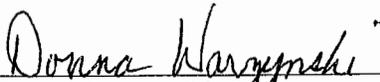

Gerry Zastrow, Vice Chair


Chai Moua

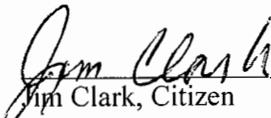

Bob Gifford


Jeanne Dodge


Dave Medin


Donna Warzynski, Citizen


Dr Joseph Jarabek, Citizen


Jim Clark, Citizen

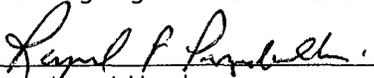
Portage County Health and Human Services Board took action on this Resolution on the 10th Day of September, 2018.

Portage County Contract Summary Form

1. County Department: Health & Human Services
2. Department Administrative Point of Contact (name address and phone): Ray Przybelski; 817 Whiting Ave. Stevens Point, WI 54481 (715) 345-5700
3. Contracted Business of Agency Name and Address: Energy Services
4. Business Point of Contact (name address and phone): Timothy Bruer; 1225 S. Park St Madison, WI 53713 (608) 267-8837
5. Description of the purpose and nature of the contract (one paragraph general description of the nature of the services and products involved):
 - Administration of the Wisconsin Home Energy Assistance Program
6. Justification (What conditions mandate that this work be done): Grant from the Wisconsin Department of Administration providing services required by the Wisconsin Home Energy Assistance Program
7. Amount of the contract: \$119,305
8. Term of the contract: 10/1/2018 – 9/30/2019
9. Contract start date: 10/1/2018
10. Source of funding (describe whether it is from appropriated funds, contingency funds, grant funds or otherwise): WHEAP Grant.
11. Type of contract (new, amended or renewal): renewal
12. Type of award (by bidding, requests for proposals, or direct negotiation. If direct negotiation or RFP, explain why the bidding process was not utilized): Direct negotiation. This is the only provider in the community capable of performing this function. Most counties contract with this agency to perform this task as it is done at a cheaper cost than doing this internally. Additionally the state DOA will require a competitive bid process starting in 2019.
13. Does the contract require subcontracts: No
14. Does the contract require work from other county departments: No
15. Has the contract been approved by the County Executive and Finance Department (where necessary): Yes
16. Does the contract comply with county purchasing policy: Yes
17. Does the contract comply with county finance policy: Yes
18. Does the contract comply with county ethics policy: Yes
19. Where is the original contract filed (signing and filing of contracts is the responsibility of the department): With Assistant HHS Business Manager at Ruth Gilfry Building
20. If necessary, has a budget adjustment form been submitted to Finance: No adjustment needed.

Certification of Summary

The foregoing information has been reviewed and is hereby certified as accurate and correct.



Department Head

9-10-18

Date

Contract Administrator (if different than Dept Head)

Date