

2019 ANNUAL REPORTS



SUBMITTED BY:
COLUMBIA COUNTY
DEPARTMENTS



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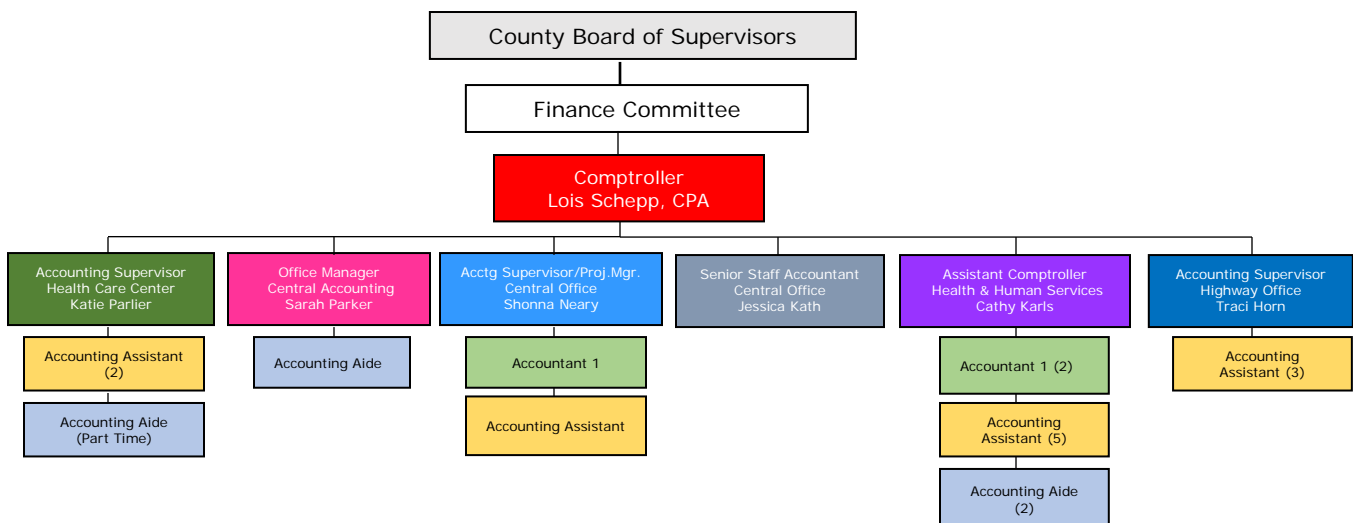
Accounting Department

Department Overview:

Under the direction of the Finance Committee, the Comptroller completes duties of County Auditor as defined in Chapter 59.72 of the Wis. Stats. The Accounting Office maintains the County's financial reporting system and all department subsystems in accordance with generally accepted accounting principles and governmental accounting, auditing and financial reporting guidelines.

Major responsibilities include: purchasing; payment of County bills; development of accounting systems; billing to various agencies/individuals; debt management; preparation and execution of county budget under Finance Committee review; internal auditing; grant reporting and compliance; preparation of necessary county, state and federal fiscal reports under application guidelines; provide necessary communication to any person(s) regarding county fiscal matters; receipt and journal entry processing; maintenance of county fixed asset system; preparation of required and requested fiscal reports (federal, state, county and other); development of audit schedules; administration of County's Revolving Loan Fund; provide financial analysis for wage/benefit negotiations; review of all financial records in County and generation of any necessary corrections or reports associated with review; provide training and assistance to all County departments regarding accounting or budgeting; allocate insurance to County departments and reconciliation of all accounts.

Organizational Chart:



Statistical Performance:

Transactions:

Transaction Type	2018	*2019
Receipts Processed	3,746	3,693
Journal Entries Posted	3,217	3,303
Requisitions Issued	372	492
Voucher Payments Processed	11,672	11,946

RLF/Housing Program:

	2018	*2019
CDBG Business Loans Awarded	0	0
RLF Business Loans Awarded	0	0
RLF Loans Serviced	4	4
FRSB Loans Serviced	7	2

Financial Activity:

Fund/Account Name	2018	*2019
Grant Funds Received	\$17,510,286	19,887,860
Miscellaneous Taxes	5,377,900	5,626,595
Fines, Forfeitures	772,007	419,768
Public Charges	6,605,770	7,164,891
Ingovernment Charges	15,180,995	17,173,015
Miscellaneous Revenue	2,090,237	2,728,604
Medicaid	2,256,533	1,949,177
Medicare	2,864,627	3,023,483
Private Billing for Services	2,225,089	1,831,145
Property Taxes	27,178,740	27,287,560
Proceeds from Debt Related Transactions	16,629,660	4,028,604
Total Revenue by Category	\$98,691,844	91,120,702
Total County Capital Assets, Including Infrastructure	\$284,905,069	284,230,318
Total County Debt	\$53,725,000	53,895,000

*County Books are not yet closed for 2019. Statistical information has been estimated.

2019 in Review:

In 2019, the Accounting Office worked on the following projects:

- Developed a Request for Proposal (RFP) template library for departments to utilize.
- Created an enhanced audit program with integrated files and specific deadlines/responsibilities.
- Worked with departments to ensure all vendor certificates of insurance are provided for all contracts.
- Provided training opportunities for all county staff on procurement, contract management, and financial systems.

Summary:

In 2020 our goals include:

- Centralize debt management files and train Accounting staff.
- Implement Phase 2 of Health & Human Services Eclipse Program, for which Accounting is involved.
- Link all audit supplementary files to the Financials in the Comprehensive Annual Financial Report (CAFR).
- Create task efficiencies in the Highway Accounting Office and ensure current manuals are available for all processes.
- Create deposit reports and deposit reconciliations for the Solid Waste Department.
- Transition the Health Care Center to Medicare's PDPM (patient-driven payment module) reimbursement system.

Presented by: Lois Schepp, Comptroller

Reviewed and approved by: Finance Committee, March 12, 2020



Child Support Agency

Department Overview:

The Child Support Agency is a division of the Corporation Counsel Office. Corporation Counsel Joseph Ruf, III, is the Agency's Department Head. The Administrator for the Agency is Selina L. Hooker. Due to significant staffing changes in 2019, Attorney Ruf handled the majority of legal work for the Agency. Although the Corporation Counsel Office and Child Support Agency are located in separate buildings, they work closely together contributing to the success and effectiveness of the County's child support program.

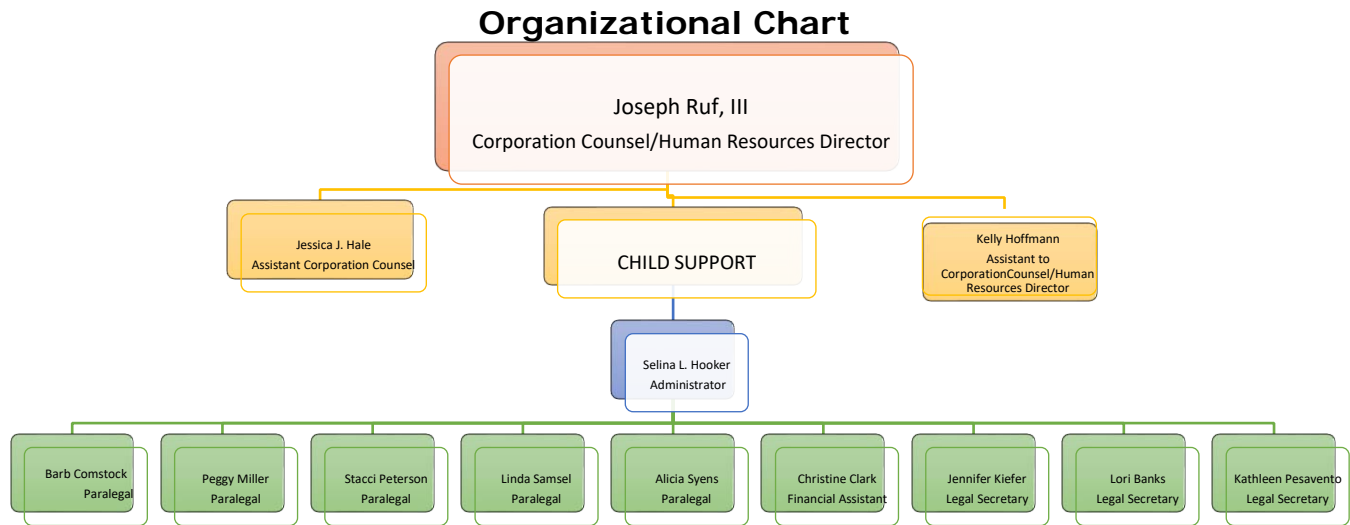
The child support enforcement program is referred to as the IV-D program. It was created by the passage of Title IV-D of the Social Security Act in 1975. All states and US territories are required to operate a child support enforcement program. The program functions through the cooperative efforts of federal, state and local government. The Child Support Agency assists families in becoming self-sufficient and financially independent and helping to ensure that children have the financial support of both of their parents. The Agency actively works on IV-D cases. The Agency also provides limited services on Non IV-D cases. Some of the IV-D services provided by the Agency include:

- Set and enforce child support and health insurance orders for separated parents through court actions such as Actions to Compel Support and Temporary Orders in pending divorce matters.
- Establish paternity and set and enforce orders for child support, health care coverage and birth cost recovery, when appropriate, on behalf of children whose parents were not married to each other at the time of the child's birth.
- In cases where the children are in out-of-home placement and have been referred to the Child Support Agency, establish paternity when appropriate, establish and enforce child support and health insurance orders.
- Initiate Intergovernmental actions when one of the parents is living out of state or in some instances when the noncustodial parent is living in another country and the United States or the State of Wisconsin has a reciprocal agreement with that country.

The Child Support Agency uses judicial and administrative processes to manage its caseload. In 2019, the Agency had Cooperative Agreements with the Clerk of Courts, Family Court Commissioner, and the Sheriff's Office. Those Cooperative Agreements allow

the County to receive direct reimbursement for costs incurred by those departments in the performance of their duties relating to child support matters.

The Agency's principal funding is through Federal reimbursement of allowable administrative costs at the rate of 66%. The Agency also receives incentive funding based on its performance for the Federal Fiscal Year (FFY) from October 1 through September 30.



Statistical Performance:

The Child Support Agency has experienced a slight decrease in its IV-D caseload from 2,938 cases in 2018 to 2,842 cases in 2019. The Agency has had to close cases based on not being able to collect birth costs from intact families which has affected the Agency slightly.

Child support agencies receive performance incentives that are partially contingent upon meeting specific performance targets set by the State and Federal Government. The four (4) performance targets for the Federal Fiscal Year are as follows:

- Paternity Establishment Rate 90%
- Court Order Rate 90%
- Current Support Collection Rate 80%
- Arrears Collection Rate 80%

At the Director's Dialogue in 2020, the State Bureau of Child Support will announce those agencies who have earned the 2019 Certificate of Excellence Award in meeting or exceeding Federal performance measures. At the end of the Federal Fiscal Year (September of 2019), the Agency once again met the performance criteria.

- Columbia County Paternity Establishment Rate 103.43%
- Columbia County Court Order Rate 91.30%
- Columbia County Current Support Collection Rate 81.61%
- Columbia County Arrears Collection Rate 81.12%

The Child Support Agency utilizes various judicial and administrative means to collect child support. These include income withholding, real and personal property liens, bank account seizures, passport denial and State and Federal Tax refund intercepts.

SUPPORT COLLECTIONS FOR FEDERAL FISCAL YEAR 2019	
Current Support Due	\$6,066,453
Current Support Collected	\$4,950,677
Difference	\$1,115,776

Summary:

The Child Support Agency had numerous staffing changes in 2019 but was still able to provide great levels of service to our customers. Even with the significant changes in staff, the Agency was able to achieve the federal performance measures to retain all of our County funding.

Presented by: Joseph Ruf, III, Corporation Counsel/Human Resources
Director and Administrator Selina L. Hooker

Reviewed and Approved by: Judiciary Committee on March 10, 2020.



Clerk of Courts

Department Overview:

The Clerk of Circuit Court is an elected position with a four-year term of office (current term is January 7, 2019 through January 2, 2023). In 2019, I began serving in my seventh term. The Clerk's duties are governed primarily by Section 59.40 of the Wisconsin Statutes, as well as numerous other cites throughout the Statutes, Supreme Court Rules, County resolutions, and local court procedures. The primary duties of the office include serving as the official custodian of the Columbia County Circuit Court records, case management, implementation of court automation, jury management, oversight of the court finances and budget, and court administration. The office serves as an administrative link between the State, the judiciary, the county board, and the public. In addition, the Columbia County office arranges for civil marriage ceremonies performed by the judiciary, processes passport applications, responds to open record requests and appeals, participates in numerous "open court" educational settings for the youth in our communities, and is the liaison with the multiple public and private agencies involved with the legal lives of our citizens through the court system.

Organizational Chart

Susan K. Raimer	Elected official – 4 year term, ending 1-2023
Mary-Anne Raab	Chief Deputy, Net Administrator, Court Commissioner Assistant

Constitutional Office Deputies w/assigned case types
Deputy clerks are cross-trained to assist with similar case types

Terri Schmidt	Financial, Bookkeeper
Donna Purves	Civil, Appeals, Jury
April Whaley	Small Claims, Bankruptcy
Tammy Gorman	Family, Paternity
Barbara Wegner	Felony, Misdemeanor
Katena Stilson	Felony, Misdemeanor
Melissa Boyd	Felony, Misdemeanor
Betty Hawley	Criminal Traffic, County Civil Traffic - Retiring on 2-10-20 after 27 years
Kim Schutz	State Civil Traffic, DNR, Ordinance

Due to the workload in the clerks' office, a job share arrangement for scanning/filing purposes was instituted with the register in probate in 2012. The juvenile clerk, located in the register's office, assists in the clerk's office for 50% of the workday.

Jennifer Nawrot
Bridget Rummel
Brandy Larson

Branch 1 judicial assistant
Branch 2 judicial assistant
Branch 3 judicial assistant

The judicial assistants are under the supervision of the judges, but they work very closely with the clerk staff in managing the judicial calendars and caseload.

Statistical Performance:

Comparison of Cases Filed

Type of Case	2017	2018	2019	Diff from 2018
Family	310	281	240	- 41
Paternity	84	68	43	- 25
Civil	366	370	346	- 24
Small Claims	1476	1666	1606	- 60
Inmate Petition	7	6	5	- 1
Complex Forfeiture	5	3	2	- 1
Transcript of Judgment	85	74	85	+ 11
Foreign Judgment	3	2	3	+ 1
Construction Lien	7	10	9	- 1
Other Lien	28	49	8	- 41
Tax Warrant	100	197	143	- 54
John Doe	16	9	12	+ 3
Felony	640	551	499	- 52
Misdemeanor	833	685	696	+ 11
Criminal Traffic	390	444	328	-116
Civil Traffic	6518	6788	6701	- 87
Juvenile Ordinance	28	25	42	+ 17
Forfeiture Ordinance	605	539	502	- 37
	<hr/> 11,501	<hr/> 11,767	<hr/> 11,270	<hr/> + 43
			Net Diff	-497

Passports Processed 446 439 406

Columbia County receives \$25 for each processed passport.

Jury Trial Summary

Every calendar year, 800 – 1,000 cases are scheduled for jury trial, some being scheduled solely for specific dates but most cases are stacked (20 per a designated day). The number of jury trials for which a jury summons was actually mailed (sent two weeks prior

to trial date of unsettled cases) in 2017 was 59, in 2018, it was 54, and in 2019, it was 65. The case types for 2019 jury trials were 28 felony, 15 misdemeanor, 11 criminal traffic, 4 civil traffic, 1 CI, 2 civil, 3 ME, and 1 CHIPS case. Of the 65 prospective panels summoned, 41 were called off prior to the day of trial (25 settled, 11 were reset, 3 were dismissed, 1 resolved through a court trial, and a warrant was issued in 1 case. Five panels were released after reporting on the day of trial. The outcomes of the 19 trials that actually went were 1 verdict in favor of the plaintiff, 15 guilty verdicts and 3 not guilty verdicts. The 19 trials that occurred were 11 one day trials, 4 two day trials, 2 four day trials, 1 nine day trial, and 1 twelve day trial.

Comparison of Revenue Collected

All revenue collected and disbursed is set by legislation/Wisconsin Statutes, Supreme Court Rules, or county ordinances.

Revenue Collected:

Split between the State of Wisconsin and Columbia County at various percentage rates depending on the type of revenue:

2017	2018	2019
\$2,221,901	\$2,297,711	\$2,338,353* **

*\$505,804 payable to Columbia County, \$1,832,549 payable to the State of WI

** 77.61% to the State in 2017, 78.24% in 2018, 78.37% in 2019

Additional Revenue Collected:

Retained solely by Columbia County, such as passport fees, payment plan fees, Copy fees, attorney fees, etc.

2017	2018	2019
\$270,712	\$270,043	\$251,246

All of our past-due accounts have whatever collection action(s) are available for the unpaid financial obligations attached to them, whether they are payment plans, suspension of licenses, tax intercepts, civil judgments, and/or collection agency actions.

Columbia County also received court support payments from the State of Wisconsin for 2019, in two installments, based on a state wide formula, in the total amount of \$277,214. Those payments are not specifically itemized in the Clerk of Court nor in the Court Operations budgets. In addition, Columbia County received partial reimbursement from the State to offset interpreter costs in the amount of \$19,590, which is reflected in the Clerk of Court budget.

Summary:

This year, the justice system in Columbia County underwent changes that affected the Clerk of Court's Office in many direct and indirect ways. A new sheriff, Roger Brandner, was elected and sworn in. A new court commissioner, Andrea VonHoff, was hired with increased hours and new court assignments. A district attorney, Tristan Eagon, was appointed by the governor, later resigned, special prosecutors were appointed to cover caseload, and another district attorney, Brenda Yaskal, was eventually appointed. The longtime Child Support administrator retired, and a new administrator was hired. The judiciary, the clerk of court, and register in probate met numerous times to review the court calendaring processes, which had been in effect for almost twenty years. On July 1, 2019, mid all of these personnel changes, the Court implemented a new judicial rotation and weekly calendar system. There were initial hiccups, and with participants' input and trial and error, positive changes have been made. This continues to be a work in progress, and the various departments/agencies involved have been cooperative in these efforts. WI-FI access and the recording of court proceedings will be priorities in the future.

2019 was also the first full year that the court system has functioned in the remodeled courthouse. Staff and the public have adapted to the new offices and their locations in relation to each other, as well as the increased security measures installed and/or practiced on a daily basis. The Court Security Unit and the security exercises are a very positive addition to the functions of the Court. The logistics in the courtrooms, from space to jury trials to technology, have presented some issues, but with the cooperative discussions and efforts being made, many of those problems have been resolved.

E-filing is fully implemented, and the Courts now function on a daily basis in a world of paper-on-demand, not quite paperless. This has been a three year process, which definitely changed the way we do business. Information is processed and shared by the staff, by the litigants, and by the general public in ways that have only recently occurred in the institutionalized Court system, including e-signatures, video-conferencing, and interfaces with other agencies. Technology will continue to play a vital role in the areas of preparing the Court record, presentation of the cases, retaining the record, and handling the financial recordkeeping. We continue to pursue additional methods of collection and are beginning the process to utilize the State Debt Collection Unit to assist in that endeavor.

The human aspect of the clerk of court staff also underwent major upheaval this year with the unexpected death of a spouse and the occurrence of a stroke for another, open heart surgery, and multiple knee surgeries. These events resulted in staff shortages for periods of time, but the cooperation of all carried us through to meet 2020 head on --- with two announced retirements of deputy clerks occurring in early 2020, with a combined total of almost 60 years working for Columbia County.

Presented by: Susan K. Raimer, Clerk of Court

Reviewed and approved by: Judiciary Committee, 3-10-20

Columbia Health Care Center

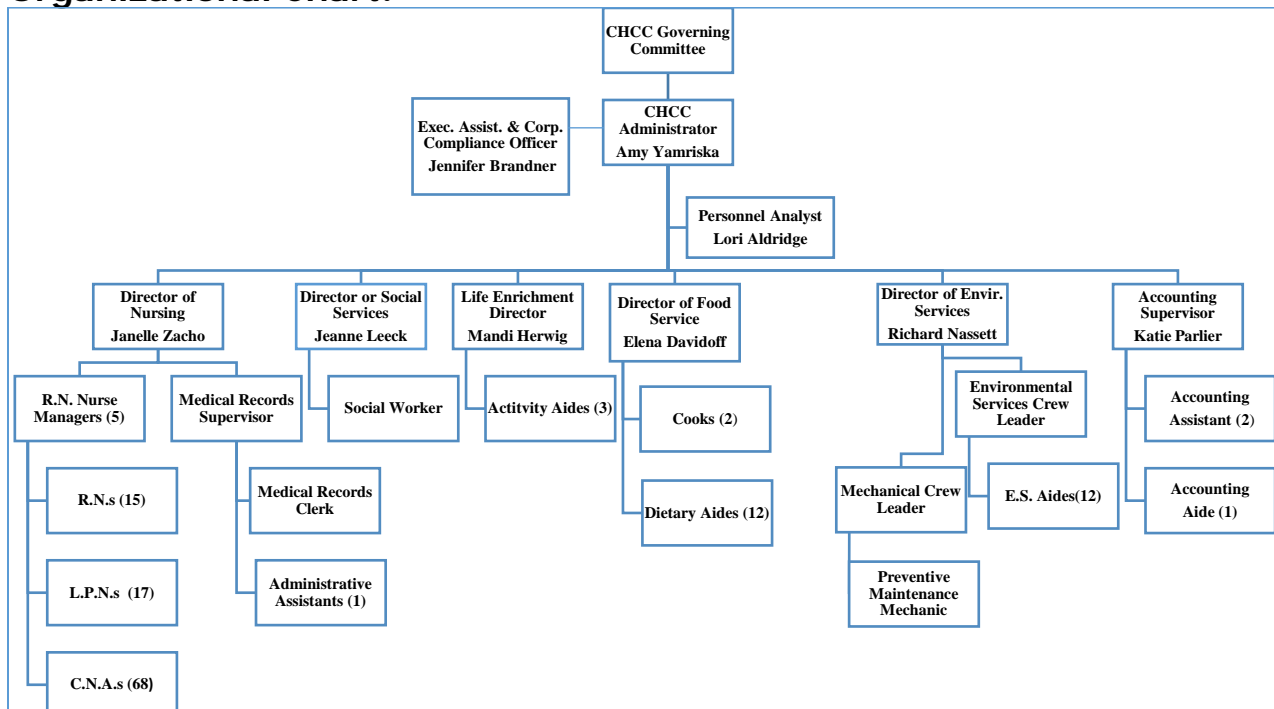
Department Overview:

The Columbia Health Care Center (CHCC) is a 95 bed skilled nursing facility (SNF) located in Wyocena and licensed by the State of Wisconsin. This facility is governed by the Columbia Health Care Center Committee to ensure quality care within budgetary means and compliance with State and Federal Regulations.

Columbia Health Care Center is dedicated to being a leader of providing high-quality care to Columbia County residents. We continue to strengthen our reputation by providing innovative, resident centered, post-acute and long-term care. CHCC offers the following services: 24-hour supervision by licensed nursing staff, dietary monitoring, occupational/physical/speech therapy, social service intervention, and recreational therapy. The facility has 22 beds specially designated for the care and behavioral programming of residents diagnosed with Alzheimer's and dementia related diseases.

CHCC's primary funding sources are Medicare, Medical Assistance and Private Pay. Medicare is a federal program and pays up to 100 days in a nursing home; residents who qualify for Medicare often have high-cost extensive nursing and intensive therapy needs. Medical Assistance (Medicaid) is a state program.

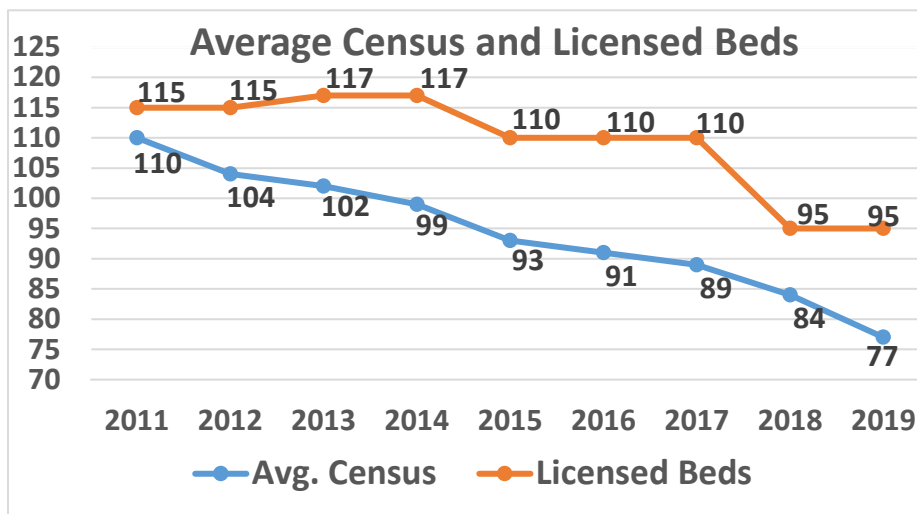
Organizational Chart:



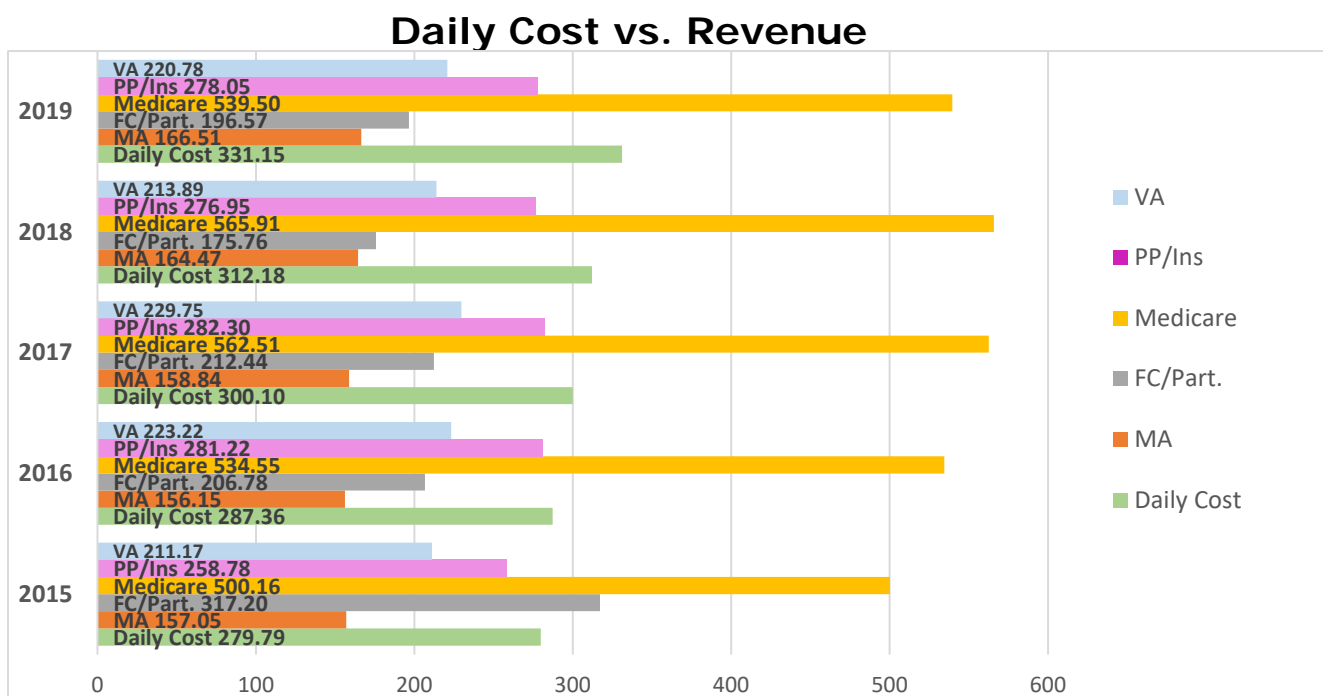
Statistical Performance:

Resident Demographics	
Male	50%
Female	50%
25-54 years old	1.30%
55-64 years old	10.3%
65-74 years old	23.1%
75-84 years old	36.5%
85 + years old	28.8%
Psychiatric diagnosis	61%
Hospice	9%
Admitted from community & Other N.H.	10.9%
Admitted from Acute Hospital	89.1%

The health care center processed 210 new admissions and 196 total discharges in 2019. Columbia County residents are given priority for admission. The percent of male and female residents were equal in 2019.



The gap between licensed beds and the average census continues to grow as alternatives to skilled nursing facilities increase. The 85+ population is projected to increase by 9% in the next 5 years and 29% in the next 10 years.



The Daily Cost vs. Revenue graph, on the previous page, reflects a five-year summary of the actual daily cost and reimbursement from CHCC's revenue sources. The daily cost, of resident care, has increased 16% in the last five years. Medicaid reimbursement has only increased by 6% during that time and Family Care/Partnership has had a 39% decrease in reimbursement.

Summary:

The health care center had many accomplishments in 2019, some of the highlights are:

- Columbia Health Care Center celebrated **161 years** of caring on December 30, 2019.
- CHCC maintained a Centers for Medicare and Medicaid Services (CMS) Five Star rating.
- The 2020 budget was submitted with **zero** tax levy dollars, for the 16th year in a row.
- CHCC was identified as a high performing facility by U.S. News and World Report. Only 12% of nursing homes in the country were identified as high performing.
- CHCC's Administrator was recognized by the American College of Health Care Administrators, for the third year in a row, for the Eli Pick Facility Leadership Award (EPFLA). The EPFLA recognized administrators of top-performing skilled nursing facilities. Only 7% of high-performing skilled nursing facilities qualify nationwide for the EPFLA; seven facilities in Wisconsin qualified for the award.
- There were 28,059 resident days in 2019. CHCC had 264 admissions and 261 discharges.
- The 2019 resident case mix was: 10% Medicare, 4% Medicare Advantage, 24% Private Pay, 44% Medical Assistance, 5% Family Care and 13% Insurance/VA.
- The Medicare average length of stay is 24.2 days.
- The average daily cost of providing care to one resident is \$331.15. The average Medical Assistance (M.A.) reimbursement to CHCC, in 2019, was \$166.51/day. CHCC loses an average of \$164.64 per Medical Assistance resident day.
- CHCC received \$1,176,838.00 in Supplemental Payment funds from the State of Wisconsin to offset the M.A. loss.
- The 2019 accounts receivable write off was \$3767.35, which is .16% of total operating revenue.
- The 19-year relationship with DartChart was terminated due to the change in the Medicare reimbursement program to the Patient Driven Payment Model (PDPM).
- CHCC's year-end operating expenses were \$876,318.00 under budget. Each department is committed to managing expenses.
- Over 1000 recruitment post cards were mailed to Certified Nursing Assistants living within 30 miles of CHCC.
- The dietary department continues to offer semi-weekly meal specials and had total sales of \$21,492.00.
- Eight worker compensation claims were filed and \$9,113.28 was paid.
- The Safety Committee worked with the Columbia County Sheriff's Department to complete an active shooter education and demonstration.

- The Life Enrichment Department implemented an active and successful Trio Trishaw bike program.
- The Columbia Health Care Center Foundation, Inc. received \$8048.47 in donations. The Foundation raised \$17,223.00 towards the renovation of the Willow Court bathing suite.
- The Foundation purchased a Vectra Genisys 4 channel Combination System for the Rehabilitation department. This system will allow the therapists to complete ultrasound and electric stimulation treatments for clients.
- The CHCC volunteers continue to be an important part of our team. The volunteers provide a subscription to the WI State Journal Sunday edition; support “Free Cookie Friday” for our residents; purchased four weighted blankets and essential oils for aroma therapy.
- Aegis Therapies completed the following evaluations: 277 – Physical Therapy, 257 – Occupational Therapy, and 123 – Speech Therapy. Total therapy utilization within the facility was 36%.

Facility goals for 2020 are: Increase CHCC’s quality measures on the CMS nursing home compare website, increase employee retention, and maximize Medicare reimbursement.

On behalf of the residents and staff, please accept our thanks for your continued support.

Presented by: Amy E. Yamriska, Administrator

Reviewed and approved by: Health Care Center Committee on March 3, 2020



Corporation Counsel

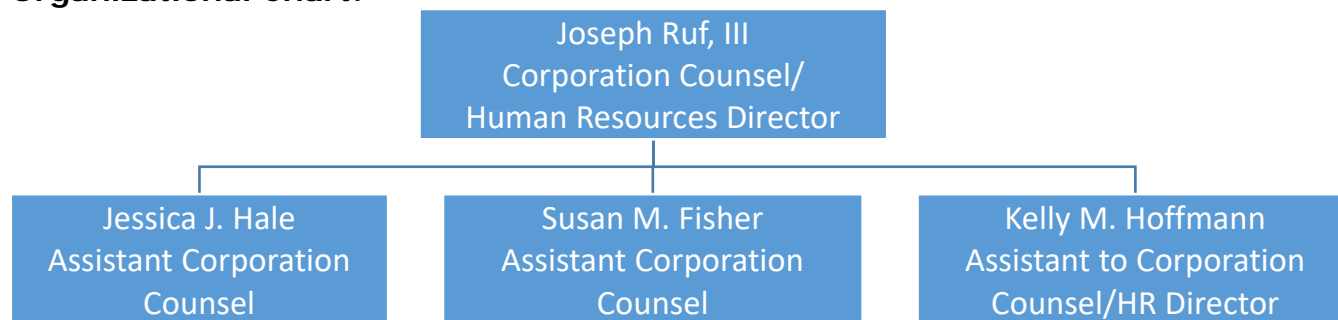
Department Overview:

The Corporation Counsel is the County's attorney and serves as the managing attorney in the County's law office. The primary function of the Department is to provide advice, legal counsel and opinions to the County Board and its committees, elected officials, and related agencies. In addition to serving as the County's legal advisors, Department staff draft resolutions and ordinances and Department attorneys represent the County in all disputes including those with other counties and units of government. As the County's civil trial attorneys, the Corporation Counsel and Assistant Corporation Counsels research and draft legal pleadings, correspondence, briefs and other memoranda, and represent the County in motion hearings, court trials, civil jury trials, and administrative tribunals. The Assistant Corporation Counsels and Corporation Counsel regularly appear in court in all cases involving the County, most frequently in civil commitments, guardianships, protective placements, child support, paternity matters, and delinquent tax and debt collection cases.

In addition to serving as the County's managing attorney, the Corporation Counsel is also the Department Head for the Child Support Agency, which has ten (10) employees. Assistant Corporation Counsel Jessica J. Hale is the trial counsel and primary legal advisor for the Agency. The 2019 Child Support Agency Annual Report will be presented separately.

Since October of 2004, the Office of Corporation Counsel and Human Resources Department have operated as a combined department under a single department head - Corporation Counsel/Human Resources Director. The Corporation Counsel Office staff changed considerably in 2019. Assistant Corporation Counsel Jessica J. Hale joined the Department in October 2019 and is the trial counsel and primary legal advisor for the Child Support Agency. Kelly M. Hoffmann joined the Department in May 2019 as the Assistant to Corporation Counsel/HR Director. With a total staff of four (4) full-time employees, the Corporation Counsel Office continues to provide high quality legal services to all County departments while rigorously controlling costs and without the need for outside counsel in most cases.

Organizational Chart:



Statistical Performance:

The Department continued to handle a large number of increasingly complex court cases in 2019, including child support matters that are detailed separately in the 2019 Child Support Agency Annual Report. In 2019, the Department filed the following cases, other than child support matters consisting of:

COMPARISON OF CASES FILED				
TYPES OF CASES FILED		2018		2019
Small Claim Proceedings/Civil Proceedings		45		24
Planning & Zoning Ordinance Violations		54		125
Involuntary Mental Commitments		78		59
Voluntary/Dismissed Mental Commitments		45		54
Guardianship/Protective Placements		11		13
TOTAL CASES FILED:		233		275

Throughout 2019, Columbia County was involved in various types of litigation that required either direct representation by the Corporation Counsel and Assistant Corporation Counsels or substantial involvement and management of litigation handled by insurance defense counsel. When outside legal counsel is provided through the County's liability insurance company, the Corporation Counsel works as a litigation manager to protect the County's interests while controlling the costs of necessary legal services. Significant events in 2019 that affected many County departments required a significant amount of legal services from the Department, although no case filings were required. Similarly, the work of Departmental attorneys in the role of defense counsel is not reflected in 2019 case filing statistics. Finally, both the complexity and duration of many of the cases that were filed by the Department between 2018 and 2019, increased significantly.

The Department also handled a number of employment law matters that are listed separately in the 2019 Human Resources Office Annual Report. Based on the continuing budgetary challenges that all units of Wisconsin government will face in 2020, it is a virtual certainty that a significant amount of the Department's focus and resources will continue to be dedicated to employment law matters during 2020.

While a number of collection cases were filed in 2019, improved account management and debt collection efforts by County departments reduced the need for legal action in many situations. The continued use of private debt collection agencies and aggressive collection techniques including tax refund intercepts also reduced the need to pursue many debt collection files through court cases. In 2019, the Department continued its practice of not pursuing cases where the filing and service fees would exceed the original amount owed.

A summary of the Department's 2019 collections activity is as follows:

COMPARISON OF COLLECTIONS				
TYPES OF CASES COLLECTED ON		2018		2019
Human Services		\$3,984.11		\$4,929.99
Sheriff/Jail		\$1,575.91		\$1,386.34
Health Care Center		\$2,268.00		\$6,758.00
Solid Waste		\$1,385.49		\$0.00
Treasurer		\$0.00		\$43,997.82
TOTAL AMOUNT COLLECTED:		\$9,213.51		\$57,072.15

Summary:

2019 Departmental operations continued at or near expected caseloads and within approved budget limits. Department staff can continue to meet the increasing need for legal services including policy development and improvement for the foreseeable future provided that current budget and staffing levels are maintained.

In 2020, the Department will continue to provide the County with high quality legal services in the most cost effective manner possible. The combined Corporation Counsel and Human Resources Department makes it possible for internal staff to handle all litigation and other legal services related to labor relations in-house without reliance on outside legal counsel. Efficient management of increasing workload continues to be successfully accomplished with no increase in legal support staff and law office management staff. In 2020, the Department will continue to emphasize child support and other debt collections as well as continuing to prosecute the full spectrum of zoning and other ordinance violations.

The combined seven (7) member Corporation Counsel Office/Human Resources Department will continue to provide the highest quality professional legal services to all County departments in 2020. The Department's highly skilled and dedicated professional legal and HR staff make it possible for the combined department to provide an increased level of service to County departments at a decreased cost to county taxpayers.

Presented by: Joseph Ruf, III, Corporation Counsel/Human Resources Director

Reviewed and Approved by: Judiciary on March 10, 2020.

County Clerk

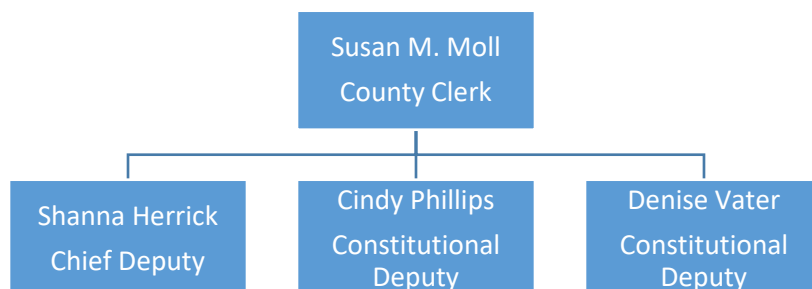
Department Overview:

The County Clerk is an elected position, serving a 4 year term. The duties and responsibilities of the County Clerk and staff are governed by Section 59.23 of the Wisconsin Statutes, along with numerous additional cites throughout the Statutes. The Columbia County Clerk also serves as Administrative Coordinator and Clerk for the County Board. The duties of the Administrative Coordinator assure communication between the Board, its committees and County Department Heads. The governing committee for this office is the Executive Committee. County Clerk duties and responsibilities include:

- County Board - Coordinating and working cooperatively with the Columbia County Board of Supervisors. Publishing meeting notices and minutes of committee and board meetings, committee appointments, proceedings book, county directory, ordinances and resolutions.
- County Departments – Insurance contact for property and liability claims and renewal notification, manage outgoing mail process, call accounting system, and meeting room scheduling.
- Municipalities - The most visible statutory responsibility of the office of the County Clerk is the administration of all elections held in Columbia County. This department is responsible for the programming of the election equipment, providing ballots and supplies to polling locations and canvassing election results. Maintaining the Statewide Voter Registration System and providing services to municipalities.
- Public - Services provided to the public include the issuance of marriage license applications, DNR hunting licenses and recreational vehicle renewals, automobile license plates (including temporary plates) and renewal stickers. The County Clerk's Office is the "information hub" for all public inquiries.

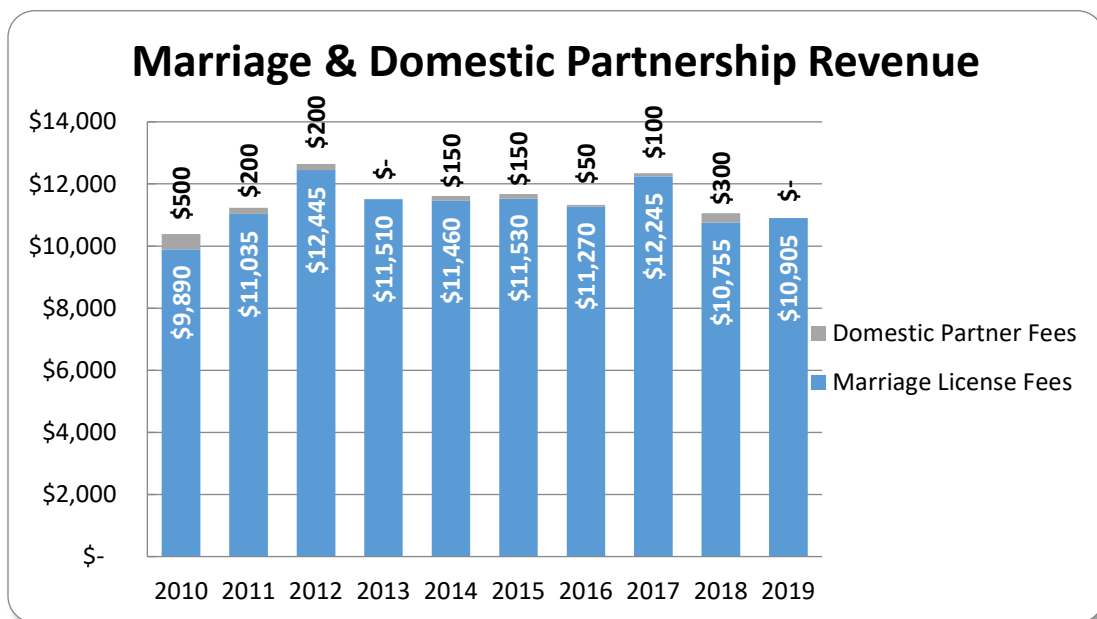
Additional statutory responsibilities include administering the dog license fund, wood cutting requests and issuance of maintenance checks for veterans' graves.

Organizational Chart:



Statistical Performance:

This office issued a total of 328 marriage licenses in 2019, which is a slight decrease from 2018 when 331 applications were issued. Same-sex marriage applications became legal as of October 6, 2014. The 2019 total includes 6 same-sex marriage applications, down 1 from 2018. The County Clerk approved 37 waivers of the 5-day waiting period. There were 7 marriage applications that were reissued. The total revenue was able to exceed projections by \$2,405 for the year. As of April 1 2018, domestic partnership applications are no longer available (per Wisconsin Act 59).



Beginning in March of 2012, our office began offering vehicle title transfers and metal license plates to customers as an additional revenue source for this office. The fees collected for this service, as well as the fees for renewal stickers and temporary license plates, was short of revenue projections by \$3,895.40 in 2019. This was a revenue decrease of \$2,970 from the previous year. The decrease is due in part to the third-party vendor decreasing the DMV transaction fees our office could collect, which took effect in September of 2019. The decrease may also be due to kiosks now available for renewal stickers and the Portage DMV Office offering additional services. This office processed 557 renewal stickers, 287 metal plates, 66 title transfers, 7 replacement titles, and 9 temporary license plates in 2019.

In 2016, the DNR made changes to services in which the County Clerk's Office could offer. The County Clerk's Office currently offers licenses (i.e. hunting, fishing, etc.) and the renewal of recreational vehicles (i.e. snowmobiles, ATVs, boats). Recreational vehicle transfers, which the Clerk's Office previously offered, is now done through a full service DNR Service Center, online, or by mail. As a result of these changes, DNR customer transactions continue to decrease. In 2019, there were 79 transactions processed at 50 cents per transaction fee. In 2018 there were 93 transactions; in 2017 there were 109 transactions; and 2016 there were 191 transactions. The total fees collected for DNR services, to include commission and transaction fees, was \$88.05, just under the projected revenue for 2019.

General Duty Highlights

County Clerk staff worked with the MIS staff on an upgrade to the Roll Call Vote System for the County Board Room. Staff received training in early 2019 when the upgrades were completed.

The office was short a staff member during the first 3½ months of the year. A new employee was hired and began in mid-April. Staff time was dedicated to training the newest staff member. Procedures were also reviewed and updated during the training process.

The county clerk staff continued to sort through files stored in the basement of the Administration building. Staff worked with a representative from the State Historical Society to examine several documents and books. The State Historical Society was able to accept several materials to be preserved and made easily accessible to the public. Materials were also reviewed by other county departments, with some items transferred to the local Columbia County Historical Society.

The County Clerk's Office continued to provide educational opportunities on government and election issues. High school students who attended the Youth Government Day participated in a mock county board meeting coordinated by county clerk staff. Students receive hands on experience using the Roll Call Vote System.

The County Clerk was appointed to the newly formed Complete Count Committee along with several other community members, county supervisors, and county staff. The role of the Complete Count Committee is to promote the 2020 Census and identify hard to count individuals to make sure they are counted.

Elections & Election Equipment

The County Clerk's Office programmed and supported a total of two (2) elections in 2019. This included the Primary Election in February, with the Town of Lodi being the only municipality requiring a primary for the contested Town Board Chairperson; and the Spring Election in April, with 28.88% of eligible voters participating. By the County Clerk's staff programming the election equipment and providing support to polling locations, the county was able to save several thousand dollars in programming and contracted service fees previously paid to an outside vendor.

The County Clerk coordinated with the Wisconsin Elections Commission to conduct Election Security Training for municipal clerks and chief election inspectors. Two sessions were held with over 50+ participants attending each session. County Clerk Staff and representatives from other county departments also participated, including the Emergency Management Director and the MIS Director. Part of the training included a mock election day with various "incidents" that occurred and participants needed to determine the appropriate course of action.

The County Clerk drafted an Election Day Emergency Response Plan to outline procedures in the event of an emergency on Election Day. Staff worked with key county departments to draft an Election Day Emergency Response Plan and identify county department roles for Emergency Management, Facilities Management, Sheriff's Office, and the County Clerk's Office.

Several bills passed by the State Legislature directly involved the duties performed by the County Clerk's Office. Most notably were legislative changes to the election administration process. Election security also continues to be a hot topic of concern at the local, state and federal levels. The clerk provided assistance to municipal clerks on training for election inspectors on the election changes. This office will continue to monitor all changes and adjust accordingly and provide training when necessary.

WisVote Statewide Voter Registration System

Columbia County provided WisVote support to 26 municipalities in 2019. (WisVote was implemented in 2016, replacing the existing voter registration system, known as the Statewide Voter Registration System, which was activated in 2006.)

The fees collected for the WisVote service allowed a staff position to remain full-time in the County Clerk's Office. County staff hours dedicated for this service included the entry of all new voter registrations and name or address changes; setting up contest and candidate information for each election; printing of poll books; entering voter history; reconciling the election; maintaining existing records; reviewing duplicate, death and felon matched records for accuracy; providing requested reports; electronic filing of the Election Voting and Registration Statistics Report for each reporting unit; and tracking provisional ballots. Voters could access MyVote Wisconsin (<https://myvote.wi.gov>) for online voter registration.

Summary:

As the roles and responsibilities of the County Clerk's Office keep changing, we will continue to review the duties performed by the staff and determine which tasks are necessary and prioritize these jobs with the obligations mandated by the state, the extra work created by the County's building projects, additional burden generated by the WisVote Statewide Voter Registration System, and continued changes of the election process. It will be an ongoing test to balance the work with the limited resources available. However, with the support of the County Board of Supervisors and county departments, these challenges could be overcome as new practices are introduced and implemented.

Presented by: Susan M. Moll, County Clerk

Reviewed and approved by: Executive Committee on March 9, 2020

District Attorney

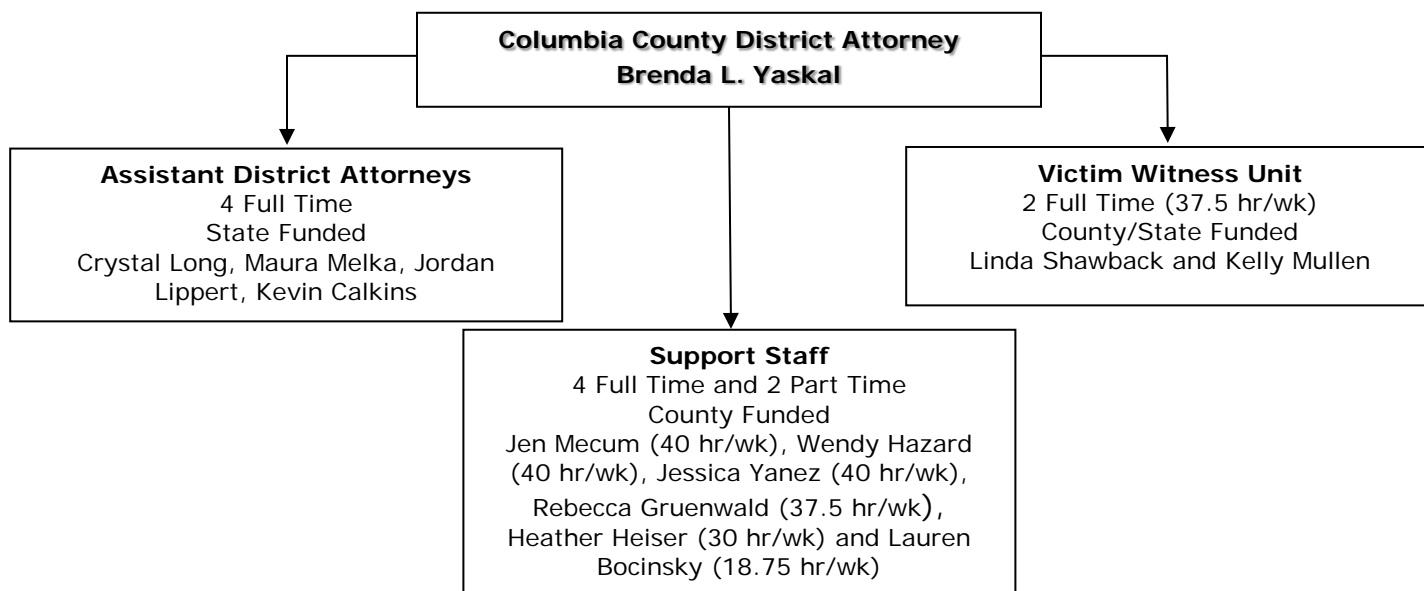
Department Overview:

The District Attorney shall prosecute all criminal actions; all state forfeiture actions; county traffic actions; and actions concerning violations of county ordinances which are in conformity with state criminal laws; participate in John Doe proceedings when requested by a grand jury, assist the grand jury; assist in welfare fraud matters; handle criminal appeals under the supervision and direction of the Attorney General; and handle various civil and special actions as directed by state statutes. Section 978.05(1)-(6), Wis. Stats.

In addition, the District Attorney is responsible for the administration of the District Attorney's Office and for supervision of the expenditures of the District Attorney's Office. Section 978.05(8), Wis. Stats.

The Victim/Witness Program, which in Columbia County is supervised by the District Attorney, provides a variety of services to victims and witnesses in criminal and juvenile delinquency matters as mandated by the State of Wisconsin Constitution and by state statutes. Victims of crimes must be notified of their rights and be given an explanation of the criminal justice/juvenile delinquency system. If a victim requests, s/he must be notified of all court proceedings as well as given the opportunity to confer with the prosecutor and to make a statement to the court. The responsibility for providing these notices to victims falls on the Victim/Witness Unit in addition to contacting and informing witnesses of their rights, coordinating meetings between victims/witnesses and prosecutors, advising victims about benefits available from the State Victim Compensation Program, and acting as a liaison between victims/witnesses, the courts and police agencies.

Organizational Chart:



Statistical Performance:

Actions Handled By The DA's Office	2017	2018	2019
Felony	639	551	494
Misdemeanor	833	685	696
Criminal Traffic Cases	390	444	328
Civil Traffic and Ordinance Cases	7,123	7,185	7,078
Immunization Cases	0	0	0
Child in need of Protection/Services (CHIPS)	21	25	32
Extension of Chips Cases	24	16	12
Juvenile Delinquency Cases	61	92	62
Total Legal Actions	9,091	8,998	8,702
New Criminal Cases	1,862	1,680	1,825
Jury Trials	15	6	18
Collection of Worthless Checks Paid to Merchants	\$5,535.67	\$3,108.00	\$2726.11
Total Restitution Collected	\$49,916.35	\$44,099.44	\$20,171.59

Summary of Felony Cases Filed in 2019 Charges at the Time of Filing

Code	Case Type	Number
09000	Unidentified Felony	0
09100	1st Degree Intentional Homicide	1
09125	1st Degree Reckless Homicide	2
09150	Homicide by Negligent Use of Vehicle	0
09200	Substantial/Aggravated Battery	9
09250	Battery	23
09275	Strangulation/Suffocation/ Injury by Negligent Use of a Dangerous Weapon	20
09300	Sexual Assault	3
09400	False Imprisonment/Kidnap	10
09450	Stalking	0
09500	Intimidate a Witness	1
10100	1st Degree Sexual Assault of a Child	3
10125	2nd Degree Sexual Assault of a Child	5
10150	Child Abuse	10
10200	Other Crimes Against Children	7
11100	Armed Robbery	1
11125	Unarmed Robbery	2

11200	Burglary	10
11300	Theft > \$2,500 - \$5,000	13
11400	Receiving Stolen Property	0
11500	Operate Motor Vehicle w/o Consent	4
11600	Criminal Damage to Property > \$2,500	0
11700	Arson	1
12100	Possession of Firearm by Felon	13
12150	Other Public Safety Crimes	13
	Reckless Endangering Safety, etc.	
12300	Drug Manufacture/Delivery	17
12500	Possession of Narcotic Drugs	106
12700	Other Drug Offenses	3
13100	Forgery	2
13200	Worthless Checks	0
13400	Other Fraud	2
14100	Perjury	0
14200	Escape	2
14300	Bail Jumping - Felony	101
14400	Extradition	8
14999	Other Felony	19
	Failure to Report to Jail, Sex	
	Registry Violation, Bomb Scares,	
	Mistreatment of Animals, etc.	
15100	Battery	9
15200	4 th Degree Sexual Assault	0
15600	Resisting	1
16100	Theft - Movable Property > \$2,500	0
16200	Retail Theft (Shoplifting)	0
16400	Operate Vehicle Without Consent	2
16600	Criminal Damage	0
16700	Disorderly Conduct	3
16800	Criminal Trespass	0
17100	Weapons/Explosives	0
17300	Sex Crimes	0
17400	Drug Possession	11
17500	Drug Paraphernalia	2
19999	Other Misdemeanor	0
20999	Other Traffic	0
27100	Hit and Run	0

27200	Eluding/Fleeing	4
27300	Operating While Intoxicated - 5th+	50
27310	Operating MV w/PAC of .02+ (5+)	0
28100	Operating While Intoxicated – w/minor	1
		<hr/>
		494

Summary:

Several powerful trends continued to exert influence on the District Attorney’s Office in 2019. First, the epidemic misuse and abuse of narcotic drugs like heroin and other opiates continued to fuel criminal activity. Columbia County is not unique in this respect as other communities across Wisconsin and the Nation face this persistent and insidious problem. In 2019, we see a second year of reduction - an additional 19% **decrease** in drug related cases. However, this year we observe an increase in felons in possession of firearms and crimes against persons. Second, the District Attorney’s Office continues to vigorously represent the rights of crime victims against a backdrop of scarce support from State government. Finally, the Columbia County District Attorney’s Office strives to continue to increase organizational efficiency.

The Columbia County District Attorney’s Office continued the critical fight against drug abuse and addiction in 2019. The Columbia County District Attorney’s Office filed 106 criminal complaints where Possession of Narcotic drugs was the leading felony charge. This represents a decrease from 2018; and a 24% decline since 2017. These statistics still understate the true impact of how heroin addiction fuels additional criminal activity and we continue to support our law enforcement officers in our partnership to decrease drug related offenses. We do see an increase in crimes against persons; including battery and false imprisonment and a 76% increase in the offense of possession of firearms by a felon.

The primary challenge facing the District Attorney’s Office is the continued lack of resources from the State of Wisconsin. According to the most recent Wisconsin Department of Administration District Attorney Workload Analysis (for the years 2015-2017) the Columbia County District Attorney’s Office is operating with only 55.76% of the full-time attorney staff needed. According to the analysis, the Columbia County District Attorney’s Office would need an additional 3 full time attorney positions to reach 100% of program need. The Columbia County Board has been instrumental in helping the District Attorney’s Office provide public safety and legal representation for crime victims.

With this severe prosecutor shortage, the Columbia County District Attorney’s Office continues to implement new methods to increase office efficiency. We continue to utilize our current allotted office staff to its maximum efficiency; however each year attempt to increase our part-time legal secretaries and victim-witness staff to 40 hours per week, within our county budget. We are also adapting to the changes with District Attorneys in the last year. Prior DA Jane Kohlwey resigned on January 5, 2019, and Governor Walker appointee Tristan Eagon began on January 6, 2019; however resigned on April 9, 2019. Governor Evers announced Brenda Yaskal’s appointment on May 22, 2019 and she began her appointment on June 17, 2019.

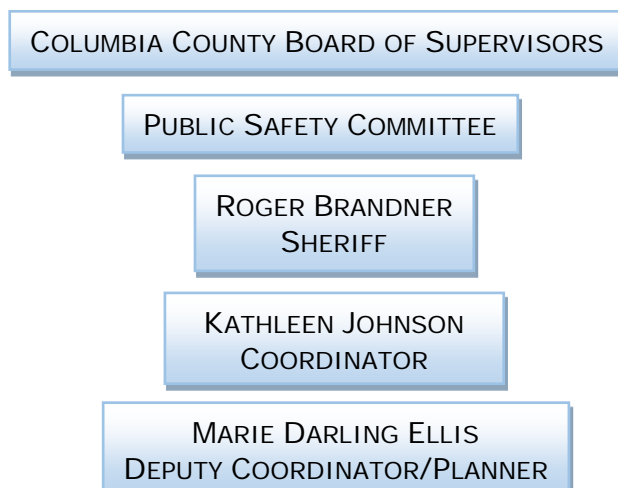
Presented by: DA Brenda Yaskal
Reviewed and approved by: Judiciary Committee March 10, 2020

Emergency Management

Department Overview:

The Emergency Management Office is under the jurisdiction of the Sheriff and reports to the Public Safety Committee. The staff is made up of one full-time coordinator, Kathy Johnson, and one full-time deputy coordinator/planner, Marie Darling Ellis. The Emergency Management Office reports directly to the Sheriff. The Emergency Management Office's primary responsibility is to coordinate the planning, training, exercising, response and recovery from natural or manmade disasters. The office is required to comply with the SARA (Superfund Amendments Reauthorization Act) a/k/a EPCRA (Emergency Planning and Community Right-To-Know Act), a federal law. The result of this is that emergency response plans have been developed for 31 facilities and 11 farms that currently use or store extremely hazardous chemicals throughout Columbia County. These facility plans are reviewed and updated as required. All plans are sent to the local fire department in which the facility is located, and the County-wide Portage Hazmat Team. Currently, there are 104 facilities required to file Tier Two chemical reports depending on the chemical/s and amount of those chemicals that they retain on-site. All chemical reports are reviewed annually to ensure required plans are created. Per county ordinance, the office invoices hazmat response costs associated with hazmat spill incidents to the responsible spiller. The Emergency Management Office also manages all of the following: County-wide ID card system; programming of all ID cards to all Columbia County building doors; create/updates emergency response plans for the Columbia County Courthouse, Administration, and Health & Human Services, Solid Waste, and Highway Department buildings; creates training exercises for first responder agencies, Project Lifesaver program; and the KeyWatch (key security system) program.

Organizational Chart:



Statistical Performance:

SARA/EPCRA ACTIVITY	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Facility Plan Updates:	20	17	14	16	15
Farm Plan Updates:	11	5	2	12	5 (Closed 3 plans)
New Facility Plans:	0	1	0	0	0
Reporting Facility:	110	113	102	103	104

- ❖ Emergency Plan updates are required to be updated every three years unless major changes occur. New plans are written as required.

GRANT ACTIVITY:	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
SARA (EPCRA)	\$28,244	\$28,180	\$28,057	\$26,436	\$26,370
EMA (EMPG)	\$53,047	\$53,981	\$54,802	\$47,375	\$47,186
EMA (EMPG) 2018 Redistribution of Funds				\$2,974	\$0
HAZMAT Equipment	\$7,548	\$8,305	\$8,083	\$8,077	\$6,877
Hazmat Equipment 2018 Redistribution of Funds					\$609
Training Exercises	\$0	\$0	\$2,974	\$0	\$0
Enbridge Energy	\$1,000	\$0	\$0	\$0	\$0
Pre-Disaster Mitigation (PDM) (Update All Hazard Mitigation Plan)	\$0	\$0	\$0	\$15,252	\$0

OTHER ACTIVITY:	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Wisconsin Disaster Fund (March 2019 Flood Damage Reimbursement to Municipalities)	\$0	\$7,572	\$0	\$36,135	\$61,370
PIO-Basic (Public Information Officer) Course (State paid out of training grant funds)					\$993
ICS-300 (Incident Command System) Course (State paid out of training grant funds)					\$2,855
Hazmat Technicians Course (Paid for by the HMEP (Hazardous Materials Emergency Planning) Grant through the State REACT Center)					\$6,748
Note: All classes were free to all Columbia County first responders, hospitals and municipal staff					

Summary:

EVENTS

- ❖ Presentation at F.L.A.G. (Future Leaders Active in Government) Meeting; presentation at the Family Assistance Center Workshop/Panel; Shop with a Cop; American Legion Celebration of Freedom; Sheriff Brandner Swearing in Ceremony; Deputy/Jailer Swearing in Ceremonies; presentation at Coroner's & Medical Examiner's Conference Panel on the Didion Explosion; UW Medflight Open House at Divine Savior Hospital; and presentation at the Lodi Area Woman's Connection meeting

WEATHER INCIDENTS

- ❖ The year began with extremely cold temperatures in which designated warming centers were opened followed by flooding from the March Spring Thaw Flood and the April Flood Events. Several municipalities were affected with the City of Columbus, City of Lodi, and Schoepp's Resort at Crystal Lake area being drastically affected. Evacuations of residents took place in

the City of Columbus and Schoepp's Resort, while evacuations of businesses took place in the City of Lodi. The City of Columbus had several flooded streets and the 16-60 bridge closed, therefore the Dodge County MRAP (Mine-Resistant Ambush Protected) vehicle and the Columbia County Argo were used in the evacuations. This event caused enough damage in which ten municipalities filed to the Wisconsin Disaster Fund to recover funds expended for damages sustained. As of year-end, six out of ten municipalities received reimbursement funds totaling \$61,370.07. The Village of Pardeeville sustained substantial erosion damage to the area around the Park Lake Dam that flows into the Fox River. A huge mitigation project was completed. No grant funds were available for this type of project. The Spring Creek in Lodi, Crawfish River near Columbus, Fox River, Swan Lake, and the Big Slough, Town of Lewiston, rose to levels out of their banks for which some have never seen in past history. Many flood planning meetings were scheduled and attended throughout Columbia County.

- ❖ Because of the high flows on the Wisconsin River in April, the river rose to levels that triggered the DNR Incident Management Team to deploy and perform surveillance 24/7 on the Caledonia/Lewiston Levee near Portage. The levee was extremely saturated which caused a couple areas of concern. The public and DNR staff were ordered off the levee until it could be inspected by a DNR dam engineer. Because of unknown condition of the levee, residents on Fairfield Street, a/k/a Levee Road, and the Blackhawk Park area were encouraged to evacuate until the water level receded. Surveillance continued from boat, airplane, and drone until it was deemed safe for staff to return. Temporary mitigation was completed with a plan to complete more work at a later date.
- ❖ Again, in September, rain events caused major damage to the Town of Randolph. They too have applied to the Wisconsin Disaster Fund for damages sustained. The project will continue to be completed into the spring of 2020.
- ❖ The first snow came on October 31, 2019, but we still dealt with flooding issues until year's end.
- ❖ Press Releases were distributed throughout most of the year for the community awareness, high-water levels, slow no wake orders, sandbags, well water test kits, and clean up kits. There were very few months during 2019 that we were not dealing with flooding issues.

EXERCISES/TRAINING/COMMUNITY OUTREACH/MEETINGS

EXERCISES: Columbia County Health & Human Services Active Shooter Training for staff; Village of Poynette Tabletop Exercise; Active Shooter/Active Attack Tabletop/Presentation at Portage High School; DARES (Dells-Delton Area Response Exercise Series) Tabletop Exercise #1; Alliant Energy Tabletop Exercise on Prairie du Sac Dam; Alliant Energy Tabletop Exercise on Kilbourn Dam; Sauk County Full Scale Active Shooter Exercise Evaluator; Portage Full Scale Active Shooter Exercise; DARES Functional Exercise on Public Information; Columbus/Fall River Motor Vehicle Crash Full Scale Exercise; DARES Tabletop Exercise on Emergency Response; DARES Tabletop Exercise on Family Reunification; DARES Tabletop Exercise on Economic Recovery; Alliant Energy-Portage Active Shooter Presentation/Drill; Grande Cheese-Wyocena Tabletop exercise; Wisconsin Hazmat Online Planning & Reporting System Tabletop Exercise; Columbia County Clerk-Election Security Tabletop Exercise; 3-Day WebEOC Virtual Training Exercise

TRAINING: WEMA Conference; Governor's Conference; Basic PIO (Public Information Officer) Course at Law Enforcement Center; Columbia County Courthouse Staff Active Shooter; Spillman Information Training; Columbia County Contract Management Training; Computer Cyber Security Training; Northern Natural Gas Pipeline Training; Sauk County Bus Driver

Training; Disaster Mitigation Webinar; Family Assistance Center Workshop Planning; IPAWS (Integrated Public Alert & Warning System) Certification Training; and a Hazardous Materials Technician's Course at the Portage Fire Department

COMMUNITY OUTREACH: Columbia County continues to provide an active outreach program which included: Portage Fire Department Open House; Poynette Fire Department Safety Fair; Statewide Tornado Awareness Week; Winter, Flood, Heat, Halloween Safety and Measles Awareness campaigns; Tornado/Severe Weather Campaign to all schools; EPCRA (Emergency Planning Community Right-To-Know Act) Awareness in which we performed outreach on chemical usage and emergency plan updates; Columbia Correctional Community Relations meetings; Flooding and Slow No Wake Order press releases; Special Event Weather Support requests with the National Weather Service; 2020 All Hazard Mitigation Plan update participation requested from all cities, villages, towns and many county officials; WICAMS (Wisconsin Credentialing Asset Management System) card program continues for all first responders; TV and newspaper interviews on tornado awareness and flooding issues; STEP (Students Tools for Emergency Planning) program sent out to all public and parochial 5th grade classes; assisted schools and churches around the county with their safety plans, walk-throughs and security issues; Land Information-Survey 123 Application Review; St. Mary's School 5th Grade Class Emergency Management Presentation; CDBG (Community Development Block Grant) Funds grant applications were distributed to storm/flood victims; new courthouse emergency response plans were finalized and distributed to staff; Columbus School District Emergency Plan Review; FCI (Federal Corrections Institute) Community Relations; WISIC (Wisconsin Statewide Intelligence Center) information distributed as appropriate; Alliant Energy Community Relations; and distributed various alerts and informational emails to all first responders, municipal clerks, school administrators, and Department Public Works, just to name a few.

MEETINGS: Public Safety Committee; Finance Committee; Budget Hearing; County Board; Department Head; Columbia County LEPC (Local Emergency Planning Committee); National Weather Service weather conference call/webinars; Emergency Management Southwest Regional meetings (included ATC (American Transmission Company hosting/tour); Flood Planning Group preparation meetings with the DNR and city and county officials; All Hazard Mitigation Plan Update; Portage Emergency Planning Committee; Wisconsin Emergency Management/Emergency Police Services; Columbus/Fall River Emergency Planning Committee; Columbia County Police, Fire, and EMS Associations; MABAS (Mutual Aid Box Alarm System) Committee; Accounting Cash Handling Audit; City of Portage Hazmat Contract Review; Traffic Safety Commission; Alliant Energy Community Relations; Courthouse Safety/Security Committee; Health & Human Services Safety Committee; Several DARES (Dells-Delton Area Response Exercise Series) meetings with Sauk, Adams, and Juneau Counties; National Weather Service Integrated Warning Team; Castle Rock, Kilbourn, Petenwell, and Sauk Dam Emergency Action Plan updates; Portage School District Safety Committee; County-wide School Administrators and Parochial School Principals; CCI (Columbia Correctional Institute) emergency plan overview; SCWIHERC (South Central Wisconsin Healthcare Coalition); Wisconsin Emergency Management webinars; WIDOT/139/90/94 Bridge Project Public Meeting; several exercise planning and after action review meetings; All Counties/Tribes annual meeting; Dane County Terrorism Task Force; Columbia County MIS-River Gauge Contracts; State Interoperability Council, as well as many other miscellaneous and planning meetings that occurred during the year with first responders, municipalities and surrounding counties.

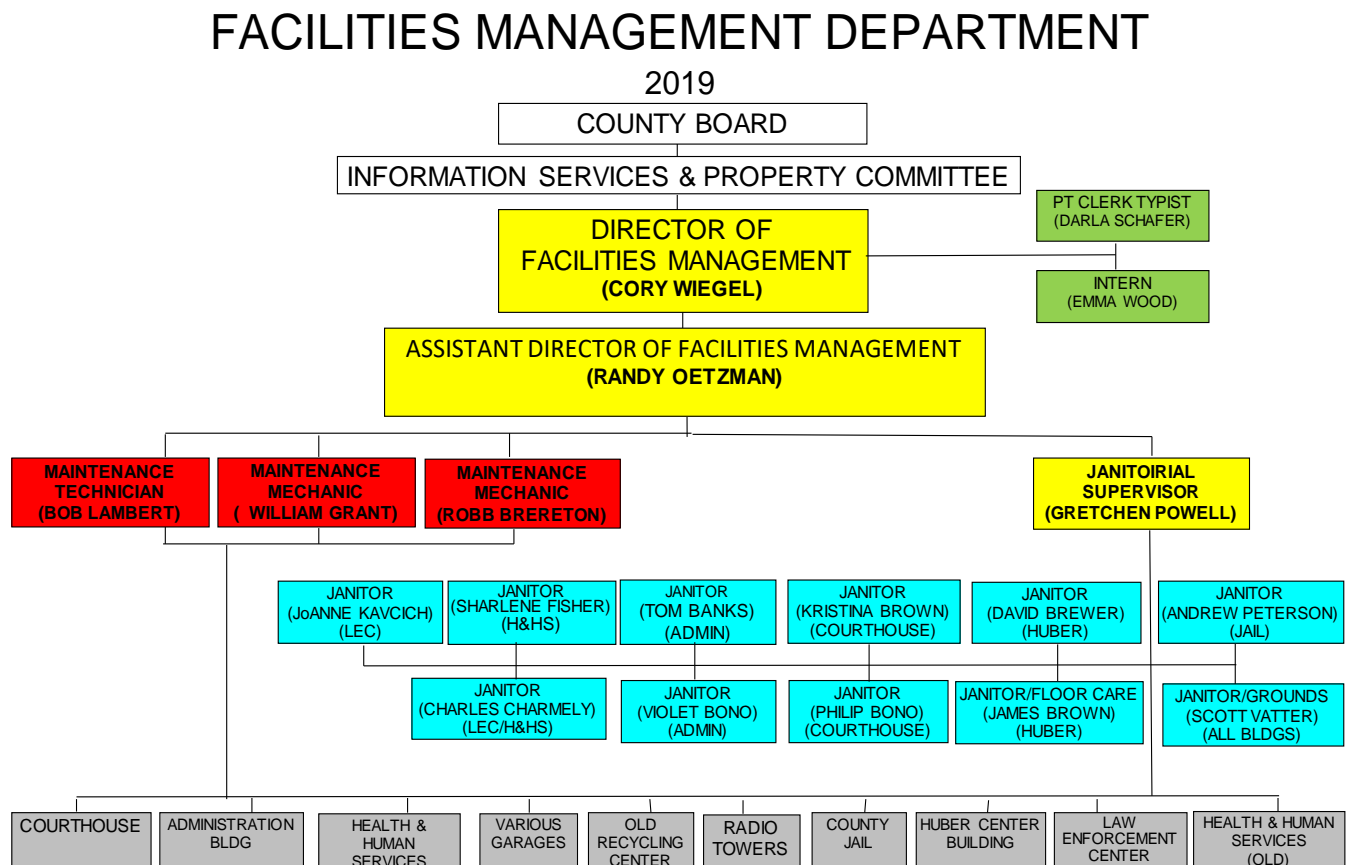
Presented by: Kathleen M. Johnson, Coordinator
Reviewed and approved by: Public Safety Committee March 9, 2020

Facilities Management Department

Department Overview:

Facilities Management strives to maintain clean, safe, attractive, and functional facilities and grounds in a professional manner, as well as provides support services to other government departments, in support of the County's strategic vision. Duties include maintaining County buildings and adjoining grounds in a clean and orderly condition; repair of utilities which include electric wiring and controls, heating and ventilation systems; repair plumbing and repair of physical structures of the buildings. In addition to the above, the department must record monthly power, gas, and water expenses, maintain supplies for building and grounds use and inspect/collect fixed assets and maintain in storage areas. As well as, oversee various outside contractors and maintain code compliance with NFPA, OSHA, EPA, ADA, and ANSI to name a few.

Organizational Chart:



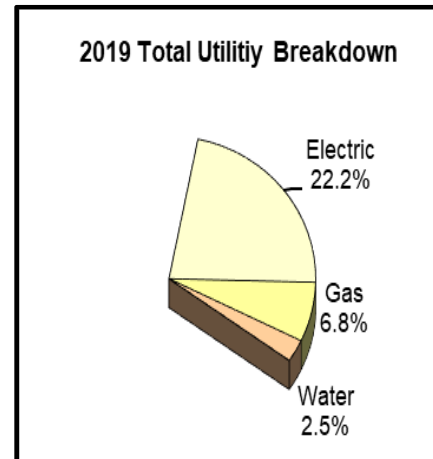
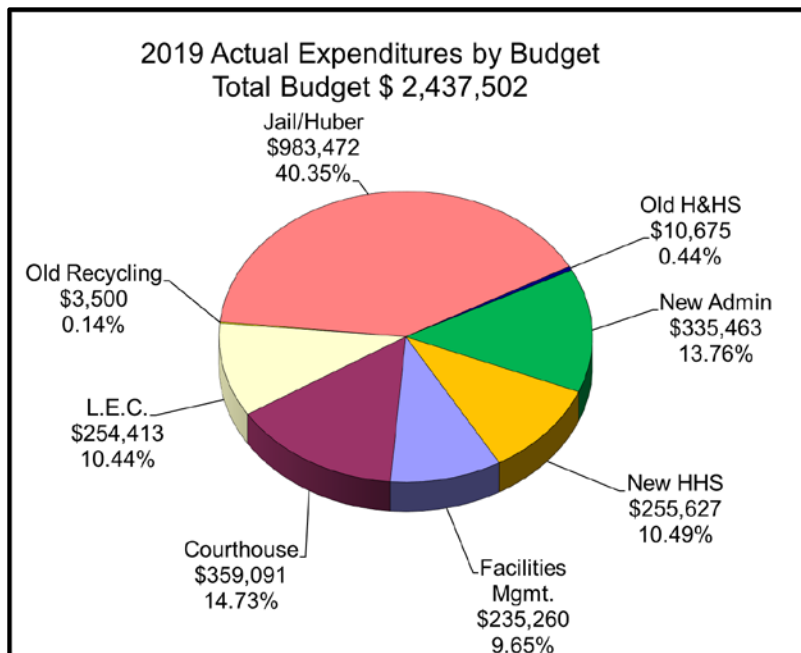
The following is a list of the various buildings under the responsibility of this department.

Main Areas of Responsibility

Buildings	2019 SQ. FT.
Courthouse	69,038
Law Enforcement Center	47,000
County Jail	52,059
Huber Center	76,000
Old Health & Human Services	20,740
New Health & Human Services	46,060
New Administration Building	69,070
DHIA/Shop	2,160
Maintenance Garage (Garage#2)	1,024
Storage Shed (Garage#1)	200
Sheriff's Garage (Garage#3)	4,800
Sheriff's Radio Towers	524
Old Recycling Center (Garages#4,5,& 6)	9,988
Total	398,663

Statistical Performance:

In 2019 expenditures came in approximately \$103,048 under the requested budget. This was mainly due to utilities being under budget \$64,732. Salaries and Fringes were under budget \$27,468. Snow removal was over budget \$21,455. In the following charts you can see the percentage breakdown of the annual departmental expenditures, as well as, the further breakdown of utilities since they made up 31.5% of the overall budget. (Total dollars per line item compared to the total budget and individual building budget breakdown charts available upon request.)



There were 255 less work orders completed last year compared to the previous year. For the past couple of years, Janitorial work orders are rarely filled out, instead jobs have been added to standard daily, weekly, monthly report sheets. Most administrative duties are also not recorded on work orders.

Below you will see a comparison of completed work orders, by building, covering the last five years.

Completed Work Orders by Year

Buildings	2015	2016	2017	2018	2019
Courthouse	1147	1083	535	403	560
Law Enforcement Center	1320	1390	1517	901	906
County Jail	1311	1320	1470	892	989
Huber Center	1813	1829	1877	1068	793
Old Health & Human Services	453	370	309	291	36
Administration Building			821	615	620
New Health & Human Services			248	543	554
Total	6334	6249	6770	4713	4458

In addition, by reviewing the work orders we are able to retrieve various statistical data. Below you can see a comparison of Work Orders over the last five years. HVAC issues look like they are down but in actuality with a change in office staff, coding was not accurate in this category. We have 1412 hours in general repairs and maintenance which includes items that should have been coded to HVAC.

Hours Worked Per Job Function

Job Function	2015	2016	2017	2018	2019
Moving furniture, files, equipment, etc.	400	405	701	399	320
Escorting outside techs. and inspectors	222	219	267	181	144
Processing Recyclables	128	156	132	67	64
Unclogging toilets at the Jail	41	70	65	44	64
Drain issues	153	127	127	78	102
Changing Light Bulbs & Ballasts	365	368	210	295	221
Inmate and Visitation phone repairs		103	130	157	61.5
Kitchen /Laundry Repairs	201	78	156	119	229
Lawn and Grounds Care	505	644	577	507	573
Snow Removal	185	267	289	411	414
Heating, Ventilation, & Air Conditioning Problems	722	444	503	534	141
Electrical and cabling projects	295	172	130	90	178
In House Painting	72	33	18	19	41
Radio Towers	98	134	94	75	172
Equipment Preventative Maintenance	1455	1784	1463	1027	1305
In House Vehicle Maintenance	224	254	114	33	98
Maintaining Inventory & Restocking	153	228	243	146	67
Plumbing Problems	278	308	208	170	236
Floor Care	708	896	1080	708	822
Huber volunteer labor	506	420	269	297	0

Summary:

In 2019 the department updated job descriptions and changed its name from the Buildings and Grounds Department to the Facilities Management Department. The name change allowed the department to evolve with the rest of the country and keep up with the standards in the industry. 17 other Wisconsin counties currently have Facilities departments along with the majority of UW campuses. In the Courthouse we installed a washer and dryer to launder the mops and rags. At the LEC we replaced one of the BOSCH video recorders, added to our green cleaning strategy, with the use of Aqueous Ozone in this building, which has an extremely safe SDS (Safety Data Sheet), leaving no residue, and it sanitizes all surfaces it is used on. We also replaced one of the last two obsolete ID card 9000 circuit board door panels due to control parts being no longer available for repairs. In the Jail we epoxied the walls in the three remaining shower stalls in Pod 1. We also replaced a network control switch and added an Aqueous Ozone machine for the use of our cleaners. At the Huber building, the third and final desiccant wheel for the energy recovery units was replaced. In addition, 24 batteries were replaced in the UPS for the Huber building. At the Administration building we added a Bobcat Toolcat machine to our exterior maintenance/landscaping equipment inventory. This machine has worked very well for removing snow from the sidewalks with its snow blower and brush attachments, salting became much more efficient allowing one person in the machine with the salter attachment to replace the previous method of having to send two people out, one pushing the walk behind spreader and another pulling a cart with over 500 pounds of ice melt on it to cover approximately a mile of sidewalks. It is also very useful in digging out old shrubs and hauling around replacement mulch to the various planting beds. Staff wise, we had to replace a janitor due to a resignation and this led to being down 7.6 weeks of cleaning time trying to find a replacement. In addition, mid-year we added an intern to help with office work, and during last quarter of the year we had to replace our part time Clerk typist due to a resignation.

Presented by:

Cory J. Wiegel

Director of Facilities Management

Date: 3-4-20

Reviewed and Approved by:

Information Services & Property

Date: 3-4-20

Health & Human Services

Department Overview:

HHS administers over 100 programs to address human needs across the lifespan. All but a handful of these programs are mandated by Federal or State requirements. Some examples of our programs are:

- Prevention of illness and injury and the promotion of public health;
- Prevention and protection of children and the elderly from abuse or neglect;
- Protection, education and treatment related to youth justice;
- Administration of medical, food, and child care assistance;
- Supports for people with mental health challenges, substance abuse, disabilities, and the elderly.

Mission: To promote and protect the health and safety of our community.

Vision: Healthy people, healthy places.

Values: Care, Respect, Empowerment, Accountability, Team Work, Excellence.

Organizational Chart:

Health & Human Services Board
Katie Day, Acting HHS Director

ACCT	ADRC	BHLTS	DCF	DES	DOH	DSS
Cathy Karls Assist Comp	Becky Mulhern Director 18.8 FTE	Kate Young Division Admin 12.8 FTE	Katie Day Division Admin 16.9 FTE	Carol Sjoblom Division Admin 10 Staff	Susan Lorenz Division Admin 7 FTE	Gretchen Halvorsen Division Admin 3 FTE

Statistical Performance:

Aging & Disability Resource Center: The ADRC held its most successful food drive for our Home Delivered Meal participants in 2019. We were able to package and deliver at least 9 meals per person on our meal routes to over 150 people. We were also able to relocate our meal site to Settler's Trail in Lodi to serve congregate meals to those located around the area. We have worked closely with the Economic Support Division to ensure that those applying for Medical Assistance and Long-Term Care Services have the smoothest transition possible. We began a partnership with the Division of Children and

Families that will flourish in 2020 with the Relatives Raising Relatives Support Group. Our Transportation Services have had numerous compliments from those in the community raving about how our drivers are caring and respectful. The Benefit Specialists kept very busy helping over 600 people during the 8 weeks of Open Enrollment with Medicare Part D. We had a large turnout for our Elder Abuse Awareness Event and Resource Fair to educate the public about scams and resources. In 2020, the ADRC plans to focus on delivering great customer service, coordinating with outside agencies for the residents of Columbia County, and generating additional funds to make our programs as successful as possible.

Division of Behavioral Health & Long Term Support: The Division continued to facilitate our Alcohol and Other Drug Abuse (AODA), Mental Health and those requesting Medication Assisted Treatment (MAT) referrals through our crisis call center partner Northwest Connections (NWC). Calls for AODA, MAT services, and mental health would come through NWC and then on the county end BHLTS facilitates linkage and follow up through our in-house crisis team. The process lends itself to clients getting emergent services they need and then from there a connection to ongoing maintenance programs such as Comprehensive Community Services (CCS) or case management through our crisis team. In 2019, we saw a new trend of an increase in Birth to 3 referrals. There was an increase of about 50 more referrals in 2019 than there were in 2018. Our Children's Long Term Support (CLTS) team was required to eliminate a waitlist for children waiting to receive disability services. The County CLTS staff continued to work hard in 2019 to eliminate the waitlist. At this time all 3 staff have full caseloads of 40+ each. The expected wait list will increase as CLTS will not be able to open new children until another child ages out of the program. At the end of 2019, Drug Treatment Court prepared to celebrate the first Drug Court Graduation for 3 individuals, which actually took place in early January 2020. Comprehensive Community Services continues to expand and is serving over 200+ consumers. There were 264 open CCS consumers in 2019.

Division of Children & Families: Columbia County DCF was chosen as one of 13 counties to pilot the State's new youth risk assessment, YASI (Youth Assessment and Screening Instrument). The YASI is a validated assessment tool that evaluates the youth's risk and protective factors (areas of needs and strengths). The results of the YASI help to guide workers both in making recommendations for case outcomes and in building case plans that target youth's needs and build upon their strengths. Youth Justice staff were trained in ART (Aggression Replacement Training). ART is an evidence-based, cognitive behavioral approach to working with youth that is comprised of three components: social skills training, anger control training and moral reasoning. The curriculum is proven effective in targeting some of the risk areas found within the YASI. DCF was able to educate 7 schools, the Division of Health, and Lamers Bus Company in Columbus, adding up to 229 more individuals, on mandated reporting in an effort to prevent and respond to child abuse and neglect. DCF has also continued with efforts to retain and recruit foster parents by hosting two foster parent informational sessions in different communities and licensing 7 general families, which brings Columbia County's foster home total to 14. A respite program for families was also implemented, which is a step down from a full foster parent license. DCF also enacted a No Hit Zone Policy for the Department with the support of the Columbia County Board by resolution. The purpose of the No Hit Zone is to create and reinforce an environment of comfort and safety for clients, families, and staff working at our facility.

Division of Economic Support: The Division continues to work in collaboration with the Department of Children and Families to expand the Wisconsin Shares Subsidy program. This continuity of care has increased the number of children from Columbia County in Wisconsin Shares Subsidies by 15%. This number shows that families are able to achieve stability in employment and childcare as they work to increase their income and become self-sufficient. Columbia County Economic Support continues to collaborate with our Consortium Partners and Wisconsin Department of Health Services to provide feedback on the Access Website and the new Mobile Access App. This app was launched in early 2019 and the website was updated to mirror the app later that year. With this launch, our call volumes have dropped, however, our caseloads have increased. This is positive, as our consumers are using technology to follow their cases via their phones and online. The use of this upgrade in technology lessens the amount of case closures, has made applying for benefits and verifying eligibility more accessible, and has made submitting documents much easier for the consumer. The Division had a call answer rate of 89% on the call center which exceeds the state minimum of 85%. Our average speed of answer for the year was 5.70 minutes, again under the state maximum of 10 minutes.

Division of Health: The Wisconsin Department of Health Services is required to formally review the operations of all 86 Wisconsin local health departments at the county or municipality level at least every five years. The review establishes the health department as a level I, II or III agency. All agencies must meet the minimum requirements of a level I health department and agencies must provide an additional 7 to 14 programs or services to meet the requirements of a level II or III health department. In 2019, Columbia County Division of Health successfully passed the State's health department review. As a result, Columbia County Division of Health maintained their Level II health department status. Columbia County Division of Health provides services important to the community, such as:

- Communicable disease prevention, investigation, control and surveillance
- Free immunizations for eligible children and adults
- Women, Infants and Children (WIC)
- Nurse-Family Partnership
- Question, Persuade, Refer (QPR) Training to prevent suicide
- Prenatal Care Coordination

Per Jeanne Ayers, State Health Officer, "Columbia County does an excellent job of maintaining a strong Division of Public Health in the Health and Human Services Department by protecting and promoting the health of people in Columbia County."

Division of Support Services: DSS provides clerical support for all divisions in the Department of Health & Human Services with a total of 4 staff. The support provided increased with the addition of Department staff, new services, and expansion of existing programs. The majority of the work performed is highly technical and time-sensitive. Some of highlights from this past year's accomplishments are: scanning and indexing over 66,000 documents into a virtual filing system for the Division of Behavioral Health & Long Term Support (BHLTS); increasing the number of onsite trainings for contracted providers so that they provide us with the accurate and timely data we need to report in the State's Program Participation System (PPS); data entry into our Department's own software system documenting services to over 3,100 consumers; purging 1,474 consumer paper files; 113 hours of face-to-face Spanish translation for consumers by one of our bilingual staff; 472 caregiver background checks completed through the Wisconsin Department of

Justice website; 215 consumer records requests performed; and 13,056 visitors greeted and directed to services by our front desk receptionist.

Summary:

In 2019, the Department of Health and Human Services continued to pursue opportunities to fund existing programs through funding opportunities offered by the State and Federal Government as well as expand and create new programs to better serve the community. Some of these efforts were made individually by divisions, some by the divisions teaming with other divisions within the Department, while others were made by the Department/divisions collaborating with surrounding counties. The outcome of these efforts has resulted in the Relatives Raising Relatives Support Group, which was mentioned in the ADRC narrative, and the implementation of Family Centered Treatment (FCT) to name a couple. FCT is an evidence-based family preservation model of in-home treatment that is recognized by SAMHSA and the National Child Trauma Stress Network. This grant was obtained in collaboration with 3 surrounding counties and will serve youth involved in the youth justice system in the Division of Children and Families and cross over into those enrolled in the Comprehensive Community Services (CCS) program in the Behavioral Health and Long Term Support Division. The Department is consistently reviewing programming and looking to provide evidence-based services. The Department is always seeking out avenues in which to share information about services in an effort to reach more residents.

For more information about utilization of the programs that the Department of Health and Human Services offers, please see our 2019 Department Status Report. The Status Report can be found at:

[Columbia County Health and Human Services 2019 Status Report](#)

Presented by: Katie Day, Health & Human Services Acting Director

Reviewed and approved by: Health and Human Services Board March 11, 2020

Highway and Transportation

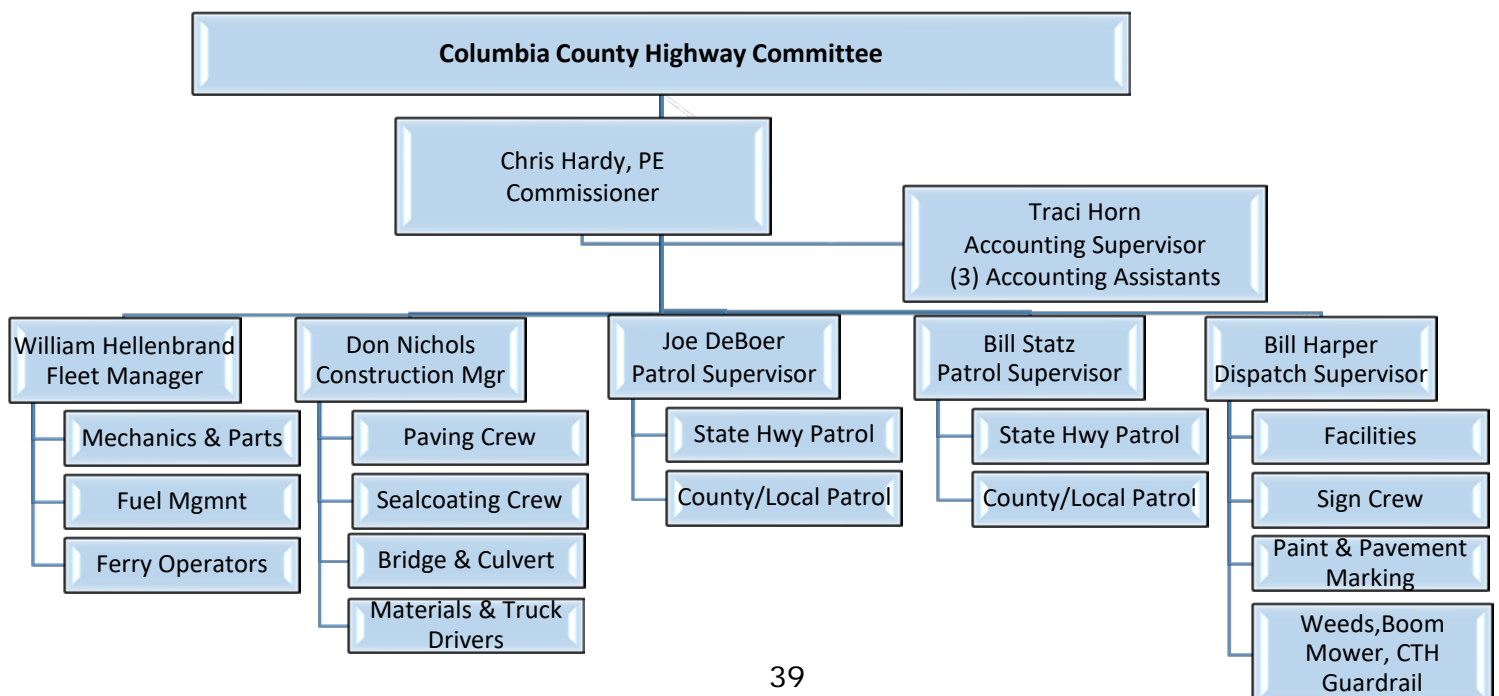
Department Overview:

The Highway and Transportation Department's primary functions are the construction and year-round maintenance of the County Trunk Highway (CTH) system in Columbia County, which consists of 356 centerline miles of roadway. Furthermore, by contract with the Wisconsin Department of Transportation (WisDOT), we maintain 801 lane miles of state roads (significant portion of which are multi-lane Interstate and USH 151) and the operation of the Merrimac Ferry. In cooperation with the Towns, we maintain approximately 820 centerline miles of Town Roads for the local system. We operate and maintain county parks (Wyona, Governor's Bend, Owen Park, Park Lake, Lake George, as well as roadside facilities).

Some of the work activities that we perform include the following:

- Snow and ice removal for 3,160 lane miles of roads
- Asphalt pavement resurfacing and sealcoat application
- Mow and vegetation management of 10,400 acres of right-of-way
- Maintenance, monitoring, and repair of 70 State and 86 local bridges
- Monitor, manage, repair over 3500 culverts and associated drainage ways
- Application of pavement marking
- Sign repair, new installation, and monitoring over 20,000 road signs
- Incident response, posting of detours, and traffic control
- Responded to over 1,480 requests for service

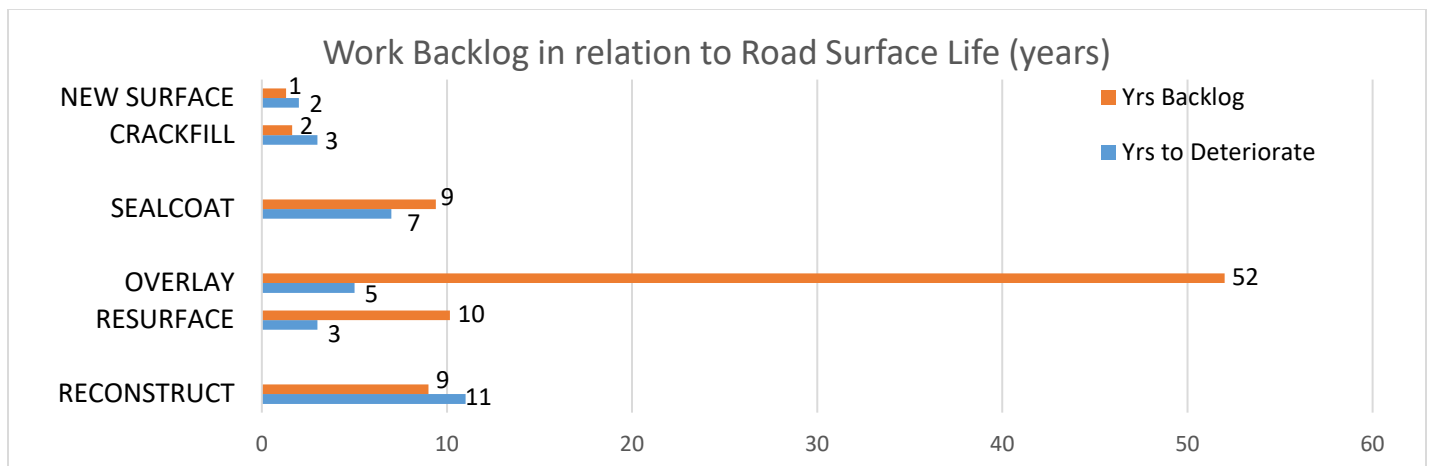
Organizational Chart:



Statistical Performance:

Two-Year Summary of Road Maintenance and Repair

Throughout the county we are struggling with an aging infrastructure. Roadways require continual maintenance and, in many circumstances, replacement. Tight budgets and the unpredictable expense of harsh winters dictate the amount of planned maintenance and repairs that can be completed. Under our current budget constraints, our roads are deteriorating faster than we can maintain them. Overlay treatment is the area of greatest disparity. Sealcoat is less expensive (\$18,000 per mile) when compared to overlay (\$80,000 per mile) or resurface (\$185,000 per mile). Shared funding logistics tend to favor resurface projects.



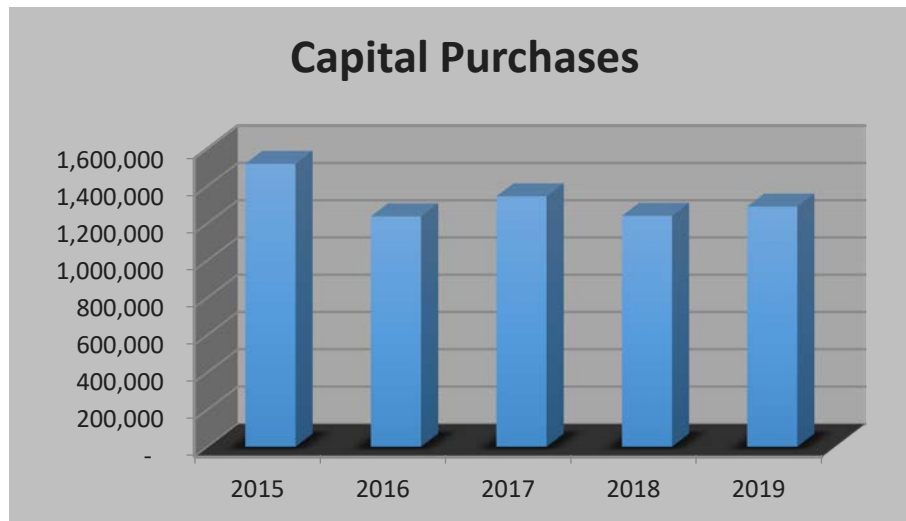
For roads requiring a seal coat maintenance, the roads are deteriorating to the next lowest level (need overlay) before we have the funds to be able to fix them (i.e. will take us 9 years to seal coat our current backlog; but, the backlog will have deteriorated to the level requiring overlay within 7 years). From a different perspective, based on a 30 year asphalt life, we should resurface 12 miles per year (we do 8), overlay 25 miles per year (we do <1), seal coat 37 miles per year (we do 15). Similar trends are occurring on Town roads in Columbia County. Most State roads in the County, however, are currently within the WisDOT 5-year plan for new road surfaces.

The table below compares maintenance and construction expenses for 2018 and 2019.

Department	2018	2019	Incr/Decr
CTH Maintenance	1,093,742	1,700,044	606,302
CTH Winter Maintenance	2,032,709	1,865,639	(167,070)
Road & Bridge Construction	2,949,223	3,099,748	150,525
Routine Maint on State Hwys	2,684,879	3,031,419	346,540
Snow & Ice Control on State Hwys	1,035,096	1,448,579	413,483
Road & Bridge on State Hwys	408,334	58,115	(350,219)
Town/Village/City Local Rd Maint	2,023,776	2,574,203	550,427
County Aid Construction	733,484	975,820	242,336
County Bridge Aid	77,847	19,686	(58,161)
Totals	13,039,090	14,773,253	1,734,163

Capital Outlay Purchases

The Department continues updating the aging fleet. An older fleet requires more repair expenditure and is less efficient overall with increased downtime of vehicles frequently out of service. The Department continues to examine purpose and need for all listed units. Since 2016, we have reduced the fleet size by consolidating units, for example; 1 tractor to operate both boom mower and snow blower, 1 truck to conduct both snow removal and paint support, 1 crane truck to work on ferry and eliminate 2 mechanics trucks. All out of service units are either sold by internet auction to the highest bidder or are sent to the scrap yard for market price. The graph below illustrates the county's commitment to improving the Highway Department's equipment.



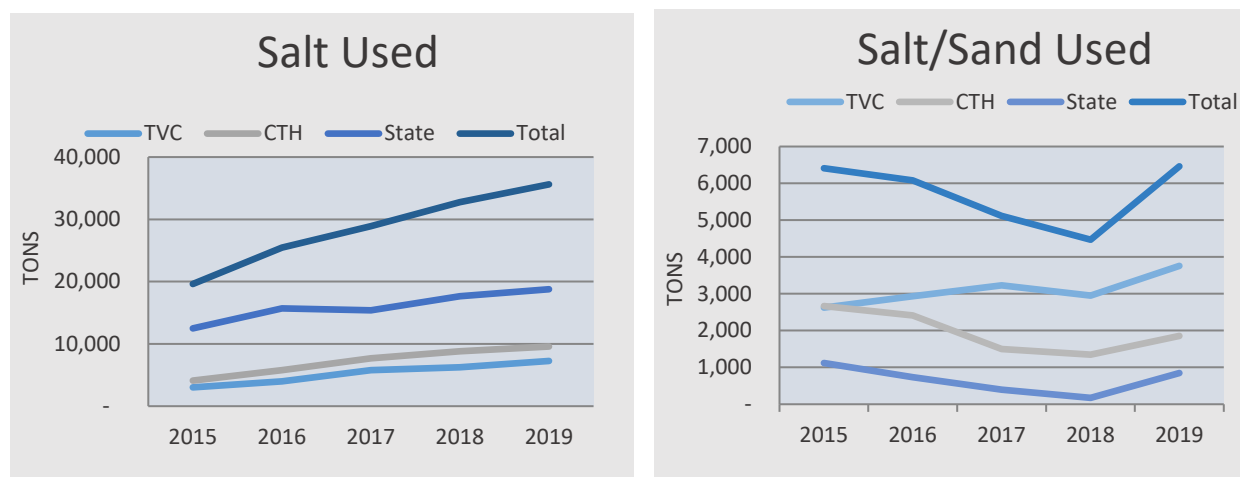
**County has generally budgeted a straight amount year to year for capital purchase. Carry overs occur from year to year due to the timing of equipment purchase and arrivals. Large trucks are currently taking about 11 months from order to delivery due to delays from body supply shop.*

Department is seeing some improvement due to the Capital Outlay program. With the removal of older deteriorated trucks and the addition of multi-purpose tandem and tri-axle trucks, the Department is having success with increased average hours of usage, decreased outside trucking costs, and steadier revenue stream to the Fleet Department. Capital funds are included within the hourly rate structure the Department utilizes when charging equipment; sustainable with balanced and sufficient equipment usage.

Snow and Ice Control Material Usage

Rock salt, sand/salt mix, and salt brine are the predominant materials that we use to break the bond that occurs between snow/ice and road surfaces. These materials prevent and reverse the effects of moisture freezing and adhering to the road surface which in turn ensure safe winter travelling throughout the county. We have storage capacity for approximately 58,000 tons of salt/sand material throughout the county. The majority of the storage capacity is located in the five domes in Wyocena. There are also storage facilities located in Lodi, Portage, Cambria, Columbus, and a dome on CTH CS near the interstate. Salt brine is made at our facility in Portage and trucked to storage tanks at the other shops for use during winter activity. Anti-icing activity services the entire county from the Portage Shop.

The graphs below illustrate how much solid material has been spread on different road types over the past five years.



The Department does apply liquid salt brine on the State system and some locations of county roads as well. Salt brine is applied as “anti-icing” and “pre-wet” applications. “Anti-icing” means the deployment of salt brine in advance of storm events as a preventative maneuver. Salt brine dries and adheres to the pavement (in wait for snow, sleet, or freezing rain to fall), reacts to the introduced moisture, lowers the freezing point, and returns the precipitation to liquid form where it can run-off thereby not creating slippery road conditions. “Pre-wet” is a similar concentration brine that is added during rock salt deployment. Brine wets the salt prior to hitting the road which initiates an earlier dissolution of the rock salt and assists the salt to clump and adhere to the road/snow and reduce blow-off of the rock salt. Both methods assist the Department with reduction in the use of rock salt. In 2019, we deployed 224,203 gallons of brine (58% increase from 2018), mostly on the State system.

Summary of Pavement and Sealcoating Work in 2019:

Seal coated approximately twenty miles of roads in ten different villages and towns using 90,805 gallons of oil and 2,563 tons of chips at a cost of \$313,999 (25% increase from 2018). About nine miles of roads in eighteen different cities, villages, and towns were paved using 14,353 tons of bituminous asphalt at the cost of \$851,257 (7% decrease from 2018). We seal coated fourteen miles of CTHs E, F, and V (6% increase from 2019) using 87,878 gallons of oil and 2,638 tons of chips. About eight miles of CTHs B, E, and K were paved using 24,573 tons of hot mix asphalt (9% increase from 2018).

Synopsis/Overview of the 2019 Highway & Transportation Annual Report

There was an increase in workload and revenue for both the State and locals in 2019. WisDOT revenue surpassed annual Routine Maintenance Agreement by 14%; due to a lingering winter (February – April) and local flooding that occurred in May. On the County side, a culvert on CTH G and mitigation projects at bridges on CTH E (Fox River) and CTH J (Spring Creek) were conducted as a result of flooding. Local Program Force Account funds from WisDOT were used for bridge structural improvements on CTH E and CTH A. Two new bridges were constructed, one on County U over a Tributary to the Wisconsin River in Caledonia Township and one on Haynes Road over Fox River (upper Park Lake) in

Marcellon Township. Funding for these projects came from WisDOT State Transportation Program, Highway Department STP Equity fund and by the County Bridge Aid Program. We reconstructed a ½ mile segment of CTH V in Okee. A rural section (roadside ditches) to urban section (curb and gutter) from STH 113 to the east end of the Spring Creek Inlet causeway (near Rapp Rd). The \$2.4 million improvement project included; replacing the bridge deck, railroad crossing, and ½ mile of road including; curb and gutter, new surface, minor realignment, and storm water measures. Project was funded thru WisDOT State Transportation program (68% Fed/State and 32% Highway Department STP Equity fund).

Park Lake improvements (pier, kayak launch, parking lot, native landscaping, shoreline protection) were funded by WDNR grants, Park Lake Management District, Land & Water Department, and Highway Department park budget. Roof replacements were completed for Domes #4 and #5 in Wyocena. Design and evaluation of several road facilities including; 18 ft concrete bridge on CTH CD near Dodge County, slope stabilization for CTH CM along the Neenah Creek, pier repairs for CTH JV bridge @ Rocky Run and applied for a WisDOT Multi-Modal Local Supplement Grant for CTH J (CTH CS to Lindsay Rd near Lodi).

In 2020, the Department Plans to:

Continue the design process for the replacement of 7 obsolete and out-of-date local and County bridges; on CTH A over UP Railroad (a failing wood bridge built in 1910), Columbus Town bridges on Hall Road (a concrete 1 span bridge built in 1930), on Wendt Rd (a wood 2 span bridge built in 1964), on Old Highway 73 Road (a metal truss 1 span bridge built in 1934), Scott Town bridge on Inglehart Road over UP Railroad (wood bridge built in 1930), and Randolph Town bridge on Sterk Road (wood bridge built up over the UP Railroad in 1932). All of these projects are scheduled for construction replacement during 2021 and 2022.

Complete facility improvements at CS Dome (install portable sand/salt mix storage building), at Portage Shop (replace existing Underground Fuel Storage System with Aboveground System), at Wyocena (storm pond discharge piping), at Lodi (concrete repairs and replacements), at all Highway facilities (video security and key scan software and hardware updates), and continue to work on planning options for a 12,000 ton shared-use salt storage facility in Portage (State-County-City of Portage joint project).

Resurface pulverization and paving will occur on CTH A (STH 16 to CTH Z), CTH E (STH 44 CTH EE), CTH GG (CTH G to Wyona Park), and CTH N (Hall Road to CTH A). Seal coating will be conducted on road sections of CTH B (Oshaukuta Rd to USH 51), CTH I (Meek Rd to Curtis St), CTH K (Woodlawn to CTH Q), CTH K (CTH C to CTH DM), and CTH P (Crawford Td to Wardle Rd). Crack filling will be completed on the listed sealcoat roads and previous year paving projects. Remove and replace a small 18 ft bridge on CTH CD about ¼ mile west of the Dodge County line. Repair abutment and piers on CTH JV bridge at Rocky Run.

We will do this as economical, cooperative, and efficient as possible – always striving for: *“Good, Safe Roads.”*

Presented by: Chris Hardy, Commissioner

Approved By: Highway Committee on March 5, 2020



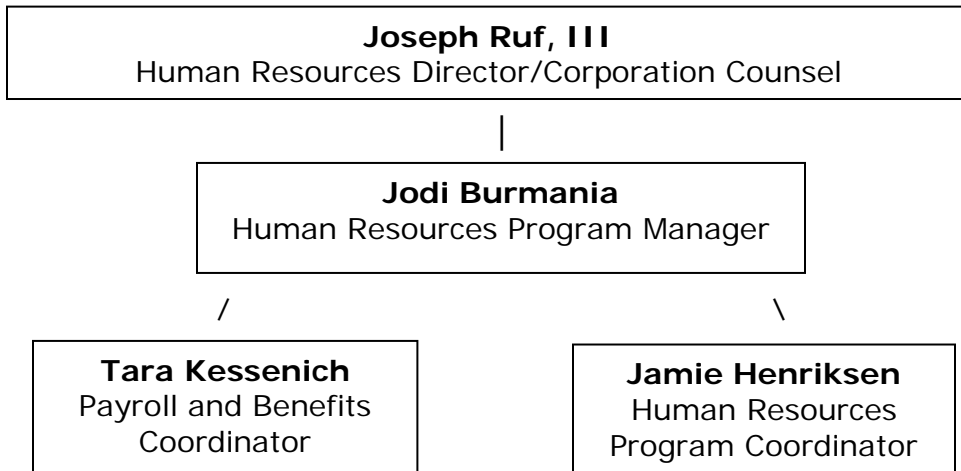
Human Resources

Department Overview:

Governed by the Human Resources Committee, the Human Resources Department ("HR") is responsible for all aspects of employment including confirming that all approvals are received from Committees, recruitment, processing applications, contacting chosen applicants for testing and/or interviewing, providing interview assessment packets, conducting background and reference checks, scheduling physicals when applicable, extending offers of employment and conducting new employee orientation. HR also calculates and processes employee retirements and resignations and administers the County Employee Assistance Program (EAP). HR oversees numerous Federal and State programs ranging from Family Medical Leave to Safety and Risk Management and including Workers Compensation and OSHA/WI Department of Safety and Professional Services Public Sector Reporting compliance. The HR Director serves as Chief Negotiator for collective bargaining with the Sheriff's Sworn Unit. HR responds to employee and management inquiries regarding the interpretation of Columbia County Policies and Procedures and maintains County Board approved changes to the County Personnel Ordinance and resolutions relevant to the County's Policies and Procedures and Operations Manual for Management.

HR is responsible for processing payroll for County Board Supervisors, Committee members and County employees, ensuring the accuracy of tax and benefit deductions, reporting quarterly taxes to the IRS and vouchering all payments upon completion of bi-weekly payroll. HR manages enrollment and administration of all employee benefits including Health Insurance (medical, dental, vision and prescription), Life Insurance, WI Retirement, Deferred Compensation, AFLAC optional participation selections and Long Term Disability. Additional functions include, allocating annual vacation, issuing annual employee evaluations with relevant information, monitoring step increases according to appropriate pay scales, monitoring personal holidays, direct deposit, processing W-2s, and submitting documentation to initiate COBRA and retiree health insurance benefits.

Organizational Chart



Statistical Performance:

	2017	2018	2019
Postings or ads resulting in staff changes	73 539 applications processed	76 491 applications processed	76 652 applications processed
Individuals processed through HR Office	137	155	183
Separated from County Service	127	108	170
Retirement	13	21	17
Family Medical Leave requests	67	89	93
Workers compensation claims	79 claims 358 days away from work 484 restricted or transfer days	74 claims 63 days away from work 385 restricted or transfer days	64 claims 203 days away from work 366 restricted or transfer days
Union contract settlement	Contract in negotiation	Contract in mediation	Settlement with Sheriff's Sworn unit for 2018 - 2020 (3 year contract).
Health Insurance	M3 negotiated health insurance carrier change effective January 1, 2018. Carrier changed to DEAN.	2019 employee health insurance coverage continued with SSM/Dean within the previously negotiated premium rate cap.	M3 negotiated health insurance carrier change effective January 1, 2020. Carrier changed to Quartz.
Safety	Annual OSHA log statistics and posting requirements. CO detector purchase for Sheriff squads.	Annual OSHA log statistics and posting requirements completed.	Annual OSHA log statistics and posting requirements completed.

Summary:

HR continued to successfully work with Mortenson, Matzelle and Meldrum (M3), the County's health insurance broker, to change health insurance carriers to Quartz effective January 1, 2020 with the option to select a cost saving HMO. The vision insurance provider also changed effective January 1, 2020 to Superior Vision. Delta Dental will continue to provide employee benefits in 2020. The County continues to effectively self-fund employee dental benefits.

MIS and HR staff collaborated on the successful implementation of direct entry for payroll. In 2019, all departments are processing payroll in the same format. The MIS and HR departments will continue to assist one another in streamlining the system for the employees to view and access information related to their employment.

2019 Workers Compensation claims decreased, but days away from work increased significantly and restricted days decreased.

There was a slight increase in Family Medical Leave requests. This is an area that is difficult to predict. The Employee Assistance Program (EAP) was renewed with Aspen Family Counseling to continue to provide services to County employees and their families.

The Safety Budget covered the cost of two (2) motorized wheelchairs and two (2) standard wheelchairs for the Administration Building and for the Health & Human Services Building.

The County successfully negotiated with the Sheriff's Sworn Union ratifying a three (3) year contract for January 1, 2018 – December 31, 2020.

Recruitments remained challenging in 2019 reflecting the overall highly competitive market currently experiencing by all employers both public and private.

The Columbia County Board of Supervisors approved a 1.5% increase to the Compensation Schedule effective January 1, 2020.

HR Department staffing changed considerably in 2019. The Department had two (2) retirements: Jane Bescup – HR Program Coordinator; and Michelle Olson – HR Personnel Analyst. HR integrated talented new (to HR) staff members Tara Kessenich and Jamie Henriksen to continue to provide internal support to all County Departments for a full range of employee issues including recruitment, benefit and payroll management, professional development and retention, and separation or retirement.

Presented by: Joseph Ruf, III

Reviewed and Approved by: Human Resources at the March 6, 2020, Committee meeting.

Land and Water Conservation Department

Department Overview:

"Protecting, Promoting and Enhancing the Natural Resources of Columbia County"

Mission: The conservation of land, water and other natural resources through the implementation of conservation programs, ordinances and regulations, information, education and technical assistance to ensure responsible land use management and preserve the resources for the future.

Organizational Chart:



A. Department Programs

- Land Water Resource Management Program (LWRM) (SWRM)
- Conservation Reserve Enhancement Program (CREP)
- Farmland Preservation Program (FPP)
- Animal Waste Management Ordinance (Title 15)
- NR 151 Performance Standards/ DNR Targeted Runoff Management (TRM)
- NR 243 Notice of Discharge (NOD)
- Wildlife Damage and Abatement
- Tree Sale Program
- WPDES Adaptive Management/Nutrient Trading
- Snowmobile Trail Program
- Oversight/Coordination & Management of Columbia County Parks Program
- Drinking Water Educational Program
- Groundwater Study/Flow Model Program
- DNR Conservation Aid Grants Program
- Nutrient Management Farmer Education (NMFE) Training Program
- TSP for NRCS (Technical Service Provider)
- Surface Water Management Program (DNR Planning & Protection)

B. Department Services

- Technical Assistance
- Engineering Assistance
- Conservation Information/ Education
- Land Records Automation/GIS
- Financial Assistance/Grant Writing
- Regulatory Activities
- Project Planning

Statistical Performance:

A. Land and Water Resource Management Program (LWRM)

- 2019 - \$347,742.00 cost sharing allocated/committed to 44 landowners, involving 49 projects of 9 different types to implement separate Best Management Practices (BMP) (2018-\$202,460.90), (2017-\$180,062.52) This competitive allocation is awarded based on formula that weighs in several parameters focusing on utilization of funds and getting projects completed in timely manner. Columbia County has consistently been awarded funding levels at the highest tiers. These DATCP source funds are directly used to implement Nonpoint source (NPS) abatement efforts found in County Land & Water Resource Management Plan.

B. DNR Targeted Runoff Management (TRM) & Notice of Discharge (NOD) Programs

- These annual allocations of competitive grants are used to help fund conservation BMP's that will bring landowners and operators into compliance with State Agricultural Runoff Management Regulations (NR 151 & NR 243). In 2019, we used \$150,000 to complete a project with 1 landowner. We were awarded 2 new 2019 TRM grants totaling \$326,789. We currently have 3 active grant awards totaling \$476,789.00.

C. Tree Sales Program

- 43,350 Trees/Shrubs sold in 2019; (2018-41,376) + 80 Fertilizer packs, 1,448 Tree Shelters, 274 Tree Stakes, 26 Tree mats, 9 Deer Repellant Program history (1981-2019) 1,358,545 trees sold = \$258,837.12 revenue

D. Animal Waste Management Ordinance (Title 15)

- In 2019, 2 new structure permits; (2018 -1 new structure permit; 2 abandonment).

E. Farmland Preservation Program

- \$865,428 in tax credits claimed by Columbia County landowners (2019–claimed for 2018)
- 575 Eligible landowners claimed credit (2018-587)
- Certified & issued 738 certificates of compliance (COC) with unique # for tax credits
- Town of West Point Agricultural Enterprise Area (AEA) contracts approved and recorded with 6 landowners to date.

F. Snowmobile Trail Program

- 2018-2019 Season - 303.7 miles of trail in Columbia County
- Management of DNR Trail Aid Grant of \$91,110.00 local clubs for maintenance. (\$81,371.70 paid). Mapping complete of trails and slight reduction in miles will Occur in 2019-2020.

G. Wildlife Damage Abatement Claims Program (WDACP)

- 2019 had 7 landowners who received \$34,964,.18 in crop loss compensation (2018-6/\$35,025.62)
- On average about 75 landowners per year are provided technical assistance through this program helping them deal with things such as deer/geese/cranes
- Received a \$32,800.55 annual grant to carry out WDACP in Columbia County

H. DNR Surface Water Grants

- Completed data assessment work on Silver Lake in cooperation with City of Portage, planning efforts beginning in 2020. Closed out data assessment grant with WDNR.
- Utilized 2 different WDNR Lake Protection Grants To finalize installation of fish habitat and upland habitat restoration work at County Park on Park Lake, including the establishment of 10,000 square feet of native shoreline habitat.

I. Conservation Reserve Enhancement Program (CREP) (NRCS/FSA/DATCP)

- As of 2019, there are 65 landowner contracts totaling 4448.01 acres of buffers. (2017-Acres 425.23) and 1 perpetual easement of 11.30 acres. There were 8 new contracts sign in 2019.

J. Nutrient Management Farmer Education Grant (NMFE)

- This 2019 DATCP Grant of \$10,920 from DATCP Grant is used to implement a training program that allows landowners to develop and maintain their own 590 Nutrient Management Plans (NMP). This year we used this grant to assist 25 landowners (27 in 2018) in completing plans/updates, covering 13,119 acres. The 2019 totals show the success of this program since starting it in 2013, when there were 8 landowners and an acreage total of only 3,608 acres.

- This has been one of the successful tools we have to help landowners meet the 590 NMP requirements. Columbia County has been increasing coverage each year and now have 57% coverage of applicable land base. (47% in 2018)

K. Environmental Quality Incentive Program (EQIP) (NRCS Partner Program)

- 2019: Obligated 43 contracts totaling \$805,726 to install practices such as grassed waterways, water and sediment control basins, cover crops, pollinator habitat, brush management, prescribed grazing management plans and grazing & forest management plans.

L. Conservation Stewardship Program (NRCS Partner Program)

- CSP has provided payments for having conservation measures in place, maintaining them, and installing new conservation activities. In 2019, 31 new contracts were signed for 6,682 acres. There are currently 131 active contracts in Columbia County covering 37,046 acres.

M. Agricultural Conservation Easement Program (ACEP) (NRCS Partner Program)

- As of 2019, 70 easements totaling 7,720 acres of wetlands were restored in Columbia County and protected with perpetual easements

Summary:

This past year was very successful for the Columbia County Land and Water Conservation Department. We are proud of how we were able to continue to manage the workload associated with a wide range of natural resource based programs. This year we were very pleased to be able to partner with the Columbia County Hwy Department to work cooperatively to gain access to state resources to assist us in a wide range of park improvements done at the County Park on Park Lake. The improvements included infrastructure and environmental habitat improvements. The demands on the LWCD continue to grow, programs continue to diversify, and we are continuing to streamline our efforts to provide Columbia County with the program implementation that our natural resources deserve.

Presented by: Kurt Calkins, Director

Reviewed and approved by: Land and Water Conservation Committee on
March 2, 2020

Land Information

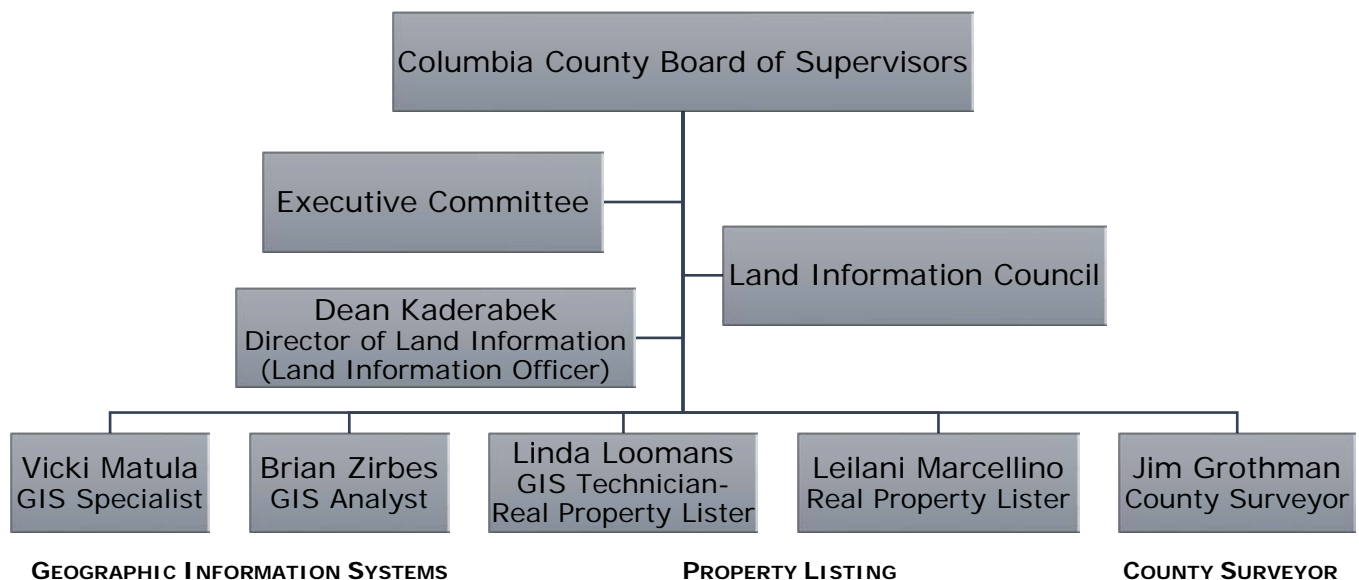
Department Overview:

The Land Information Department (LID) is governed by WI Stats 59 wherein specific duties are set forth and funding sources are determined. Under direction of the Executive Committee and Land Information Council, the LID is responsible for the following functions:

- (1) Property Listing and Assessment Management as defined in WI Stats 70.09
- (2) Geographic Information Systems (GIS)
- (3) Land Records Modernization, Land Information Officer duties WI Stats 59.72
- (4) Office of the County Surveyor as defined in WI Stats 59.74
- (5) Coordination and storage of property survey records

The LID is a central player in supporting all land records and mapping activities in Columbia County and is the coordinating office for land records. Current office staff includes five full-time employees. County Surveyor duties are contracted for a two-year period.

Organizational Chart:



Statistical Performance:

Revenue

Description	2019	2018	2017	2016	2015
Land Information General Fund	\$369	\$424	\$857	\$7,861	\$8,040
Land Records Expendable Trust	\$89,296	\$87,280	\$89,784	\$111,145	\$86,328
Grant Dollars	\$61,264	\$63,720	\$63,400	\$71,936	\$22,072
LRS Software Sales -Transcendent Tech, total for all years \$124,261	-	\$4,256	-	\$13,928	\$23,175
TOTAL	\$150,929	\$155,680	\$154,041	\$204,870	\$139,615

Land Records Expendable Trust revenue is generated from fees for recordings in the Register of Deeds as a participant in the WI Land Information Program (WLIP). Columbia County retains \$8 for each real estate recording. The LID will continue to pursue any and all appropriate grant opportunities and seek new revenue outlets where appropriate.

Tax Parcel & Land Records Maintenance

Recorded Documents Processed (Register of Deeds and County Surveyor's Documents)

Description	2019	2018	2017	2016	2015
Certified Surveys Recorded	126	134	151	121	102
Subdivisions Recorded	4	5	5	3	4
Condominiums Recorded	0	0	1	1	0
Transportation Project Recorded	15	0	4	31	6
Other Surveys Recorded	442	392	361	263	286
Other Documents (Deeds, Annexations, etc.)	3,242	3,494	3,505	3,378	3,291
TOTAL	3,829	4,025	4,027	3,797	3,689

Assessment Roll Changes

Description	2019	2018	2017	2016	2015
Changes to Personal Property Accounts and Real Estate Tax Parcel Listing	78,746	40,024	48,319	55,379	49,032
Changes to Personal Property and Real Estate Assessments	261,070	253,554	274,968	306,509	300,455
TOTAL	339,816	293,578	323,287	361,888	349,487

The Tax Parcel & Land Records Maintenance tables show the enormity of department data maintenance activities. Typical activities include updating owners, mailing and site address, tax parcel description, PLSS location, acreage, assessments, and GIS update of spatial location. Changes are from recorded documents or assessment code and value adjustments.

Assessment Values Changes

Totals by Community Type

Description	2019	2018	2017	2016	2015
City	Land	267,269,100	266,231,800	264,562,200	259,164,200
	Bldgs	1,286,415,928	1,251,603,628	1,175,288,228	1,062,446,228
Town	Land	1,173,236,499	1,167,785,099	1,161,216,450	1,167,779,100
	Bldgs	1,888,848,900	1,842,220,400	1,810,478,700	1,753,181,200
Village	Land	141,688,600	140,666,800	140,855,800	141,462,800
	Bldgs	605,644,050	552,610,600	549,067,200	553,987,800
TOTAL		5,363,103,077	5,221,118,327	5,101,468,578	5,005,006,528
				4,947,416,228	

Change by Community (2019 – 2015)

Community	% Change	Rank
City of Columbus	14.50%	-4
City of Lodi	15.61%	-1
City of Portage	23.93%	0
City of Wisconsin Dells	0.27%	-3
Village of Arlington	3.01%	-8
Village of Cambria	-12.05%	0
Village of Doylestown	2.52%	-12
Village of Fall River	10.90%	-3
Village of Friesland	0.83%	2
Village of Pardeeville	21.03%	32
Village of Poynette	15.41%	14
Village of Randolph	9.78%	8
Village of Rio	3.98%	7
Village of Wyocena	2.04%	-6

*Communities reporting to have performed total assessment revaluation: 2017 – City of Columbus, City of Portage (partial), Village of Randolph (partial), Village of Cambria, Town of Leeds, Town of Hampden, Town of Scott, Town of Otsego, Town of Marcellon, Village of Doylestown; 2016 – City of Portage, 50%, City of Lodi, Village of Randolph, partial; 2015 – City of Portage, 50%, Town of Caledonia, Village of Pardeeville and Friesland;

The change in real property assessed value of all property classes between 2015 to 2019 for all community types was \$415,686,849 and represents an 8.4% increase in Columbia

County. The City of Portage reported the largest increase in real property assessed value of all property classes with \$126,202,500 during this timeframe which represents an increase of 23.9%. The Village of Pardeeville and Town of Courtland also had large increases which may be in part due to revaluations. The percent of net new construction for Columbia County in 2019 was 1.52%. The municipalities with the largest net new construction were the City of Columbus at 5.07% and the Village of Fall River with 4.56% respectively.

Summary:

The LID continues to maintain and grow existing data and applications to support a robust land records information system for Columbia County. As the LID moves forward with the implementation/development of this enterprise system, it is important to improve access, integration with external systems, and eliminate data redundancies. The primary way to enhance access to LID information has been to utilize the internet. Our website, which is one of the County's most used, had over 169,000 views in 2019.

Community	% Change	Rank
Town of Arlington	2.18%	-6
Town of Caledonia	9.13%	21
Town of Columbus	3.93%	-13
Town of Courtland	16.94%	13
Town of Dekorra	4.36%	-8
Town of Fort Winnebago	2.63%	-4
Town of Fountain Prairie	4.13%	10
Town of Hampden	16.25%	-2
Town of Leeds	7.16%	-1
Town of Lewiston	-1.72%	-2
Town of Lodi	3.44%	-3
Town of Lowville	2.50%	-9
Town of Marcellon	2.68%	1
Town of Newport	0.08%	-3
Town of Otsego	3.72%	1
Town of Pacific	5.75%	-2
Town of Randolph	4.66%	-7
Town of Scott	6.43%	-6
Town of Springvale	2.27%	-1
Town of West Point	4.85%	-2
Town of Wyocena	4.56%	-3

In addition to the statistical performance reported in this report the LID performs many other tasks not easily evaluated using statistical measures such as complex GIS work, including tax parcel mapping, monthly 911 data updates for location validation and call routing, and land records integration projects. Functions such as these require complex analysis of business processes, technical knowledge, and cooperative work to implement successfully and cost effectively.

Presented by: Dean Kaderabek

Reviewed and approved by: Executive Committee-March 2020



Columbia County Library System Board

Department Overview:

Columbia County maintains a library service under the authority of Wisconsin Statute 43.57(3), to serve the residents of the County who do not live in municipalities that have established libraries or to improve the library services of the municipal libraries. The County Library Board is composed of one school district administrator (or designee), two County Board supervisors, and four at-large members from throughout the County.

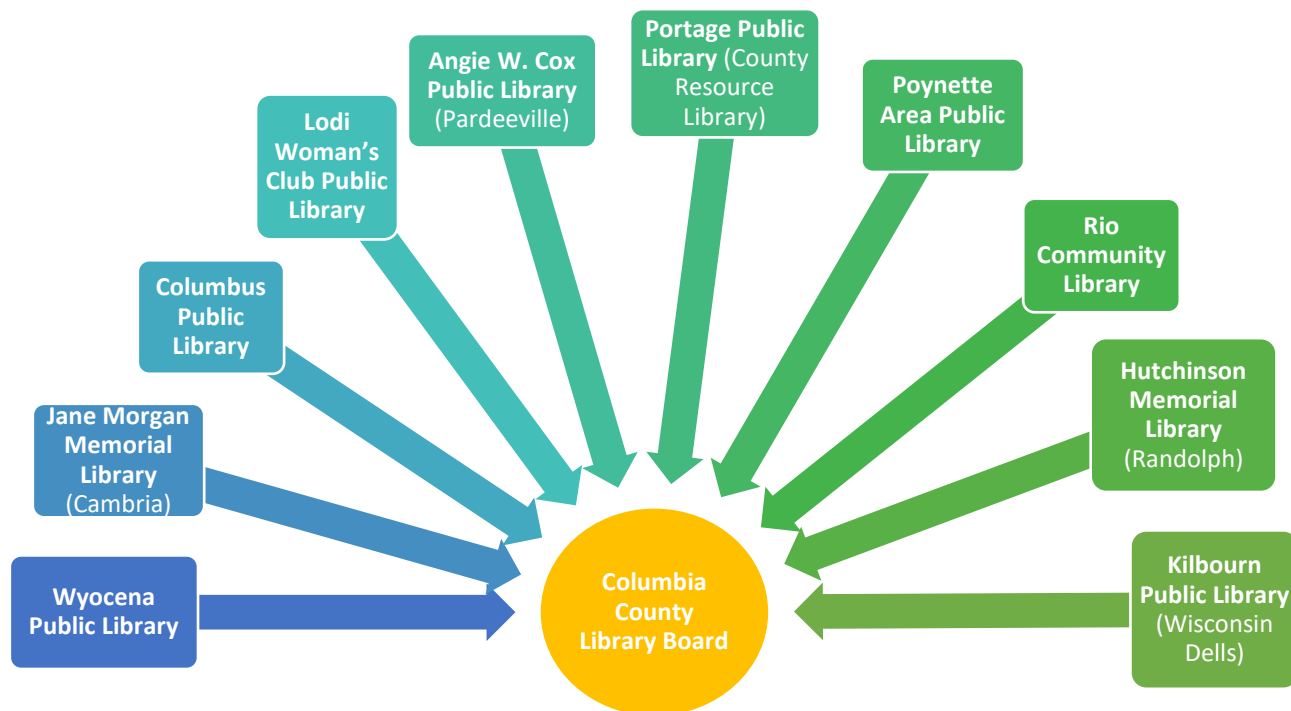
The County Library Board meets bimonthly at each of the ten County public libraries on a rotating basis. Library service to County residents, both rural and municipal, is provided by the libraries in Columbia County with assistance from County funds.

Mission Statement: The mission of the Columbia County Library Board is to advocate for public libraries and to ensure quality library service for all residents of Columbia County.

2019 Goals:

- With adequate funding support, the ten Columbia County libraries will focus on being centers of information, education, technology, and community engagement.
- With adequate funding, the Columbia County Library System Board will strive to ensure that libraries can provide essential and consistent service and meet state and South Central Library System requirements for public libraries.
- With adequate funding, 80% of libraries will update Wi-Fi, access points and improve technological opportunities for all county libraries.
- With adequate funding, we will support the County Resource Library (Portage) and the County Resource Librarian.
- With adequate funding, the Columbia County Library System Board will continue to identify and acknowledge individuals and organizations that partner with their libraries to create quality educational experiences for their communities.

Organizational Chart:



Statistical Performance: (10 libraries combined)

Library Card Holders:	29,916 registered borrowers
Total Circulation:	502,322 items (books, audio, video, other) checked out
Circulation to Rural Columbia Co. Residents:	166,501 items checked out
Electronic Circulation:	53,894 (e-books, e-audio, e-video) checked out
Resource Sharing:	175,925 items loaned to other libraries 211,389 items received from other libraries
Library-Sponsored Events:	3,263 total programs held 61,388 program attendees
Children's (ages 0-11):	1,699 programs, 39,194 attendance
Teen (ages 12-17):	281 programs, 2,659 attendance
Other (all ages):	1,283 programs, 19,535 attendance

County Funding of the Library Services Program:

Columbia County contributes funds to its ten libraries for services that these libraries provide to its "rural residents" (County residents who live in communities that do not have a local library). The amount paid to each library is based on usage:

Columbia County Payments to its Own Libraries				Total=\$564,370
Cambria	\$23,058	Poynette		\$69,907
Columbus	\$82,627	Randolph		\$24,521
Lodi	\$82,583	Rio		\$49,492
Pardeeville	\$34,989	Wisconsin Dells		\$20,933
Portage	\$171,551	Wycena		\$4,710

Columbia County must also pay the libraries in adjacent counties for their use by Columbia County rural residents:

Payments to Libraries in Adjacent Counties	Total=\$172,330
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Columbia County provides base level funding to the County Resource Library for consultation services to other County libraries, administrative planning and meeting attendance, research and reporting, printing and support for the County Library Board for all County residents:

Resource Library (Portage)	Total=\$9,000
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Advocate of the Year:

The Angie W. Cox Library and the Columbia County Library Board hosted the 2019 Columbia County Library Advocates of the Year Open House for Laureen and Gerald Lueck and Maureen and Lester Bortz for their years of dedicated service. The Library Advocate of the Year award has evolved into a traveling plaque, which is presented to the recipients at their home library by the Columbia County Library System Board and the local director. The plaque is displayed at the home library until the award is passed on to the next year's recipient.

Operating Expenses	Total=\$100
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Library Advocate of the Year Award	\$100
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Summary:

Columbia County libraries continue to evolve, working to address the most pressing needs of the communities they serve. Sometimes users are asking for materials. Sometimes the request is for programs or services. And sometimes recreational interests are a primary request, enriching and transporting people's lives and dreams. Libraries, and the staff that supports them, are working to satisfy the demands of a changing landscape.

Technology, for example, is becoming a more pressing and integral need. Rural residents are struggling to acquire the bandwidth necessary to complete routine and expected tasks, so they rely on their libraries to help them, to provide: access to Wi-Fi, public computers, Internet-service, fax machine and copier service, online sign-up for jobs, tax forms, consumer information and medical resources. Children's needs are met in a

variety of ways, exploring family-fun activities, providing educational and homework support, tutoring and requests for reading aids, science, math and retention assistance. Teens and youth of all ages look for ways to improve literacy, search for a sense of place, develop job skills—receive direction on resume and cover-letter writing, filling out applications and find a safe environment to relax.

Libraries are a heavily used public service. Its rural residents (county residents who do not live in a community with a library) make up 31% of the total circulation, attending library-sponsored events. The majority of County residents possess and use library cards. Library services are a prudent investment and an essential service for Columbia County.

Presented by: Debbie Bird, County Resource Librarian

Reviewed and approved by: Columbia County Library Board, March 6, 2020

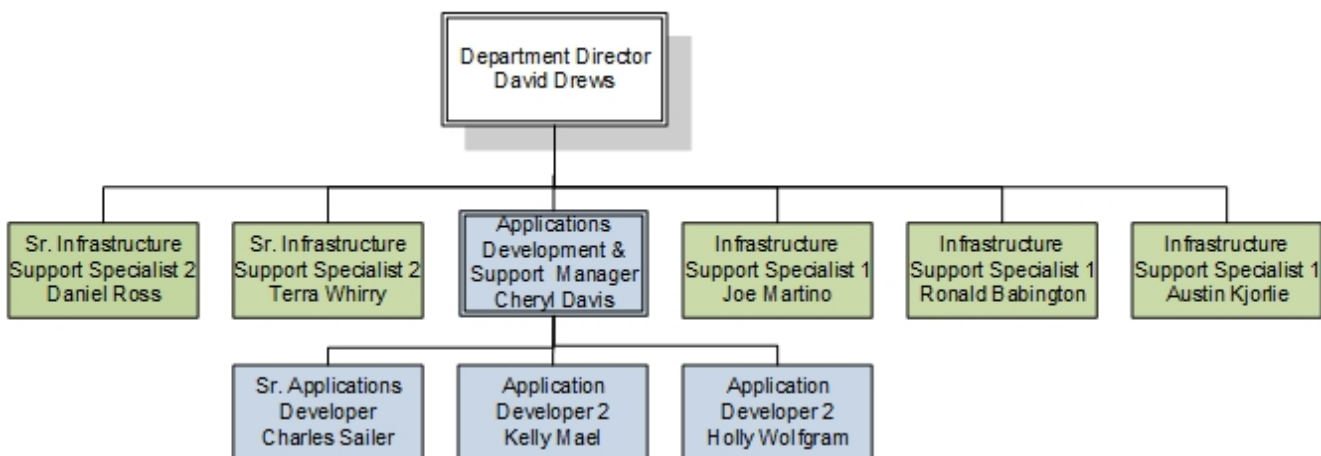
Management Information Services

Department Overview:

The MIS departmental functions are broadly divided into two major areas, Infrastructure Support and Applications Development & Support.

- The Infrastructure Team's principal responsibilities include installation, monitoring and maintenance of core technology infrastructure. They install the operating systems and application software and ensure that the software is functioning correctly. This includes file servers, web servers, workstations, wiring, data switches, telephone and other technical systems.
- The Applications Support Team's responsibilities revolve around developing and maintaining interfaces to, and reports from core systems such as the county's financial system JD Edwards. Additionally, the Applications Team is responsible for developing and maintaining the county's web site and integrating county information systems with numerous State and Federal systems. Each development effort requires a thorough review to ensure that the application meets the requested need and is operationally sustainable.

Organizational Chart:



Statistical Performance:

Distribution of I.T. Support Resources

The support breakout chart illustrates how the county's information technology support services are distributed across key areas of county operations. These I.T. services help streamline the county's operations which ultimately benefit the county's citizenry in the form of efficient services:

- Services support requirements in 2019 increased slightly to 10% from 8% in 2018. This service area includes: County Clerk, Highway, Solid Waste, UW Extension and Emergency Management. Additional programming to submit bills electronically to the state system for the Highway Department and changes to the Highway time entry system contributed to the increase.

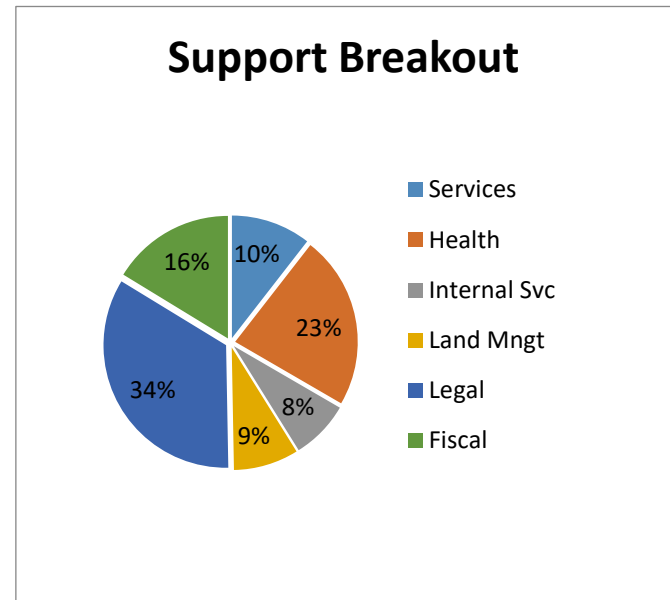
- Health system support is comprised of all divisions within Health & Human Services, Medical Examiner, Veterans Service Office and Health Care Center. Support in this area decreased to 23% from 28% in 2018.

- Internal Services within the county account for 8% which has not changed from 2018. These include: Facilities Management, Human Resources/Corporation Counsel and County Board support.

- In 2019 Land Management (Land Information, Register of Deeds, Planning & Zoning and Land & Water Conservation) support accounted for 9% of MIS provided support services. This was a slight decrease from 2018 which was 12%.

- Legal system support (Sheriff's Office, Clerk of Courts, District Attorney and Register in Probate.) accounting for 34% of the total MIS support resources. This reflects an increase by 10% from the support requirements of 2018. The implementation of a new records management system for the Sheriff's Office added to this year's increase along with new networking equipment being implemented in all the squad cars.

- Fiscal systems (Accounting Department and Treasurer's Office) support accounted for the 16% of the support requirements which was a small decrease from 20% in 2018.



I.T. Infrastructure

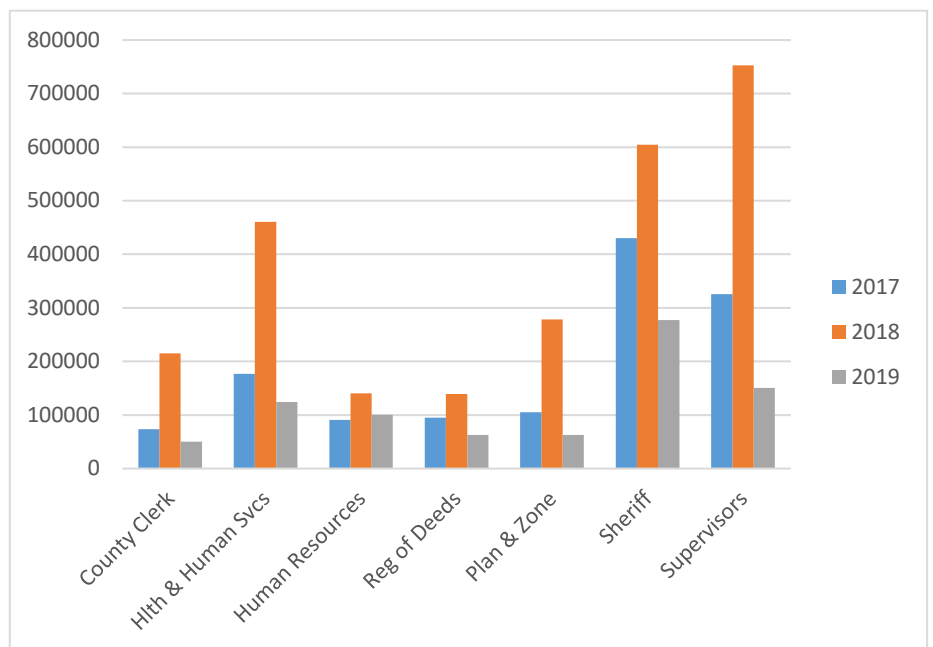
The County maintains an extensive IT infrastructure in order to process the large quantity of data used in the normal course of conducting county business operations. In 2019 the number of standard desktop PC used increased by 7 from 2018. That trend is not expected to continue into 2020

	2016	2017	2018	2019
PCs	349	339	338	345
Laptops	107	106	122	128
Tablets	57	81	81	84
Security FOBs	122	119	117	123
Smartphones			130	132

as some departments have moved toward more mobile devices. The number of laptops increased in 2019 reflecting the increased usability and wider acceptance of portable handheld devices by county employees. This reflects an industry trend in which mobility is taking an increasingly important role in how individuals utilize technology. The number of wireless access points (connections points for wireless mobile devices) has increased over the past few years. County departments are starting to see the value in using a laptop for their main desktop which allows the flexibility to take their laptop with them anywhere and continue to be productive away from the office. Overall, this will decrease the overall cost as individuals will use 1 device as opposed to multiple devices. Security FOBs continue to be a critical part of the County's IT security plan to be used to facilitate secure remote connections to the County's data network.

Website Usage

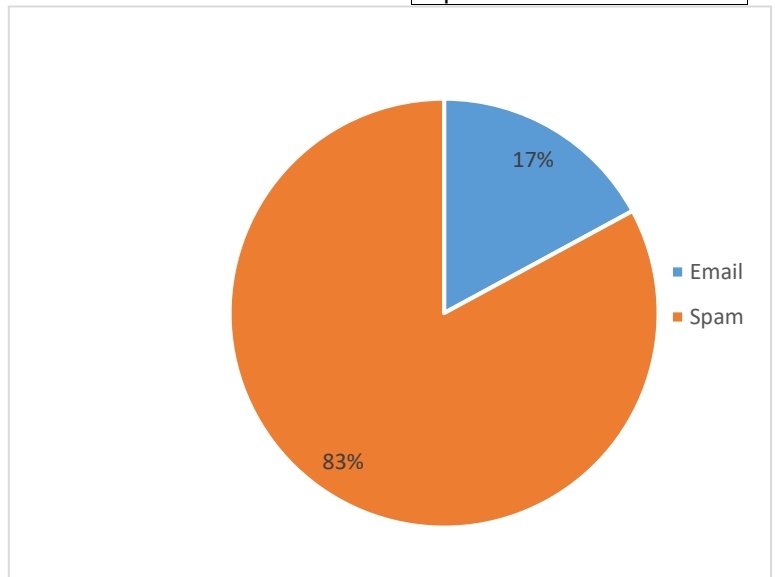
Public use of the County's web site in 2019 generally reflected a decrease from the prior years. This was due to new programming changes that do not count the phony requests that are made to the County's websites. The Sheriff's Department and Supervisor's sites were especially active when compared to the other departments in 2019. The Health & Human Services and Human Resources Department showed comparable visits from 2019, but other sampled departments were either roughly the same or had slightly less website hits.



Email Traffic & Spam Filtering

During 2019 the County received more than 3.5 million email messages of which a majority of 83%, were spam or virus related. This reflects an increase in the amount of spam received by the County when compared to 2018. All messages are filtered using a layered antispam/antivirus approach. The first layer successfully filters the majority of the undesirable spam before the messages reached the County's email server. The second layer scrutinized each message on the email server where it filters spam and quarantines potential computer viruses. The spam messages that do get through the filters, tends to be targeted toward specific individuals as a result of friends or colleagues who have had their email contacts compromised.

Total	3503186
Valid Email	598802
Spam/Viruses	2904384



Summary:

MIS provides services in a variety of forms; from the more visible aspects of providing county employees with desktop computers or having a publically available county website to the less visible aspects of maintaining financial software, troubleshooting issues, or keeping networks available and responsive. This less visible, behind-the-scenes, work comprises a majority of the work performed by I.T. Such work requires employees that not only possess technical skill, but also deep institutional knowledge of the county's services.

Presented by:

David Drews

Reviewed and approved by:

Information Services & Property Committee; 3/4/2020

Medical Examiner's Office

Department Overview:

The Medical Examiner's Office is one of the constitutional offices set forth by Article IV of the Wisconsin State Constitution. The Chief Medical Examiner is an appointed position. The office is the Chief Medicolegal Death Investigating agency for Columbia County. The Medical Examiner's Office is located in the Law Enforcement Center located at 711 East Cook Street, Portage, Wisconsin. In addition to conducting medicolegal death investigations, this office also operates a fully functional morgue and autopsy suite. The primary duty of the Medical Examiner's Office is to investigate deaths as required by Wisconsin State Statute 979.01 and 69.18. These include:

- ❖ All deaths occurring outside of a hospital or skilled nursing facility, including home deaths with the exception of home hospice deaths;
- ❖ All non-natural deaths;
- ❖ Any death occurring in a hospital or skilled nursing facility that occurs within 24 hours of admission or involves an injury or accident;
- ❖ All deaths in which the final disposition is to be cremation; and
- ❖ All unexplained or unwitnessed deaths.

All deaths investigated within the purview of the Medical Examiner's Office are certified by the Medical Examiner's Office (signing of the death certificate with cause and manner of death).

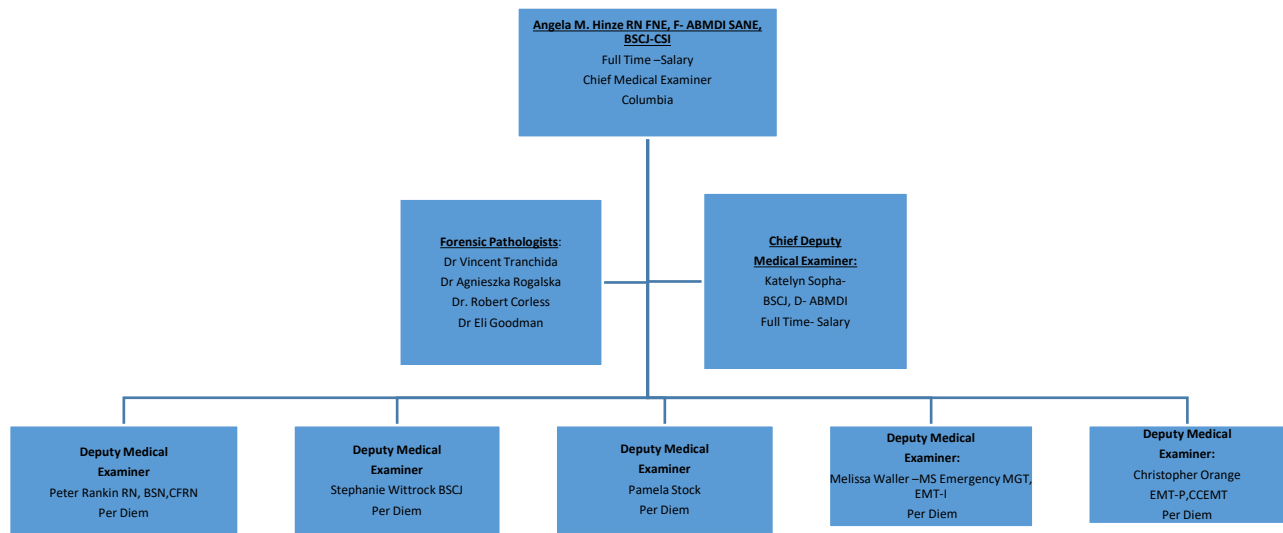
Many of the deaths are investigated concurrently, yet independently, with law enforcement as required by statute. The Medical Examiner's Office has the final say in the cause and manner of death in those cases investigated. This office also works with the District Attorney's Office in those deaths involving criminality.

Aside from conducting death investigations, the ancillary duties of the Medical Examiner's Office include:

- ❖ Determining next of kin and making notification;
- ❖ Inventorying and safekeeping of personal property;
- ❖ Drawing toxicology samples;
- ❖ Acting as pathology assistant at autopsy as necessary;
- ❖ Inventorying and destroying prescription medicines;
- ❖ Obtaining DNA samples;
- ❖ Arranging and coordination pastoral care for families;
- ❖ Managing, operating, and cleaning of the morgue and autopsy suite;
- ❖ Coordination of tissue and bone donations;

- ❖ Maintaining records of death investigations;
- ❖ Maintaining tissue buckets and histology storage (10 years);
- ❖ Mandatory reporting of up to 17 different federal and state agencies depending on the death circumstances;
- ❖ Filling record requests;
- ❖ Providing court testimony; and
- ❖ Conducting teaching and training presentations.

Organizational Chart



Statistical Performance:

Call History	2014	2015	2016	2017	2018	2019
Deaths Reported	558	518	523	495	521	558
Deaths Investigated	558	518	523	495	521	558
Cremations	344	296	247	243	298	343
Death Certificates Signed	422	416	433	361	403	500
Autopsies	35	34	40	41	41	41
Other County Autopsies	9	2	2	1	1	1
Donations	14	16	29	12	13	15

Revenue	2015	2016	2017	2018	2019
Cremations	\$49,175	\$43,225	\$46,675	\$53,252.60	\$61,294.10
Death Certificates	\$29,120	\$30,380	\$30,120	\$28,814.50	\$35,535.50
Removal Fees	\$13,725	\$13,050	\$10,420	\$15,392.25	\$15,159.50
Morgue Fees	\$10,620	\$17,475	\$4,550	\$5,200.00	\$7,713.35
Other County Autopsies	\$2,400	\$3,600	\$1,500	\$1,450.00	\$1,500.00
Record Requests	\$985.04	\$834	\$662	\$1,157.45	\$357.50
Disinterment	\$0	\$110	\$0	\$0	\$0
State Waived Fees	\$2,390	\$3,510	\$3,840	\$6,382.50	\$2,690.85
Total Revenue	\$106,025.04	\$108,674.13	\$91,247	\$105,266.80	\$121,559.95

Monthly Call Breakdown												
Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Traffic fatality	1			3	1	2		1		1		
<24 hr. death	3	2	1	2	1	2		1	1	1	2	1
CBRF death												
Cremation only	2	5	8	2	2	4	7	6	3	7	6	5
Fetal demise			1							1		
Infant Death												
Hospice	25	21	22	17	18	16	20	23	21	27	22	18
Home death	9	1	8	3	6	7	2	4	11	5	2	6
Body/ Donation				1								3
NJA	5	6	6	1	5	5	1	2		4	4	2
ER death	1			3	2	1	2					5
Autopsy only												
Referral	1	3	5	7	7	1	1	2	3	1	1	4
Death certificate												
Nat w/ trauma												
Disinterment												
Scene death			1	3		3		2	1			1
Fall	2		3	1	1	1	3	2	3	2	4	1
Inmate												1
OD	1		2	1	1			2	1		3	1
Restraint death												
Maternal demise												
mutual aid						1	1	1	1			
GSW		1	1	2					1	1	1	1
drowning	1											
Asphyxiation/hanging					1		1				1	
Other	1							2	1		1	
Influenza A												
Natural	46	36	52	37	39	39	33	43	42	47	37	41
Accidental	4	2	5	5	3	4	4	5	4	2	7	3
Homicide				1					1			
Suicide		1	1	1	1		1			1	3	1
Undet/pending	1						1					4
TOTAL CALLS	51	39	58	44	43	43	39	48	47	50	47	49

Summary:

Demands on the Medical Examiner's Office continue to grow. The beneficial working relationship this office has with other agencies such as the Sheriff's Department, local Police Departments, EMS, and others, has proven exemplary in comparison to other counties. The dedication of the staff has propelled this office into a new and continually developing medicolegal death investigating team. With our continual strides toward excellence in training and education, we have the ability to offer services at an extraordinarily professional level. Not only has the focus of death investigation evolved in this department, but the interpersonal family assistance the staff of this office provides has assumed a holistic approach.

We offer solace to families in their ability to view family members in the comfortable atmosphere of our facility. We follow up and provide sympathy correspondence and bereavement counseling resources during and throughout every investigation. Our staff assures the families we encounter that we are available for them 24 hours a day. We continue networking with other counties on a regular basis; provide autopsy services and investigational assistance.

COMMUNITY SERVICE PROJECTS:

CHILD DEATH REVIEW TEAM: established 2011: This is a multi-disciplinary team.

GOAL: evaluate each death of a Columbia County child from birth to the age of 21 years old. Trending these cases provides information as it relates to community intervention and education.

WHEN ALL SEEMS LOST GRIEF BOOK: published 2012. The first of its kind and is distributed to families to assist with all aspects of the death process. Designed and developed by Deputy ME Katelyn Sopha. Revision of book 2015. Due for review in 2019.

COMMUNITY DRUG TAKE BACK PROGRAM: Initiated in 2008 as part of a grant project through the Columbia County Solid Waste Department. To-date, we have disposed of 10,500 pounds of prescription medication. This program is now under the direction of the Department of Justice and assumed by the local law enforcement jurisdiction of collection. MEO only collects medication in relation to cases investigated.

OVERDOSE FATALITY REVIEW TEAM & OPIOID TASK FORCE: Initiated in 2019 as a direct result of state-wide concern for the growing opioid issues. In effort to evaluate, educate, and decrease the opioid issues in Columbia County.

My Heart –Your Heart Pacemaker Reutilization Project: Established in 2013 continues in conjunction with the University of Michigan Cardiovascular Center. To date 200+ pacemakers have been sent for study with the possibility of retransplantation.

DEVELOPMENT OF THE MASS FATALITY PROGRAM: *In light of the 911 incident, increasing statewide preparation has begun of which several recommendations in conjunction local and regional needs have been identified.* Completion March 2015. Review due 2019.

I am very proud of this office, the community assistance we offer, and the staff that make this all possible.

Presented by: Angela M. Hinze RN, FNE, F-ABMDI, BSCJ-CSI, SANE
Chief Medical Examiner of Columbia County
Member of the American Academy of Forensic Science

Submitted for reviewed by: Public Safety Committee: 03/2020

Planning & Zoning Department

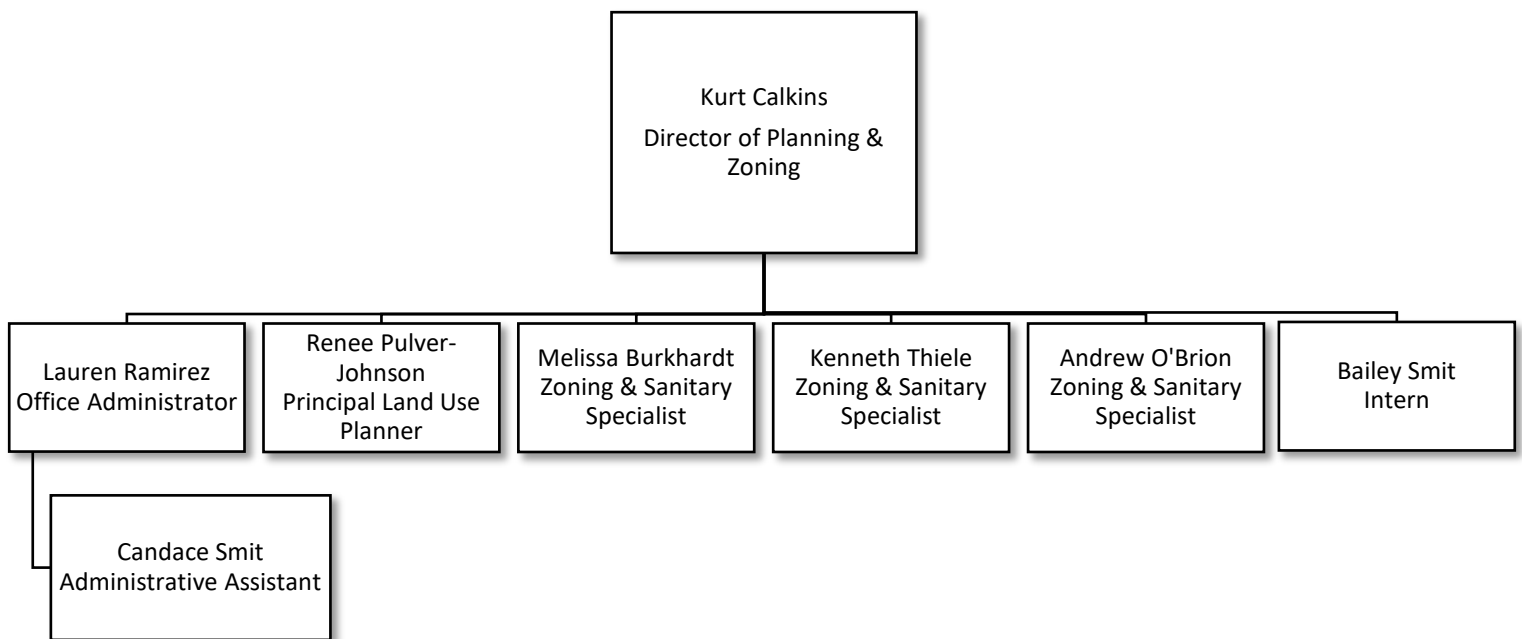
Department Overview:

Mission: To promote the public health, safety and general welfare with well planned development & responsible stewardship of the land thru equitable administration of ordinances, regulations and planning practices.

The Department utilizes a wide range of resources and partners to guide and permit land use activities that work toward the implementation of the Comprehensive Land Use Plan & the Certified Farmland Preservation Plan.

Title 16 Code of Ordinance resources are available to accomplish our goals, they include: Zoning, Land Division & Subdivision, Private Sewage Systems, Floodplain Zoning, Shoreland-Wetland Protection & Nonmetallic Mining Reclamation.

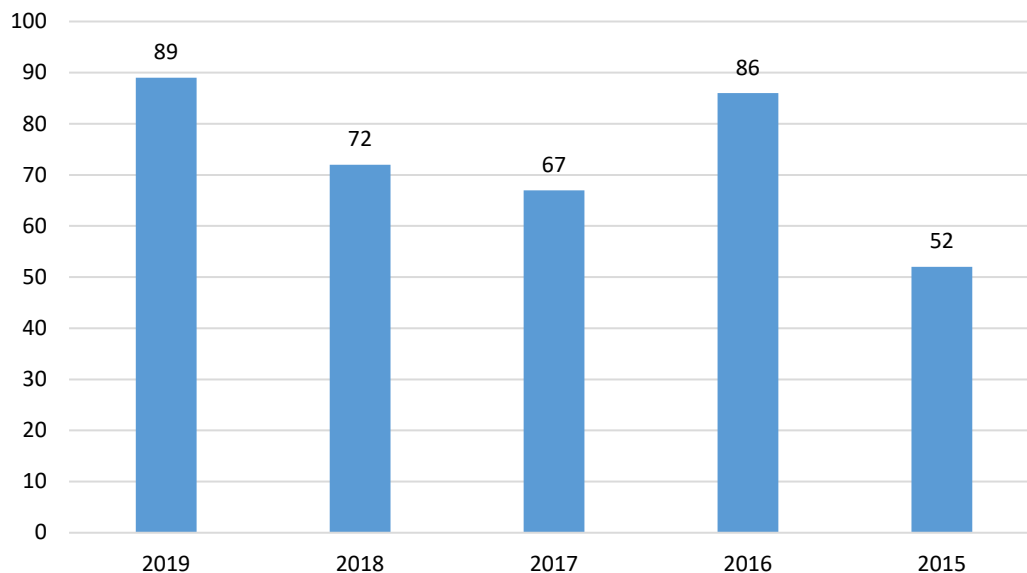
Organizational Chart:



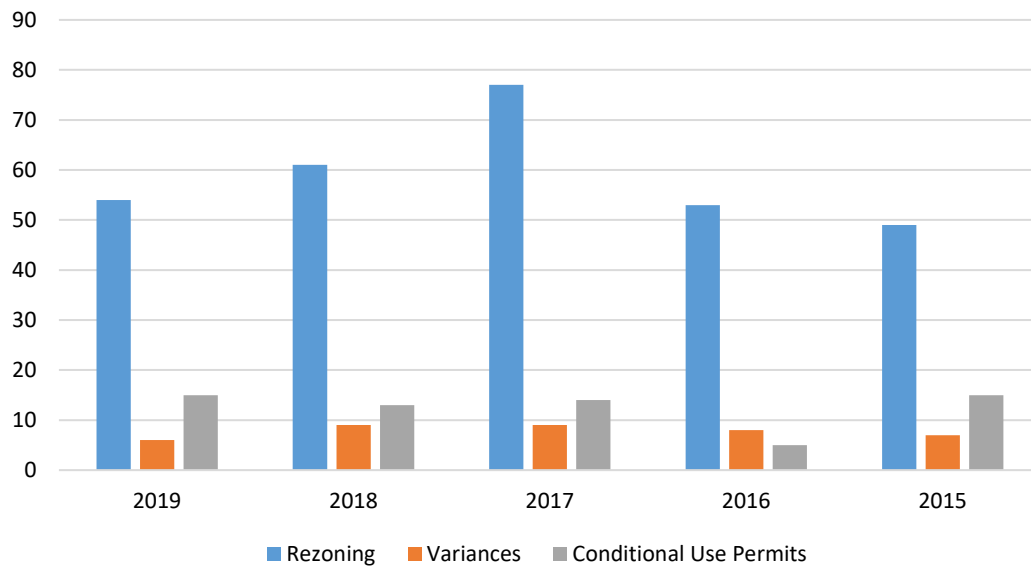
Statistical Performance:

Town	Zoning Permits					Sanitary Permits				
Town	2019	2018	2017	2016	2015	2019	2018	2017	2016	2015
Arlington	13	15	11	13	9	8	4	2	3	6
Caledonia	40	27	23	35	37	16	13	5	14	7
Columbus	13	8	9	9	14	4	3	2	8	2
Courtland	0	0	0	0	0	3	1	2	3	3
Dekorra	42	46	47	77	43	16	22	24	20	18
Fort Winnebago	12	16	18	14	14	3	7	5	6	8
Fountain Prairie	13	13	13	11	19	9	10	4	4	5
Hampden	6	12	9	13	10	3	6	4	7	8
Leeds	7	10	15	13	11	1	2	4	6	3
Lewiston	15	16	26	21	20	8	9	12	10	6
Lodi	41	50	41	72	49	7	6	6	7	3
Lowville	13	17	15	10	6	3	7	12	4	2
Marcellon	11	20	16	17	21	3	9	8	6	7
Newport	5	14	4	7	2	4	3	3	6	3
Otsego	16	8	11	6	9	5	5	1	2	3
Pacific	33	27	38	38	28	18	19	21	18	13
Randolph	1	0	0	1	0	4	5	2	4	3
Scott	0	0	0	0	0	1	4	7	10	4
Springvale	6	7	15	6	9	5	5	1	3	4
West Point	38	44	39	46	48	16	16	18	23	14
Wyocena	37	24	37	34	24	20	13	17	22	23
Cities & Villages						2	1	6	3	3
Total	362	374	387	443	373	159	170	166	189	148

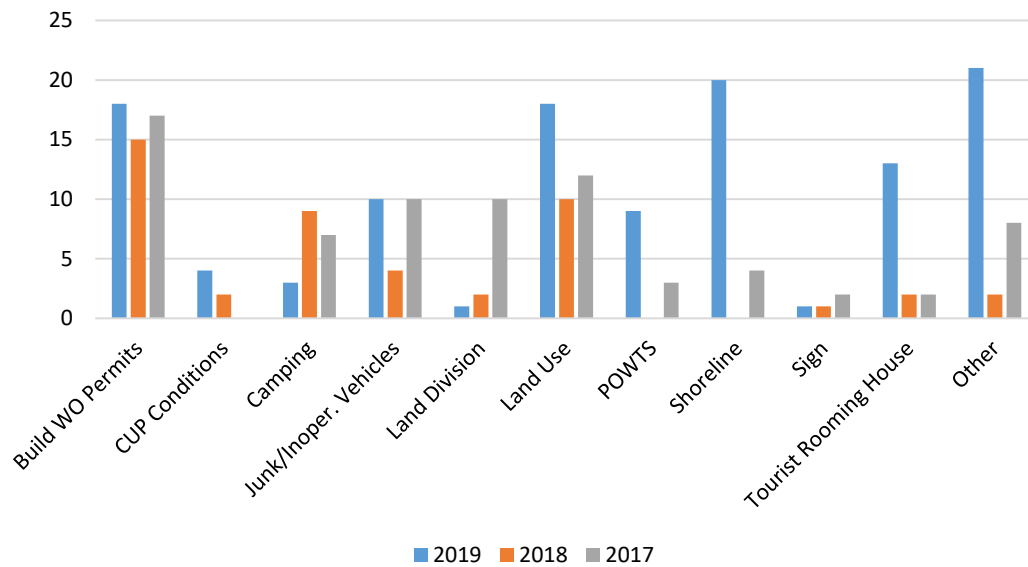
New Dwelling Permits



Rezoning, Variances, Conditional Use Permits



Violations



Summary:

A quick review of the statistical side of the report shows that workload associated with zoning permits was down slightly in 2019. Sanitary Permits showed a slight decrease in numbers of permits issued for 2019. New Dwelling permits were up slightly from 2018. The number of Rezones/Variances remained consistent with a slight increase in the number of Conditional Use Permits.

The work associated with bringing properties into compliance with violations is an ongoing responsibility for the department. Violations are brought into compliance thru a range of options. The goal of the department is to bring properties into compliance thru less formal solution-based options, if possible. This is the case the majority of the time. In some instances, the department, after exhausting more solution-based options, will need to use citations and courts to achieve compliance. The attached graph shows the breakdown of where violations occur annually.

In 2019 we were able to work with Corporation Counsel staff to develop a more streamlined and effective approach to or compliance requirements associated with the annual task of monitoring compliance on over 3000 systems each year. We now have staff in our department working on the front end of data entry into the CCAP system, which saves a lot of time for Corporation Counsel staff, and will hopefully lead to a more efficient and effective compliance process.

In 2019 we were able to utilize the newly budget LTE summer staff person to assist us in conducting a lot of important follow up field work. We utilized these additional hours to assist us documenting compliance required under shoreline affidavits filed at the time of permit issuance. We were happy to report a high level of compliance associated with these affidavits. The use of these additional resources proved very effective at helping us document compliance, and make sure any problems are addressed sooner than later.

Presented by: Kurt R. Calkins, Director

Reviewed and approved by: Planning & Zoning Committee March 3, 2020



Register in Probate

Department Overview:

The Register in Probate department consists of two positions, which include: Register in Probate/Probate Registrar/Juvenile Clerk and Deputy Register/Registrar in Probate/Deputy Juvenile Clerk. The Probate Registrar/Register in Probate is an appointed position by the Columbia County judges and with the approval of the district chief judge. The Wisconsin Statutes, sections 851.71, 851.72, and 851.73 set the appointment, duties, and powers of Register in Probate. Section 865.065, Wis. Stats., outlines the Probate Registrar's definition and powers for informal administration. Juvenile clerk is appointed by the court per section 48.04, Wis. Stats. The deputy clerk for register in probate/juvenile clerk is also appointed by the circuit judges and approved by the district chief judge per section 851.75 and section 48.04, Wis. Stats.

The probate office is responsible for the following case types: probate (informal, formal, ancillary, special administration, summary procedures, trusts, and wills-no probate), minor and incompetent guardianships, protective placement, conservatorship, juvenile delinquent, juvenile injunctions, children in need of protection and services (CHIPS), termination of parental rights (TPR), adoptions, and mental/alcohol commitments cases. The informal probate cases are assigned to the Probate Registrar and responsible for all the non-judicial acts required by the probate law.

Duties and responsibilities of the Register in Probate include comprehensive customer service including delivery of accurate, prompt, and courteous assistance on complex policies, guidelines or procedures and standard practices to both internal departments and external customers. In addition, our office insure the proper filing of forms, scheduling to meet all time limits and deadlines, clerk and record the minutes to the hearings and proceedings for our cases. The Register in Probate manages and audits all annual accounting for guardianship cases.

Organizational Chart:

Judge W. Andrew Voigt, Presiding Judge

Julie Kayartz, Register in Probate/Probate Registrar/Juvenile Clerk
Kristin Lemanczyk, Deputy Register/Registrar in Probate/Deputy Juvenile Clerk

Statistical Performance:

Comparison of Cases Filed:

Type of Cases:	2017	2018	2019
Probate & Trust	123	132	118
Wills – no probate	121	155	155
Guardianship/Protective Placement	34	26	43
Guardianship – Ch. 48	6	3	2
Juvenile Delinquent/JIPS	61	92	67
Juvenile CHIPS	21	25	32
Juvenile Injunction	1	2	1
Termination of Parental Rights	14	14	10
Adoption	22	16	19
Mental Health Act	123	110	113
Totals:	526	575	560

Register in Probate Fees Collected:

	2017	2018	2019
County (fees & copies)	\$27,949	\$32,514	\$34,988
State	\$49,290	\$59,181	\$64,121
Totals:	\$77,239	\$91,695	\$99,109

*** The probate inventory filing fee collected under Sec. 814.66 is split between the state (67%) and county (33%). All copy and certified fees are retained by the county.

GAL/Adversary Counsel Fees Ordered by the Court:

Responsibility of:	2017	2018	2019
County	\$5,552	\$5,552	\$7,667
Ward/Party	\$60,245	\$70,974	\$104,659
Totals:	\$65,797	\$79,551	\$112,326

GAL/Adversary Counsel Fees Collected:

	2017	2018	2019
Totals:	\$45,961	\$54,576	\$46,256

*** Guardian ad litem/adversary counsel is a court appointed attorney. The Wisconsin statutes require the court to appointment guardian ad litem in guardianship, mental, and juvenile proceedings. The court may appoint counsel for parents in juvenile-chips case. The statutes require the county of venue to be responsible for the costs if the individual is considered indigent. The probate office mails notice and seeks the reimbursement through mailing of reminder notice, tax intercept, or collections.

Comparison of State Public Defender Legal Fee Reimbursement:

	2017	2018	2019
County	\$174	\$446	\$813
State	\$521	\$1,339	\$2439
Totals:	\$695	\$1,785	\$3,252

*** Chapter 938 requires the parents to reimburse the state for costs of legal services expended by the state on behalf of their child/juvenile. Collections are assessed and received through the Probate office. The county retains 25% of the amount collected.

Summary:

The Probate office continues to perform within all the parameters of statutory requirements for our case types. There were no significant statutory changes during the 2019 calendar year related to the case types maintain by the Probate office.

The office experienced an overrun in the guardian ad litem/counsel fees in the annual budget. The increase is due to the number of contested guardianship cases and complex juvenile hearings. As a result, more time was spent on cases and court hearings were held. This increased the billing and fees of the court appointed guardian ad litem and court appointed counsel for parents in juvenile matters for 2019.

Probate, minor guardianship and termination of parental rights and stepparent adoptions continue to pose a significant challenge for the office. Due to the complicated nature of these cases, petitioners are strongly encouraged to consult with legal counsel. The majority of the petitioners request to proceed with pro se filings, mainly due to the lack of funds to obtain counsel. The office is unable to provide legal counsel or to assist in completion of the documents. Therefore, a greater amount of time is expended by the Probate office staff in explaining procedures and processing the documents for filing. Guardian ad Litem are required to provide assistance to the minor or proposed wards, but have frequently been enlisted to assist the petitioner and court in reviewing and completing documents. Therefore, the guardian ad litem in the performance of their duties expend greater amount of time.

The Wisconsin Supreme Court electronic filing (eFiling) implementations were completed in 2019. CCAP continues to provide significant releases and updates to the eFiling system, which requires the office to updated and implement the changes.

Our ongoing project continues to be a transition from paper to electronic filing. Converting and maintaining an accurate electronic file continues be an extremely detail and time-consuming process to insure the documents are accurate and legible. Currently all probate records are maintained either electronically or microfilmed. The exception are original wills. Pursuant to the Wisconsin Supreme Court Rule, the original paper wills still need to be maintained by the probate office.

The deputy position continues to help the clerk of courts office with other duties assigned by the Clerk of Court to help their office with their workload. The scheduled hours are worked around any court hearing and office coverage for the office.

Presented by: Judge W. Andrew Voigt and Julie Kayartz,
Register in Probate

Reviewed and approved by: Judiciary Committee 3/10/2020

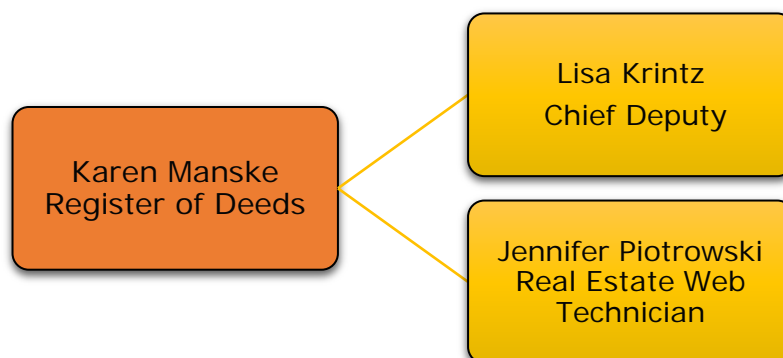
Register of Deeds

Department Overview:

The Register of Deeds office provides safe archival storage and access to public records as well as implementing statutory changes, system modernization, program and procedural evaluation, and staff development to assure a high level of timely service for our citizens and customers. The Register of Deeds office provides the official county repository for real estate and vital records, and is responsible for the following duties:

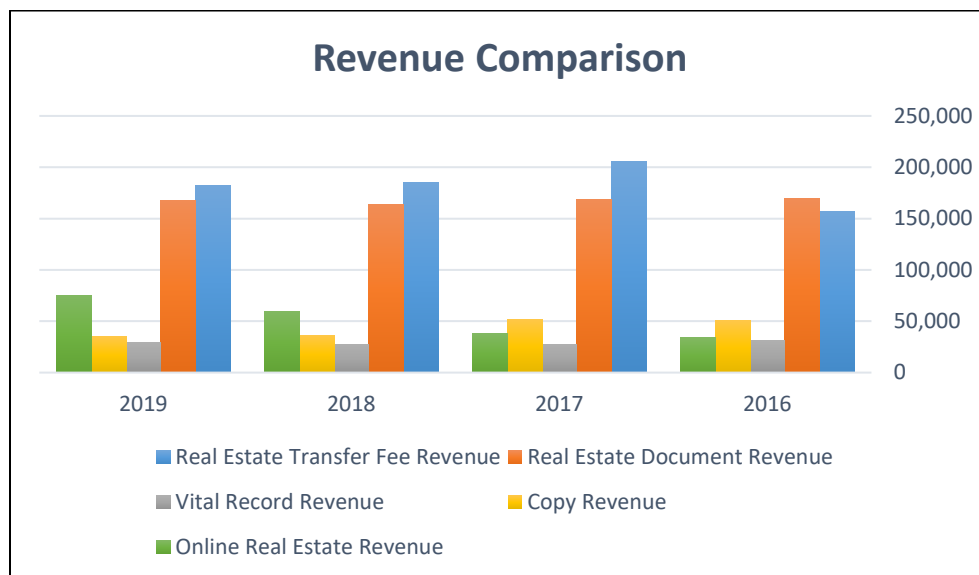
- Review, record, file, scan, and maintain all documents authorized by law to be recorded as outlined in Wisconsin Statutes Chapters 59.43. Document examples include deeds, land contracts, mortgages, UCC Filings, Subdivision Plats, Condominium Plats, Certified Survey Maps, Lis Pendens, Annexations, Resolutions and Miscellaneous Files.
- Register and file all marriages and deaths occurring in the county per Wisconsin Statutes Chapter 69.
- Prepare documents for indexing, imaging and eRecording using quality control procedures.
- Safely keep and return to the proper party, instruments which have been recorded.
- Make and deliver to any person on demand and upon payment of proper fees, certified and uncertified copies of official office records.
- File, index and maintain military discharges per Wisconsin Statutes Chapter 45.
- Record articles of incorporation, firm names and UCC fixture filings.
- File federal tax liens per Wisconsin Statutes 779.97.

Organizational Chart:



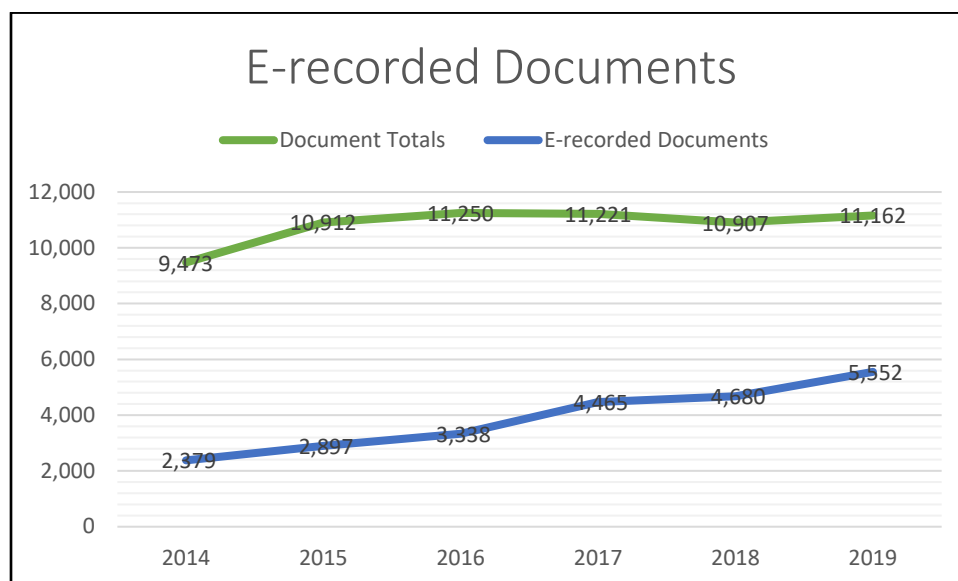
Statistical Performance:

Recorded Real Estate Documents	2016	2017	2018	2019
	11,250	11,221	10,907	11,162
Revenues & Expenses	2016	2017	2018	2019
Real Estate Transfer Fee Revenue	157,161	205,266	185,471	182,407
Real Estate Document Revenue	169,245	168,605	163,575	168,105
Vital Record Revenue	31,204	27,596	27,242	29,107
Copy Revenue	50,415	51,861	36,574	34,988
Online Real Estate Revenue	34,113	37,843	59,109	75,377
Total Revenues	\$442,138	\$491,171	\$471,971	\$489,984
Less Expenditures	282,301	297,772	293,387	304,636
Net Revenue	\$159,837	\$193,399	\$178,584	\$185,348
Vital Record Statistics	2016	2017	2018	2019
Recorded Birth Certificates	828	858	874	823
Recorded Death Certificates	632	599	633	675
Recorded Marriage Certificates	442	450	432	398
Online Services	2016	2017	2018	2019
Laredo Subscriptions	22	24	27	24
Tapestry Searches	4305	4803	4616	5844
Electronic Document Recording %	31%	40%	43%	50%



It was a slower than normal start for 2019 in both number of documents recorded and revenue collected. The weather was a contributing factor in lower than average numbers. The bitter cold in January and February along with the late season snow, deterred people from getting out and shopping for a home or even refinancing a loan. Fortunately, the second half of 2019 rebounded and made up for the slower first half.

According to the Wisconsin Realtors Association website, housing sales were down, in Columbia County, in 2019 compared to 2018. This is the lowest number of annual home sales since 2014. However, the median price of a home has continued to rise each year since 2013. The increase in price is due to the fact that it is still a seller's market which means there are more buyers looking for a home than the number of homes on the market for sale.



As can be seen by the above chart, total documents recorded in the Register of Deeds office have remained relatively stable over the last several years but the number of e-recorded documents has been rising each year. In 2014 we were only recording 23% of our documents electronically and in 2019, half of our documents were recorded in this manner.

The majority of companies that electronically record are from out of the area, however, there are local business partners who are finding the value of utilizing this option. State Agencies such as the Department of Natural Resources and Department of Transportation have begun recording managed forest law documents, transportation project plats and easement documents, just to name a few, via e-recording. These agencies can send documents to be recorded from their offices and will receive their recorded documents back in minutes instead of days which makes for a more efficient way of doing business.

Summary:

Property Fraud Alert was initiated in the late summer. Property Fraud Alert is a way for people who own real estate in Columbia County to sign up and receive a notification when a document is recorded in the Register of Deeds office that matches their name. While Property Fraud Alert will not prevent fraud from happening, it will provide an early warning system that will allow the individual to take appropriate action if they feel fraudulent activity has occurred with their property.

We have flyers in the office to promote this new service and we send a notice when we return the original deed back to the purchaser. There is also a link on the Register of Deeds homepage for customers to sign up. We have gotten very positive feedback from those citizens that have signed up for Property Fraud Alert. They find it very easy to enroll and are comforted in knowing that this service is available.

Register of Deeds staff continue to verify the 128,000 real estate documents from the 2011 back scanning project. This is an ongoing project and Register of Deeds staff will continue to make this a priority once the daily job responsibilities are completed. This year 15,258 documents were verified. There are still approximately 17,167 documents left to verify in this project.

Presented by: Karen A. Manske, Register of Deeds

Reviewed and approved by: Executive Committee-March 9, 2020

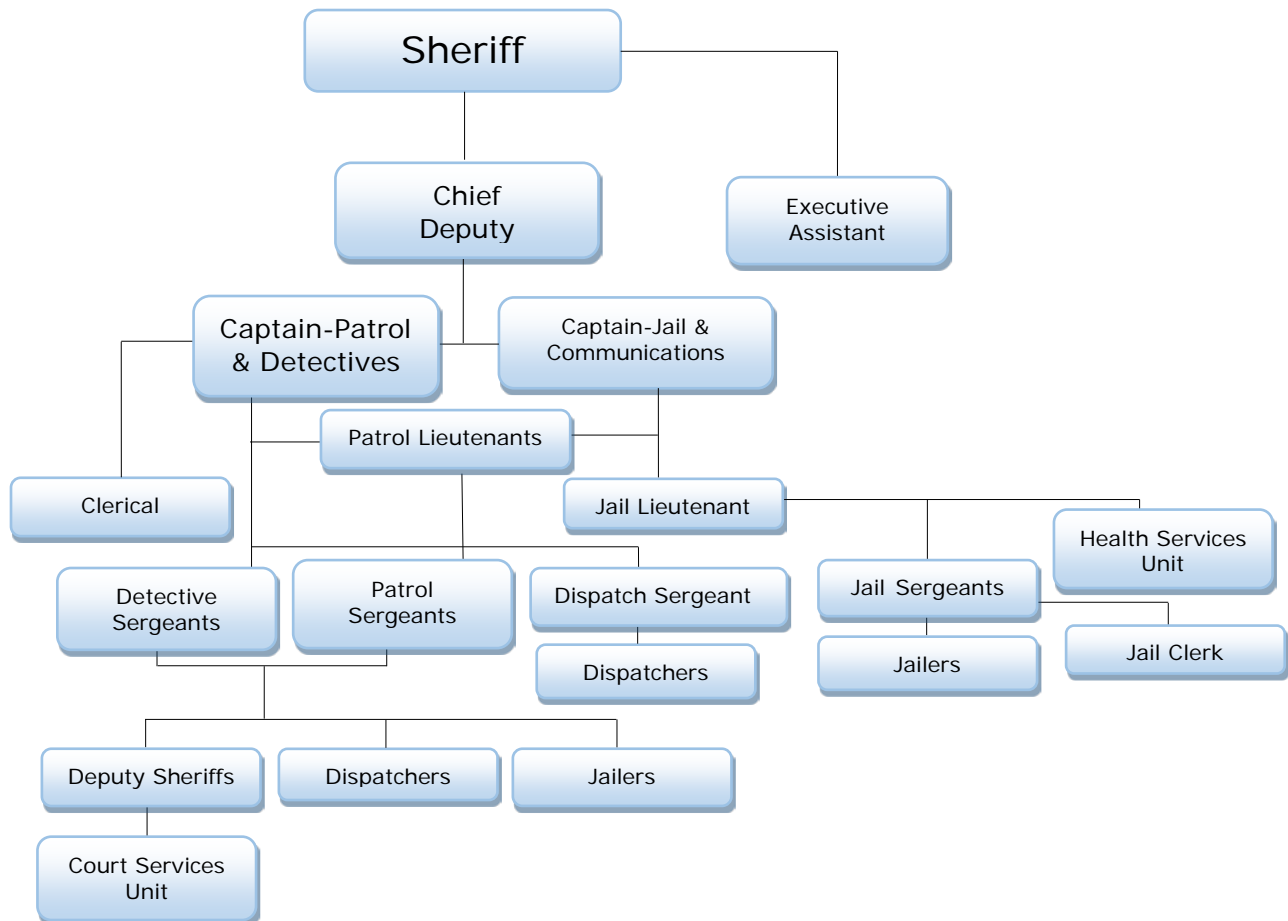
Sheriff's Office

Department Overview:

The duties of the Sheriff are set forth by statute. The Sheriff will maintain the County Jail, investigate deaths and crimes within Columbia County, preserve and keep the peace, attend upon the courts, and enforce all federal and state laws and county ordinances, serve and execute civil process to include serving subpoenas, summons, complaints, and other court-related documents.

The Columbia County Jail is charged with the responsibility of accepting and housing persons sentenced to the jail by the court system. Persons are also held in the county jail after being arrested by warrant or non-warrant arrests, pending court appearances, and violators of probation. Columbia County holds county inmates, inmates from federal and state institutions, and other county inmates as requested.

Organizational Chart:



Statistical Performance:

Sheriff Administration – Civil Process

2015 - \$59,569	The Sheriff's Office processes civil papers for Columbia County Offices such as the District Attorney, Corporation Counsel, Planning & Zoning, Child Support, other county agencies, attorneys, as well as the general public. The Sheriff's Office received \$42,681 in revenue for civil process service and executing writs.
2016 - \$46,381	
2017 - \$51,342	
2018 - \$51,811	
2019 - \$42,681	

Sheriff Administration – Motor Vehicle Accidents and Fatal Totals

2015 – 5	The Sheriff's Office investigated 1065 accidents in 2019 and of those, 326 were car vs. deer crashes. There were seven traffic fatal accidents within the county in 2019. We received a total of \$603 in the sale of reports and accident photos.
2016 – 19	
2017 – 6	
2018 – 11	
2019 – 7	

Sheriff Administration – Drug Unit

2015 – 322	The drug unit investigators worked 171 drug investigative incidents in 2019 and made 57 felony drug arrests. These totals can be directly related to the community concern with the opiate addiction problem as we received 24 Crime Stoppers drug tips. There were 10 drug overdose deaths and 65 overdose investigations in 2019. To assist with this growing epidemic and better educate the community and youth, 26 drug awareness and education presentations were conducted. Drug money seized/brought in totaled \$17,573 for the year. The sheriff's office had 1 full-time drug investigator who worked only 7 months due to staff shortages and homicide investigations.
2016 – 267	
2017 – 342	
2018 – 187	
2019 – 171	

Sheriff's Administration – Citations and Warnings Issued

2015 – 4,607	The Sheriff's Office issues traffic citations and written warnings for traffic and equipment violations. The numbers fluctuate based on calls for service and current staffing levels. Deputies made 7,922 traffic stops. Deputies issued 4,419 traffic citations, 2,949 written warnings, and 240 equipment violations. Deputies also arrested 259 drivers for impaired driving.
2016 – 4,904	
2017 – 3,990	
2018 – 4,230	
2019 – 4,419	

Sheriff's Administration – Traffic, Ordinance and Jail Assessment

2015 - \$293,616	These figures include both the county retained portion of traffic fines and ordinances and the \$10 jail assessment received on every citation. About 7-10% of those figures are amounts received on criminal matters as there is no easy way of separating those figures on the reports available to Columbia County. These statistics reflect actual fines and forfeitures collected during 2019 and previous years. Collections reflect the impact of the economy (lower, slower payments) and are not as effective. Civil judgments are not a threat as people are not buying large-ticket items and tax intercepts cannot collect money if they are not employed.
2016 - \$303,765	
2017 - \$290,033	
2018 - \$284,357	
2019 - \$277,603	

Communications Center – Total Calls for Service

2015 – 78,586	The Sheriff's Communications Center created 91,530 calls for service for all police, fire, EMS and our Sheriff's Office. Additionally, 107,940 phone calls were received into the Communication Center. Of that number, 15,853 were 911 calls. The Sheriff's Office's calls alone were 47,226 for 2019.
2016 – 82,972	
2017 – 80,912	
2018 – 81,982	
2019 – 91,530	

County Jail – Huber Law Board Revenue

2015 - \$134,539	Inmates sentenced with Huber privileges at the Columbia County Jail are charged a weekly fee. This fee is charged only to those inmates that are actively working or performing child/elderly care and if granted by their judgments. Those going to school or not working are not charged the weekly fee of \$96. Total revenue for eligible inmates on the Electronic Monitoring Program was \$13,883.
2016 - \$173,812	
2017 - \$144,903	
2018 - \$153,196	
2019 - \$176,320	

County Jail – Boarding Out-of-County Prisoners

2015 - \$159,020	The Sheriff's Office charges \$50/day to hold Federal prisoners and Extended Supervision Sanction Inmates through State DOC. The Federal inmate numbers have also been reduced by the US Marshal's Office. Of the \$242,145 total for 2019, \$139,793 is from the Federal US Marshal. The County Jail held additional state inmates to increase revenue.
2016 - \$200,254	
2017 - \$200,812	
2018 - \$199,527	
2019 - \$242,145	

County Jail – Average Daily Population

2015 - 146	The population of the County Jail consists of male and female secure and Huber inmates, secure Federal inmates, and inmates on probation and parole holds. Since the start of the Early Release Program in May 2010, Columbia County has received 144,231 hours of inmate labor. At a prevailing wage of \$10/hour, that equates to \$1,442,310 in labor wages. A qualifying inmate can earn one day good-time for every 24 hours worked. Inmates with behavior issues are not allowed in the program. One of the many positive attributes of ERP is it provides participants an incentive to maintain a higher standard of behavior and respect towards jail staff. In 2019, a total of 12,792 hours were worked, totaling 442 days credit were granted. Coinciding with that incredible benefit is cost-savings on inmate meals. Just the three meals per day for 4807 days at the current rate of \$3/meal has saved the county \$43,263. This program benefits all involved including a cost savings for county departments such as jail kitchen, Health Care Center, Facilities Management, and Emergency Management, gets the inmates out to work, and saves Columbia County taxpayers a substantial amount of money.
2016 – 164	
2017 – 138	
2018 – 143	
2019 – 135	

Summary:

The Sheriff's Office experienced a notable transition to a new sheriff in 2019. Due to retirements and reassignments, the entire sworn administrative staff was new by the end of 2019. There were 15 supervisors that took on new roles in 2019. This was a challenging year to train, educate, coach, and mentor these new leaders but the results have been very successful.

We saw many large projects including the implementation of the new 911 system, a new records management and computer aided dispatch program, and the start of transitioning our radio communications and tower upgrades to P25 digital compliant.

With an improved economy, we continue to see fewer civil process requests which then explains in part the decrease in revenue.

The Sheriff's Office helped the City of Lodi in 2019 as they saw more than half of their department leave in a matter of two weeks. We sent an experienced lieutenant to run their local police department until a full-time chief could be hired. Although this created a shortage for Sheriff's Office administration, we were able to earn revenue in the amount of \$63,023 for contracted administrative services.

The Sheriff's Office continues to struggle with hiring and staff retention. Seeking out and finding qualified staff to apply continues to be a challenge. We saw many hiring processes have no qualified candidates for jail, patrol, and nursing positions. We hired seven deputies, four CSU Security Staff, ten jailers, three dispatchers, and one secretary in 2019. Our investigative division conducted 26 background checks for new employees.

We implemented a security team at the Admin and HHS building for increased safety and security for county staff in those two county buildings. We promoted a sergeant to supervise security staff at the Columbia County Buildings.

Seven active homicide investigations and an increase in burglaries significantly hindered proactive drug investigative efforts. Burglaries increased from 43 in 2018 to 56 in 2019. Drug investigations dropped to a low of 171 cases in 2019.

As we increased patrol staffing to a minimum of four deputies working at a time, we saw more proactive enforcement of traffic laws. Our fatal accidents dropped from 11 to 7, Impaired driving arrests rose from 217 to 259, and traffic stops increased to 7,922 stops.

Presented by: Sheriff Roger Brandner

Reviewed and approved by: Public Safety Committee on March 9, 2020.

Solid Waste

Department Overview:

The Solid Waste Department is a valuable resource for the residents of Columbia County. In addition to general refuse, construction and demolition material and recycling, the facility also accepts and recycles appliances, electronics, furniture, fluorescent bulbs, used oil, tires and agricultural plastic.

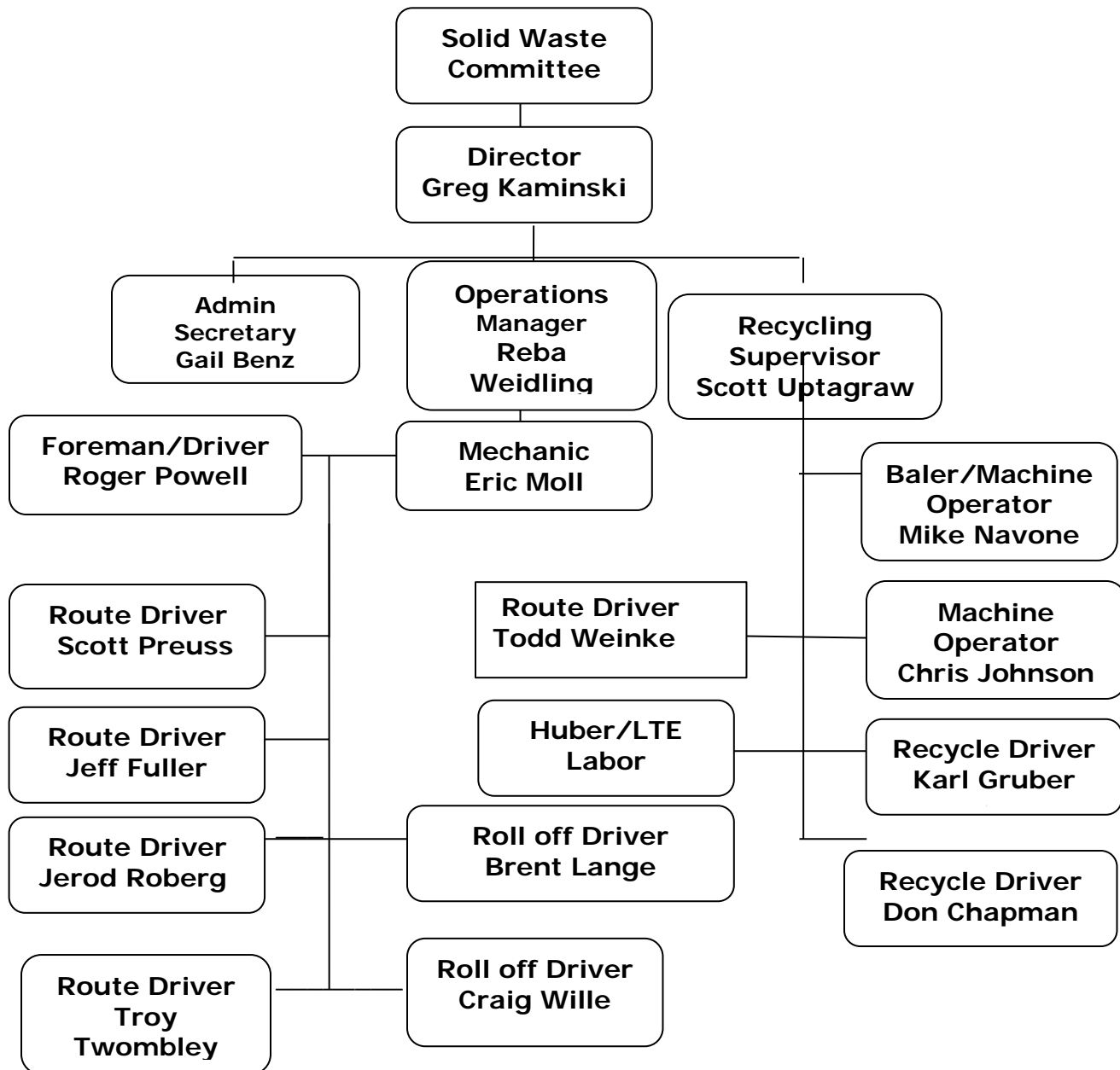
The Solid Waste Department provides curbside collection of garbage and recycling to 8 municipalities throughout the County. The department utilizes automated side load trucks for collection wherever possible to improve efficiency and reduce costs. The department also offers commercial containers for businesses as well as large roll off containers for construction jobs and home remodeling projects.

The Solid Waste Department is the Recycling Responsible Unit or Responsible Unit by contract for 20 Towns, 10 Villages and 3 Cities. The County staff collects the recyclables from 24 drop-off sites located throughout the County and delivers them to our recycling facility for processing.

The semi-automated sorting system operated at peak capacity throughout 2019 operating six days a week to keep up with incoming volume. Recycling material is brought into the facility as a mixed single stream and is sorted into individual commodities such as paper, cardboard, tin, aluminum and plastics to achieve the greatest possible revenue. Continued depressed markets for cardboard, paper and some plastics had a significant impact on revenue in spite of processing more material.

The department received a permit from the DNR in 2014 to operate the facility as a solid waste transfer station. Solid waste brought into the facility is now being loaded into trailers and transported to Glacier Ridge Landfill in Horicon. Construction and demolition waste is also accepted and transported to the landfill. The volume of material brought into the transfer station was again strong in 2019 with more than 36,000 tons brought into the facility.

Organizational Chart:



Statistical Performance:

	2019	2018	2017	2016
Recycling Revenue	\$694,087.00	\$788,656.00	\$918,527.00	\$673,887.00
State Aid Recycling	\$137,980.00	\$137,980.00	\$137,924.00	\$131,703.00
Municipal Contracts	\$768,923.00	\$712,846.00	\$701,056.00	\$485,514.00
Garbage	\$1,109,242.00	\$996,794.00	\$891,989.00	\$816,345.00
Demolition	\$667,830.00	\$687,054.00	\$638,612.00	\$522,799.00
Sofa/Loveseat /Chair	\$12,990.00	\$12,962.00	\$13,132.00	\$10,586.00
Appliances	\$22,959.00	\$17,248.00	\$18,379.00	\$16,244.00
Microwaves	\$2,405.00	\$2,320.00	\$2,145.00	\$2,025.00
Televisions	\$46,690.00	\$39,610.00	\$44,054.00	\$39,655.00
Mattress/Box Spring	\$11,548.00	\$10,288.00	\$8,705.00	\$6,862.00
Toilets	\$830.00	\$710.00	\$832.00	\$810.00
Leaf Compost	0.00	0.00	0.00	0.00
Container Rental	\$325,450.00	\$303,088.00	\$260,043.00	\$218,494.00
Florescent Bulbs	\$3,537.00	\$5,636.00	\$5,683.00	\$3,530.00
Tires	\$40,556.00	\$46,792.00	\$42,630.00	\$35,825.00
Brush /Leaves	\$5,867.00	\$11,437.00	\$11,912.00	\$9,392.00
Total Revenue	\$3,850,894.00	\$3,773,421.00	\$3,695,623.00	\$2,973,671.00

Revenue increased 2% over 2018, however costs were up significantly, especially appliances, tires and electronics. Container rental revenue was up 7% due to continued strong demand for our commercial and roll off containers.

Recycling

	2019 Tonnage	2019 Revenue	2018 Tonnage	2018 Revenue	2017 Tonnage	2017 Revenue
Newspaper	1,636.33	\$43,866.45	1,951.07	\$82,925.70	1,846.77	\$144,078.65
Cardboard	3,511.15	\$171,247.25	3,536.77	\$290,423.05	3,009.00	\$451,587.73
Mixed Glass	1,082.00	0.00	654.35	0.00	115.95	0.00
Tin Cans	163.12	\$21,096.31	169.34	\$35,250.35	173.07	\$28,725.16
Aluminum	53.03	\$48,284.60	83.36	\$89,094.40	69.79	\$77,323.40
Single Stream	0.00	\$124,949.30	0.00	0.00	0.00	0.00
PET #1 Plastic	284.60	\$72,247.25	236.73	\$73,922.30	207.87	\$54,038.30
HDPE #2 Natural	132.09	\$93,940.00	105.83	\$85,917.40	104.97	\$65,213.90
HDPE #2 Color	102.24	\$30,218.90	84.78	\$29,036.80	81.29	\$27,451.20
Ag Plastic	50.54	0.00	0.00	0.00	0.00	0.00
Metal	232.51	\$2,335.35	413.87	\$64,929.70	226.39	\$27,856.80
Total	7,247.61	\$694,087.51	7,236.10	\$751,499.70	6,090.88	\$918,526.94

Recycling revenue was down \$57,000 or 8% as a result of continued low prices for cardboard, paper and metal.

Summary:

2019 was another difficult year for the Solid Waste Department in all areas of the operation.

The recycling facility processed more than 7,200 tons of material in 2019 but revenue was down more than \$57,000 from 2018 in spite of assessing more than \$125,000 in charges on incoming recycling. Paper and cardboard prices continued to drop throughout the year. A lack of a market for #3-7 plastics resulted in more residual trash being sent to the landfill and increased disposal costs. Residual garbage in the recycling stream has more than doubled in the last three years resulting in increased processing costs. We have updated our recycling guide and are working to educate the public on proper recycling.

The sorting system is still not keeping up with the amount of recycling material coming into the facility and our recurring labor issues. In November 2019, we sent out a request for proposals to upgrade the system to increase production, produce a cleaner product that meets market quality standards and reduce labor costs and overtime.

Transfer station volume and revenue increased in 2019 but this was offset by higher trucking costs and increased recycling garbage.

Truck maintenance improved in 2019 with newer vehicles still under warranty. However, equipment maintenance was up significantly due to conveyor belt replacements and baler repairs. We will continue to upgrade our truck fleet and continue to focus on preventative maintenance to reduce truck and equipment costs.

In December 2019, the department was awarded a ten-year contract by the Village of Rio. In September, we started a five-year contract by the Village of Cambria to provide garbage and recycling collection. We will continue to look for other opportunities to add to our residential and commercial customer base.

The Department processed 39,260 transactions over the scale or an average of 157 per day.

Presented by: Greg Kaminski

Reviewed and approved by: Solid Waste Committee
March 2, 2020

County Treasurer

Department Overview:

The County Treasurer is an elected position serving a 4-year term. The primary duties and responsibilities of the Treasurer are defined in Sec 59.25 of the Wis. Stats. The Columbia County Treasurer's Office operates under the direction of the Finance Committee of the County Board of Supervisors and in addition works closely with the Information Services & Property Committee.

Foremost responsibilities include receiving all monies belonging to the County; banking and fiduciary related matters; printing & distributing payroll and vendor checks; collecting 2nd installments and delinquent tax payments; paying out monies owed to taxing jurisdictions from the PropertyTax Settlements; paying out monies due to the State; maintaining an accounting of receipts and expenditures that come through the Treasurer's Office; managing in rem tax foreclosures; tracking and reporting unclaimed funds; managing and conducting the sale of tax foreclosure properties.

Organizational Chart:

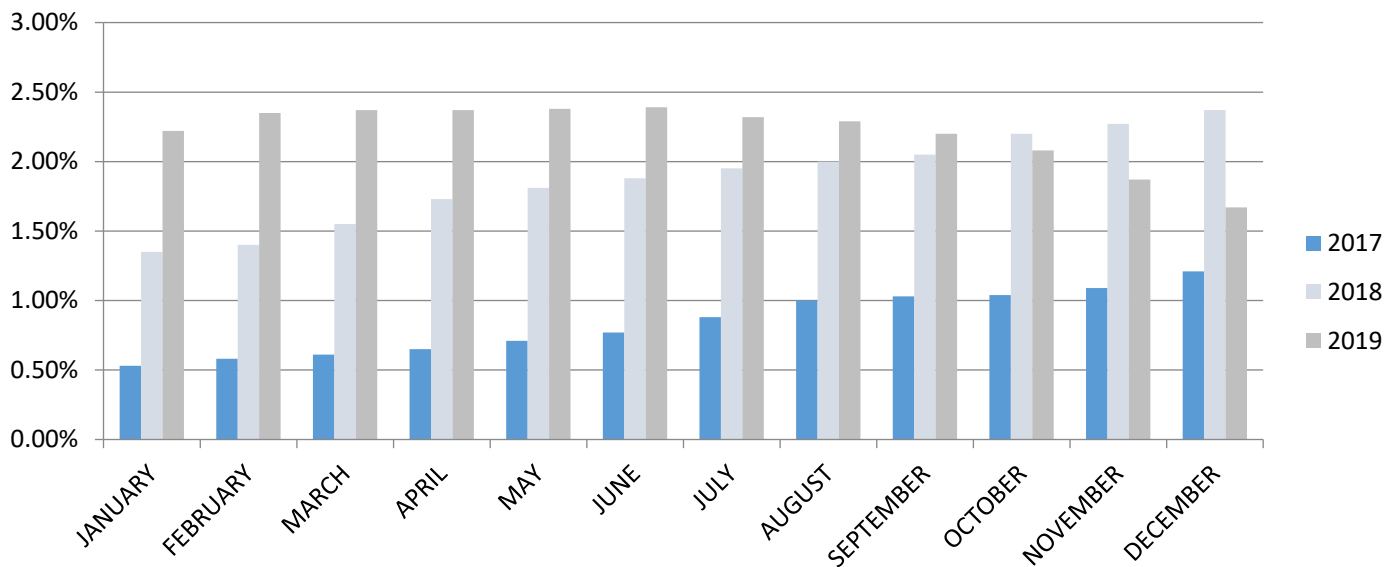


Statistical Performance:

Revenue	2015	2016	2017	2018	2019
Property Taxes Collected	19,296,295	18,031,940	19,367,227	18,481,997	17,893,518
Total Delinquent Taxes	1,449,647	1,350,292	1,284,032	1,184,934	1,183,242
Interest on Delinquent Taxes	396,000	314,400	285,360	259,868	284,177
Penalty on Delinquent Taxes	201,100	160,600	144,587	133,233	142,129
Interest on Investments	120,360	256,300	496,568	1,029,241	1,431,972
Returned Check Fees	160	340	200	220	180
In Rem Foreclosure Fees	18,350	10,625	10,425	9,450	9,100

The following graph shows the variations in interest rates at the Local Government Investment Pool from January 2017 through December 2019:

Local Government Investment Pool



Summary:

Tax Foreclosures:

After several months of preparing for the In-Rem Tax Foreclosure Action, on September 3rd the Treasurer and Corporation Counsel appeared in front of Circuit Court Judge Troy D. Cross for the Matter of the County's Foreclosure of Tax Liens for the Tax Year 2015. Columbia County was granted title to 16 parcels. Of these properties, 5 former owners requested and were allowed, per County Ordinance, to repurchase their former property by paying all the years of the delinquent taxes, accrued interest and penalty, Register of Deeds Recording Fees, additional Foreclosure Fees, plus all out of pocket costs incurred by the County during the Foreclosure process. Once full payments were made, Quit Claim Deeds were issued returning these 5 properties to the former owners.

Sale of County Owned Property:

The Office held two public land sales of tax foreclosure properties in 2019. Although these sales were not particularly profitable monetarily to the County, the parcels that were sold have been returned to the tax rolls to generate tax revenue.

Conferences & Training:

In May, the Treasurer and the Comptroller attended the Government Finance Officers Association's Annual Conference that was held in Los Angeles, California. GFOA promotes excellence in state and local government financial management. The Association provides its members with best practice guidance, leadership, professional development, resources & tools, networking opportunities in accounting, auditing, financial reporting, budgeting, financial management and investment management, fraud prevention and other key areas that affect state and local government finance.

I also attended the Wisconsin County Treasurers Association's Annual Summer & Fall Conferences plus 2 District Meetings that were held within the State.

The Treasurer's Office conducted several training sessions for newer Municipal Clerks and Treasurers. Treasurer's Staff attended the annual Transcendenttech User Group Meeting held in Neenah regarding updates and changes to the County's Ascent Land Records System.

Cost Savings:

The Office is responsible for publishing the Clerk of Courts Unclaimed Funds Listing biennially. In 2019 the Treasurer's Office saved the County \$1,200.00 in newspaper publication costs by opting to publish the listing as a Class 1 Legal Notice instead of a Class III Notice. By choosing this option, the Treasurer's Office was required to go through additional efforts to meet the Statutory requirements. As a result, the inception of this process in 2019 will continue to save County tax dollars in future years.

Goals:

Continued education of Staff regarding fraud prevention and refining internal controls. Training for municipal treasurers and clerks on County tax and receipting processes. Working towards implementing web-based tax receipting at the County level.

Presented by: Deborah A. Raimer, County Treasurer

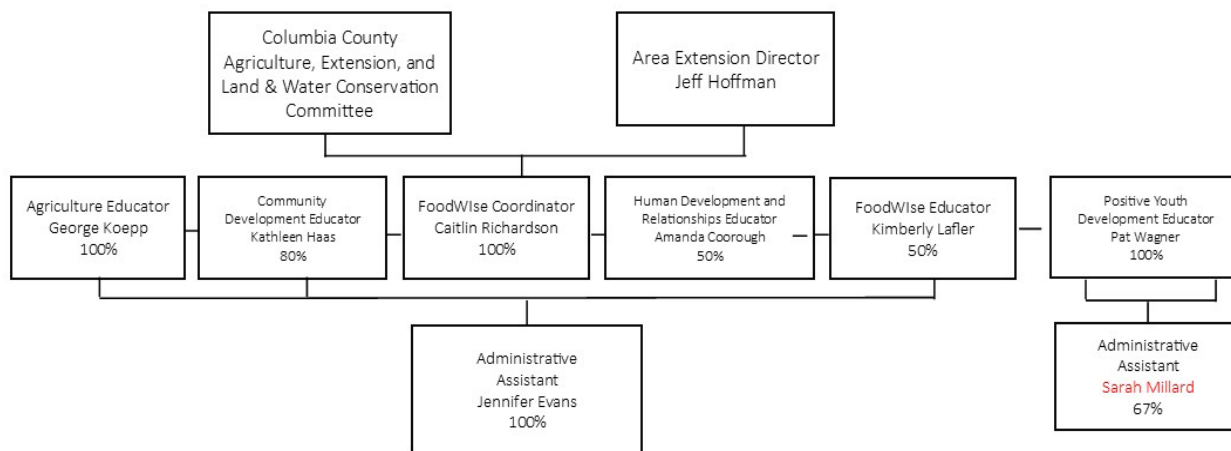
Reviewed and approved by: County Finance Committee, March 12, 2020

Columbia County Extension

Department Overview:

UW-Madison Division of Extension Columbia County operates under the direction of the Agriculture, Extension, and Land & Water Conservation Committee with authority under Chapter 59.56 (3) of Wis. Statutes. Under the direction of an Area Extension Director, the office staff consists of three full-time and two part-time professional staff and two support staff. Areas of work include: Positive Youth Development (4-H), Agriculture, Community Development, Human Development and Relationships, and FoodWise Nutrition Education. The FoodWise Coordinator/Educator provides the adult and youth nutrition education throughout the county.

Organizational Chart:



Department Programs:

Rural Drinking Well Water Testing & Education Program with Towns
 Future Leaders Active in Government (F.L.A.G.) & Youth in Government Research
 Organizational & Leadership Development with CCEDC
 Local Government Education
 Regional Food Systems & Farm-to-School (F2S)
 Nutrient Management Planning
 Columbia County Corn Growers
 Pesticide Applicator Training
 Columbia County Master Gardeners
 Manure Hauler Safety Training

FoodWise Nutrition Education
 Safe and Healthy Food Pantries Project
 Growing Together WI Grant Project
 Portage Summer Lunch Program
 4H Youth Development Programs
 Columbia County C.A.R.E.S.
 Columbia County Fair and Lodi Agriculture Fair
 Parents Forever Co-Parenting Program
 Raising A Thinking Child Parenting Program
 Home and Community Education Leadership
 Wisconsin Bookworms
 Columbia County Barn Quilts

Statistical Performance:

- 1) The **Parents Forever** co-parenting education program is designed for divorcing parents. Attendance at two group sessions of two hours each fulfills the Columbia County circuit court mandate. During 2019, there were 109 participants. Participants may receive eParenting® text messages for eight weeks.
- 2) **Rural Columbia County Drinking Well Water Testing and Education Program**, is coordinated by Extension, Columbia County Land & Water Conservation, towns, and the UW-Stevens Point's Center for Watershed Science and Education. During 2019, eight towns -- Caledonia, Columbus, Fort Winnebago, Fountain Prairie, Hampden, Marcellon, Pacific, and Wyocena – and 343 kits were distributed during the 2017-2020 Rural Well Water Test and Education Program. The major benefit of the Rural Columbia County's Well Water Testing and Education Program is that town residents become better informed about the groundwater quality and existing regional water issues.
- 3) **Columbia County Future Leaders Active in Government Program (F.L.A.G.)** provides an opportunity for local high school students to participate in local government and civic engagement activities. 28 students interviewed nine (9) county board supervisors, job shadowed at seven (7) county departments, visited the Capitol and interviewed eight (8) WI legislators, interviewed sixteen (16) public issue professionals, role played in the FLAG City Planning Simulation, hosted a Public Issue Open House, and, attended the April annual Columbia County board meeting. F.L.A.G. students benefit from the program by improving the following 21st century skills: public speaking, leadership, problem solving, critical thinking & decision-making, teamwork and organizational skills.
- 4) **2019 Columbia County Economic Development Corporation's (CCEDC) Strategic Plan** -- Extension facilitated the strategic planning process for a nine-member task force. The strategic planning taskforce met nine times over the time period of mid-March to October 2019, and hosted three public participation forums (Co. Econ. Development Models, WI and regional Economic Patterns, Trends and Opportunities, & Rural Housing Summit) and five regional business exchange meetings (Portage/WI Dells, Columbus/Fall River, Cambria/Friesland, Poynette/Rio, Arlington/Lodi/West Point).
- 5) **The Portage Summer Lunch Program** is a collaborative effort of Columbia County Extension, Portage Public Library, City of Portage, Presbyterian Church, community volunteers, VFW, School District of Wisconsin Dells, and more. It provides food to children 18 years and under on weekdays during the summer months when school lunches are not available. Studies show kids are at higher risk for hunger during

summer months. The program offered lunches at four sites in Portage, Monday through Friday with a final count of 5,390 meals served—an average of 92 meals/day.

- 6) FoodWise Nutrition Education** seeks to empower limited-income Columbia County residents to live healthier lifestyles. FoodWise educates on the topics of MyPlate, food safety, feeding young children and incorporating more physical activity. Columbia County FoodWise taught 1224 participants during the 81 program activities that were held at sites varying from senior meal sites, to elementary schools to low-income housing.
- 7) Nutrient Management**- In partnership with the Land and Water Conservation Department, WI DATCP, and NRCS, trained eight new farmers in Nutrient Management Planning using the SnapPlus computer program. New farmers attend a 3-day training program to gain initial certification. Twenty-two farmers were assisted in making annual updates to their Nutrient Management Plans by attending a one-day class. Columbia County Extension provides the educational component to the trainings.
- 8) Columbia County Corn Growers** – Partnered with the Columbia County Corn Growers Board of Directors to provide leadership and educational programming for two meetings annually with 60-75 grain farmers attending. Programming includes updates from UW-Madison Extension, FSA, NRCS, and Land and Water Conservation Department. Three, two-hour meetings were held to train farmers in field scouting techniques for weeds, insects, diseases, along with discussions on how to mitigate and manage them. Each meeting was attended by 12-20 grain farmers.
- 9) Pesticide Applicator Training** – Twenty-nine farmers attended one of two Pesticide Applicator Trainings in 2019. Each session provides 3.5 hours of training and then the farmers must complete a 70-question exam in order to be certified to purchase and use restricted use chemicals on their farms. The training provides farmers with information to safely handle, mix, and apply pesticides to protect their own health and the environment we live in. Extension proctored the exams of eight other farmers including three Amish farmers who took the self-study option.
- 10) Master Gardener Volunteers** -- MGVs hosted their 11th annual “Let’s Get Green and Growing” full-day gardening event in March at Rio High School with over 200 participants. MGVs completed 2,155 hours of volunteer service to Columbia County; 168 of those hours were spent teaching adults about consumer horticulture topics; and 67 hours were spent teaching elementary students in Columbia County schools about micro-greens. A total of 540 hours were spent in support of projects throughout the county including management of community gardens, farmers markets, and caring for plants in public locations.
- 11) Ag Reporter and Ag Reporter Snapshot** -- The *Columbia County Ag Reporter* is an electronic and printed newsletter that is published six times per year. It ranges from 16 to 24 pages in length. Columbia County Extension is the managing editor and includes articles from Land and Water Conservation, NRCS, and FSA partners. This newsletter is printed and sent to 1,042 households and e-mailed to another 326 individuals. The *Ag Reporter Snapshot* is a weekly electronic newsletter that is sent to all Ag Reporter e-mail addresses each Friday. It is a culmination of articles with timely information on dairy and livestock, crops and soils, financial management tips, safety, health, and information on upcoming meetings and events that are important to the Columbia County agriculture community.
- 12) Columbia County 4-H Youth Development Programs** provided educational opportunities for 352 youth enrolled in 2019. 4-H, a Positive Youth Development program, enables life skills development at the local, county, state, national, or

international level for youth participants. Volunteer leaders, 107 adult and 82 youth, contributed their time and talent to facilitate youth development in Columbia County 4-H. Meanwhile, community youth development took place as young people learned about community service. In 2019, youth and adult leaders self-reported volunteering 3,907 hours for 4-H and completing 2,945 hours of community service. New in 2019 was the reintroduction of a Columbia County 4-H camp program. A team of 25 adult and youth volunteers combined forces to conduct a day camp for 26 youth in grades K-2 and a multiple day/night environmental education camp for 21 youth in grades 3-6.

- 13) Columbia County C.A.R.E.S. (*Creating A Responsive and Effective System for Protecting and Promoting our Children's Wellbeing*)** continued engaging a network of partners to advance best practices, collaborative strategies, and policies which promote the well-being of children, youth, and families. Forty youth participated in a retreat where resiliency was the theme.
- 14) Rolling in Clover**, published six times annually, is an electronic and printed newsletter. Columbia County Extension is editor and publisher with the newsletter being e-mailed to 341 and mailed to 83 for a total of 424 recipients. In addition, the 4-H *Weekly Update* was shared to 341 recipients. This electronic newsletter keeps youth and their families informed of breaking news and opportunities in the areas of 4-H and positive youth development.
- 15) The Columbia County Fair and Lodi Agriculture Fair** offer Columbia County residents an opportunity to participate and in 2019 numbers of exhibitors (junior, open and senior) were 1,552 and 1,284 respectively. Those exhibitors created 5,765 and 4,152 exhibits for the public to enjoy during each fair respectively.
- 16) Growing Together WI Garden Project at Lincoln Park WI** FoodWise in collaboration with Columbia County Master Gardeners and Extension Agriculture Educator constructed and maintained 6 raised garden beds at Lincoln Park. Objectives were to educate community members about gardening & fresh produce and improve access to fresh vegetables by providing the vegetables to the Portage Food Pantry. Throughout the summer, the Portage Food Pantry (which sees 510 pantry guests/month) received 318.25 pounds of produce from the gardens. A total of 8 MGW dedicated 173 hours to the project—building, maintaining the 38 different varieties of produce planted, harvesting and winter preparation.

Summary:

Columbia County Extension strives to improve the overall quality of life for Columbia County residents. Our purpose is to teach, learn, lead and serve by connecting Columbia County citizens with the University of Wisconsin--Madison and engaging with them in transforming lives and communities. Our educational programming includes the areas of Agriculture and Natural Resources, Human Development and Relationships, and Positive Youth Development & 4-H, and Community Development.

Presented by: Jeff Hoffman

Reviewed and approved by: Agriculture, Extension, and Land & Water Conservation Committee
January 27, 2020

Veterans Service Office

Department Overview:

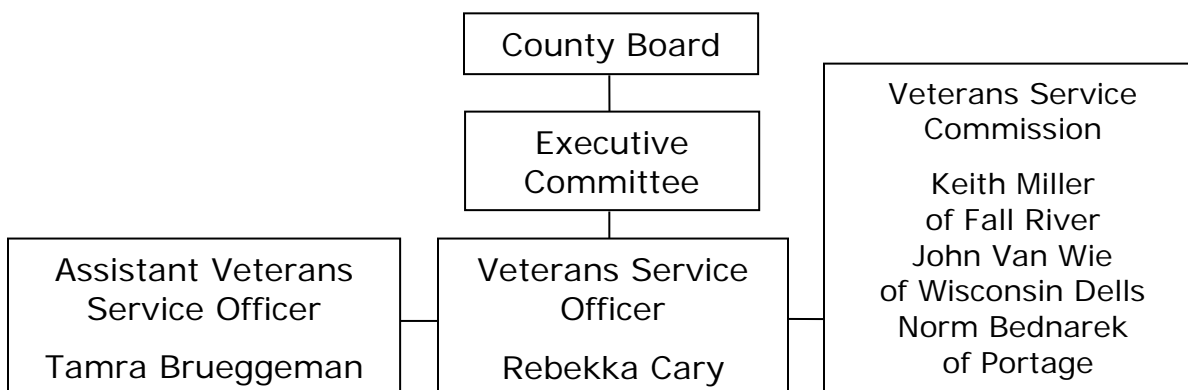
Chapter 45.80 of the Wis. Statutes provides for each county to have a County Veterans Service Officer and establishes duties of the Veterans Service Office.

All Columbia County resident veterans and dependents may receive assistance through veteran services provided. This office provides information on veterans' service-connected disability compensation, nonservice-connected disability pension, vocational training, educational programs, home loan guaranties, life insurance, hospital and domiciliary care, healthcare, combat veteran readjustment counseling, long-term care/veterans' home residency, funeral/burial benefits, employment/job-search counseling, and death benefits to surviving dependents. Approximately 4,085 veterans have been identified as residents of Columbia County.

Chapter 45.81 of the Wis. Statutes provides for each county to have a County Veterans Service Commission consisting of three residents of the County who are veterans appointed for staggered three-year terms by the County Board Chairperson.

The Commission administers the Columbia County Veterans Relief Fund which provides short-term, temporary financial assistance to all resident veterans and their dependents. The Commission investigates claims for financial aid, determines eligibility, and authorizes financial assistance for applicant veterans and dependents. The Commission may delegate administrative duties to the County Veterans Service Officer, who serves as its Executive Secretary.

Organizational Chart:



Statistical Performance:

Veteran Population in Columbia County		
2017	2018	2019
4,288	4,185	4,082

Veterans Using VA Healthcare		
2017	2018	2019
1,384	1,408	1,437

Federal DVA Expenditures in Columbia County			
VA Service	Expenditures		
	2017	2018	2019
Compensation & Pension	\$13,511,000	\$14,137,000	\$14,282,000
Education & Voc. Rehab	\$1,382,000	\$1,391,000	\$1,176,000
Insurance and Indemnities	\$320,000	\$254,000	\$408,000
Medical Care	\$13,556,000	\$15,791,000	\$17,841,000
Total Expenditures	\$30,153,000	\$31,574,000	\$33,708,000

State DVA Expenditures in Columbia County			
WI DVA Service	Expenditures		
	2017	2018	2019
Retraining Grants	\$0	\$0	\$0
Subsistence Aid Grant	\$3,000	\$0	\$0
Healthcare Aid Grant	\$2,136	\$3,913	\$180
Education Grant	\$0	\$0	\$0
Total Expenditures	\$5,136	\$3,913	\$180

Veterans Service Commission Financial Assistance Grants		
2017	2018	2019
\$1,323.00	\$2,259.00	\$10,620.23

State Benefit Applications			
Type	2017	2018	2019
Dental Grant	3	3	2
Subsistence Grant	1	0	0
GI Bill	15	27	29
Property Tax Credit	25	31	15
Total	44	61	46

Federal Benefit Applications			
Type	2017	2018	2019
Disability Compensation	119	114	178
Pension	11	19	18
Medical	81	56	72
Higher Level Review	27	14	13
Appeals to BVA	1	4	13
Supplemental Claims	n/a	n/a	43
Life Insurance	8	3	5
Burial Allowance	17	27	24
Survivors Pension / DIC	23	12	11
Discharge Correction	1	1	5
Marker applications	68	119	114
Request for Military Records	57	108	159
Other	22	44	42
Total	435	521	697

Employee Activity			
Activity	2017	2018	2019
Email	742	257	437
Phone	877	471	1,188
Fax	663	580	397
Outgoing Mail	865	409	246
Incoming Mail	238	271	140
Completed Forms	924	962	1,424
Office Visits	699	708	1,069
Home Visits	10	23	28
Outreach	23	17	26
Documents	1,340	1,895	1,893
Other	420	467	737
Total	6,778	8,078	7,585

Summary:

2019 brought about changes in the staffing of the CVSO office. CVSO Richard Hasse was on leave from January through May at which time he retired. Rebekka Cary was acting CVSO during that time and was elected by the Columbia County Board of Supervisors as CVSO on June 19th. Tamra Brueggeman was hired as the Assistant CVSO on August 5th. Though there were some delays in service due to the short-staffing, services to veterans and their dependents remained uninterrupted.

The CVSO staff continues to use the VetraSpec for processing and all tracking veterans' claims. Currently and for the future, the only paper files stored in the CVSO office are those claims awaiting additional information to be submitted to other agencies and those subject to public inspection and not part of the privacy-protected and confidential process of veterans claims. Some of the other CVSO offices in the state have begun to explore other claims management software. This office is discussing the security, cost-advantage, and effectiveness of other such programs with those CVSOs and will strive to utilize the most advantageous program.

Rebekka Cary attended all necessary 2019 training to fulfill mandatory Continuing Education Units (CEU) necessary to maintain their Federal VA accreditations and continued access to Federal VA IT systems. She continued her additional training as a Certified Veterans Advocate (CVA). This is an advanced training certification course designed to provides a skill set unique to the Veteran Service Officer (VSO) to enable a VSO to assist a claimant beyond the point of a Notice of Disagreement (NOD). The CVA training covers more complex and comprehensive claims with a goal of enabling VSOs to analyze VA Decisions and strategize the best course of action for the claimant.

Tamra Brueggeman attended initial accreditation training and accomplished all of the necessary paperwork to receive her Personal Identification Card (PIV) from the VA. Receipt of the PIV card is the first step necessary to gain access to VA IT systems.

A full set of flags was purchased to be stored in the CVSO office and available for use by the local service organizations and veterans. The set includes the US Flag, POW/MIA Flag, Wisconsin State Flag, and the flag for each branch of the military – Army, Marine Corps, Navy, Air Force, and Coast Guard. The flags can be signed out as needed for any military / veteran event.

An open house was held on December 6th which was the 82nd anniversary of the CVSO office. The event included refreshments and was a chance for veterans to meet the new ACVSO and each other. There were about 50 veterans who attended throughout the day. The staff plans to continue holding an open house each year.

Presented by: Rebekka Cary, Columbia County Veterans Service Officer

Reviewed and approved by: Executive Committee – March 9, 2020