



MARATHON COUNTY HUMAN RESOURCES, FINANCE AND PROPERTY COMMITTEE AGENDA

Date & Time of Meeting: **Tuesday, August 22, 2023 at 3:00pm**

Meeting Location: **Courthouse Assembly Room, Courthouse, 500 Forest Street, Wausau WI 54403**

Committee Members: John Robinson, Chair; Alyson Leahy, Vice-Chair; Kurt Gibbs, Gayle Marshall, Kody Hart, Ann Lemmer, Yee Leng Xiong

Marathon County Mission Statement: Marathon County Government serves people by leading, coordinating, and providing county, regional, and statewide initiatives. It directly or in cooperation with other public and private partners provides services and creates opportunities that make Marathon County and the surrounding area a preferred place to live, work, visit, and do business. (Last updated: 12-20-05)

Committee Mission Statement: Provide leadership for the implementation of the County Strategic Plan, monitor outcomes, review, and recommend to the County Board policies related to human resources initiatives, finance and property of the County.

Persons wishing to attend the meeting by phone may call into the **telephone conference beginning five (5) minutes prior to the start time indicated above using the following number:**

Phone#: 1-408-418-9388 Access Code: 146 235 4571

When you enter the telephone conference, **PLEASE PUT YOUR PHONE ON MUTE!**

The meeting will also be broadcasted on Public Access or at <https://tinyurl.com/MarathonCountyBoard>

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Public Comment (15 Minutes)** (Any person who wishes to address the committee during the "Public Comment" portion of the meetings, must provide his or her name, address, and the topic he or she wishes to present to the Marathon County Clerk, or chair of the committee, no later than five minutes before the start of the meeting. All comments must be germane to a topic within the jurisdiction of the committee.)
4. **Approval of the August 9, 2023, Human Resources, Finance and Property Committee Meeting Minutes**
5. **Policy Issues Discussion and Potential Committee Determination**
6. **Operational Functions Required by Statute, Ordinance, Resolution, or Policy**
 - A. Discussion and Possible Action by HRFC
 1. Claim Disallowance – LeMoine
 2. Claim Disallowance – Mynsberge
 3. Presentation on the 2022 Marathon County Audited Financial Statements, Results and Insights- Baker Tilly LLC, John Rader
 4. **Motion to go into Closed Session (roll call vote suggested), pursuant to Wis. Stat. s. 9.85(1)(e), for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, to wit: consideration of health care delivery models.**
 5. Motion to return to open session (roll call vote not required)
 6. Discussion and possible action resulting from closed session discussion.
 - B. Discussion and Possible Action by HRFC to Forward to County Board for Consideration
7. **Educational Presentations and Committee Discussion**
 - A. Review Efforts Pursuant to 2.04(4)(f)(17) Marathon County Code to Promote Cultural Competence in County Employment Policies and in the Design & Delivery of County Services
 - B. Property Management Policy on Sale / Distribution of Excess County Property
 - C. Explanation of the Calculation of the Capital Improvement Program Fund Rollover Balance Following the 2022 Audit
 - D. 2024 Budget Status
8. **Next Meeting Date & Time, Announcements and Future Agenda Items**
 - A. Committee members are asked to bring ideas for future discussion.
 - B. Next meeting: Wednesday, September 13, 2023 at 3:00pm
9. **Adjournment**

*Any Person planning to attend this meeting who needs some type of special accommodation in order to participate should call the County Clerk's Office at 261.1500 or email countyclerk@co.marathon.wi.us one business day before the meeting.

SIGNED s/s John Robinson
Presiding Officer or Designee

EMAILED TO: Wausau Daily Herald, City Pages, and other Media Groups
EMAILED BY: _____
DATE & TIME: _____

NOTICE POSTED AT THE COURTHOUSE
BY: _____
DATE & TIME: _____



MARATHON COUNTY HUMAN RESOURCES, FINANCE AND PROPERTY COMMITTEE AGENDA WITH MINUTES

Date & Time of Meeting: **Wednesday, August 9, 2023 at 3:00pm**

Meeting Location: **Courthouse Assembly Room, Courthouse, 500 Forest Street, Wausau WI 54403**

John Robinson	Present
Alyson Leahy	Excused
Kurt Gibbs	Present
Gayle Marshall	Present
Kody Hart	Present
Ann Lemmer	Present
Yee Leng Xiong	Absent

Staff Present: Lance Leonhard, Mike Puerner, Kim Trueblood, Chris Holman, Molly Adzic, Christa Jensen, Jean Kopplin, Jamie Polley, Colleen Krasowski, Amber Pax, Craig Christians, Troy Torgerson, Steve
Others Present: None

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Public Comment** - None
4. **Approval of the July 18, 2023 Human Resources, Finance and Property Committee Meeting Minutes –**
Motion by Gibbs, Second by Lemmer to approve the minutes as presented with a revision to state that “unallocated funds stand at 4.489 million dollars with the ability to recapture unused allocated dollars.” Motion carried on a voice vote unanimously.
5. **Policy Issues Discussion and Potential Committee Determination**
 - A. Continued Discussion regarding 2024 Annual Budget and policy recommendations from the committee
 1. Review Mandatory / Discretionary Program document
 2. Review of Rates and Fees document
 3. Review of 5-Year Departmental Expense / Levy documentThese budget items will be discussed further at the August 22 meeting.
6. **Operational Functions Required by Statute, Ordinance, Resolution, or Policy**
 - A. Discussion and Possible Action by HRFC
 1. Approval of July 2023 Claims and Questioned Costs – Claims were sent out earlier this afternoon. There have been requests for additional details and suggestions are welcome. Report will be updated for the next meeting. Chair Robinson asked for suggestions of how this document is presented in the future.
 - B. Discussion and Possible Action by HRFC to Forward to County Board for Consideration
 1. Updates To Marathon County Tax Delinquent Property Ordinances, Ch 3 of Marathon County General Code – Corporation Counsel Mike Puerner gave an update on the changes that are taking place within our tax deed process and outlined the changes made in the ordinance. Discussion was had regarding the recent Supreme Court case regarding tax deed properties. Questions were asked and answered. Motion by Gibbs, Second by Lemmer to approve and forward the revised ordinance to the full board. Motion carried on a voice vote unanimously.
 2. Resolution Unencumbering Unused ARPA Funds – Administrator Leonhard talked through the resolution and the documents in the packet. Motion by Gibbs, Second by Marshall to approve the resolution and forward it to the full board. One editorial revision was made. Motion carried on a voice vote unanimously.
 3. Resolution Approving 2024 Capital Improvement Program Projects – Deputy Administrator Chris Holman talked through the documents that are in the CIP packet. Questions were asked and answered. Motion by Marshall, Second by Lemmer to approve the 2024 CIP project resolution and add the word “potential” to the title and anywhere the Capital Improvement Program List is mentioned and forward to the full board. Motion carried on a voice vote unanimously.
 4. Resolution Approving Land Exchange to Establish Dells of the Eau Claire Property Line – Parks Director Jamie Polley gave the background for this resolution. It has been approved by both the Parks Commission and the Environmental Resources Committee. Motion by Hart, Second by Gibbs to approve the resolution and forward to the full board. Motion carried on a voice vote unanimously.

5. Resolution Approving Funding for Ice Arena Feasibility Study for Concept Planning – Parks Director Jamie Polley gave the background for this resolution. Additional data needs to be gathered in order to determine the best use of the facility going forward. This resolution has been approved by the Parks Commission and the Environmental Resources Committee. Motion by Hart, Second by Lemmer to approve the resolution and forward to the full board. Motion carried on a voice vote unanimously.
6. Consideration of Request for Additional Social Services CLTS/CCS Related Positions and Budget Amendment – Social Services Director Christa Jensen went through their request for these additional positions. Discussion was had and questions were asked and answered. This request has also been approved by the Social Services Board and the Health & Human Services Committee. Positions will be filled on an as needed staggered timeline and not all at once. Motion by Hart, Second by Lemmer to approve the request and budget amendment and forward it to the full board for consideration. Motion carried on a voice vote unanimously.
7. **Educational Presentations and Committee Discussion**
 - A. Review Efforts Pursuant to 2.04(4)(f)(17) Marathon County Code to Promote Cultural Competence in County Employment Policies and in the Design and Delivery of County Programs and Services – this item will be moved to the August 22 meeting.
 - B. Property Management Policy on Sale / Disposition of Excess County Property – this item will be moved to the August 22 meeting.
 - C. Workday Implementation Update – Deputy Administrator Chris Holman and IT Project Manager Jean Kopplin talked through the presentation that is in the packet regarding the ongoing implementation of the Workday platform. Questions were asked regarding upcoming functionality regarding reports, etc and what staff needs from the committee going forward. Finance Director Kristi Palmer stated that it has been beneficial that the County, the City and CCIT are working through this process together.
 - D. Update on Ongoing Budget Development Process – Administrator Leonhard stated that he will send an email with the information that he is sharing as well. The DOR has released preliminary equalized value numbers which show a 12% property value increase. Health insurance will be discussed at the August 22 meeting for more information on that figure. North Central Health Care will give a presentation at the August 22 board meeting regarding their financial situation. The goal is to have a budget memo to department heads by the middle of next week.
8. **Next Meeting Date & Time, Announcements and Future Agenda Items**
 - A. Committee members are asked to bring ideas for future discussion.
 - B. Next meeting: Tuesday, August 22, 2023 at 3:00pm
9. **Adjournment** – Motion by Gibbs, Second by Lemmer to adjourn. Motion carried on a voice vote unanimously. Meeting adjourned at 6:00 p.m.



WISCONSIN MUNICIPAL MUTUAL INSURANCE COMPANY
4781 Hayes Road, Suite 201 | Madison, WI 53704 • www.wmmic.com
Telephone: 608.246.3336 | Toll Free: 866.823.4217 | Facsimile: 608.852.8647

Mary Jo Maly
500 Forest Street
Wausau, Wisconsin 54403

July 24, 2023

RE: Claimant: Elizabeth LeMoine
 Claim number: ALMA00001044
 Our Insured: Marathon County
 Date of Loss: 6/14/2023

Dear Mary Jo Maly,

The above referenced claim was filed on 6/20/2023. Following a review of the information and an investigation of the facts, it has been determined that Marathon County has no liability for this claim. Please issue a formal disallowance and provide a copy of this disallowance to WMMIC.

This claim will be closed on the date of receipt of the disallowance.

A copy of this letter has been placed in the claim file for reference. If you should have any further questions, please contact me.

Sincerely,

Brandon Johnson, AIC
Claims Representative
Wisconsin Municipal Mutual Insurance Company
(608) 245-6892
bjohnson@wmmic.com



Kim Trueblood, Marathon County Clerk

Marathon County Courthouse
500 Forest Street
Wausau, WI 54403
715.261.1500 (Telephone)
715.261.1515 (Fax)
Kim.Trueblood@co.marathon.wi.us



MEMORANDUM

TO: Michael Puerner, Corporation Counsel

FROM: Kim Trueblood, County Clerk

DATE: June 20, 2023

RE: Claim – Elizabeth LeMoine

=====

The attached claim was served via email on June 20, 2023.

ksb
c: Risk Management

Elizabeth LeMoine
806 West 5th Street
Marshfield, WI 54449
715-252-9720

To Whom It May Concern:

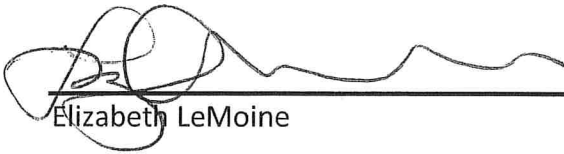
I am filing a claim for reimbursement for a cracked windshield while going through your construction zone. One of your trucks flung a rock into my windshield, resulting in complete replacement of windshield. I am asking for Marathon County to reimburse for the deductible of \$500.

Date of Loss: 6/14/23

Time of Loss: approximately 11:45 AM

Location: Highway C in Spencer between County Road F and Highway 13

Amount of Loss: \$500



Elizabeth LeMoine

RECEIVED

JUN 20 2023

MARATHON COUNTY
CLERKS OFFICE



Job Type: Mobile Scheduled Date: N/A Scheduled Time: N/A

Remit Payment To:
 Glass America
 32347 Collection Center Drive
 Chicago, IL 60693

Job Location:
 806 W 5th St, Marshfield, WI 54449,
 USA

Customer Information		Vehicle Information	
Customer Name	Elizabeth LeMoine	Year	2019
Policyholder	Elizabeth LeMoine	Make	Lincoln
Address	806 W 5th St Marshfield, WI 54449	Model	Nautilus
Telephone	715-252-9720	Style	4 Door Utility
		VIN	2LMPJ8K92KBL33548

Bill To	AMERICAN FAMILY / SAFELITE	Policy Number	41020-87078-75
Date of Loss	2023-06-14	Authorization #	742595

Service/Item	Total
Windshield (Acoustic Interlayer, Rain Sensor, LDWS, Electrochrom	-
Remove And Install	-
ADAS Recalibration (Dynamic)	-
Adhesive (Fast-Cure Urethane/Dam/Primer, Fast-Cure Urethane/Dam/	-
Pad (Rain Sensor Adhesive)	-
Insurance Deductible (Policy #41020-87078-75)	\$500.00
Policyholder Responsibility	\$0.00

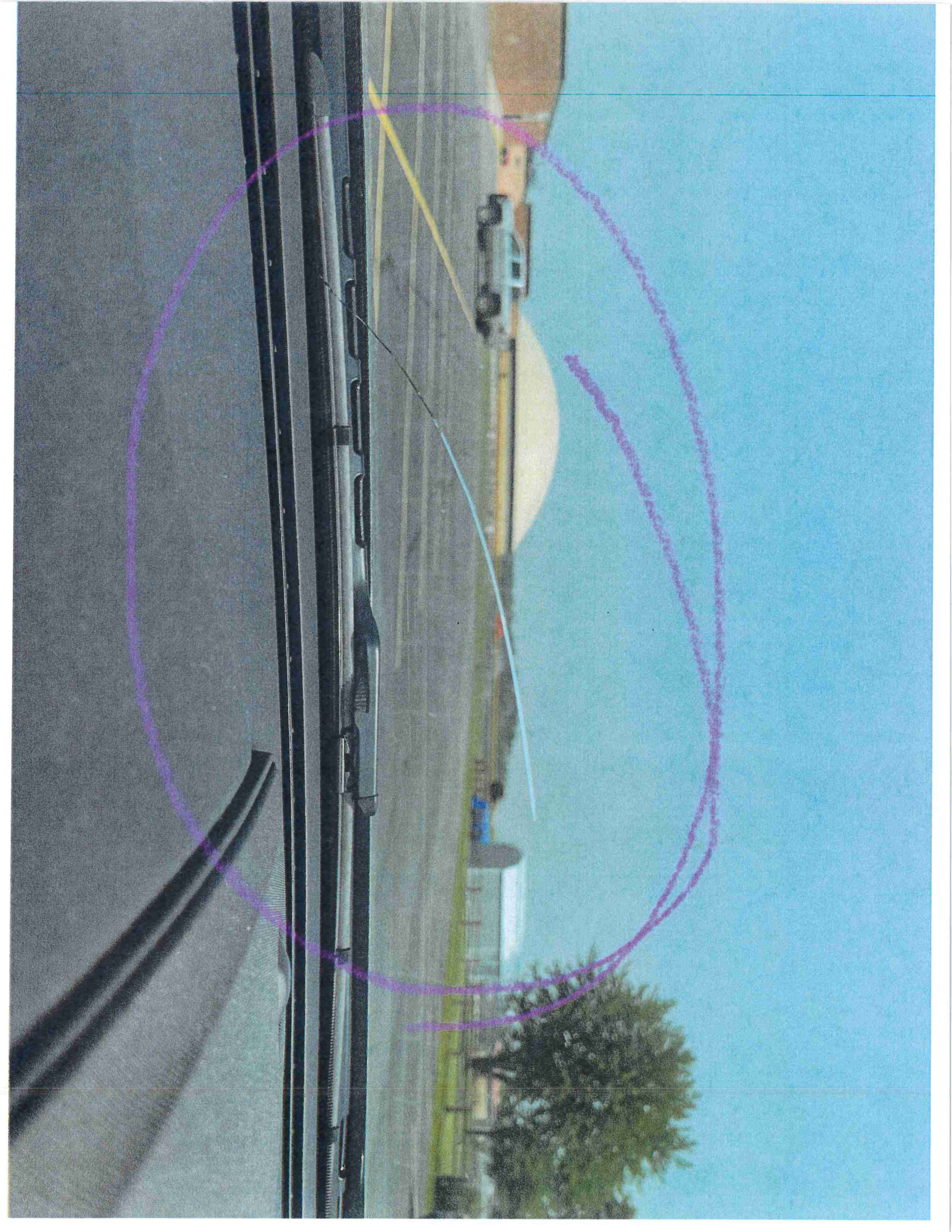
Remainder of invoice, if any, to be billed to: AMERICAN FAMILY / SAFELITE

Payments

Date	Method	Reference	Amount
2023-06-15	credit_authnet	44153851897	\$500.00
		Total Payments	\$500.00

LIMITED WARRANTY: Your glass replacement is warranted against air/water leaks, defective materials and/or workmanship for as long as you own your vehicle, regardless of mileage. If rust is present, we will not be able to warranty our work. Tempered replacements: All tempered replacements are warranted for 90 Days ONLY. Windshield Repairs: If you are not completely satisfied with the chip repair or the repair fails to stop the break, we will credit the cost of the repair towards a windshield replacement by us. *In no event shall we be liable for incidental or consequential damages. *This guarantee is not transferable. *Adhesive cure time caution: The adhesive used during our glass installation is designed to meet federal safety standards for retention in the event of a collision or rollover after a cure period following installation. If there are any questions regarding the terms of the warranty, or to place a warranty claim, please contact 833-Car-Glas or your local Glass America location. Failure to do so may VOID the terms of the warranty.

WE APPRECIATE YOUR FEEDBACK. PLEASE SHARE YOUR EXPERIENCE AT: <http://www.glassusa.com/RateUs>





Mary Jo Maly
500 Forest Street
Wausau, Wisconsin 54403

August 9, 2023

RE: Claimant: Monica Mynsberge
 Claim number: ALMA00001047
 Our Insured: Marathon County
 Date of Loss: 3/10/2023

Dear Mary Jo Maly,

The above referenced claim was filed on 7/19/2023. Following a review of the information and an investigation of the facts, it has been determined that Marathon County has no liability for this claim. Please issue a formal disallowance and provide a copy of this disallowance to WMMIC.

This claim will be closed on the date of receipt of the disallowance.

A copy of this letter has been placed in the claim file for reference. If you should have any further questions, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Brandon Johnson", with a stylized flourish at the end.

Brandon Johnson, AIC
Claims Representative
Wisconsin Municipal Mutual Insurance Company
(608) 245-6892
bjohnson@wmmic.com

RECEIVED

JUL 19 2023

MARATHON COUNTY
CLERKS OFFICE

To whom it may concern:

On the morning of 3/10/2023 at about 7:30AM, after a heavy snowfall, I was on my way to work, traveling north on County Road O between County Road B and Country Road N at about 40 miles an hour. An orange, Marathon County snowplow was traveling south, this plow appeared to be traveling at faster speeds than usual and was noticed to have their plow facing straight on rather than angled toward the ditch. As the plow flew past me it sent a large, heavy wave of snow at my vehicle, stopping my car from forward motion and pushing my car backward and toward the right-hand ditch. The snowplow did not stop or slow down. I got out of my vehicle to look at the damage and was able to fix it enough to get into work safely. Once I arrived at work, I contacted Marathon County Sheriff's Office to report the accident and was informed "it is not a reportable accident as I was hit by the snow and not the actual plow". In the parking lot of my employer, I took pictures of the damage, filed a claim with my insurance and fixed it up enough to get it back to the garage until able to get it to a repair shop for an estimate.

The estimate came back for over \$5,000, needing to replace the majority of the front of the vehicle. A copy of the estimate is attached. After the accident I attempted to contact the County Highway department on March 10th and left a message. I called again on March 12th and left another message. The highway department called me back thereafter and told me to contact the clerk of courts, which I did. The clerk advised me to send this letter. Accordingly, you had actual notice of the claim both via the report to the sheriff's department and my calls to the Highway Department all within the 120 days of the statute.

The damage would not have been for the negligence and recklessness of the snowplow driver. This notice is being given pursuant to Wis. Stat. § 893.80(1)(b).

My address is:

212210 County Road O
Mosinee, WI 54455

The itemized statement of costs is as follows:

Repairs:	\$5,000.00
Loss of Use:	\$6, 500
Mileage to Shop (at federal rate):	\$11.79
<u>Missed Work:</u>	<u>\$143</u>
Total:	\$11,654.79

For any questions or concerns, please contact my lawyer, Heath Mynsberge at Dempsey Law Office, 920.235.7300. Please also provide him with notice regarding the allowance or disallowance. It can be mailed to:

Heath G. Mynsberge
Dempsey Law Firm, LLP

500 N. 3rd Street
Wausau, WI 54403

Thank you,

A handwritten signature in black ink, appearing to read "Monica Mynsberge". The signature is written in a cursive style with a large, sweeping initial "M".

Monica Mynsberge

YACH'S BODY & CUSTOM INC
 2011 Wausau Region Chamber Small Business of
 the Year
 152746 Menton Lane, WAUSAU, WI 54401
 Phone: (715) 359-0482

Workfile ID: 1647f973
 PartsShare: 7g2RRX
 Federal ID: 39-1313046

Preliminary Estimate

Customer: Mynsberge, Monica

Written By: Matthew Sherer

Insured: Mynsberge, Monica	Policy #: 01-005-868360	Claim #: 01-005-868360
Type of Loss:	Date of Loss:	Days to Repair: 0
Point of Impact: 11 Left Front		

Owner: Mynsberge, Monica 212210 CTY RD O MOSINEE, WI 54455 (715) 204-6562 Cell	Inspection Location: YACH'S BODY & CUSTOM INC 152746 Menton Lane WAUSAU, WI 54401 Repair Facility (715) 359-0482 Business	Insurance Company: AMERICAN FAMILY INSURANCE
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VEHICLE

2014 TOYO Corolla LE w/Continuously Variable Transmission 4D SED 4-1.8L Gasoline Sequential MPI BLUE METALLIC

VIN: 5YFBURHE1EP174318	Interior Color:	Mileage In: 167,990	Vehicle Out:
License: 995XAN	Exterior Color: BLUE METALLIC	Mileage Out:	
State: WI	Production Date: 7/2014	Condition:	Job #:

TRANSMISSION

Automatic Transmission

POWER

Power Steering
 Power Brakes
 Power Windows
 Power Locks
 Power Mirrors
 Heated Mirrors

DECOR

Dual Mirrors
 Tinted Glass
 Console/Storage

CONVENIENCE

Air Conditioning

Intermittent Wipers

Tilt Wheel

Cruise Control

Rear Defogger

Keyless Entry

Steering Wheel Touch Controls

Telescopic Wheel

Climate Control

Backup Camera

RADIO

AM Radio

FM Radio

Stereo

Search/Seek

CD Player

Auxiliary Audio Connection

Equalizer

SAFETY

Drivers Side Air Bag

Passenger Air Bag

Anti-Lock Brakes (4)

Front Side Impact Air Bags

Head/Curtain Air Bags

Hands Free Device

SEATS

Cloth Seats

Bucket Seats

WHEELS

Wheel Covers

PAINT

Clear Coat Paint

Metallic Paint

OTHER

Traction Control

Stability Control

Xenon or L.E.D. Headlamps

California Emissions

Power Trunk/Liftgate

Preliminary Estimate

Customer: Mynsberge, Monica

2014 TOYO Corolla LE w/Continuously Variable Transmisslon 4D SED 4-1.8L Gasoline Sequential MPI BLUE METALLIC

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		FRONT BUMPER				2.1	
2		O/H front bumper				Incl.	2.6
3	Repl	Bumper cover	5211903904	1	254.71		1.0
4		Add for Clear Coat				Incl.	
5	Repl	RT Hole cover w/o fog lamps	8148102330	1	61.98		
6	Repl	LT Hole cover w/o fog lamps	8148202320	1	61.98		
7	Repl	LT Side retainer	5211602240	1	44.82	0.1	
8		GRILLE					
9	Repl	Lower grille LE, LE Eco	5311202640	1	125.16	Incl.	1.8
10		Add for Clear Coat					0.7
11	R&I	Grille assy LE, LE Eco models				Incl.	
12	Repl	License bracket	5211402080	1	60.25	0.2	
13		FRONT LAMPS					
14	Repl	LT Headlamp assy	8115002E60	1	523.58	0.3	
15		Aim headlamps				0.5	
16		RADIATOR SUPPORT					
17	Repl	Cover assy	5260102090	1	92.37	0.4	
18	* R&I	Upper tie bar				Incl.	
19		COOLING					
20	Repl	Radiator assy w/o valvematic eng. auto trans	164100T031	1	358.94 m	1.8	
21	R&I	R&I cooling shroud as an assy				m	0.2
22	R&I	Upper panel				Incl.	
23	Repl	RT Cooling shroud isolator	165350T020	1	17.90		
24	Repl	LT Cooling shroud isolator	165350T020	1	17.90		
25		AIR CONDITIONER & HEATER					
26	Repl	Condenser OEM	8845002330	1	370.08 m	1.0	
27		AC Service evacuate & recharge				m	1.4
28		AC Service refrigerant recovery				m	0.4
29		HOOD					
30	* Rpr	Hood (HSS)				4.0	2.6
31		Overlap Major Non-Adj. Panel					-0.2
32		Add for Clear Coat					0.5
33	R&I	Front seal				0.2	
34	R&I	R&I hood assy				0.6	
35		FENDER					
36	Repl	LT Fender liner	5387602480	1	103.15	0.4	
37	Repl	RT Fender liner	5387502460	1	102.55	0.4	
38		MISCELLANEOUS OPERATIONS					
39	#	Repl AdasThink Report		1	5.00	0.3	
40	#	Repl AirPro Prescan		1	128.95 T	0.5 M	
41	#	Repl AirPro Postscan		1	53.75 T	1.0 M	
42	#	Repl Cavity wax		1	10.00 T	0.2	

Preliminary Estimate

Customer: Mynsberge, Monica

2014 TOYO Corolla LE w/Continuously Variable Transmission 4D SED 4-1.8L Gasoline Sequential MPI BLUE METALLIC

43	#		Color tint / color match	1	T		1.0
44	#	Rpr	Feather edge prime and block			1.0	
45	#	Repl	Flex additive	1			0.2
46	#	Subl	Hazardous waste removal	1	8.00 T		
47	#		OEM Procedure Research & Documentation	1	T	1.0	
48	#	Repl	Refrigerant R-134a (PER POUND)	1	39.95 T		
Note: PRICE PER INVOICE							
SUBTOTALS						2,441.02	18.0
							10.2

NOTES

Estimate Notes:

ADDITIONAL DAMAGE MAY BE FOUND. ESTIMATE AND PARTS SUBJECT TO CHANGE. PARTS DELAYS MAY OCCUR.

IF AN INSURANCE CLAIM IS FILED, WE CANNOT GUARANTEE THAT YOUR POLICY WILL COVER ALL COSTS OF THE REPAIRS. AN OUT-OF-POCKET AMOUNT MAY BE APPLICABLE. PLEASE CONFIRM COVERAGE WITH YOUR INS PROVIDER.

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			2,200.37
Body Labor	16.5 hrs @	\$ 76.00 /hr	1,254.00
Paint Labor	10.2 hrs @	\$ 76.00 /hr	775.20
Mechanical Labor	1.5 hrs @	\$ 115.00 /hr	172.50
Paint Supplies	10.2 hrs @	\$ 52.00 /hr	530.40
Miscellaneous			240.65
Subtotal			5,173.12
Sales Tax	\$ 5,173.12 @	5.5000 %	284.52
Grand Total			5,457.64
Deductible			0.00
CUSTOMER PAY			0.00
INSURANCE PAY			5,457.64

Estimate subject to change based on hidden damage or part price changes.

MOTOR VEHICLE REPAIR PRACTICES ARE REGULATED BY CHAPTER ATCP 132, WIS. ADM. CODE, ADMINISTERED BY THE BUREAU OF CONSUMER PROTECTION, WISCONSIN DEPT. OF AGRICULTURE, TRADE AND CONSUMER PROTECTION, P.O. BOX 8911, MADISON, WISCONSIN 53708-8911.