

## PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

**DATE: Monday, November 2, 2020**

**TIME: 9:30 a.m.**

**LOCATION: Room 114, Wood County Courthouse**

1. Call meeting to order.
2. Public Comments
3. Approve minutes from previous meetings
4. Discuss Broadband Grant Application Resolution
5. **Information Technology**
  - a. Vouchers
  - b. Monthly Comments
6. **Maintenance Dept.**
  - a. Vouchers
  - b. Monthly Comments
7. **R&S Committee Report**
  - a. Review/Approve Grant applications
8. Discuss and consider funding sources for Renewable/Sustainable and other projects
9. Jail Study Discussion
10. Review County properties that can be sold
11. Future agenda items
12. Set date and time of next meeting.
13. Adjourn.

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### **Join by phone**

+1-408-418-9388 United States Toll

Meeting number (access code): 146 473 7633

### **Join by WebEx App or Web**

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m1d32a7227753b32f98920c8a5ef27d94>

Meeting number (access code): 146 473 7633

Meeting password: PIT1102

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE  
MEETING MINUTES**

**DATE:** Monday, October 5, 2020  
**TIME:** 9:30 a.m.  
**PLACE:** Wood County Courthouse – Room 114

**PRESENT:** Al Breu (via WebEx), Dennis Polach, Laura Valenstein, Bill Winch, Brad Hamilton

**OTHERS PRESENT** (for part or all of the meeting): Nicole Gessert, Reuben Van Tassel, Lance Pliml (via WebEx), Amy Kaup (via WebEx), Jason DeMarco, Randy Dorshorst (via WebEx), Bill Clendenning, Jason Grueneberg, Ted Ashbeck, John Cain -Venture Architects (via WebEx). **See attached list.**

1. The meeting was called to order at 9:30 a.m. by Chair Breu.
2. Public Comments: County Board Chair, Pliml shared he has been in meetings and discussions regarding broadband incentives.
3. Approve minutes from the previous meeting.

**Motion (Hamilton/Valenstein) to approve the minutes from the previous meeting. Motion carried unanimously.**

4. Reuben Van Tassel shared background information regarding the 12<sup>th</sup> street property owned by the County. Mike Spranger - First Weber Realtors, indicated the initial listing price in 2019 was \$595,000. Due to market indications and feedback from Mr. Spranger the price was reduced in February of 2020 to \$499,000.00. Mr. Spranger is now recommending to either drop the price to \$399,000.00 or to explore the option of renovations to divide the space for tenant leasing. Discussion ensued.

**Motion (Hamilton/Polach) to drop the asking price for the 12<sup>th</sup> street property to \$399,000. Motion carried unanimously.**

5. (a) Supervisors Winch, and Polach asked for clarification on items within the Information Technology vouchers. Amy Kaup answered general questions pertaining to her department's vouchers.

**Motion (Hamilton/Valenstein) to approve the vouchers for the Information Technology Department. Motion carried unanimously.**

(b) Information Technology Director, Kaup shared several projects that her department has been working on as indicated in her Monthly Letter of Comments. Discussion ensued.

6. (a) Supervisors Winch, and Polach asked for clarification on items within the Maintenance vouchers. Van Tassel answered general questions pertaining to his department's vouchers.

**Motion (Valenstein/Hamilton) to approve the vouchers for the Maintenance Department. Motion carried unanimously.**

(b) Van Tassel shared information regarding the use of the 12<sup>th</sup> street property as an additional space due to Covid as indicated in his Monthly Letter of Comments.

(c) Van Tassel shared a request from Child Support to acquire room 112 at the Courthouse instead of meeting room 115. The square footage is the same so the rent will remain the same, and meeting room 115 will be available as an additional meeting space for various County meetings.

**Motion (Hamilton/Valenstein) to approve the office move for Child Support. Motion carried unanimously.**

7. There was no update for Renewable and Sustainable Committee as they have not met.
8. Sheriff Becker spoke on behalf of the recent jail study. He shared information regarding costs associated with housing inmates in the current jail, and cost with having to transport inmates to other County jails. Lengthy discussion ensued. The Committee decided it would be beneficial to have John Cain from Venture Architects, come to the next meeting to share more information from the jail study.
9. Chair Breu shared that he had spoken with Jason Grueneberg from Planning and Zoning and Jason is not prepared with an updated list of County properties yet. This will be added to next month's agenda.
  - (a) Valenstein shared she has been contacted by property owners adjacent to the Jackson street property (formerly Ebsen Greenhouse) wondering what the County plans to do with the property. There are currently no specific plans for the property.
  - (b) Grueneberg shared information he received from the City regarding reconstruction of West Jackson Street. Lengthy discussion ensued. The Committee decided they would like Grueneberg to share with the City concerns regarding the design not being conducive to accommodate industrial transportation. Also concerns with how a single-lane roundabout at the intersection of West Jackson and 4<sup>th</sup> Avenue North will affect pedestrian safety as well as functionality due to industrial transportation.
10. Agenda items for the next meeting:
  - John Cain -Venture Architects, regarding the jail study
  - Review a list of County properties
  - Discuss the 17<sup>th</sup> Avenue property
11. The next Committee meeting will be Monday, November 2, 2020 at 9:30 a.m.
12. Chair Breu declared the meeting adjourned at 11:25 a.m.

Minutes recorded and prepared by Nicole Gessert. Minutes in draft form until approved at the next PIT meeting.

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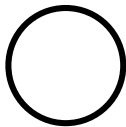
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**Property & Information Technology Committee Meeting**  
**October 5, 2020**

[illegible]



RESOLUTION#

Introduced by  
Page 1 of 2

ITEM# 4-  
DATE November 10, 2020  
Effective Date November 10, 2020

Conservation, Education & Economic Development, Property & Information  
Technology, and Operations Committees

**Motion:**  
1<sup>st</sup>  
2<sup>nd</sup>  
No: Yes: Absent:  
Number of votes required:  
☒ Majority ☐ Two-thirds  
Reviewed by: , Corp Counsel  
Reviewed by: , Finance Dir.

Adopted:   
Lost:   
Tabled:   
Absent:

LAD

INTENT & SYNOPSIS: To authorize the Planning and Zoning Director to make application for broadband grants in partnership with Hilbert Communications, LLC and to contract with Hilbert for assisting in the grant application process.

FISCAL NOTE: The County is not making an actual financial commitment by means of this resolution but is expressing an intention to pursue broadband internet expansion in the county if funding from the state in support thereof is received.

|    |                | NO | YES | A |
|----|----------------|----|-----|---|
| 1  | LaFontaine, D  |    |     |   |
| 2  | Rozar, D       |    |     |   |
| 3  | Feirer, M      |    |     |   |
| 4  | Wagner, E      |    |     |   |
| 5  | Fischer, A     |    |     |   |
| 6  | Breu, A        |    |     |   |
| 7  | Ashbeck, R     |    |     |   |
| 8  | Hahn, J        |    |     |   |
| 9  | Winch, W       |    |     |   |
| 10 | Thao, L        |    |     |   |
| 11 | Curry, K       |    |     |   |
| 12 | Valenstein, L  |    |     |   |
| 13 | Hokamp, J      |    |     |   |
| 14 | Polach, D      |    |     |   |
| 15 | Clendenning, B |    |     |   |
| 16 | Pliml, L       |    |     |   |
| 17 | Zurfluh, J     |    |     |   |
| 18 | Hamilton, B    |    |     |   |
| 19 | Leichtnam, B   |    |     |   |

**WHEREAS**, in order to address the substantial areas within Wood County that are unserved or underserved with access to broadband internet, Wood County recognizes a necessity to research and gather information to identify the broadband needs of its citizens and businesses, and to encourage providers to invest and provide those services in Wood County; and

**WHEREAS**, Hilbert Communications, LLC (“Hilbert”), and its subsidiary broadband wireless internet service provider company, Bug Tussel Wireless, LLC (“Bug Tussel”), have expressed a desire to commence a project consisting of the construction and operation of certain wireless communication services to provide the most advanced infrastructure to the unserved and underserved residents of Wood County; and

**WHEREAS**, Wood County desires to pursue Broadband Expansion Grants offered by and through the State of Wisconsin Public Service

Commission; and

**WHEREAS**, Hilbert advises it is willing and able to partner with Wood County to provide the latest advancements in broadband coverage and to seek all available grants to provide and subsidize the cost of necessary broadband infrastructure; and

**WHEREAS**, as a first step Wood County desires to pursue and make application for any and all grant money available for broadband coverage; and

**WHEREAS**, the committees introducing this resolution have considered Hilbert and Bug Tussel’s history of community partnerships and their proposal to expand broadband to unserved and underserved areas of Wood County and hereby recommend partnering with Hilbert to pursue broadband expansion grants.

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** to authorize the Planning and Zoning Director to apply to the State of Wisconsin Public Service Commission for broadband expansion grants in partnership with Hilbert, and

**BE IT FURTHER RESOLVED** that the Planning and Zoning Director is authorized to negotiate with Hilbert to enter into development agreements for assistance in the grant application process similar to those attached, wherein

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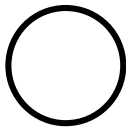
KEN CURRY (Chair)  
BILL LEICHTNAM  
ROBERT ASHBECK  
JAKE HAHN  
DAVE LAFONTAINE

AL BREU (Chair)  
DENNIS POLACH  
BRAD HAMILTON  
LAURA VALENSTEIN  
WILLIAM WINCH

Adopted by the County Board of Wood County, this                      day of                      20                      .

County Clerk

County Board Chairman



RESOLUTION#

Introduced by  
Page 2 of 2

|  |                   |
|--|-------------------|
| ITEM#  | 4-                |
| DATE   | November 10, 2020 |
| Effective Date:  | November 10, 2020 |
| Conservation, Education & Economic Development, Property & Information Technology, and Operations Committees |                   |

there is no commitment to the county spending money without further authorization of the county board via resolution, and

**BE IT FURTHER RESOLVED** that the Planning and Zoning Director is authorized to do all such acts and to execute, acknowledge, and deliver all such documents necessary or desirable to fulfill the intent of this resolution.

{ }

|                   |  |
|-------------------|--|
| ED WAGNER (Chair) |  |
| DONNA ROZAR       |  |
| MIKE FEIRER       |  |
| ADAM FISCHER      |  |
| LANCE PLIML       |  |

Adopted by the County Board of Wood County, this                      day of                      20                      .

|              |                       |
|--------------|-----------------------|
| County Clerk | County Board Chairman |
|--------------|-----------------------|



**FIRST AGREEMENT TO ESTABLISH PUBLIC PRIVATE PARTNERSHIP FOR THE  
PURPOSE OF APPLYING FOR A BROADBAND EXPANSION GRANT UNDER WIS.  
STAT. 196.504**

**THIS PUBLIC PRIVATE PARTNERSHIP AGREEMENT** (“Agreement”) is made this \_\_\_\_ day of \_\_\_\_\_, 2020 (“Effective Date”) by and between Wood County, Wisconsin (the “County”), a political subdivision of the State of Wisconsin, and Hilbert Communications, LLC (“Hilbert”), a Wisconsin limited liability company. The County and Hilbert are collectively referred to as the “Parties.”

**RECITALS**

- A. The County seeks to promote the development of high-speed broadband services to unserved and underserved areas within its boundaries and believes that cooperation with private-sector partners is necessary for the development of a county-wide broadband network that meets the needs of the County, its residents, and its businesses.
- B. To encourage and facilitate the development of high-speed broadband service in unserved and underserved areas within the county, the County and Hilbert, together constituting an “eligible applicant” within the meaning of Wis. Stat. 196.504, seek to enter into a public-private partnership to build an open access fiber optic backbone to facilitate the provision of such service by third-party wireline and wireless internet service providers (the “Project”) should adequate grant funding be available to do so.
- C. The full scope of the Project is yet to be defined but will be set forth in a final partnership agreement between the Parties (“Final Partnership Agreement”) if adequate grant funding is available to pursue the Project.
- D. The Parties intend that Hilbert, with the County as its public partner, apply to the State of Wisconsin Broadband Expansion Grant Program (“Grant Program”) pursuant to Wis. Stat. 196.504 to obtain a grant to be used to pay for part of the cost of constructing the Project.
- E. The County finds the Project to be in the public interest of the residents and businesses of Wood County.

**AGREEMENT**

**THE PARTIES** agree as follows:

1. **Purpose.** By this Agreement, the County and Hilbert hereby agree to form a public-private partnership so that Hilbert can apply to the Grant Program to obtain funds to be applied toward construction of the Project at no cost to the County. The County agrees that, as Hilbert’s public partner, it will cooperate with Hilbert in the preparation of the grant application. Hilbert agrees to submit the application to the Public Service Commission of Wisconsin (“PSC”) no later than December 1, 2020.

2. **Project.** The Project will be developed by Hilbert if the County determines that adequate grant funding has been secured. The estimated cost of the initial phase of the Project is approximately \$ 2,075,308.00 (estimated Project cost). The Parties agree to evaluate a potential second phase of the Project within Wood County for fiber in the future.
3. **Project Funding.** In its grant application, Hilbert shall request a grant for \$518,827.00. If the Grant is awarded and if the Project receives final approval from each Party's respective governing body, Wood County will contribute \$415,062.00 and Hilbert will contribute \$1,141,419.00 to the Project. If the overall Project cost is less than projections, it is anticipated that the respective contributions will be decreased on a pro rata basis.
4. **Authorization.** Each Party represents that it has the authority to execute this Agreement.
5. **Records.** Hilbert shall provide the County with a copy of its application to the Grant Program at the same time the application is submitted to the PSC.
6. **Termination.** This Agreement shall become effective on the Effective Date and shall be terminated if Hilbert's grant application is unsuccessful. If the grant application is successful, this Agreement shall terminate either one hundred twenty (120) days after the grant award or in the event that the Parties enter into a Final Partnership Agreement, whichever comes first.
7. **Entire Agreement.** There are no representations or understandings of any kind not stated in this Agreement.
8. **Governing Law.** This Agreement shall be governed by the laws of the State of Wisconsin without regard to its conflict of laws provision.
9. **Counterparts.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement pursuant to duly adopted Resolution No. \_\_\_\_\_, dated \_\_\_\_\_ effective as of the date of the last party to sign (the "Effective Date") below.

**Wood County**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
 ) ss.

COUNTY OF \_\_\_\_\_ )

On \_\_\_\_\_, before me, \_\_\_\_\_, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of Wisconsin that the forgoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: \_\_\_\_\_

(Seal)

My commission expires: \_\_\_\_\_

**SECOND AGREEMENT TO ESTABLISH PUBLIC PRIVATE PARTNERSHIP FOR THE PURPOSE OF APPLYING  
FOR A BROADBAND EXPANSION GRANT UNDER WIS. STAT. 196.504**

**THIS PUBLIC PRIVATE PARTNERSHIP AGREEMENT** ("Agreement") is made this \_\_\_\_ day of \_\_\_\_\_, 2020 ("Effective Date") by and between Wood County, Wisconsin (the "County"), a political subdivision of the State of Wisconsin, and Hilbert Communications, LLC ("Hilbert"), a Wisconsin limited liability company. The County and Hilbert are collectively referred to as the "Parties."

**RECITALS**

- A. The County seeks to promote the development of high-speed broadband services to unserved and underserved areas within its boundaries and believes that cooperation with private-sector partners is necessary for the development of a county-wide broadband network that meets the needs of the County, its residents, and its businesses.
- B. To encourage and facilitate the development of high-speed broadband service in unserved and underserved areas within the county, the County and Hilbert, together constituting an "eligible applicant" within the meaning of Wis. Stat. 196.504, seek to enter into a public-private partnership to build an open access fiber optic backbone to facilitate the provision of such service by third-party wireline and wireless internet service providers (the "Project") should adequate grant funding be available to do so.
- C. The full scope of the Project is yet to be defined but will be set forth in a final partnership agreement between the Parties ("Final Partnership Agreement") if adequate grant funding is available to pursue the Project.
- D. The Parties intend that Hilbert, with the County as its public partner, apply to the State of Wisconsin Broadband Expansion Grant Program ("Grant Program") pursuant to Wis. Stat. 196.504 to obtain a grant to be used to pay for part of the cost of constructing the Project.
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- 2. **Project.** The Project will be developed by Hilbert if the County determines that adequate grant funding has been secured. The estimated cost of the initial phase of the Project is approximately \$ 2,979,304.00 (estimated Project cost). The Parties agree to evaluate a potential second phase of the Project within Wood County for fiber in the future.

3. **Project Funding.** In its grant application, Hilbert shall request a grant for \$529,968.00. If the Grant is awarded and if the Project receives final approval from each Party's respective governing body, Wood County will contribute \$595,861.00 and Hilbert will contribute \$1,853,475.00 to the Project. If the overall Project cost is less than projections, it is anticipated that the respective contributions will be decreased on a pro rata basis.
4. **Authorization.** Each Party represents that it has the authority to execute this Agreement.
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## Committee Report

County of Wood

Report of claims for: INFORMATION TECHNOLOGY

For the period of: OCTOBER 2020

For the range of vouchers: 27200421 - 27200481

| Voucher  | Vendor Name               | Nature of Claim                | Doc Date   | Amount     | Paid |
|----------|---------------------------|--------------------------------|------------|------------|------|
| 27200421 | AMAZON CAPITAL SERVICES   | USB HUBS                       | 09/23/2020 | \$83.93    | P    |
| 27200422 | AMAZON CAPITAL SERVICES   | HS MFP NETWORK CABLE           | 09/26/2020 | \$8.99     | P    |
| 27200423 | CDW GOVERNMENT INC        | EW COVID WIRELESS PHONE        | 09/16/2020 | \$337.28   | P    |
| 27200424 | CHARTER COMMUNICATIONS    | INTERNET PRO100 ACCT 0209726   | 09/24/2020 | \$130.00   | P    |
| 27200425 | COMPLETE CONTROL          | EW HVAC SECURITY UPGRADE       | 09/10/2020 | \$160.38   | P    |
| 27200426 | FRONTIER COMMUNICATIONS   | PHONE CHARGES                  | 09/19/2020 | \$137.96   | P    |
| 27200427 | INSIGHT PUBLIC SECTOR INC | COVID LOANER REPLACEMENTS      | 09/16/2020 | \$2,152.90 | P    |
| 27200428 | INSIGHT PUBLIC SECTOR INC | COVID LOANER REPLACEMENTS      | 09/17/2020 | \$1,819.02 | P    |
| 27200429 | INSIGHT PUBLIC SECTOR INC | AMY'S LAPTOP                   | 09/20/2020 | \$2,296.68 | P    |
| 27200430 | SOLARUS                   | PHONE CHGS ACCT 00063942-1     | 10/01/2020 | \$1,484.91 | P    |
| 27200431 | SOLARUS                   | PHONE CHGS ACCT 00077856-5     | 10/01/2020 | \$218.66   | P    |
| 27200432 | SOLARUS                   | PHONE CHGS ACCT 00061009-7     | 10/01/2020 | \$69.99    | P    |
| 27200433 | TDS TELECOM               | PHONE CHARGES                  | 09/28/2020 | \$70.44    | P    |
| 27200434 | TDS TELECOM               | PHONE CHARGES                  | 09/28/2020 | \$57.90    | P    |
| 27200435 | TDS TELECOM               | PHONE CHARGES                  | 09/28/2020 | \$44.54    | P    |
| 27200436 | TDS TELECOM               | PHONE CHARGES                  | 09/28/2020 | \$60.45    | P    |
| 27200437 | TDS TELECOM               | PHONE CHARGES                  | 09/28/2020 | \$23.30    | P    |
| 27200438 | US CELLULAR               | CELL PHONE CHGS ACCT 277407322 | 09/16/2020 | \$961.47   | P    |
| 27200439 | US CELLULAR               | CELL PHONE CHGS ACCT 851710598 | 09/16/2020 | \$548.98   | P    |
| 27200440 | AMAZON CAPITAL SERVICES   | HS WEBCAMS, PRINTER/PC ACCESS  | 09/12/2020 | \$753.43   | P    |
| 27200441 | AMAZON CAPITAL SERVICES   | CREDIT MEMO HS CAMS PO 56901   | 10/02/2020 | (\$472.20) | P    |
| 27200442 | AMAZON CAPITAL SERVICES   | HS CAMS, EARBUDS, USB HUBS     | 10/05/2020 | \$646.64   | P    |
| 27200443 | CHARTER COMMUNICATIONS    | WR FIBER ACCT 0294876          | 09/28/2020 | \$1,482.14 | P    |
| 27200444 | ECON ELECTRIC             | RB DATA DROPS FOR HUMAN SVCS   | 09/25/2020 | \$1,788.00 | P    |
| 27200445 | FULL COMPASS SYSTEMS LTD  | PORTABLE PA SOUND SYSTEM       | 10/01/2020 | \$349.39   | P    |
| 27200446 | INSIGHT PUBLIC SECTOR INC | 2020 5TH PC ORDER              | 09/23/2020 | \$6,873.92 | P    |
| 27200447 | INSIGHT PUBLIC SECTOR INC | AMY'S LAPTOP                   | 09/24/2020 | \$139.84   | P    |
| 27200448 | RHYME (Portage)           | HS PRINTER CABINETS            | 09/29/2020 | \$525.00   | P    |
| 27200449 | US BANK                   | CREDIT CARD CHARGES            | 09/25/2020 | \$59.98    | P    |
| 27200450 | US BANK                   | CREDIT CARD CHARGES            | 09/25/2020 | \$194.95   | P    |
| 27200451 | US CELLULAR               | CELL PHONE CHGS ACCT 203538532 | 09/20/2020 | \$1,973.09 | P    |
| 27200452 | US CELLULAR               | CELL PHONE CHGS ACCT 203391922 | 09/20/2020 | \$12.54    | P    |
| 27200453 | VERIZON                   | CELL CHGS ACCT 242258062-00001 | 10/01/2020 | \$4,176.63 | P    |
| 27200454 | ZOHO CORPORATION          | SECURE GATEWAY FOR DC          | 10/05/2020 | \$317.00   | P    |

INFORMATION TECHNOLOGY - OCTOBER  
2020

27200421 - 27200481

| Voucher  | Vendor Name                      | Nature of Claim             | Doc Date   | Amount      | Paid |
|----------|----------------------------------|-----------------------------|------------|-------------|------|
| 27200455 | AMAZON CAPITAL SERVICES          | FLASH DRIVES                | 10/11/2020 | \$35.81     | P    |
| 27200456 | CENTURYLINK                      | LONG DISTANCE CHARGES       | 10/01/2020 | \$8.71      | P    |
| 27200457 | CHARTER COMMUNICATIONS           | MFLD FIBER ACCT 0364818     | 10/09/2020 | \$578.65    | P    |
| 27200458 | INSIGHT PUBLIC SECTOR INC        | CJC & JDP COMPUTERS         | 09/30/2020 | \$315.78    | P    |
| 27200459 | INSIGHT PUBLIC SECTOR INC        | CJC & JDP COMPUTERS         | 10/01/2020 | \$1,944.78  | P    |
| 27200460 | INTER-QUEST CORP                 | HARDWARE                    | 10/12/2020 | \$164.95    | P    |
| 27200461 | RHYME BUSINESS PRODUCTS          | PRINTER/COPIER CHARGES      | 10/05/2020 | \$5,780.34  | P    |
| 27200462 | TIME WARNER CABLE                | NETWORK SERVICES            | 10/01/2020 | \$2,263.97  | P    |
| 27200463 | APPLE INC                        | BHS IPADS                   | 09/11/2020 | \$9,889.00  | P    |
| 27200464 | BAYCOM INC                       | EM TOUGHBOOK                | 10/13/2020 | \$2,509.00  | P    |
| 27200465 | CDW GOVERNMENT INC               | ADOBE RENEWALS              | 10/12/2020 | \$1,853.23  | P    |
| 27200466 | INSIGHT PUBLIC SECTOR INC        | CJC & JDP COMPUTERS         | 10/02/2020 | \$560.00    | P    |
| 27200467 | INSIGHT PUBLIC SECTOR INC        | CJC & JDP COMPUTERS         | 10/05/2020 | \$259.86    | P    |
| 27200468 | INTER-QUEST CORP                 | COURTROOM VIDEO CONF PROJ   | 10/19/2020 | \$1,950.11  | P    |
| 27200469 | AMAZON CAPITAL SERVICES          | HS CHARGER                  | 10/20/2020 | \$46.79     |      |
| 27200470 | AMAZON CAPITAL SERVICES          | HEALTH PHONE CHARGERS       | 10/21/2020 | \$14.59     |      |
| 27200471 | AMAZON CAPITAL SERVICES          | B2W - AUDITORIUM VC EXTRAS  | 10/24/2020 | \$2,125.43  |      |
| 27200472 | CDW GOVERNMENT INC               | REG OF DEEDS SCANNER        | 10/19/2020 | \$942.59    |      |
| 27200473 | CDW GOVERNMENT INC               | OFFICE 2019 - IT PURCHASE   | 10/21/2020 | \$26,741.77 |      |
| 27200474 | CDW GOVERNMENT INC               | EM GRANT - OFFICE 2019      | 10/21/2020 | \$8,737.41  |      |
| 27200475 | CDW GOVERNMENT INC               | B2W - OFFICE 2019 LICENSING | 10/21/2020 | \$2,647.70  |      |
| 27200476 | COMPUTER INFORMATION SYSTEMS INC | MFFD CIS CLIENT LICENSE     | 06/03/2020 | \$1,100.00  |      |
| 27200477 | FRONTIER COMMUNICATIONS          | PHONE CHARGES               | 10/19/2020 | \$144.10    |      |
| 27200478 | INSIGHT PUBLIC SECTOR INC        | 2020 5TH PC ORDER           | 10/09/2020 | \$470.09    |      |
| 27200479 | INSIGHT PUBLIC SECTOR INC        | AMX INPUT CARD - BRANCH 2   | 10/13/2020 | \$1,156.45  |      |
| 27200480 | SOLARWINDS                       | CATTOOLS SYSLOG MAINTENANCE | 10/22/2020 | \$328.00    |      |
| 27200481 | ZOHO CORPORATION                 | ME PASSWORD MANAGER PRO     | 10/28/2020 | \$11,659.00 |      |

**Grand Total:****\$113,716.24**Signatures

Committee Chair:

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Committee Member:

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# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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### October 2020

1. Wood County internet and intranet website updates concerning COVID-19 continue to be posted rapidly and continually as we work to keep employees and citizens informed.
2. The IT Security Team continues to expand the Security Awareness Program. To continue to remain in compliance with the KnowBe4 guarantee simulated Phishing tests need to be completed regularly, at minimum once a month.
3. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. The Norwood Health upgrade to CareAssist implementation continues and progress is affected by COVID. Train the trainer employee group for CareAssist, POC and eMAR is complete. Part one of MDS training is complete and Part two is scheduled for early November. MDS training is an additional project conducted to help with staff shortage. CareAssist training Part two was completed and describing training will be scheduled. New Matrix accounts for all Norwood employees have been created, tested and implemented. The Matrix vendor and new Matrix upgrade team is being very accommodating as the COVID regulations and processes have taken staff resources and slowed the project progress.
4. Research is complete for a solution to meet new Centers for Medicare & Medicaid mandates concerning claim appeal data submission. This was a priority for IT and Edgewater staff. A web portal that is supplied by the Livanta Company was developed and will be used by Edgewater Haven until purchase of the Direct Secure Messaging module in Matrix is implemented in 2021. Livanta processes CMS billing appeals submitted by Edgewater Haven for patients.
5. Implementation of the RtVision OneGov permit system for the second group of permit types for the Highway Department is complete. This permit system is available for public applications and payment processing on the Wood County website. Additional permit types will continue to be made available.
6. The TimeStar, electronic time card and time tracking, system configuration changes is ongoing. IT works to adjust settings as change requests occur. Planning for upgrade of the database server has started. PBJ reports are submitted to CMS (Centers for Medicare & Medicaid) using TimeStar data for both the Edgewater and Norwood Facilities. TimeStar PBJ modifications for Norwood is being manually adjusted by



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

IT before submission to CMS. Issues are due to Norwood's CMS facility ID integration for Norwood PBJ data submissions.

7. Implementation of the Monarch software for the Treasurer's Office was nearly complete and has now encountered more issues. IT is working with the GCS vendor to get this implementation completed. Implementation delays have been due to novice vendor staff that is not familiar with the required configurations. Monarch software interfaces with the Register of Deeds Fidlar software and the Treasurer's GCS property tax software. Monarch allows for automated synchronization and work flow processing of deed transfers necessary for maintaining property tax parcel data.
8. Support and upgrades for multiple departmental use of Quicken software is ongoing. Implementation and data conversion for one department with 4 database files is complete. Software upgrade and implementation for 1 remaining department will be scheduled as soon as the Human Services department is able to schedule.
9. IT works to upgrade the GCS property tax software and servers in order to meet new GCS server specs and requirements. Software and service upgrade for the GCS property tax system is complete for October. Three additional software upgrades will be scheduled in early November.
10. Work on the Planning and Zoning Sanitary Permit system continues. Development of the sanitary service module continues. This module will allow service providers to enter pumping, maintenance and inspection data directly into the County permit system.
11. Continued development work on the Parks and Forestry online reservations software. Planned improvements include greater self service capability for customers, and online sale of permits and passes.
12. Completed work on COVID-19 related public website functions for the Health Department, including a mask mandate complaint submission system and the gating metrics page which can be updated through a web app by Health Department staff.
13. Obtained project estimates for a historical tax roll scanning and document management project. The project would include scanning, indexing, and digitally storing thousands of handwritten tax roll books that are currently stored in the Treasurer's vault. Hard copy tax rolls date back to 1942.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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14. Provided technical assistance to the GIS Coordinator in upgrading, maintaining, and fixing various web-based GIS mapping and data services.
  15. Worked with the Wood County Breastfeeding Coalition to determine a plan to move its website from County servers and migrate the system to a third party hosting provider. The goal is to have the website off County servers by the end of the year.
  16. Assisted in scheduling and monitoring several committee meetings.
  17. Worked with several departments to purchase IT related equipment and provide information to be submitted for various grants. Staff is working to get the additional equipment setup as time allows.
  18. We continue with implementation of Two-Factor authentication, with the use of a product called Duo, for all Wood County PCs. This will require a user to not only provide a password to log onto a computer, but to also provide a second factor, such as a hardware token, to access Wood County Resources. We have also started to secure some of our websites with this technology to ensure a compromised password doesn't create a security breach. Continue to configure and Install Duo Two-Factor Authentication client to end user workstations as they acquire YubiKeys. Created documentation for other technicians to assist users with the new process. Installed Duo for the Sheriff's Department and for the municipalities of Port Edwards and Pittsville. Continue formulating a plan on the implementation for North Annex and Edgewater.
  19. Continue to attend SmartCare implementation and Business Process Analysis meetings.
  20. Preparation continues for legacy data migration from TCM to SmartCare. Currently working on writing a utility to pull client documents from IMS, convert them to PDFs, and allow them to be uploaded into SmartCare. Work also started on reviewing how to convert the client notes from TCM to PDFs.
  21. Continued work on the state mandated Law Enforcement records conversion project. Finished the majority of CIS Law Enforcement System training for the NIBRS reporting that began September 1<sup>st</sup> for the Sheriff's department and outside Law Enforcement agencies within the County. This is state and federally mandated to have our CIS system converted to report incidents based off of NIBRS by the start of 2021. IT has built a standalone testing and training system for the Sheriff's department and all of the County



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

agencies to provide additional and ongoing training to staff on any new features or requirements for NIBRS.

22. Providing continual support of Webex Meetings Webex Room Kit. – Due to COVID-19 additional measures were taken by the IT staff to support many remote worker daily operations. This included the increased use of video conferencing software and hardware. The County has been using Cisco Webex Meetings, Teams, and Roomkits for video conferencing as well as Cisco Jabber for phone access.
23. Completed development of the new Electronic Benefit Enrollment within Employee Self Service, ESS. This system allows employees to review and make changes to benefits during the current open enrollment period. Any elections or modifications to existing benefits will be completed online and will simplify both new enrollment and annual open enrollment. Electronic Benefit Enrollment eliminates the need for paper form submissions.
24. SharePoint migration continues and new Human Services (HS) network drive discussions are ongoing between HS and IT. HS and IT staff continue working out details for executing a migration plan.
25. Continue to work with departments to clean up file servers. This includes creating unique network drive letters to simplify file sharing and provide more clarity when referencing network shares.
26. For the month of September, 606 helpdesk requests were created, with staff completing 594 tickets and leaving 173 open requests. These numbers represent service requests from departments throughout the County.
27. Began the replacement of Dispatch machines with new models of computers and monitors. Current hardware will be relocated to the backup dispatch center.
28. Replaced the Human Services Video Conference unit that is currently being used in the River Block Auditorium for Committee Meetings and other virtual meetings due to social distancing. The unit placed is temporary as Human Services works to purchase hardware to properly equip the Auditorium for large meetings and video conferences.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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29. Additional data storage space has been purchased for our on-premise storage solution. The new disks will nearly double our current storage, which has been taxed by the new standards that many software vendors are putting on their packages. The space will be very beneficial as we upgrade and migrate our Citrix environment, GIS servers, Property Tax software, and others.
  30. Planning and preparation for the Digital Audio Recording upgrade continues. Previously CCAP performed a site walk-through of all courtrooms and provided requirements documentation specific to each courtroom. This system is scheduled for installation in early November.
  31. Replaced a failing input card on the appliance that controls the audio video needs for the three Branch courtrooms. The card that had failed specifically controlled the Branch II courtroom.
  32. Trained other IT staff on the new Citrix environment. This will allow Programmer/Analysts to upgrade the deployment infrastructure for many of the apps that are used countywide.
  33. Worked with a vendor, InterQuest, to finish the install of the new video conference system in Branch I courtroom. The new equipment has enhanced features and improves functional stability. Branch II and III installations are scheduled for early November.
  34. Began implementation of a new Mobile Device Management solution. The new solution ties in with our cell provider to automatically enroll devices. Mobile Device Management allows us to control software installation on devices, protect phone data via data silo, provide remote device unlock or data wipe should the device be lost or the employee terminated. The MDM solution can even geo-locate a device if needed.
  35. Continue to work on identifying and removing phishing and malicious emails so users do not receive and click them.
  36. Additional steps were taken to secure the identity of email sent from Wood County to circumvent malicious attacks. The County email environment has been configured to allow only select servers to send email as Wood County.
  37. Additional network ports were placed on Fourth Floor at Marshfield DC Steinle Plaza to accommodate two new printers.

## Committee Report

County of Wood

Report of claims for: MAINTENANCE

For the period of: OCTOBER 2020

For the range of vouchers: 19200893 - 19200970 50121031 - 50121033

| Voucher  | Vendor Name                            | Nature of Claim                | Doc Date   | Amount      | Paid |
|----------|--|--------------------------------|------------|-------------|------|
| 19200893 | LIBERTY CLEANERS INC                   | CLEANING COURTHOUSE, JAIL      | 08/20/2020 | \$8,072.19  | P    |
| 19200894 | STAPLES ADVANTAGE                      | OFFICE SUPPLIES                | 09/30/2020 | \$10.51     | P    |
| 19200895 | ADVANCE JANITORIAL SERVICE & SUPPLY    | CLEANING RIVER BLOCK           | 09/25/2020 | \$4,965.30  | P    |
| 19200896 | AMAZON CAPITAL SERVICES                | BATTERIES - COVID19            | 09/25/2020 | \$19.99     | P    |
| 19200897 | AMAZON CAPITAL SERVICES                | BATTERIES - COVID19            | 09/28/2020 | \$55.05     | P    |
| 19200898 | ERON & GEE/HERMAN'S PLUMBING & HEATING | CH MEP UPDATES - HVAC REPAIR   | 09/21/2020 | \$393.52    | P    |
| 19200899 | LIBERTY CLEANERS INC                   | CLEANING COURTHOUSE, JAIL      | 09/28/2020 | \$8,072.19  | P    |
| 19200900 | OFFICE ENTERPRISES INC                 | CONF RM FURNITURE - COVID19    | 09/04/2020 | \$36,499.42 | P    |
| 19200901 | RON'S REFRIGERATION & AC INC           | MEP UPDATES - ION UNITS CH/RB  | 09/22/2020 | \$17,480.00 | P    |
| 19200902 | WATER WORKS & LIGHTING COMM            | WATER/SEWER/ELEC 12TH ST       | 09/28/2020 | \$442.73    | P    |
| 19200903 | WATER WORKS & LIGHTING COMM            | WATER/SEWER/ELEC SVC JOINT USE | 09/28/2020 | \$167.96    | P    |
| 19200904 | WATER WORKS & LIGHTING COMM            | ELECTRIC SVC SHERIFF LOCKUP    | 09/28/2020 | \$46.74     | P    |
| 19200905 | WATER WORKS & LIGHTING COMM            | SHERIFF LOCKUP OUTDOOR LIGHTS  | 09/28/2020 | \$10.40     | P    |
| 19200906 | WATER WORKS & LIGHTING COMM            | RIVER BLOCK WATER/SEWER        | 09/28/2020 | \$522.49    | P    |
| 19200907 | WATER WORKS & LIGHTING COMM            | RIVER BLOCK OUTSIDE LIGHTING   | 09/28/2020 | \$92.94     | P    |
| 19200908 | WE ENERGIES                            | GAS SERVICE JAIL               | 09/28/2020 | \$533.32    | P    |
| 19200909 | WE ENERGIES                            | GAS SERVICE COMMUNICATIONS     | 09/28/2020 | \$13.26     | P    |
| 19200910 | WE ENERGIES                            | GAS SERVICE JOINT USE BUILDING | 09/28/2020 | \$36.11     | P    |
| 19200911 | WE ENERGIES                            | GAS SERVICE SHERIFF LOCKUP     | 09/28/2020 | \$9.57      | P    |
| 19200912 | WE ENERGIES                            | GAS SERVICE 12TH ST            | 09/28/2020 | \$47.52     | P    |
| 19200913 | WE ENERGIES                            | GAS SERVICE RIVER BLOCK        | 09/29/2020 | \$656.32    | P    |
| 19200914 | WE ENERGIES                            | GAS SERVICE COURTHOUSE         | 09/28/2020 | \$241.36    | P    |
| 19200915 | WISCONSIN VALLEY BUILDING PRODUCTS     | TOOLS                          | 09/28/2020 | \$13.20     | P    |
| 19200916 | DM STAMPS & SPECIALTIES                | OFFICE SUPPLIES                | 10/06/2020 | \$32.29     | P    |
| 19200917 | NASSCO INC                             | JANITORIAL SUPPLIES            | 10/06/2020 | \$854.40    | P    |
| 19200918 | NASSCO INC                             | JANITORIAL SUPPLIES            | 10/06/2020 | \$16.91     | P    |
| 19200919 | ADVANCE SUPPLY LLC                     | JANITORIAL SUPPLIES            | 09/30/2020 | \$336.08    | P    |
| 19200920 | AMAZON CAPITAL SERVICES                | WATER FOUNTAIN FILTERS         | 10/01/2020 | \$175.98    | P    |
| 19200921 | CONSOLIDATED WATER POWER COMPANY       | RIVER BLOCK ELECTRIC           | 10/02/2020 | \$3,789.43  | P    |
| 19200922 | CRESCENT ELECTRIC SUPPLY CO            | CH MEP UPDATES - SUPPLIES      | 09/22/2020 | \$192.43    | P    |
| 19200923 | CINTAS CORPORATION                     | MAT CLEANING RIVER BLOCK       | 09/29/2020 | \$92.58     | P    |
| 19200924 | CINTAS CORPORATION                     | MAT CLEANING COURTHOUSE        | 09/30/2020 | \$311.89    | P    |
| 19200925 | GRAYBAR                                | CH MEP UPDATES - CABLE         | 09/25/2020 | \$665.88    | P    |
| 19200926 | GROUNDS DETAIL SERVICE LLC             | GROUNDS CARE 12TH ST           | 10/02/2020 | \$202.50    | P    |

## Committee Report - County of Wood

MAINTENANCE - OCTOBER 2020

50121031 - 50121033 19200893 - 19200970

| Voucher  | Vendor Name                          | Nature of Claim                | Doc Date   | Amount      | Paid |
|----------|--------------------------------------|--------------------------------|------------|-------------|------|
| 19200927 | GROUNDS DETAIL SERVICE LLC           | GROUNDS CARE RIVER BLOCK       | 10/02/2020 | \$303.75    | P    |
| 19200928 | WISCONSIN VALLEY BUILDING PRODUCTS   | SUPPLIES                       | 10/07/2020 | \$79.96     | P    |
| 19200929 | NASSCO INC                           | CLEANING SUPPLIES              | 10/13/2020 | \$135.02    | P    |
| 19200930 | ACE HARDWARE                         | SUPPLIES, TREASURER LOCKS      | 10/12/2020 | \$60.29     | P    |
| 19200931 | AMAZON CAPITAL SERVICES              | SHOP SUPPLIES                  | 10/13/2020 | \$46.64     | P    |
| 19200932 | ADVANCED DISPOSAL                    | WASTE DISPOSAL FEES            | 09/30/2020 | \$643.50    | P    |
| 19200933 | FASTENAL COMPANY                     | SHOP SUPPLIES                  | 10/07/2020 | \$23.15     | P    |
| 19200934 | FREEDOM PEST CONTROL LLC             | RIVER BLOCK PEST CONTROL       | 10/12/2020 | \$40.00     | P    |
| 19200935 | FREEDOM PEST CONTROL LLC             | COURTHOUSE PEST CONTROL        | 10/12/2020 | \$40.00     | P    |
| 19200936 | CINTAS CORPORATION                   | MAT CLEANING COURTHOUSE        | 10/14/2020 | \$269.71    | P    |
| 19200937 | HOME DEPOT CREDIT SERV (Maintenance) | CH, RB, CH UPDATES CORP COUNS  | 10/05/2020 | \$777.85    | P    |
| 19200938 | WATER WORKS & LIGHTING COMM          | ELEC SVC COURTHOUSE SECURITY   | 10/13/2020 | \$50.98     | P    |
| 19200939 | WATER WORKS & LIGHTING COMM          | ELECTRIC SERVICE BAKER LOT     | 10/13/2020 | \$35.43     | P    |
| 19200940 | WATER WORKS & LIGHTING COMM          | WATER/SEWER/ELEC COMMUNICATION | 10/13/2020 | \$307.07    | P    |
| 19200941 | WATER WORKS & LIGHTING COMM          | WATER/SEWER SERVICE JAIL       | 10/13/2020 | \$1,711.44  | P    |
| 19200942 | WATER WORKS & LIGHTING COMM          | WATER/SEWER SERVICE COURTHOUSE | 10/13/2020 | \$1,004.06  | P    |
| 19200943 | WATER WORKS & LIGHTING COMM          | SARATOGA ST STORM SEWER        | 10/13/2020 | \$7.88      | P    |
| 19200944 | WATER WORKS & LIGHTING COMM          | COURTHOUSE STORM SEWER         | 10/13/2020 | \$81.30     | P    |
| 19200945 | WATER WORKS & LIGHTING COMM          | RIVER BLOCK STORM SEWER        | 10/13/2020 | \$37.33     | P    |
| 19200946 | WATER WORKS & LIGHTING COMM          | COURTHOUSE ELECTRIC            | 10/13/2020 | \$6,257.90  | P    |
| 19200947 | WATER WORKS & LIGHTING COMM          | COURTHOUSE ELECTRIC            | 10/13/2020 | \$2,805.40  | P    |
| 19200948 | WISCONSIN VALLEY BUILDING PRODUCTS   | SUPPLIES                       | 10/07/2020 | \$118.22    | P    |
| 19200949 | WISCONSIN VALLEY BUILDING PRODUCTS   | CREDIT MEMO                    | 10/09/2020 | (\$81.84)   | P    |
| 19200950 | US POSTAL SERVICE                    | PRINTING SUPPLIES              | 10/19/2020 | \$936.85    | P    |
| 19200951 | STAPLES ADVANTAGE                    | OFFICE SUPPLIES                | 10/19/2020 | \$53.34     | P    |
| 19200952 | KRANZ INC                            | OFFICE SUPPLIES                | 10/19/2020 | \$124.48    | P    |
| 19200953 | QUALITY PLUS PRINTING INC            | OFFICE SUPPLIES                | 10/19/2020 | \$72.50     | P    |
| 19200955 | DIAMOND BUSINESS GRAPHICS            | OFFICE SUPPLIES                | 10/19/2020 | \$24.29     | P    |
| 19200956 | DIAMOND BUSINESS GRAPHICS            | OFFICE SUPPLIES                | 10/19/2020 | \$24.29     | P    |
| 19200957 | DIAMOND BUSINESS GRAPHICS            | OFFICE SUPPLIES                | 10/19/2020 | \$48.04     | P    |
| 19200958 | COMPLETE CONTROL                     | CH UPDATES - DA REMODEL        | 10/16/2020 | \$2,836.20  |      |
| 19200959 | COMPLETE CONTROL                     | CH MEP UPDATES - COVID19       | 10/16/2020 | \$30,528.00 |      |
| 19200960 | FIRST SUPPLY                         | SENSOR FAUCETS - COVID19       | 10/16/2020 | \$12,732.50 |      |
| 19200961 | FIRST SUPPLY                         | SENSOR FAUCETS - COVID19       | 10/16/2020 | \$8,286.70  |      |
| 19200962 | LIBERTY CLEANERS INC                 | CLEANING COURTHOUSE, JAIL      | 10/21/2020 | \$8,072.19  |      |
| 19200963 | NAPA CENTRAL WI AUTO PARTS           | PARTS                          | 10/16/2020 | \$11.83     |      |
| 19200964 | NAPA CENTRAL WI AUTO PARTS           | 2013 FORD MAINT SUPPLIES       | 10/20/2020 | \$108.48    |      |
| 19200965 | PER MAR SECURITY SERVICES            | SERVICE CALL                   | 10/16/2020 | \$1,188.86  |      |
| 19200966 | SHERWIN-WILLIAMS CO THE              | SUPPLIES                       | 10/21/2020 | \$68.96     |      |
| 19200967 | SHRED SAFE LLC                       | CONFIDENTIAL SHREDDING         | 10/20/2020 | \$120.00    |      |
| 19200968 | US BANK                              | PARTS - JAIL                   | 10/18/2020 | \$36.36     |      |
| 19200969 | SCHILLING SUPPLY COMPANY             | OFFICE SUPPLIES                | 10/28/2020 | \$51.84     |      |
| 19200970 | STAPLES ADVANTAGE                    | OFFICE SUPPLIES                | 10/28/2020 | \$153.33    |      |
| 50121031 | AMAZON CAPITAL SERVICES              |                                | 09/30/2020 | \$16.65     | P    |

Committee Report - County of Wood

MAINTENANCE - OCTOBER 2020

50121031 - 50121033 19200893 - 19200970

| Voucher             | Vendor Name               | Nature of Claim | Doc Date   | Amount              | Paid |
|---------------------|---------------------------|-----------------|------------|---------------------|------|
| 50121032            | AMAZON CAPITAL SERVICES   |                 | 09/30/2020 | \$0.00              | P    |
| 50121033            | STEEN MACEK PAPER COMPANY |                 | 10/13/2020 | \$1,982.38          | P    |
| <b>Grand Total:</b> |                           |                 |            | <b>\$167,305.57</b> |      |

Signatures

Committee Chair:

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# Wood County

## WISCONSIN

Reuben Van Tassel  
Facilities Manager

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### Letter of Comments October 2020

#### 1. Ongoing Projects and Planning

- a) COVID Projects – Nearly all mitigation projects are complete, we are just waiting on some touchless controls that are backordered due to extreme demand. Protecting our health and safety will continue to be a priority as we plan future projects.
- b) River Block Windows – Although the increased demand and lower availability of glass and other building materials caused delays, window replacement is now underway at River Block.
- c) Corporation Counsel Remodel/Relocation – Mechanical updates have been completed. Next steps will include painting, lighting/electrical updates, and flooring.
- d) Edgewater Haven – I am assisting with the continuation of improvements at Edgewater Haven. The remaining resident rooms in the 300 South wing are scheduled for remodeling in 2021.
- e) Courthouse ADA Restrooms – The accessible restrooms located in our Courthouse will be getting some minor changes in the coming months to improve function and privacy.

#### 2. Miscellaneous

- a. Attended Operations, PIT, County Board, HHS, Public Safety, R & S, and J & L meetings.
- b. With the recent acquisition of the vacant property along Jackson Street, we have an opportunity to make some changes that will lower our cost of snow removal. The Avon Street parking lot (also along Jackson St) is the most frequently used at the Courthouse; snow that accumulates in this lot has historically been hauled to the Baker Street parking lot in order to save space in the Avon Street lot. This winter, instead of hauling snow out of the Avon Street lot, we plan to push the snow onto the vacant property.
- c. We are working with Clerk of Courts and I.T. on some courtroom technology updates. Related to that, I have made some adjustments to the microphone system used for County Board meetings. With recent FCC changes having affected the wireless frequency used by our microphone system, along with continued guidance to maintain social distancing, we will be using predominantly hard-wired microphones and adding enough to allow recommended spacing between attendees.

## RENEWABLE & SUSTAINABLE COMMITTEE MEETING

DATE: Wednesday, October 21, 2020  
TIME: 9:00 AM  
LOCATION: Wood County Courthouse – Room 114, Wisconsin Rapids, WI

Present: Jake Hahn, Bill Leichtnam, Via WebEx: Al Breu, Dave LaFontaine, Mike Feirer,

### Others

Present: Reuben Van Tassel, Nicole Gessert, Bill Clendenning

1. Call Meeting to Order: Supervisor Hahn called the meeting to order at 9:00 a.m.
2. Public Comments:  
None
3. Review/approve previous meeting minutes:  
Minutes from the June 24th, 2020 R&S Committee meeting.

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| Motion: (Leichtnam/LaFontaine) to approve the prior meeting minutes. Motion carried unanimously. |
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4. Update- Faith Technologies:  
Van Tassel indicated he had emailed Nancy Turyk for an update but she is out of the office. Van Tassel indicated he is still waiting to hear from Faith Technologies or Turyk.
5. Review remaining R&S and Lean Process Grants:  
Hahn indicated there is only enough money to fully fund one grant with the remaining funds to be applied to the second grant.

|   |
|---|
| Motion: (Hahn/Leichtnam) to recommend approval of the Norwood VFD grant for \$16,000.00 and to apply the remaining grant funds to the River Block window project grant for \$16,420.00. Motion carried unanimously. |
|---|

LaFontaine questioned if any departments are including energy efficiency projects as part of their budgets for 2021. Van Tassel indicated he is budgeting for efficiencies and he is aware of Norwood and Edgewater budgeting for efficiencies as well.

Bill Clendenning indicated that he is a member of various outside foundations and organizations that may have funds available to help with various projects related to renewable and sustainable and energy efficiencies. Clendenning will take this information to the Property and Information Committee.

Bill Leichtnam shared a possible opportunity for grant funds from North Central Wisconsin Development Corporation. Discussion ensued. It was determined that the grant deadline would not be attainable.

6. Future agenda items:  
North Central Regional Planning future opportunities
7. Next meeting:  
TBD
8. Adjourn Renewable & Sustainable Committee Meeting:  
Supervisor Hahn declared the meeting adjourned @ 9:27 a.m.

Notes by Nicole Gessert, Maintenance Department



## County of Wood

Courthouse - 400 Market Street  
Wisconsin Rapids, WI 54495-8095

## **2020 Wood County Renewable and Sustainable Grant (RSG)**

Applicant Organization: Wood County Maintenance Department

Contact Person/Title: Reuben Van Tassel, Facilities Manager

Contact Person Telephone: 715-421-8404 Email: rvantassel@co.wood.wi.us

### ***The purpose of the 2020 Renewable and Sustainable Grant (RSG) Fund***

*The purpose is to promote creative and innovative approaches that implement renewable and sustainable practices in Wood County government departments and facilities. Wood County is making \$25,000 available in 2020 for renewable and sustainable projects that can serve as catalysts for future renewable and sustainable projects. Grant requests can be made for any amount of \$25,000 or less. A department may submit more than one project application and multiple RSG projects may be funded.*

***\*Grant applications are due by May 22<sup>nd</sup>, 2020 at 4:30pm, and can be submitted to the Wood County Clerk's Office.***

***Sustainable practices*** meet today's needs without compromising the ability of future generations to meet their own needs.

***Renewable resources*** are commodities or resources that are replaceable or replenishable by biological reproduction or reoccurring processes.

**Request Overview** - Provide a summary overview of your proposed project and explain how it is consistent with the purpose of this grant fund.

| Criteria  | 4<br>(Excellent)  | 3<br>(Above Average)   | 2<br>(Average)  | 1<br>(Unsatisfactory)                           | Score |
|---|---|--|---|---|-------|
| Innovation is apparent. Activities/strategies are creative and unique. Demonstrates how the project is consistent with the grant goals. | Highly creative, unique and/or innovative. May serve as catalyst for future renewable and sustainable projects. | Somewhat creative, unique and/or innovative. May be something done before but contains some originality. | Few components contain creative, unique or innovative approaches. | Lacks creativity or innovation. Common request. |       |

*(If you require additional space, attach separate sheet.)*

To become more sustainable, we need to decrease our consumption. One of this year's projects includes replacing some windows at River Block. The new glass will reduce heat loss during winter months by more than 50% and will reduce solar heat gain during summer months by almost 40% compared to the existing windows. The increased efficiency will lead to less consumption of electricity and natural gas, in turn lowering our utility cost.

**Return on Investment** - Explain how the proposed project will provide a Return on Investment (ROI) to Wood County. ROI should address the measurable financial impact to the County, as well as any non-financial impacts. ROI can be measured over an extended period of time of 1 year, 5 years, and 10 years or longer if necessary. Please be as specific as possible.

| Criteria  | 4<br>(Excellent)   | 3<br>(Above Average)  | 2<br>(Average)  | 1<br>(Unsatisfactory)  | Score |
|---|--|---|---|--|-------|
| Clearly identifies the need of the proposed project and how it will accomplish the goal of the grant while providing a return on investment to Wood County. | Clearly identifies specific data that shows how the project will provide a ROI while aligning with the purpose of the grant. | Specific with some data to support the proposed project and how it will provide a return on investment. | Mentions a general statement of need but provides no supporting data. | Provides no information on the need of the project or how the project will provide a return on investment. |       |

*(If you require additional space, attach separate sheet.)*

It is difficult to calculate a precise ROI for this project. While a conservative estimate of heating/cooling cost savings is nearly \$1,000 annually, the existing windows are also beginning to leak, resulting in additional repair costs that will be avoided with the new windows.

This project was planned and budgeted for 2020, however, with the change in market conditions and material shortages this year, the windows scheduled for replacement this year will cost \$21,812.64 more than what was budgeted. Delaying replacement of the windows will be detrimental to the building; since this project will increase efficiency and reduce consumption/costs, I am requesting grant funding for the project overage in lieu of requesting funds out of County contingency.

**Leveraged or Matching Funds** – Are leveraged funding sources or matching funds being applied to the proposed project? If so please explain the amount of funding and the source.

| Criteria   | 4<br>(Excellent)   | 3<br>(Above Average)  | 2<br>(Average)  | 1<br>(Unsatisfactory)                    | Score |
|--|--|---|---|--|-------|
| Clearly identifies any leveraged or matching fund sources being applied to the proposed project. | Clearly identifies leveraged or matching funds with supporting data. | Specific sources for leveraged or matching funds with some supporting data. | Mentions leveraged or matching funds with no supporting data. | Provides no leveraged or matching funds. |       |

*(If you require additional space, attach separate sheet.)*

\$75,000 was approved in Capital Funding this year for River Block window replacement. Including architect's fees, environmental testing, and contractor cost, the project total is \$96,812.64.

## Project Funding Request Summary

(If you require additional space, attach separate sheet.)

|                                       | <b>Requested Funding</b> | <b>Total Organization Budget</b> | <b>Other Funding – e.g.<br/>grants, volunteers, donations</b> |
|---------------------------------------|--------------------------|----------------------------------|---|
| <b>Wages &amp; Benefits</b>           |                          |                                  |   |
| 101-9901-51592-000-101                |                          |                                  |   |
| <b>Office Supplies &amp; Expenses</b> |                          |                                  |   |
| 101-9901-51592-000-311                |                          |                                  |   |
| <b>Professional Services</b>          |                          |                                  |   |
| 101-9901-51592-000-219                |                          |                                  |   |
| <b>Conferences &amp; Dues</b>         |                          |                                  |   |
| 101-9901-51592-000-172                |                          |                                  |   |
| <b>Misc. or Other</b>                 |                          |                                  | <b>Capital = \$75,000</b>                                     |
| 101-9901-51592-000-348                | <b>\$21,812.64</b>       |                                  |   |
| <b>Total</b>                          | <b>\$21,812.64</b>       |                                  | <b>\$75,000</b>   |

**Project Reporting Requirement** – On approval of the grant funding request, the applicant will submit a 1-page timeline and implementation strategy to the Executive Committee. On completion of the RSG Grant, a 1-page summary will be prepared and presented to the Wood County Executive Committee to be reviewed at their regularly scheduled June meeting.



## County of Wood

Courthouse - 400 Market Street  
Wisconsin Rapids, WI 54495-8095

## 2020 Wood County Renewable and Sustainable Grant (RSG)

Applicant Organization: [Click here to enter text.](#) Wood County Annex and Health Center (Norwood)

Contact Person/Title: [Click here to enter text.](#) Lee Ackerman, Maintenance Supervisor

Contact Person Telephone: [Click here to enter text.](#) Email: [Click here to enter text.](#)  
715-384-2188 ext. 3223 lackerman@co.wood.wi.us

### ***The purpose of the 2020 Renewable and Sustainable Grant (RSG) Fund***

*The purpose is to promote creative and innovative approaches that implement renewable and sustainable practices in Wood County government departments and facilities. Wood County is making \$25,000 available in 2020 for renewable and sustainable projects that can serve as catalysts for future renewable and sustainable projects. Grant requests can be made for any amount of \$25,000 or less. A department may submit more than one project application and multiple RSG projects may be funded.*

***\*Grant applications are due by May 22<sup>nd</sup>, 2020 at 4:30pm, and can be submitted to the Wood County Clerk's Office.***

***Sustainable practices*** meet today's needs without compromising the ability of future generations to meet their own needs.

***Renewable resources*** are commodities or resources that are replaceable or replenishable by biological reproduction or reoccurring processes.

**Request Overview** - Provide a summary overview of your proposed project and explain how it is consistent with the purpose of this grant fund.

| Criteria  | 4<br>(Excellent)  | 3<br>(Above Average)   | 2<br>(Average)  | 1<br>(Unsatisfactory)                           | Score |
|---|---|--|---|---|-------|
| Innovation is apparent. Activities/strategies are creative and unique. Demonstrates how the project is consistent with the grant goals. | Highly creative, unique and/or innovative. May serve as catalyst for future renewable and sustainable projects. | Somewhat creative, unique and/or innovative. May be something done before but contains some originality. | Few components contain creative, unique or innovative approaches. | Lacks creativity or innovation. Common request. |       |

*(If you require additional space, attach separate sheet.)*

This proposed project is designed to save energy, specifically electricity, both immediately and ongoing by adjusting the run times for a specific air handler fan at the Wood County Annex and Healthcare building. This would be accomplished by replacing the outdated pneumatic HVAC controls and heating/cooling water valves on air handler AC-8 with Direct Digital Controls (DDC) and utilizing existing computer software program for more efficient operation. This fan would then be programed to either shut down or scale back output during times of low usage, such as over night.

Part of this task has already been completed in anticipation for the eventual upgrade; the heating/cooling water valves have been replaced and the operating software, Desigo, is currently in use by all Wood County buildings. This project is in the 5-year plan at present, though sooner action will start save costs immediately.

**Return on Investment** - Explain how the proposed project will provide a Return on Investment (ROI) to Wood County. ROI should address the measurable financial impact to the County, as well as any non-financial impacts. ROI can be measured over an extended period of time of 1 year, 5 years, and 10 years or longer if necessary. Please be as specific as possible.

| Criteria  | 4<br>(Excellent)   | 3<br>(Above Average)  | 2<br>(Average)  | 1<br>(Unsatisfactory)  | Score |
|---|--|---|---|--|-------|
| Clearly identifies the need of the proposed project and how it will accomplish the goal of the grant while providing a return on investment to Wood County. | Clearly identifies specific data that shows how the project will provide a ROI while aligning with the purpose of the grant. | Specific with some data to support the proposed project and how it will provide a return on investment. | Mentions a general statement of need but provides no supporting data. | Provides no information on the need of the project or how the project will provide a return on investment. |       |

*(If you require additional space, attach separate sheet.)*

A building energy study was performed for the Wood Co Annex (Norwood) in 2016 which identified areas of energy usage that could be minimized by upgrades to equipment. At that time, the AC-8 fan serving the main lobby was noted as having potential for savings by installing the DDC controls described earlier. The savings in utility costs was projected to be \$2,978 per year. The cost estimate for making these upgrades is \$16,000, which gives us an ROI of 5.4 years.

These improvements will also allow Maintenance staff the ability to remotely monitor and make adjustments to the fan operations, detect malfunctions, control fresh air turnover rates (benefits response to Covid-19 and other pathogens), and perform emergency shutdowns.

**Leveraged or Matching Funds** – Are leveraged funding sources or matching funds being applied to the proposed project? If so please explain the amount of funding and the source.

| Criteria   | 4<br>(Excellent)   | 3<br>(Above Average)  | 2<br>(Average)  | 1<br>(Unsatisfactory)                    | Score |
|--|--|---|---|--|-------|
| Clearly identifies any leveraged or matching fund sources being applied to the proposed project. | Clearly identifies leveraged or matching funds with supporting data. | Specific sources for leveraged or matching funds with some supporting data. | Mentions leveraged or matching funds with no supporting data. | Provides no leveraged or matching funds. |       |

*(If you require additional space, attach separate sheet.)*

The heating/cooling valves were replaced prior to this project in anticipation for the future upgrade. Norwood Maintenance staff will assist with pulling wires and other tasks to keep costs down as much as possible. The control panel and software (Desigo) are already in place and operating many of the other HVAC devices in the building.

## Project Funding Request Summary

(If you require additional space, attach separate sheet.)

|                                       | <b>Requested Funding</b> | <b>Total Organization Budget</b> | <b>Other Funding – e.g.<br/>grants, volunteers, donations</b> |
|---------------------------------------|--------------------------|----------------------------------|---|
| <b>Wages &amp; Benefits</b>           |                          |                                  |   |
| 101-9901-51592-000-101                |                          |                                  |   |
| <b>Office Supplies &amp; Expenses</b> |                          |                                  |   |
| 101-9901-51592-000-311                |                          |                                  |   |
| <b>Professional Services</b>          |                          |                                  |   |
| 101-9901-51592-000-219                |                          |                                  |   |
| <b>Conferences &amp; Dues</b>         |                          |                                  |   |
| 101-9901-51592-000-172                |                          |                                  |   |
| <b>Misc. or Other</b>                 | 16,000                   |                                  |   |
| 101-9901-51592-000-348                |                          |                                  |   |
| <b>Total</b>                          | 16,000                   |                                  |   |

**Project Reporting Requirement** – On approval of the grant funding request, the applicant will submit a 1-page timeline and implementation strategy to the Executive Committee. On completion of the RSG Grant, a 1-page summary will be prepared and presented to the Wood County Executive Committee to be reviewed at their regularly scheduled June meeting.



# Outside Air Reduction

Air handling units serve several functions including space heating, cooling and ventilation. Facility ventilation is generally accomplished by bringing in outside air, mixing it with "return air" at the air handler, and distributing the resulting "mixed air" throughout the facility. Bringing in outside air increases energy consumption during most times of year because the outside air needs to be conditioned. Therefore, it is important to make sure the correct amount of outside air is being supplied to the facility only when needed. Outside air is needed when the facility is occupied, or when large exhaust systems are being operated. The calculations below estimate savings associated with an outside air reduction.

## EXISTING

|                            | AC-1                   | AC-2                    | AC-3                     | AC-4                   | AC-5      | AC-6  | AC-7                                     | AC-8       | AC-9             |
|----------------------------|------------------------|-------------------------|--------------------------|------------------------|-----------|---|--|------------|------------------|
|                            | Therapy and East Wings | Pathways and Admissions | Crossroads and Bridgeway | Administrative Offices | Dining Rm | Nursing Offices (Pathways and Admissions) and Middle Lobby on Level 3 | Clinical Services Area (Medical Records) | Main Lobby | Maintenance Wing |
| CFM of Supply Air Design   | 11,730                 | 8,810                   | 10,675                   | 4,880                  | 4,930     | 5,740   | 5,050                                    | 3,835      | 9,380            |
| CFM of Supply Air Actual   | 10,493                 | 7,171                   | 9,374                    | 3,842                  | 5,189     | 6,658   | 4,399                                    | 2,999      | 4,885            |
| CFM of Outside Air         | 4,640                  | 2,082                   | 1,586                    | 1,008                  | 1,837     | 3,546   | 1,329                                    | 1,625      | 10               |
| AHU Motor Size (hp)        | 20.0                   | 20.0                    | 20.0                     | 10.5                   | 8.5       | 9.0   | 10.5                                     | 6.5        | 10.0             |
| AHU Motor Efficiency       | 87.6%                  | 87.6%                   | 87.6%                    | 85.3%                  | 85.3%     | 85.3%   | 87.5%                                    | 83.8%      | 87.2%            |
| AHU Motor Load Factor      | 65%                    | 65%                     | 65%                      | 65%                    | 65%       | 65%   | 65%                                      | 65%        | 65%              |
| Hrs/Wk OA is Supplied:     | 168.0                  | 168.0                   | 168.0                    | 168.0                  | 168.0     | 168.0   | 168.0                                    | 168.0      | 168.0            |
| Wks/Yr OA is Supplied:     | 52                     | 52                      | 52                       | 52                     | 52        | 52  | 52                                       | 52         | 52               |
| Heating Balance Point (F): | 55                     | 55                      | 55                       | 55                     | 55        | 55  | 55                                       | 55         | 55               |
| Heating Degree Hours:      | 144,795                | 144,795                 | 144,795                  | 144,795                | 144,795   | 144,795   | 144,795                                  | 144,795    | 144,795          |
| Heating System Efficiency: | 80.0%                  | 80.0%                   | 80.0%                    | 80.0%                  | 80.0%     | 80.0%   | 80.0%                                    | 80.0%      | 80.0%            |
| Is the facility cooled?    | Yes                    | Yes                     | Yes                      | Yes                    | Yes       | Yes   | Yes                                      | Yes        | Yes              |
| Cooling Balance Point:     | 60                     | 60                      | 60                       | 60                     | 60        | 60  | 60                                       | 60         | 60               |
| Cooling Degree Hours:      | 28,965                 | 28,965                  | 28,965                   | 28,965                 | 28,965    | 28,965  | 28,965                                   | 28,965     | 28,965           |
| EER of Cooling System:     | 17.5                   | 17.5                    | 17.5                     | 17.5                   | 17.5      | 17.5  | 17.5                                     | 17.5       | 17.5             |
| Conversion Factor          | 100,000                | 100,000                 | 100,000                  | 100,000                | 100,000   | 100,000   | 100,000                                  | 100,000    | 100,000          |
| Avg Gas Use (th/yr)        | 8,710                  | 3,908                   | 2,977                    | 1,892                  | 3,448     | 6,656   | 2,495                                    | 3,050      | 19               |
| Average therm Rate         | \$0.543                | \$0.543                 | \$0.543                  | \$0.543                | \$0.543   | \$0.543   | \$0.543                                  | \$0.543    | \$0.543          |
| kWh/yr                     | 104,652                | 100,276                 | 99,428                   | 53,869                 | 45,355    | 50,761  | 53,107                                   | 35,638     | 48,596           |
| Average kWh Rate           | \$0.073                | \$0.073                 | \$0.073                  | \$0.073                | \$0.073   | \$0.073   | \$0.073                                  | \$0.073    | \$0.073          |
| Annual Energy Cost         | \$12,369               | \$9,442                 | \$8,875                  | \$4,960                | \$5,183   | \$7,320   | \$5,232                                  | \$4,258    | \$3,558          |

## PROPOSED

|                        |          |         |          |         |         |         |         |         |         |
|------------------------|----------|---------|----------|---------|---------|---------|---------|---------|---------|
| CFM of Outside Air     | 3,080    | 2,120   | 2,880    | 730     | 740     | 2,350   | 755     | 575     | 1,430   |
| Hrs/Wk OA is Supplied: | 168.0    | 168.0   | 168.0    | 55.0    | 84.0    | 70.0    | 70.0    | 70.0    | 52.0    |
| Wks/Yr OA is Supplied: | 52       | 52      | 52       | 52      | 52      | 52      | 52      | 52      | 52      |
| Avg Gas Use (th/yr)    | 5,782    | 3,980   | 5,406    | 449     | 695     | 1,838   | 591     | 450     | 831     |
| kWh/yr                 | 101,984  | 100,341 | 101,641  | 17,606  | 21,834  | 20,651  | 21,832  | 14,187  | 16,048  |
| Motor kW only          | 96,714   | 96,714  | 96,714   | 17,071  | 21,106  | 18,623  | 21,180  | 13,691  | 15,036  |
| Annual Energy Cost     | \$10,584 | \$9,486 | \$10,355 | \$1,529 | \$1,971 | \$2,506 | \$1,915 | \$1,280 | \$1,623 |

## SAVINGS

|                       |           |           |           |           |           |           |           |           |           |
|-----------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| th/yr                 | 2,928     | -72       | -2,429    | 1,443     | 2,753     | 4,818     | 1,904     | 2,600     | -812      |
| kWh/yr                | 2,668     | -65       | -2,213    | 36,263    | 23,521    | 30,110    | 31,275    | 21,451    | 32,548    |
| Annual Cost Savings   | \$1,785   | -\$44     | -\$1,480  | \$3,431   | \$3,212   | \$4,814   | \$3,317   | \$2,978   | \$1,935   |
| Project cost Estimate |           |           |           |           |           |           |           |           |           |
| Incentive             |           |           |           |           |           |           |           |           |           |
| Simple Payback        | Immediate | Immediate | Immediate | Immediate | Immediate | Immediate | Immediate | Immediate | Immediate |

## Summary

Yellow cells indicate that information from your facility is required for calculations.

These spreadsheets are meant as a rough estimate of energy use and savings potential. FOE nor its contractors can guarantee the results calculated by this tool. For a reasonableness check, contact a Preferred Ally or your FOE Energy Advisor.