

****AMENDED****
EXECUTIVE COMMITTEE

DATE: Tuesday, October 1, 2019
TIME: 8:00 a.m.
LOCATION: Wood County River Block
Health Dept. EOC
111 W. Jackson St.
Wisconsin Rapids, WI

1. Call meeting to order
2. Public comments
3. CONSENT AGENDA
 - (a) Review/approve minutes from previous committee meetings
 - (b) Review monthly letters of comment from department heads.
 - (c) Approval of departments vouchers – County Board, County Clerk, Maintenance and Purchasing, Risk Management, Information Technology, Wellness, Treasurer, Finance, and Human Resources.
4. Review items, if any, pulled from consent agenda
5. Consider Nepco Lake Solar Project
6. Renewable & Sustainable Committee update
 - (a) Review R&S recommendations
 - (b) Discuss R&S Committee Authority
7. Update on county strategic plan
8. Sol-Smart Update
9. Discuss Saratoga Solar Array
10. **Maintenance**
 - (a) Review Courthouse Department locations
11. **Treasurer**
 - (a) Resolution(s) to sell back property to former owners (6)
 - (b) Resolution to sell tax deed property
 - (c) Resolution to tax deed properties
 - (d) Resolution to cancel stale-dated checks
12. **Finance**
 - (a) 2020 Budget
 - (i) Clerk of Courts
 - (ii) Humane Officer
 - (iii) Library
 - (iv) OPEB
 - (v) NCRPC
 - (vi) General Overview
13. **Human Resources (HR)**
 - (a) Wellness Program Appeal Process & Late Participant Policy
14. Administrative Coordinator's Report
15. Consider any agenda items for next meeting
16. Set next regular committee meeting date – Tuesday, November 5, 2019
17. Adjourn

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, September 3, 2019
TIME: 9:00 a.m.
PLACE: Courthouse Room, 114
Wisconsin Rapids, WI

PRESENT: Doug Machon, Bill Clendenning, Ken Curry, Dennis Polach, Donna Rozar,
Adam Fischer, Bill Winch

OTHERS PRESENT (for part or all of the meeting): See attached list.

The meeting was called to order by Chair Machon.

Public Comment – Rick Potter, representing Clean Green Action, spoke in support of solar panel installation on County-owned properties.

Presentations- without objection from the committee the three external presenters in attendance were pulled to the front of the meeting.

Bob Moore from Institute Capital Management, presented a portfolio review and financial update of the current market.

Human Resources (HR) Director McGrath presented the revised 2020 insurance premiums to the Committee. McGrath explained that due to the discrepancy that was discovered in the way that health insurance premiums were budgeted, there is a 5% decrease overall in health insurance premiums. McGrath explained that employees will not see a 5% decrease in their premiums; employee's decrease or increase in premiums will depend on what plan they are currently enrolled in and what plan they will be electing in 2020. McGrath then introduced Tim Deaton from The Horton Group who presented information to the Committee regarding the health reserve fund and explained recommendations from The Horton Group on health reserve fund levels.

Justin Fischer from Baird Financial, presented a proposed Plan of Finance for the CIP borrowing debt and future financing goals.

Consent Agenda

Pages 2, 3, 5, 17, 21, 22, 24, 25, 28, 44, 50, and 51 were pulled from the consent agenda for discussion.

Motion (Rozar/Fischer) to approve the Consent Agenda, excluding the items requested pulled for discussion. Motion carried unanimously.

Supervisors Clendenning and Winch asked for clarification on several items within the packet. Discussion ensued. Various Department Heads answered general questions pertaining to their departments.

Motion (Clendenning/Fischer) to approve the pulled items from the Consent Agenda. Motion carried unanimously.

Facilities Director Van Tassel reported the Renewable & Sustainable Committee (R&S) had their second meeting. Van Tassel reported on a motion that was made at the R&S meeting regarding energy data analysis. Discussion ensued.

Motion (Clendenning/Rozar) to allow the Renewable & Sustainable Committee to use \$2,000.00 from the Lean Process fund for energy data analysis. Motion carried unanimously.

Van Tassel reported on a motion that was made at the R&S meeting regarding solar initiatives. Discussion ensued.

Motion (Rozar/Fischer) to refer the Nepco solar project to the HIRC for discussion at their September 5, 2019 meeting and then bring back to the next Executive Committee meeting. Motion carried unanimously.

Motion (Rozar/Clendenning) to proceed with a solar charging station at the Courthouse in conjunction with MSTC as soon as possible. Motion carried unanimously.

Break at 11:01 a.m. Reconvened at 11:11 a.m.

Health Director Kunferman announced that the Health Department has obtained reaccreditation for another five years.

Kunferman and Kathy Alft presented the 2020 Health Department budget due to a scheduling conflict with the upcoming budget meetings. Discussion ensued.

Motion (Rozar/Machon) to accept the Health Department budget for 2020 as submitted. Motion failed. Voting no: Clendenning (need to see everyone's budget), Fischer (uncomfortable without knowing the overall big picture), Winch (big picture), Polach (uncomfortable with the presentation at this time).

Kunferman indicated that Kathy Alft will be able to attend the budget meeting on September 25, 2019 and she will re-present the budget at that time.

Supervisor Rozar reported she had a meeting scheduled with Nancy Turyk later in the day regarding the County strategic plan. The next step is to meet with Department Heads to discuss timelines.

Nancy Turyk from UW Extension reported the SolSmart gold designation is near the end. Turyk is waiting on a permitting list from Planning & Zoning. Inspector training is also a requirement that will need to be met yet. Turyk anticipates everything to be completed by the end of September.

Chair Machon referenced the letter in the packet from the realtor regarding the proposed updates to the 12th Street property. Van Tassel distributed a breakdown of estimates for utility charges based on occupancy for the property. Discussion ensued.

Motion (Clendenning) to take the 12th street property off the market to manage the remodeling and leasing by County staff. Motion fails for a lack of a second.

Motion (Clendenning/Rozar) to proceed with the sale of the 12th street property without a leasing option. Motion carried. Voting no: Machon.

Van Tassel distributed a potential layout for the proposed District Attorney's office relocation in 2020. Funding will be in the proposed 2020 budget. Van Tassel is looking for location and layout approval from the Committee before proceeding with asbestos abatement.

Motion (Rozar/Fischer) to approve the location and layout of the proposed District Attorney's office relocation. Motion carried unanimously.

Finance Director Cumming indicated that agenda items 11b & 11c regarding the CIP and 2020 Budget were left on the agenda from last month in case the Committee had any questions on those items. There were no questions in regards to these two items.

Rozar presented a resolution from the Health and Human Services Committee to amend the 2019 budget for the Edgewater Maintenance function for the purpose of purchasing architectural services.

Motion (Clendenning/Rozar) to approve the resolution to amend the 2019 budget for the Edgewater Maintenance function for the purpose of purchasing architectural services. Motion carried unanimously.

Cummings presented a resolution to authorize out-of-state training and travel for the Finance Director.

Motion (Clendenning/Rozar) to approve the resolution to authorize out-of-state training and travel for the Finance Director. Motion carried. Voting no: Winch

Cummings presented a resolution to authorize out-of-state training and travel for the Deputy Finance Director.

Motion (Clendenning/Rozar) to approve the resolution to authorize out-of-state training and travel for the Deputy Finance Director. Motion carried. Voting no: Winch

Wellness Coordinator Adam Fandre gave an update to the Committee on Wellness activities.

McGrath gave a presentation on the current Wellness Program and the proposed/revised Wellness Program for 2020. Discussion ensued at length. The consensus of the Committee was that they will discuss the Wellness Program design and budget at the September 25th budget hearing as part of the Human Resources budget.

McGrath presented a resolution to ratify a negotiated Agreement by and between Wood County and the Wood County Deputy Sheriffs' Association, WPPA/LEER for the term of 2020-2022. Supervisor Polach expressed that he and Supervisor Winch would like to have this resolution come to the Public Safety Committee before the Executive Committee votes on it.

Motion (Polach/Winch) to table the resolution regarding the Wood County Deputy Sheriffs' Association contract until the next regularly scheduled Executive Committee meeting on October 1, 2019. Motion carried. Voting no: Rozar.

Agenda items for next meeting: Nepco Shelter Solar Power Project
Wellness Program Appeal Process

The next regularly scheduled committee meeting is Tuesday, October 1, 2019 in the Health Department EOC at River Block.

The Chair declared the meeting adjourned at 12:35 p.m.

Human Resources agenda item minutes taken and prepared by Kelli Quinnell. Other minutes taken and prepared by Nicole Gessert. Minutes in draft form until approved at the next EC meeting.

Executive Committee Meeting

September 3, 2019

NAME (PLEASE PRINT)	REPRESENTING
REIBEN VANTASSEL	MAINT.
Jo Timmerman	Human Services
Bill Clendenning	WC Board #15
Adam Fandre	wellness/Aspirus
Heather Gehrt	Treasurer
Ed Newton	Finance
Marla Cummings	Finance
Mary Solheim	Human Services
Rick Porter	Public Comment
Bill Leichtnam	WCB Dist. #19
Brian V. Winick	WCHSD
AMY KAUF	IT
Trent Miner	County Clerk
BILL WINCH	WCB #9
JODI LUBECK	BILL'S ASST.
CRAIG LAMBERT	D.A.
Roland Hawk	Highway
Shawn Beeleer	WCSD
RAIDY DORSHORST	WCSD
Jordan Bruce	Woodward
Justin Fischer	Baird Financial
Bob Moore	Inst. Cap. Mang.
Joe Kuperman	Health
Mary Schlegel	Human Services

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, September 17, 2019
TIME: 9:00 a.m.
PLACE: Room 317A, Wood County Courthouse

PRESENT: Doug Machon, Bill Clendenning, Ken Curry, Dennis Polach, Donna Rozar, Adam Fischer, Bill Winch

OTHERS PRESENT (for part or all of the meeting): Kelli Quinnell, Kim McGrath, Shawn Becker, Quentin Ellis, Randy Dorshorst, Marla Cummings, Jodi Lubeck, Andy Simon, Sara McCormick, Justin Fischer (Baird), Rich Burghaus (WPPA)

The meeting was called to order by Chair Machon.

Public Comment – None

A resolution for awarding the sale of general obligation promissory notes was presented. Justin Fischer, Senior Vice President from Baird, gave a brief presentation to the Committee regarding the bonding proposed.

Motion (Rozar/Clendenning) to approve resolution awarding the sale of \$4,845,000 general obligation promissory notes. Motion carried. Voting no: Winch

A resolution to approve the proposed collective bargaining agreement with WPPA, Wood County Deputy Sheriffs' Association was presented. Discussion ensued.

Motion (Clendenning/Machon) to approve the resolution regarding the proposed collective bargaining agreement with WPPA, Wood County Deputy Sheriffs' Association. Motion carried. Voting no: Winch

The Chair declared the meeting adjourned at 9:08 a.m.

Minutes taken and prepared by Kelli Quinnell.



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – October 2019

- Some large increases are coming to the fees in vehicle registrations. These increases were a part of the state budget process and approval. License plate fees for autos will go from \$75.00 to \$85.00, and the Class A and Class B light truck plates will go from \$75.00 and \$84.00, respectively to \$100.00 for both. The Class C light truck remains the same at \$106.00. The largest increase comes in the registration fee. Currently it is \$69.50, but will be increasing to \$164.50. These increases take effect on October 1st. These fees are all state fees and not any sort of revenue for our office. Because of these increases, and because we only accept cash for these transactions, I worked with County Treasurer Gehrt to increase the allowable per transaction limit for the ATM on the first floor.
- I was asked by Portage County Executive Chris Holman to sit on their interview team for Portage County Clerk on Thursday, September 26th. You may recall in one of my previous comment letters that the current county clerk and her deputy will be retiring on the same day in January of next year after serving a combined 80 years in that office. I was honored to help out a neighboring county and hope my perspective was helpful.
- I attended the WCA Conference in Wisconsin Dells as this is the fall meeting for the County Clerks. A LOT of emphasis was given to election security. I will be sitting down with our IT Department and going over what I learned and what we already have implemented in this regard.
- It was during this time that Governor Evers signed his Executive Order #46 calling for a special election to fill the seat vacated by the resignation of Congressman Sean Duffy. The date is Monday, January 27th, with the primary date of Monday, December 30th. This affects 18 of our 34 municipalities, basically the west half of the county. Notices are being published and programming preparation has started. This will be a busier and costlier election year. I will keep you apprised of any concerns that need to be addressed in that regard.
- Because of the dates of the special election, the roll out of the upgrades to our election system have been put on hold. I am still coordinating a good time for them to happen and be able to train all of the municipal clerks and poll workers on them. Stay tuned. I am going to guess it will be late spring or summer with implementation for the August Partisan Primary, but I could be wrong.
- I am hosting group of county clerks here on Tuesday, October 1st for a Mentor/Manual Committee meeting of the County Clerk's Association. There will be about 10 of us here. It was mentioned at the fall meeting that in this term, there are 19 new county clerks, 11 of them coming mid-term with at least two more coming before the 2020 election. There are also a number not running for another term. All county clerks are up for election in 2020.



Wood County

WISCONSIN

Office of
Finance Director

Marla A. Cummings
Finance Director

October 1, 2019

Subject: Finance Department Letter of Comments

To: Executive Committee

From: Marla Cummings, Finance Director

Departmental Activities

Project completion for the following:

1. The 2020 G.O. Debt proceeds

Ongoing 2019 projects:

1. Worked and finalized the 2020 Wood County Budget.
2. P-Cards implemented target date of October 4, 2019.
3. Budget Software is planned to be deployed to Wood County servers on October 22, 2019.
4. Fund Balance Policy target date November 5, 2019.
5. Strategic Planning for the Finance Department target date of December 31, 2019.
6. Expense Report Policy target date December 31, 2019.
7. Procurement/Accounts Payable Policy target date December 31, 2019.
8. Internal Audit Policy target date December 31, 2019.
9. Internal Audit implementation January 1, 2020.

Meetings, Webinars and Conferences

1. Moody's rating call.
2. Weekly Status Call with the Budgeting Software Vendor.
3. Monthly Accountants meeting
4. Attended Oversight Committee budget meetings.
5. Met and worked with various departments on their 2020 budgets.
6. Biweekly meeting with Finance Department Staff.

Budget to Actual Income Statement for the 9 months ending September 30, 2019.

MOODY'S

INVESTORS SERVICE

Rating Action: Moody's assigns Aa1 to Wood County, WI's \$4.845M General Obligation Promissory Notes

06 Sep 2019

New York, September 06, 2019 -- Moody's Investors Service has assigned a Aa1 to Wood County, WI's \$4.845 million General Obligation Promissory Notes. Moody's also maintains a Aa1 rating on the county's outstanding general obligation unlimited tax (GOULT) debt. Following the sale, the county will have \$30.3 million in outstanding Moody's rated debt.

RATINGS RATIONALE

The Aa1 rating reflects the county's strong fund balance and liquidity and low debt and pension burdens. Balanced against these strengths are the county's moderately sized tax base and a socioeconomic profile that ranks below similarly rated local governments. The rating also considers modest enterprise risk associated with operating a relatively small nursing home.

The county experienced significant storms in July 2019. However, credit impacts are mitigated by an August 27, 2019 federal disaster declaration and federal support to significantly reimburse flood-related costs, particularly personnel overtime as no county assets were damaged.

RATING OUTLOOK

Outlooks are typically not assigned to local governments with similar amounts of debt.

FACTORS THAT COULD LEAD TO AN UPGRADE

- Substantial growth in the county's tax base and strengthening of the county's demographic profile

FACTORS THAT COULD LEAD TO A DOWNGRADE

- Material decline in fund balance or liquidity
- Sustained tax base contraction or falling resident income and wealth
- Growth in the county's debt or pension burdens

LEGAL SECURITY

Debt service on the county's General Obligation Promissory Notes and outstanding GOULT bonds is secured by a full faith and credit pledge with the ability to raise ad valorem property taxes without limitation as to rate or amount.

USE OF PROCEEDS

The proceeds of the notes will be used to finance highway projects and other capital improvement projects.

PROFILE

Wood County is located in central Wisconsin (Aa1 stable), 158 miles northwest of the city of Milwaukee (A1 stable). The county encompasses 812 square miles and includes the cities of Marshfield (A1), Wisconsin Rapids (Aa3), Nekoosa, Pittsville, eight villages and 22 towns. The county's population is estimated at nearly 75,000.

METHODOLOGY

The principal methodology used in this rating was US Local Government General Obligation Debt published in December 2016. Please see the Rating Methodologies page on www.moody's.com for a copy of this methodology.

REGULATORY DISCLOSURES

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Monday, September 30, 2019

	Actual	2019 Budget	Variance	Variance %
REVENUES				
Taxes				
41110 General Property Taxes	\$20,178,435.78	\$26,904,581.00	(\$6,726,145.22)	(25.00%)
41150 Forest Cropland/Managed Forest Land	54,938.91	25,000.00	29,938.91	119.76%
41220 General Sales and Retailers' Discount	172.87		172.87	0.00%
41221 County Sales Tax	3,653,962.39	5,800,000.00	(2,146,037.61)	(37.00%)
41230 Real Estate Transfer Fees	105,140.78	120,000.00	(14,859.22)	(12.38%)
41800 Interest and Penalties on Taxes	271,424.05	410,000.00	(138,575.95)	(33.80%)
41910 Payments in Lieu of Taxes	18,398.73	18,500.00	(101.27)	(0.55%)
Total Taxes	24,282,473.51	33,278,081.00	(8,995,607.49)	(27.03%)
Intergovernmental Revenues				
43211 Federal Grants-Emergency Government	1,058.00		1,058.00	0.00%
43410 State Aid-Shared Revenue	458,961.21	3,059,556.00	(2,600,594.79)	(85.00%)
43430 State Aid-Other State Shared Revenues	220,567.48	291,141.00	(70,573.52)	(24.24%)
43511 State Aid-Victim Witness	36,237.71	73,300.00	(37,062.29)	(50.56%)
43512 State Aid-Courts	296,115.58	377,350.00	(81,234.42)	(21.53%)
43514 State Aid-Court Support Services	84,342.00	58,400.00	25,942.00	44.42%
43516 State Aid-Modernization Grants	37,264.00	58,120.00	(20,856.00)	(35.88%)
43521 State Aid - Law Enforcement	127,294.50	232,326.00	(105,031.50)	(45.21%)
43523 State Aid-Other Law Enforcement	18,089.00	18,000.00	89.00	0.49%
43528 State Aid-Emergency Government	1,250.47	93,250.00	(91,999.53)	(98.66%)
43531 State Aid-Transportation	1,645,818.78	2,096,592.00	(450,773.22)	(21.50%)
43549 State Aid-Private Sewage	14,210.00	20,000.00	(5,790.00)	(28.95%)
43551 State Aid-Health Grants	56,250.34	77,978.00	(21,727.66)	(27.86%)
43554 State Aid-Health WIC Program	164,895.00	360,000.00	(195,105.00)	(54.20%)
43557 State Aid-Health Consolidated Contract	45,896.00	66,766.00	(20,870.00)	(31.26%)
43560 State Aid-Grants	51,623.00	66,391.00	(14,768.00)	(22.24%)
43561 State Aids	8,641,581.80	12,352,657.00	(3,711,075.20)	(30.04%)
43567 State Aid-Transportation	216,615.00	211,515.00	5,100.00	2.41%
43568 State Aid-Child Support	456,651.15	938,661.00	(482,009.85)	(51.35%)
43571 State Aid-UW Extension	1,344.00	11,500.00	(10,156.00)	(88.31%)
43572 State Aid-ATV Maintenance		6,715.00	(6,715.00)	(100.00%)
43574 State Aid-Snowmobile Trail Maint		75,006.81	(75,006.81)	(100.00%)
43576 State Aid-Parks		162,500.00	(162,500.00)	(100.00%)
43581 State Aid-Forestry	48,407.18	49,090.00	(682.82)	(1.39%)
43586 State Aid-Land Conservation	69,466.04	407,487.00	(338,020.96)	(82.95%)
43640 State Aid-Co Share Managed Forest Lands		20,000.00	(20,000.00)	(100.00%)
43690 State Aid-Forestry Roads	3,245.08	3,249.00	(3.92)	(0.12%)
Total Intergovernmental	12,697,183.32	21,187,550.81	(8,490,367.49)	(40.07%)
Licenses and Permits				
44100 Business and Occupational Licenses	371,036.73	350,000.00	21,036.73	6.01%
44101 Utility Permits	2,900.02	1,050.00	1,850.02	176.19%
44102 Driveway Permits	1,200.00	860.00	340.00	39.53%
44200 DNR & ML Fees	57,509.81	54,250.00	3,259.81	6.01%
44201 Dog License Fund		1,000.00	(1,000.00)	(100.00%)
44260 Moving Permits	1,400.00	1,025.00	375.00	36.59%
44300 Sanitary Permit Fees	38,450.00	60,253.00	(21,803.00)	(36.19%)
44411 County Planner Plat Review Fees	1,275.00	7,500.00	(6,225.00)	(83.00%)
44412 Wisconsin Fund Application Fees	600.00	750.00	(150.00)	(20.00%)
44413 Shoreland zoning Fees & Permits	6,467.60	15,675.00	(9,207.40)	(58.74%)
44415 HT Database Annual Fee	3,600.00	90,560.00	(86,960.00)	(96.02%)
44435 Water Meter Revenues	165.00		165.00	0.00%
Total Licenses and Permits	484,604.16	582,923.00	(98,318.84)	(16.87%)
Fines, Forfeits and Penalties				
45110 Ordinances Violations	1,303.99	1,700.00	(396.01)	(23.29%)
45115 County Share of Occupational Driver	200.00	200.00		0.00%
45120 County Share of State Fines and Forfeitures	97,289.59	152,000.00	(54,710.41)	(35.99%)
45123 County Parks Violation Fee	395.00	750.00	(355.00)	(47.33%)
45130 County Forfeitures Revenue	65,092.38	92,000.00	(26,907.62)	(29.25%)
45191 Private Sewage Fines	10,946.94	15,000.00	(4,053.06)	(27.02%)
Total Fines, Forfeits and Penalties	175,227.90	261,650.00	(86,422.10)	(33.03%)
Public Charges for Services				
46110 County Clerk-Passport Fees	25,745.00	20,000.00	5,745.00	28.73%

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Monday, September 30, 2019

		2019		
	Actual	Budget	Variance	Variance %
46121	Treasurer Fees-Redemption Notices	10,415.87	4,000.00	6,415.87 160.40%
46122	Property Conversion Charges	2,787.43	1,000.00	1,787.43 178.74%
46130	Register of Deeds-Fees	209,165.71	309,000.00	(99,834.29) (32.31%)
46131	Register of Deeds-Laredo Tapestry		3,800.00	(3,800.00) (100.00%)
46135	Land Record-Fees	57,560.00	92,880.00	(35,320.00) (38.03%)
46140	Court Fees	107,301.41	170,000.00	(62,698.59) (36.88%)
46141	Court Fees and Costs-Marriage Counseling	9,400.00	12,700.00	(3,300.00) (25.98%)
46142	Court/Juvenile	21,531.74	22,000.00	(468.26) (2.13%)
46143	Other Professional Reimbursements	14,773.94	14,750.00	23.94 0.16%
46144	Circuit Court Branch I	21,753.50	28,600.00	(6,846.50) (23.94%)
46146	Circuit Court Branch III	8,671.00	7,500.00	1,171.00 15.61%
46191	Public Charges-Clerk	5,860.00	7,600.00	(1,740.00) (22.89%)
46192	Public Chgs-Temp Licenses	5,841.70	7,000.00	(1,158.30) (16.55%)
46194	County Clerk Copy Fees	108.50	275.00	(166.50) (60.55%)
46195	Public Chgs-Map & Data Sales		100.00	(100.00) (100.00%)
46196	Public Chgs-Human Resources	1,134,732.80	1,500,767.00	(366,034.20) (24.39%)
46210	Sheriff-Public Charges	293.40	350.00	(56.60) (16.17%)
46211	Sheriff Revenue-Civil Process Fees	49,200.76	60,000.00	(10,799.24) (18.00%)
46212	Sheriff Cost Reimbursement/Witness Fees	38,254.82	53,000.00	(14,745.18) (27.82%)
46214	Reserve Deputy Revenue	18,199.42	12,000.00	6,199.42 51.66%
46215	Sheriff Escort Service	25,888.95	30,000.00	(4,111.05) (13.70%)
46216	Restitution	2,287.95	200.00	2,087.95 1,043.98%
46217	OWI Restitution	1,007.00	1,800.00	(793.00) (44.06%)
46221	Public Chgs-Coroner Cremation	45,900.00	60,000.00	(14,100.00) (23.50%)
46230	Death Certificates	13,700.00	15,000.00	(1,300.00) (8.67%)
46241	Jail Surcharge	20,521.51	35,000.00	(14,478.49) (41.37%)
46242	Huber/Electronic Monitoring	185,227.72	347,678.00	(162,450.28) (46.72%)
46243	Inmate Booking/Processing Fee	10,212.75	18,000.00	(7,787.25) (43.26%)
46244	Other County Transports	11,796.20	22,000.00	(10,203.80) (46.38%)
46245	Jail Stay Fee	25,096.74	41,975.00	(16,878.26) (40.21%)
46291	Public Chgs-ID Cards		100.00	(100.00) (100.00%)
46310	Public Chgs-Frac Sand	248,912.16		248,912.16 0.00%
46330	Public Chgs-Ho Chunk/AODA		27,500.00	(27,500.00) (100.00%)
46510	Public Chgs-Crisis Stabilization	282,154.18	509,837.00	(227,682.82) (44.66%)
46520	Institutional Care-Private Pay	586,439.61	1,380,056.00	(793,616.39) (57.51%)
46521	Institutional Care-Other Pay	2,940.00	5,500.00	(2,560.00) (46.55%)
46525	Public Chgs- Medicare	1,777,160.04	2,156,613.00	(379,452.96) (17.59%)
46526	Public Chgs- Medicaid	2,879,016.67	6,227,595.00	(3,348,578.33) (53.77%)
46527	Public Chgs-Veterans EW	4,749.03		4,749.03 0.00%
46530	Public Charges	3,700,106.28	5,893,278.00	(2,193,171.72) (37.21%)
46531	Public Chgs- Private Insurance	822,074.86	923,369.00	(101,294.14) (10.97%)
46532	Public Chgs-County Responsible	44,990.69	202,819.00	(157,828.31) (77.82%)
46533	Public Chgs-NW Mental Health Inpatient	110,107.83	529,195.00	(419,087.17) (79.19%)
46534	Public Chgs-NW Mental Health Inpatient	1,114,604.14	1,823,383.00	(708,778.86) (38.87%)
46536	Third Party Awards & Settlements	154,900.00	404,946.00	(250,046.00) (61.75%)
46537	Contractual Adjustment	(2,704,201.04)	(4,430,479.00)	1,726,277.96 (38.96%)
46590	Provision for Bad Debts-Edgewater	(45,999.96)	(92,000.00)	46,000.04 (50.00%)
46621	Child Support-Genetic Tests	2,772.43	4,300.00	(1,527.57) (35.52%)
46623	Child Support-Filing Fees	95.00	200.00	(105.00) (52.50%)
46624	Child Support-Service Fees	7,912.33	12,000.00	(4,087.67) (34.06%)
46625	Child Support-Extradition Charges		500.00	(500.00) (100.00%)
46721	Public Chgs-Parks	418,493.81	550,000.00	(131,506.19) (23.91%)
46772	UW-Extension Project Revenue	2,806.08	3,050.00	(243.92) (8.00%)
46813	County Forest Revenue	188,954.59	385,000.00	(196,045.41) (50.92%)
46825	Land Conservation Fees & Sales	57,554.75	68,185.00	(10,630.25) (15.59%)
46826	Private Sewage Charges	6,800.00	19,150.00	(12,350.00) (64.49%)
	Total Public Charges for Services	11,746,579.30	19,503,072.00	(7,756,492.70) (39.77%)
	Intergovernmental Charges for Services			
47210	Intergovernmental Charges	321,068.38	570,700.00	(249,631.62) (43.74%)
47230	State Charges	991,896.48	1,433,100.00	(441,203.52) (30.79%)
47231	State Charges-Highway	179,950.72	232,838.00	(52,887.28) (22.71%)
47232	State Charges-Machinery		2,090,226.00	(2,090,226.00) (100.00%)
47233	State Charges-Performance Based Maintenance	120,878.44		120,878.44 0.00%
47250	Intergovernmental Transfer Program Rev	668,420.77	618,800.00	49,620.77 8.02%

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Monday, September 30, 2019

		2019			
		Actual	Budget	Variance	Variance %
47300	Local Gov Chgs	219,425.18	561,660.00	(342,234.82)	(60.93%)
47320	Local Gov Chgs-Public Safety	25,881.88	30,000.00	(4,118.12)	(13.73%)
47330	Local Gov Chgs-Transp	438,720.53	1,207,485.00	(768,764.47)	(63.67%)
47332	Local Gov Chgs-Roads	105,634.87	403,360.00	(297,725.13)	(73.81%)
47333	Local Gov Chgs-Bridges	(23,142.30)	27,440.00	(50,582.30)	(184.34%)
47350	Local Gov Chgs-Hlth & Human Svcs	36,711.00	66,858.00	(30,147.00)	(45.09%)
47351	Local Gov Chgs-Other Governments		5,000.00	(5,000.00)	(100.00%)
47391	Local Gov Chgs-BNI (Materials)	734.44	2,500.00	(1,765.56)	(70.62%)
47392	Local Gov Chgs-BNI (Staff)	168.00	850.00	(682.00)	(80.24%)
47393	Local Gov Chgs-Work Relief	13,960.66	14,200.00	(239.34)	(1.69%)
47395	Local Gov Chgs-EM Vehicles	3,345.28	5,000.00	(1,654.72)	(33.09%)
47396	Local Gov Chgs-EM Equipment	1,747.50	800.00	947.50	118.44%
	Total Charges to Other Governments	3,105,401.83	7,270,817.00	(4,165,415.17)	(57.29%)
Interdepartmental Charges for Services					
47410	Dept Charges-Hlth Benefits & Other	8,366,394.70	10,813,388.00	(2,446,993.30)	(22.63%)
47411	Dept Charges-Purchasing	26,127.71	38,200.00	(12,072.29)	(31.60%)
47412	Dept Charges-Insurance	373,807.80	498,408.00	(124,600.20)	(25.00%)
47413	Dept Charges-Gen Govt	861,012.00	1,128,105.00	(267,093.00)	(23.68%)
47415	Dept Charges-Systems	225,077.86	318,245.00	(93,167.14)	(29.28%)
47421	Dept Charges-Public Safety	21,966.11	21,500.00	466.11	2.17%
47430	Dept Charges-Bldg Rent	669,293.28	926,936.00	(257,642.72)	(27.80%)
47435	Dept Charges-Sheriff Lockup Rent	11,999.97	16,000.00	(4,000.03)	(25.00%)
47438	Dept Charges-Riverblock Rent	446,925.00	597,276.00	(150,351.00)	(25.17%)
47440	Dept Charges	4,928.00	3,400.00	1,528.00	44.94%
47460	Dept Charges-Drug Court	51,000.00	73,000.00	(22,000.00)	(30.14%)
47470	Dept Charges-Highway	1,555,759.28	1,783,420.00	(227,660.72)	(12.77%)
	Total Interdepartmental Charges	12,614,291.71	16,217,878.00	(3,603,586.29)	(22.22%)
	Total Intergovernmental Charges for Services	15,719,693.54	23,488,695.00	(7,769,001.46)	(33.08%)
Miscellaneous					
48000	Miscellaneous	336.10		336.10	0.00%
48100	Interest	55.58	20.00	35.58	177.90%
48110	Interest-Capital Projects	1.85	10.00	(8.15)	(81.50%)
48113	Unrealized Gain/Loss on Investment	117,437.26	(24,500.00)	141,937.26	(579.34%)
48114	Interest-Investment	201,467.93	124,812.00	76,655.93	61.42%
48115	Interest-General Investment	180,457.48	30,000.00	150,457.48	501.52%
48116	Interest-Section 125 & Health	669.41	378.00	291.41	77.09%
48117	Interest-Clerk of Courts	172.65	400.00	(227.35)	(56.84%)
48200	Rental Income	112,636.43	138,196.00	(25,559.57)	(18.50%)
48300	Gain/Loss-Sale of Property	40,380.69	152,000.00	(111,619.31)	(73.43%)
48310	Gain/Loss-Sale of Fixed Assets	23,664.87		23,664.87	0.00%
48320	Gain/Loss-Sale of Surplus Property	851.00	500.00	351.00	70.20%
48340	Gain/Loss-Sale of Salvage and Waste	4,149.40	6,700.00	(2,550.60)	(38.07%)
48440	Insurance Recoveries-Other	840,943.49	1,404,240.00	(563,296.51)	(40.11%)
48500	Donations	258,382.35	127,550.00	130,832.35	102.57%
48502	Donations-Veterans Loan Repayment	4,290.92		4,290.92	0.00%
48503	Donations-Services ATV Club	4,149.50	6,000.00	(1,850.50)	(30.84%)
48540	Donations & Contributions	30,328.82	45,000.00	(14,671.18)	(32.60%)
48830	Recovery of PYBD & Contractual Adj	38,085.05	46,500.00	(8,414.95)	(18.10%)
48860	Revenue from Meals	9,848.10	21,000.00	(11,151.90)	(53.10%)
48880	Food Vending Machine Income	1,890.29	4,500.00	(2,609.71)	(57.99%)
48900	Other Miscellaneous Revenue	82,024.14	37,450.00	44,574.14	119.02%
48901	Other/Miscellaneous Revenue	6,624.36	1,500.00	5,124.36	341.62%
48910	Vending/Cafeteria Revenue	5,862.93	8,700.00	(2,837.07)	(32.61%)
48920	Vending Machine Revenue	2,643.25	4,200.00	(1,556.75)	(37.07%)
48940	Canteen Income		500.00	(500.00)	(100.00%)
48970	Rental Income- NHC, Health Annex	13,131.00	17,508.00	(4,377.00)	(25.00%)
48980	Misc/Other Workshop Revenue	66.87	100.00	(33.13)	(33.13%)
48990	Other Operating Income	2,195.69	1,984.00	211.69	10.67%
48991	Copier Revenue	1,163.00	1,800.00	(637.00)	(35.39%)
	Total Miscellaneous	1,983,910.41	2,157,048.00	(173,137.59)	(8.03%)
Other Financing Sources					
49110	Proceeds from Long-Term Debt	3,296.00	59,486.00	(56,190.00)	(94.46%)
49210	Transfer from General Fund		310,000.00	(310,000.00)	(100.00%)

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Monday, September 30, 2019

		2019		
		Actual	Budget	Variance
				Variance %
49220	Transfer from Special Revenue	2,966,144.52	5,800,000.00	(2,833,855.48)
49270	Transfer from Internal Service		377,267.00	(377,267.00)
	Total Other Financing Sources	2,969,440.52	6,546,753.00	(3,577,312.48)
TOTAL REVENUES		70,059,112.66	107,005,772.81	(36,946,660.15)
				(34.53%)
EXPENDITURES				
General Government				
51120	Committees & Commissions	141,777.62	216,928.00	75,150.38
51212	Circuit Court Branch I	291,643.19	412,441.00	120,797.81
51213	Circuit Court Branch II	82,909.97	122,773.00	39,863.03
51214	Circuit Court Branch III	100,769.89	130,614.00	29,844.11
51215	Drug Court	149,956.93	216,187.00	66,230.07
51217	Clerk of Courts-Divorce Mediation	12,275.00	25,000.00	12,725.00
51220	Family Court Commissioner	47,499.94	65,000.00	17,500.06
51221	Clerk of Courts	939,833.54	1,344,176.00	404,342.46
51231	Coroner	110,376.97	160,607.00	50,230.03
51310	District Attorney	209,637.29	322,279.00	112,641.71
51315	Victim Witness Program	106,189.96	152,796.00	46,606.04
51320	Corporation Counsel	202,143.38	310,643.00	108,499.62
51330	Child Support	726,627.08	1,049,541.00	322,913.92
51420	County Clerk	196,171.97	302,827.00	106,655.03
51424	County Clerk-Postage Meter	9,598.57	14,000.00	4,401.43
51430	Health Benefit Payments	8,149,313.54	13,210,172.00	5,060,858.46
51431	Health-Wellness	234,573.53	377,267.00	142,693.47
51433	Human Resources-Labor Relations	4,563.00	30,000.00	25,437.00
51435	Human Resources-Personnel	283,556.93	415,754.00	132,197.07
51436	Human Resources-Programs	198.72	6,000.00	5,801.28
51440	County Clerk-Elections	31,454.75	50,953.00	19,498.25
51450	Data Processing	1,311,997.96	1,776,746.00	464,748.04
51451	Voice over IP	96,317.61	147,300.00	50,982.39
51452	PC Replacement	154,750.52	176,500.00	21,749.48
51453	Co Clerk-Inform & Commun	9,004.40	18,500.00	9,495.60
51510	Finance	338,407.55	467,934.00	129,526.45
51520	Treasurer	288,846.92	453,189.00	164,342.08
51550	Purchasing	38,663.61	53,006.00	14,342.39
51590	Contingency		281,639.13	281,639.13
51591	Efficiency		25,000.00	25,000.00
51592	Initiatives		25,000.00	25,000.00
51611	Bldg Maint-Courthouse and Jail	771,085.11	1,227,675.00	456,589.89
51630	Bldg Maint-Unified Svcs Building	7,408.25	10,022.00	2,613.75
51640	Bldg Maint-Joint Use Building	4,788.07	12,272.00	7,483.93
51650	Bldg Maint-Sheriff Lockup	2,374.90	5,472.00	3,097.10
51660	Bldg Maint-CBRF's		3,450.00	3,450.00
51670	Bldg Maint-River Block	242,998.42	597,276.00	354,277.58
51710	Register of Deeds	338,000.98	463,224.00	125,223.02
51931	Property and Liability Insurance	621,914.03	613,429.00	(8,485.03)
51933	Workers Comp Insurance	286,931.88	488,268.00	201,336.12
51934	Sick Leave Conversion	91,137.36	500,000.00	408,862.64
	Total General Government	16,635,699.34	26,281,860.13	9,646,160.79
				36.70%
Public Safety				
52110	Sheriff-Administration	1,763,564.24	2,753,446.00	989,881.76
52130	Radio Engineer	126,281.64	231,544.00	105,262.36
52131	Sheriff-Indian Law Enforce	19,059.87	34,541.00	15,481.13
52140	Sheriff-Traffic Police	2,092,163.09	3,192,419.00	1,100,255.91
52150	Sheriff-Civil Svc Comm	960.50	1,000.00	39.50
52220	Emer Mgmt-Fire Supression	28,432.62	143,164.00	114,731.38
52510	Emer Mgmt-SARA Title III	26,702.68	52,807.00	26,104.32
52520	Emergency Management	209,784.67	290,606.00	80,821.33
52601	Dispatch	1,243,029.65	1,801,711.00	558,681.35
52530	Emer Mgmt-Bldg Numbering	792.00	3,000.00	2,208.00
52540	Emer Mgmt-Work Relief	125,160.94	185,677.00	60,516.06
52710	Sheriff-Jail	1,872,308.11	2,741,849.00	869,540.89
52712	Sheriff-Electronic Monitoring	135,374.04	221,737.00	86,362.96

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Monday, September 30, 2019

		2019		
		Actual	Budget	Variance
				Variance %
52713	Sheriff-PT Transp/Safekeeper	854,137.99	1,388,247.00	534,109.01
52721	Sheriff-Jail Surcharge	1,426.40	100,000.00	98,573.60
	Total Public Safety	8,499,178.44	13,141,748.00	4,642,569.56
				35.33%
	Public Works-Highway			
53110	Hwy-Administration	241,144.02	334,628.00	93,483.98
53120	Hwy-Engineer	146,051.36	232,838.00	86,786.64
53191	Hwy-Other Administration	242,752.00	323,806.00	81,054.00
53210	Hwy-Employee Taxes & Benefits	(623,760.81)		623,760.81
53220	Hwy-Field Tools	(8,101.45)	13,400.00	21,501.45
53230	Hwy-Shop Operations	244,715.04	331,129.00	86,413.96
53232	Hwy-Fuel Handling	(21,419.01)	12,100.00	33,519.01
53240	Hwy-Machinery Operations	(962,267.58)	2,173,434.00	3,135,701.58
53260	Hwy-Bituminous Ops	117,162.19	230,902.00	113,739.81
53262	Hwy-Bituminous Ops	30,576.99	119,372.00	88,795.01
53266	Hwy-Bituminous Ops	1,548,119.64	1,762,924.00	214,804.36
53270	Hwy-Buildings & Grounds	168,333.13	181,436.00	13,102.87
53290	Hwy-Salt Brine Operations	22,157.01		(22,157.01)
53291	Hwy-Salt Brine Operations	(846.61)		846.61
53281	Hwy-Acquisition of Capital Assets	54,507.00		(54,507.00)
53310	Hwy-Maintenance CTHS		3,300.00	3,300.00
53311	Hwy-Maint CTHS Patrol Sectn	1,343,165.82	1,701,201.00	358,035.18
53312	Hwy-Snow Remov	1,044,359.00	947,088.00	(97,271.00)
53313	Hwy-Maintenance Gang	102,725.19	107,015.00	4,289.81
53314	Hwy-Maint Gang-Materials	2,230.49		(2,230.49)
53320	Hwy-Maint STHS	1,100,994.18	1,386,445.00	285,450.82
53323	Hwy-Maint STHS PBM	59,684.25		(59,684.25)
53330	Hwy-Local Roads	758,202.37	1,190,217.00	432,014.63
53340	Hwy-County-Aid Road Construction	542,643.14	440,617.00	(102,026.14)
53341	Hwy-County-Aid Bridge Construction	177,445.17	200,422.00	22,976.83
53490	Hwy-State & Local Other Services	237,468.35	555,842.00	318,373.65
	Total Public Works-Highway	6,568,040.88	12,248,116.00	5,680,075.12
				46.38%
	Health and Human Services			
54121	Health-Public Health	1,216,693.00	1,808,272.00	591,579.00
54122	Health-WIC Program	256,848.40	359,800.00	102,951.60
54128	Health-Public Health Grants	58,861.18	67,205.00	8,343.82
54129	Humane Officer	30,625.85	35,485.00	4,859.15
54130	Health-Dental Sealants	74,436.20	114,654.00	40,217.80
54132	Adams-Juneau Sanitation	225,466.43	307,487.00	82,020.57
54210	Edgewater-Nursing	2,782,072.14	4,320,403.00	1,538,330.86
54211	Edgewater-Housekeeping	96,365.48	130,363.00	33,997.52
54212	Edgewater-Dietary	490,913.56	742,634.00	251,720.44
54213	Edgewater-Laundry	41,119.42	54,322.00	13,202.58
54214	Edgewater-Maintenance	259,904.41	441,542.87	181,638.46
54217	Edgewater-Activities	120,155.74	184,131.00	63,975.26
54218	Edgewater-Social Services	111,845.28	152,037.00	40,191.72
54219	Edgewater-Administration	515,922.80	726,015.00	210,092.20
54220	Wood Haven TBI	(19.04)	897,983.00	898,002.04
54315	Mental Health/AODA Ho Chunk		27,500.00	27,500.00
54317	Human Services Crisis Stabilization	188,073.64	291,153.00	103,079.36
54324	Norwood-SNF-CMI	782,796.21	1,146,558.00	363,761.79
54325	Norwood SNF TBI	557,794.54	728,974.00	171,179.46
54326	Norwood-Inpatient	2,437,971.41	3,524,103.00	1,086,131.59
54350	Norwood-Dietary	839,920.77	1,129,370.00	289,449.23
54351	Norwood-Plant Ops & Maint	450,924.65	675,913.00	224,988.35
54363	Norwood-Medical Records	181,547.30	261,726.00	80,178.70
54365	Norwood-Administration	867,931.04	1,199,527.00	331,595.96
54401	Human Services-Child Welfare	2,567,424.22	3,822,418.00	1,254,993.78
54405	Human Services-Youth Aids	1,991,151.78	3,343,095.00	1,351,943.22
54410	Human Services-Child Care	86,685.47	159,188.00	72,502.53
54413	Human Services-Transportation	256,549.76	449,566.00	193,016.24
54420	Human Services-ESS	1,043,860.72	1,466,547.00	422,686.28

9/26/2019

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Monday, September 30, 2019

		2019		
		Actual	Budget	Variance
				Variance %
54425	Human Services-FSET	2,157,367.12	3,176,589.00	1,019,221.88
54435	Human Services-LIEAP	68,112.47	120,256.00	52,143.53
54440	Human Services-Birth to Three	362,419.56	545,393.00	182,973.44
54445	Human Services-Childrens COP	37,627.19	177,844.00	140,216.81
54450	Human Services-Childrens Waivers	243,296.71	350,302.00	107,005.29
54455	Human Services-CSP	398,778.03	590,056.00	191,277.97
54460	Human Services-OPC MH	804,163.59	1,516,881.00	712,717.41
54465	Human Services-CCS	1,623,470.37	2,288,081.00	664,610.63
54470	Human Services-Crisis Legal Svc	704,488.68	979,664.00	275,175.32
54475	Human Services-MH Contr COP	404,391.01	1,393,677.00	989,285.99
54480	Human Services-OPC AODA	299,126.28	428,196.00	129,069.72
54485	Human Services-OPC Day Treatment	45,578.32	84,601.00	39,022.68
54495	Human Services-AODA Contract	22,436.00	126,100.00	103,664.00
54500	Human Services-Administration	2,347,652.05	3,508,916.00	1,161,263.95
54611	Aging-Committee on Aging		198,278.00	198,278.00
54710	Veterans-Veterans Relief	4,878.40	9,236.00	4,357.60
54720	Veterans-Veterans Service Officer	236,704.97	344,334.00	107,629.03
54730	Veterans Relief Donations	280.92	300.00	19.08
54740	Veterans-Care of Veterans Graves	240.00	2,865.00	2,625.00
54750	Veterans-WDVA Grant	7,773.25	11,058.00	3,284.75
	Total Health and Human Services	28,302,627.28	44,420,598.87	16,117,971.59
	Culture, Recreation and Education			
55112	County Aid to Libraries	977,892.57	977,893.00	0.43
55210	County Parks	1,169,488.42	1,679,377.00	509,888.58
55441	Maintenance Snowmobile Trails	81,220.60	88,591.81	7,371.21
55442	ATV Maintenance	9,947.85	11,370.00	1,422.15
55460	Marshfield Fairgrounds	25,000.00	25,000.00	0.00%
55620	UW-Extension	285,974.98	522,198.00	236,223.02
55630	UW-Extension Center-Marshfield	47,872.00	47,872.00	0.00%
55650	UW-Extension Junior Fair	32,000.00	32,000.00	0.00%
55660	UW-Extension Projects	1,951.97	17,700.00	15,748.03
	Total Culture, Recreation and Education:	2,631,348.39	3,402,001.81	770,653.42
	Conservation and Development			
56111	State Forestry Roads	3,426.76	7,000.00	3,573.24
56121	Land Conservation	197,759.73	292,602.00	94,842.27
56122	DATCP Grant	153,154.37	314,582.00	161,427.63
56123	Wildlife Damage Abatement	25,463.94	61,019.00	35,555.06
56125	Non-Metallic Mining Reclamation	29,915.95	40,288.00	10,372.05
56126	MDV	212.40	1,390.00	1,177.60
56128	Mill Creek	4,092.40	22,000.00	17,907.60
56310	County Planner	271,713.21	387,027.00	115,313.79
56320	Land Record	72,476.43	246,750.00	174,273.57
56340	Surveyor	18,645.01	44,304.00	25,658.99
56730	Transp & ED-Airport Aid	17,500.00	13,384.00	(4,116.00)
56740	Payment in Lieu of Tax	77,344.10	77,345.00	0.90
56750	Transp & Economic Develop	105,575.00	145,191.00	39,616.00
56780	CDBG-ED	33,820.08	35,000.00	1,179.92
56911	State Wildlife Habitat	567.00	2,500.00	1,933.00
56913	Park & Forestry Capital Proj	168,649.84	359,330.00	190,680.16
56943	Private Sewage System	130,891.44	261,793.00	130,901.56
	Total Conservation and Development	1,311,207.66	2,311,505.00	1,000,297.34
	Capital Outlay			
57120	Cap Projects-Gen Government	357,805.44	375,000.00	17,194.56
57121	Cap Projects-Parks	33,854.52	75,300.00	41,445.48
57213	Cap Projects-Emergency Management		249,000.00	249,000.00
57216	Cap Projects-Computer Software	20,402.79	15,337.00	(5,065.79)
57310	Highway Capital Projects	2,502,256.81	2,313,082.00	(189,174.81)
57410	Cap Projects-Human Services	423.98		(423.98)
57412	Cap Projects-Edgewater	148,263.96	169,000.00	20,736.04
57420	Cap Projects-Norwood	234,392.26	357,477.00	123,084.74
57610	Cap Projects-Cons & Dev-Vehicles	34,000.00	34,000.00	0.00%

9/26/2019

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Monday, September 30, 2019

		Actual	2019 Budget	Variance	Variance %
57640	UW Remodeling/Construction	4,772.88	70,500.00	65,727.12	93.23%
57930	Depreciation & Amortization	5,857.18		(5,857.18)	0.00%
57940	Depreciation & Amortization	147,016.40		(147,016.40)	0.00%
	Total Capital Outlay	3,489,046.22	3,658,696.00	169,649.78	4.64%
	Debt Service				
58140	Debt Service Principal-Highway		3,400,000.00	3,400,000.00	100.00%
58240	Debt Service Interest-Highway	278,002.92	568,620.00	290,617.08	51.11%
58295	Paying Agent & Fiscal Charges	18,500.00		(18,500.00)	0.00%
	Total Debt Service	296,502.92	3,968,620.00	3,672,117.08	92.53%
	Other Financing Uses				
59210	Transfers to General Fund	2,966,144.52	6,487,267.00	3,521,122.48	54.28%
59270	Transfer to Internal Service		(187,012.00)	(187,012.00)	100.00%
	Total Other Financing Uses	2,966,144.52	6,300,255.00	3,334,110.48	52.92%
	TOTAL EXPENDITURES	70,699,795.65	115,733,400.81	45,033,605.16	38.91%
	NET INCOME (LOSS) *	(640,682.99)	(8,727,628.00)	8,086,945.01	(92.66%)



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

September 30, 2019

To: Wood County Executive Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – September 2019

Human Resources Activity

	September 2019	2019 Year-to-Date
Applications Received	183	1,160
Positions Filled	12	128
Promotions/Transfers	8	32
New Hire Orientations	6	64
Terminations, Voluntary	6	70
Terminations, Involuntary	1	9
Retirements	2	8
Exit Interviews	2	31

Human Resources Narrative

General Highlights

1. Attended the WCA Closing Assembly on September 24th to take part in the 2019 Wisconsin Local Government Leadership Academy Graduation.
2. Finalized the WPPA Deputy Contract and requested final review before signatures are obtained.
3. Reviewed 31 applicants for the Safety & Risk Specialist position. Identified six qualified candidates to interview, scheduled interviews, and prepared interview questions. Interviews were held on September 26th and 27th.
4. Prepared the 2020 HR budget incorporating the Safety & Risk budget.
5. Completed the bi-annual EEO-4 Survey for the US Equal Employment Opportunity Commission.
6. Drafted the Wood County Employee Wellness Program document, including the late policy and appeal process, for Executive Committee review at its October meeting.

Meetings & Trainings

1. Attended the Executive Committee meeting on September 3rd where the HR topics addressed were: 2020 insurance budget and premiums, Wellness Program proposal, and a resolution for the proposed collective bargaining agreement with WPPA, Wood County Deputy Sheriffs' Association.
2. Attended the Judicial & Legislative Committee meeting on September 6th to discuss the interview process for the Criminal Justice Coordinator position.

3. Attended the Public Safety Committee meeting on September 9th and the Executive Committee meeting on September 17th to present the resolution for the proposed collective bargaining agreement with WPPA, Wood County Deputy Sheriffs' Association.
4. Attended County Board on September 17th.
5. Attended the Executive Committee Budget Hearing on September 25th to present the 2020 Human Resources budget.
6. Attended the Steven's Point Area Human Resources Association All-Day Conference on Reality Based Rules of the Workplace on September 11th.
7. Held conference calls with The Horton Group on September 6th, 13th, and 24th to discuss benefit topics related to 2020 plan design including health Insurance premiums, Health Savings Accounts, COBRA, and Flexible Spending Accounts.
8. Met with a representative from WoodTrust Bank on September 13th to discuss the Health Savings Account offering for the 2020 benefit year.
9. Met with the Finance Director and the Treasurer on September 18th to discuss FSA vendors, account reconciliation, ACH withdrawals, and journal entries.
10. Met with staff from the Clerk of Courts to address questions and concerns on the 2020 health plan changes on September 4th.
11. Attended the quarterly "Project Search" meeting at Riverview Hospital on September 19th as a member of the Business Advisory Council. Project Search is a partnership between Aspirus Riverview Hospital and Wisconsin Rapids Public Schools that provides valuable employment and life skills training for young adults with disabilities.
12. Staff attended various meetings including:
 - a. Wellness Committee Meeting on September 17th
 - b. Attended CWSHRM meeting on "Live your YOUlogy for Leadership" on September 12th
 - c. Attended WRS Employer Training on September 11th
 - d. Attended "How to Create a Culture of Inclusion" webinar on September 24th
 - e. Conducted CPR Renewal Training at Norwood on September 24th
 - f. Participated in Webinar on "How to Build a Comprehensive Employee Training Plan" with ThinkHR on September 26th
 - g. Met with IT Staff to discuss change in Sheriff Vacation awards in TimeStar on September 13th
 - h. Met with IT Staff to discuss set up of HSA plan in HRMS on September 17th
 - i. Completed KnowBe4 Security Trainings
 - j. Attended business breakfast for a meet and greet with Aspirus Occupational Health on September 12th at the Wisconsin Rapids location

Benefits

1. Processed Family and Medical Leave requests, address changes, beneficiary designations, qualifying events, benefit elections or contributions for new hires, terminations, and cancellation/reporting of benefits.
2. Processed and prepared monthly COBRA remittance, TASC admin fees, quarterly EAP fees, and turnover reports.
3. Reconciled monthly invoices for health, dental, vision, life, and disability insurances.
4. Emailed communication to all employees on 2020 health plan changes on September 3rd.
5. Created new insurance plans, rate tables, and deduction codes in the Test HR Management System to verify that the new premium rates for health and vision in 2020 match the rate sheet.
6. Updated the Benefit Guide with the plan changes for 2020.
7. Reviewed and revised the 2020 Benefit Guide.
8. Created new Benefit Election form for Open Enrollment 2020.
9. Created new Benefit Election form for New Hires/Qualifying Events in 2020.
10. Transferred sick hours over the max of 100 days to employees' Catastrophic Sick Leave Accounts (CLSA).

Recruitment

1. Updated the Status of Open Positions and Headcount Sheet (FTE Control) spreadsheets daily.
2. Worked with multiple departments to develop new job descriptions or to revise existing descriptions.
3. Reported new hires with the Wisconsin New Hire Reporting Center weekly.
4. Scheduled multiple post-offer, pre-employment drug tests and forwarded the results.
5. Ordered retirement plaques for two exiting employees to be presented by their supervisor.
6. Placed employment ad in the Wisconsin Rapids and Marshfield Buyer's Guide for a Mechanic.
7. Updated Cyber Recruiter daily- added Wood County management accounts, updated applicant statuses, sent email correspondence, and assisted applicants with Cyber Recruiter processes.
8. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of the position being filled.
9. Posted the following positions on Cyber Recruiter, Job Net, Indeed and the Wood County Employment Opportunities site: CNA, LPN and RN – Edgewater Haven, Safety & Risk Specialist, Sign Person, Casual Crisis Interventionists, Part-Time Deputies, and Child Care/Volunteer Coordinator, and Legal Administrative Assistant.
10. Interviews coordinated for the following positions: 2nd interviews for AODA Counselor, Safety & Risk Specialist, Transcriptionist, and Intake Coordinator.
11. References/Background/Degree verifications made regarding the following positions: Land Records/GIS Specialist, AODA Counselor, Social Worker - Ongoing, Social Worker – Youth Justice, Intake Coordinator, and Psychiatrist.
12. Offers made and accepted regarding the following positions: Land Records/GIS Specialist, Sign Person, and Social Worker – Youth Justice.

The following chart shows position activity during the month. Positions that are filled are dropped from the list the following month.

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
Replacement	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment
Replacement	District Attorney	Legal Administrative Assistant	Deadline 9/22/19
Replacement	Highway	Mechanic	Deadline 10/6/19
Replacement	Highway	Sign Person	Filled
Replacement	Human Resources	Safety/Risk Specialist	Intrvwg 9/26 & 9/27
Replacement	Human Services	Psychiatrist	Refs/Background
Replacement	Human Services	Intake Coordinator	Filled
Replacement	Human Services	Social Worker (Youth Justice)	Offer Pending
Replacement	Human Services	Social Worker (Ongoing)	Refs/Background
Replacement	Human Services	Social Worker (Ongoing)	Intrvwd 9/4 & 9/6
Replacement	Human Services	Transcriptionist	Interviewing
Replacement	Human Services	Crisis Interventionists – Casual (2)	Deadline 10/6/19
Replacement	Human Services	Child Care/Volunteer Coordinator	Deadline 9/23/19
Replacement	Human Services	FSET Coordinator	Filled
Replacement	Human Services	AODA Counselor	References/Bkgrd
Reinstated	Human Services	Bridgeway CBRF Supervisor	Filled
Replacements	Norwood	Dietary Aides, RN, LPN and CNA's Multiple positions/shifts available	Ongoing recruitment by Norwood
Replacement	Planning & Zoning	Land Records Coordinator/GIS Specialist	Filled
New	Sheriff	Lieutenant - Security	Filled

Replacement	Sheriff	Patrol Lieutenant	Filled
Replacement	Sheriff	Part-time Deputies (2)	Filled

Safety, Risk, and Liability

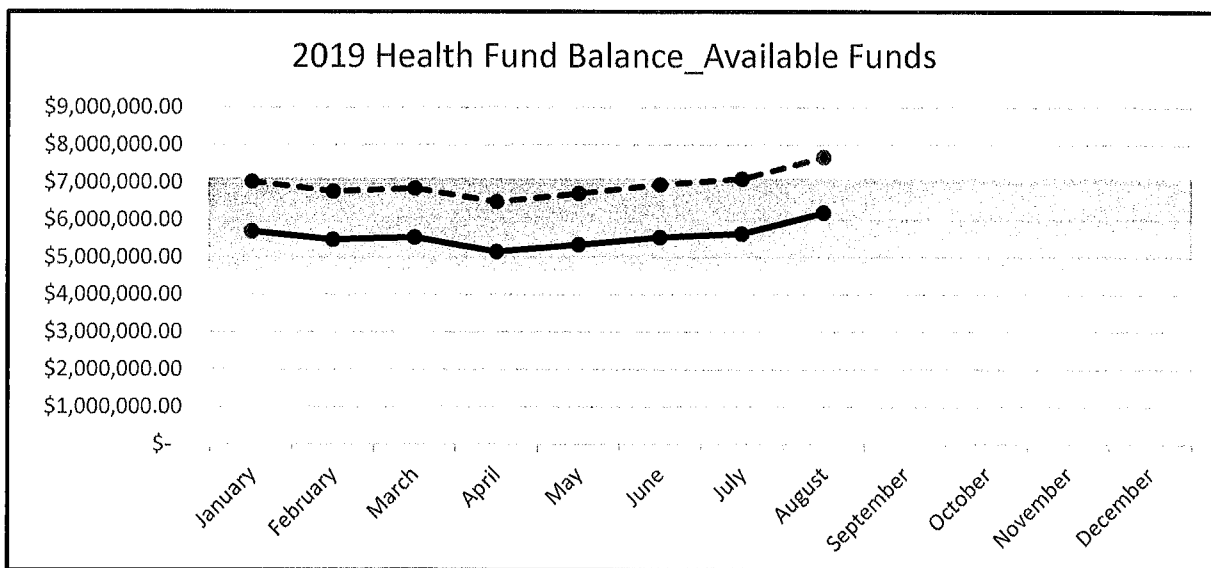
1. Met with current Safety & Risk Manager, and the current Purchasing Clerk who assists the Safety & Risk Department, to discuss duties and transition on September 18th and 19th.
2. In regards to the Reichert v. County of Wood case, reviewed Plaintiff's Brief in Opposition to Motion for Summary Judgement and Corporation Counsel's Reply Brief.
3. We currently have two open Department of Workforce Development-Equal Rights Division (ERD) discrimination claims:
 - a. One new claim received on September 16th; working with external counsel to draft our position statement.
 - b. One claim from 2016 of which Wood County successfully defended the claim at the Initial Determination stage and again after a four-day Hearing to Determine Probable Cause. The Complainant has now appealed to the Labor and Industry Review Commission (LIRC). Counsel is drafting a response to the appeal on behalf of the County.

Other

1. Facilitated New Hire Orientation on September 3rd, 9th, and 23rd.
2. Conducted exit interviews on September 6th, 13th, and 25th including benefit and payout information.
3. Completed multiple questionnaires for Unemployment Insurance and reconciled and processed the August Unemployment Insurance payment.
4. Answered multiple questions from supervisors regarding Unemployment Insurance.
5. Organized active and recent termed employee files.
6. Purged employee, payroll, and other files according to County Ordinance retention requirements.
7. Worked with the Sheriff's Department to review and format the Courthouse Screening and Controlled Access Policy. Emailed the policy on behalf of the Sheriff's Department to all County employees and had the policy posted on the HR Intranet site.
8. Prepared and processed various HR and Wellness vouchers for payment.
9. Prepared minutes for the HR portion of the September 3rd and 17th Executive Committee meetings.
10. Replied to multiple requests from surrounding counties with varied information.
11. Held weekly team meetings and bi-weekly individual staff meetings to discuss and provide updates on the department's progress towards our 2019 goals.
12. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

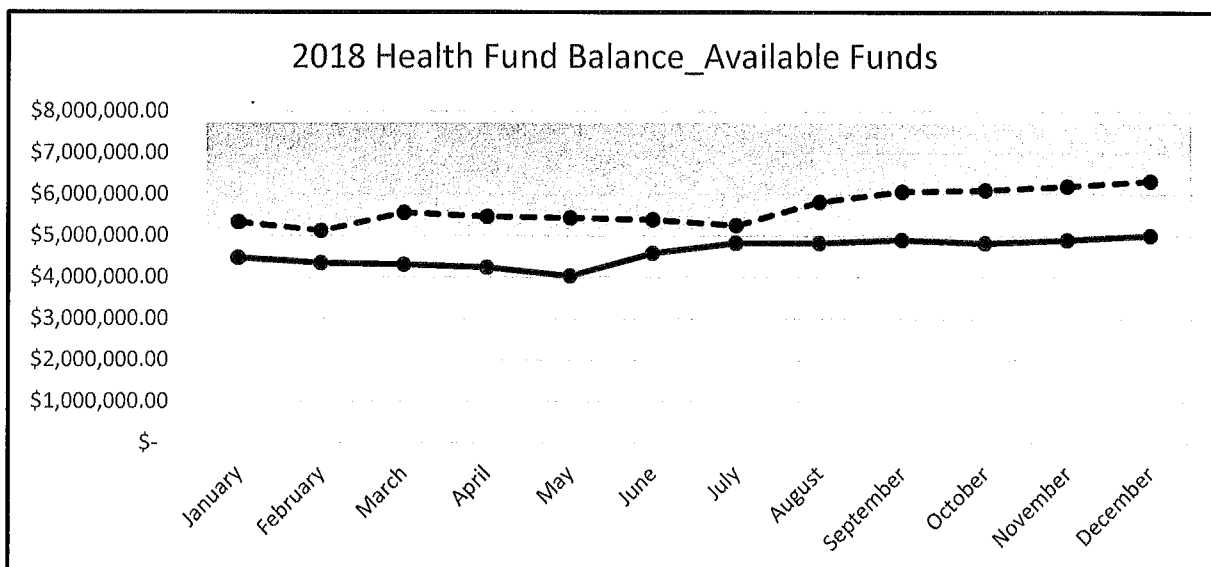
For specific information on HR activities, please contact the HR Department.

Months	2019		2018	
	Total	Available	Total	Available
January	\$ 7,021,371.56	\$ 5,685,137.45	\$ 5,325,107.44	\$ 4,466,063.78
February	\$ 6,755,901.70	\$ 5,469,001.54	\$ 5,115,644.74	\$ 4,342,724.58
March	\$ 6,834,145.97	\$ 5,529,400.66	\$ 5,551,583.01	\$ 4,304,425.43
April	\$ 6,472,162.23	\$ 5,141,045.93	\$ 5,462,109.67	\$ 4,228,079.72
May	\$ 6,701,880.37	\$ 5,329,290.53	\$ 5,430,613.86	\$ 4,027,710.81
June	\$ 6,935,298.36	\$ 5,526,859.63	\$ 5,389,571.46	\$ 4,578,811.63
July	\$ 7,088,744.49	\$ 5,617,057.79	\$ 5,247,789.82	\$ 4,822,978.42
August	\$ 7,670,878.32	\$ 6,182,575.07	\$ 5,817,203.30	\$ 4,820,156.19
September			\$ 6,067,797.47	\$ 4,901,947.05
October			\$ 6,105,707.22	\$ 4,820,156.19
November			\$ 6,198,294.08	\$ 4,901,947.05
December			\$ 6,321,744.80	\$ 5,006,814.05



2019 Total Balance - Dashed Line

2019 Available Funds - Solid Line



2018 Total Balance - Dashed Line

2018 Available Funds - Solid Line



Wood County WISCONSIN

INFORMATION TECHNOLOGY

September 2019

1. 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. In September, 2019 Security Awareness Training was also assigned to all staff.
2. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. System discovery continues regarding a solution to Norwood and Edgewater needs for facility infection reporting. Matrix software enhanced feature upgrade was presented & attended by both Edgewater & Norwood facilities in August. This enhancement will include Escribing, electronic prescription to pharmacy, and provide greater functionality to meet the October 1, 2019 CMS (Centers for Medicare & Medicaid) new requirements. Meeting the requirements ensures facility reimbursement for services.
3. Discovery continues for the Treasurer's Office for a project that will scan and electronically archive the large collection of hard copy tax rolls that are stored in the Treasurer's vault. Hard copy tax rolls date back to 1942.
4. Discovery for a Highway Department permit system is complete. Configuration and specification for RtVision OneGov permit solution continues. This system will provide online permit applications and payments processing.
5. The TimeStar, electronic time card and time tracking, system configuration changes is ongoing. IT works to adjust settings as change requests occur. PBJ reports are submitted to CMS (Centers for Medicare & Medicaid) using TimeStar data for both the Edgewater and Norwood Facilities. Configuration and change order specification is complete and submitted in order to migrate Sheriff Department to a real time vacation accrual system. Sheriff Deputy real time accrual is contracted and was approved September 17, 2019 and is set to begin January 1, 2020.
6. 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. The permitting fee structure was updated following board approval.
7. System discovery, research, and documentation regarding multiple departmental use of Quicken software is complete. 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.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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8. Discovery and security policy and procedure preparation begins as IT prepares to meet various department needs for a file sharing solution. DropBox is a cloud based solution and we will work ensure that open records requirements are met.
 9. Resolved an updating issue with our antivirus & security software, Sophos. After several remediation attempts, vendor support recommended a clean installation on all machines. The vendor provided an uninstall program that we tested, automated and deployed county-wide. The Sophos security suite is now operating correctly on county computers.
 10. Cabled and configured network switch ports at River Block to support the 6 replacement surveillance cameras.
 11. Completed installation of the display monitors at the Rapids Highway location. Configured displays per request.
 12. Worked on-site with Charter Communications to install new Fiber Optic links at Edgewater and Rapids Highway Garage. The addition of fiber optic links is part of our network migration project to provide faster service at a lower cost.
 13. Processed remaining PC replacement orders. This included surveying, working with department changes and processing orders with the vendors in order to avoid newly imposed tariffs.
 14. Worked with HS to setup storage and calendars to help migrate off of the SharePoint software. The solution that replaces SharePoint provides a considerable cost savings.
 15. Completed the Active Directory, network resource management software, cleanup project. This was a 5 month collaborative project throughout IT. IT worked with departments to make sure information was consistent throughout the county. Active Directory entries have been updated to reflect proper names, physical office locations and manager/division leader employee hierarchy.
 16. Worked with the Health Department to switch 5 phones from US Cellular to Verizon. The change provides better coverage and an overall cost savings.
 17. Installed a multifunction machine in the security office, a label printer in EM, & a printer at Norwood.
 18. Scheduled a final demo of the new phone attendant software. This software will replace VistaPoint software which helps receptionists manage and transfer phone calls from their computers. The new software provides more call management features and reduced maintenance fees.
 19. Continued application development on the new Tree Sales system for Land and Water Conservation.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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20. Created a new custom report within the Law Enforcement/Jail system for Jail Administrator and the DA Office.
 21. Assisted and provided information to various Wood County Law Enforcement Agencies and Dispatch in response to a CJIS Audit.
 22. Monitor progress of preparations to relocate Cornerstone to ensure proper network wiring is being placed and view progress of IT's network closet on 2nd floor at Marshfield City Hall Plaza.
 23. Attended TCM multi-county user group meeting in Appleton.
 24. Exchange 2019 upgrade has been completed. All users and mailboxes have been migrated over to the new servers. A secondary set of servers is scheduled to be placed at an alternate location to increase availability and redundancy purposes.
 25. The last few remaining servers running on the old VMWare (Virtual Server) environment have been migrated and the VMWare servers have been decommissioned. This increases reliability, speed and security for County systems.
 26. Network team worked with Grand Rapids PD IT to migrate their VPN connection to their new Internet circuit.
 27. On September 20th at approximately 1:30 PM, Wood County experienced a network issue that caused communication issues with various switches in the Courthouse as well as core network. By 4:00 PM all services were back up and running.
 28. Continue to employ two interns to assist IT staff in meeting the daily needs and requests from the Departments we support. The additional staff has allowed IT staff to begin new projects sooner than expected.
 29. For the month of August, 429 helpdesk requests were created, with staff completing 459 tickets and leaving 178 open requests. These numbers represent service requests from departments throughout the County.
 30. IT continues to implement new ServiceDesk Desktop Central software. This software will improve software management on County devices by identifying software that is in need of upgrade. Updated software ensures that the County network is secure by allowing us to quickly identify and address vulnerabilities. This software will also allow IT to be more efficient when deploying computers to users.
 31. Updated and changed Frevvo forms for Human Services Crisis Intervention as requested. Worked with Frevvo support regarding software bugs.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

-
32. Added, deployed and set up our Bitbucket server. This will be our new management server for source control for internal software development.
 33. Continued implementation of Questica budget software, involving Finance, IT, and Questica staff. The system is currently running on Questica's servers as we wrap up the implementation phase. The on-site installation has been scheduled for the third week of October.
 34. Continued work with the Health Department, Environmental Health Division, on software needs for their expanded well water testing programs. The new software has been deployed and Environmental Health staff are now entering water sample information and testing results. Work continues on further customizing data entry screens, and building data exports and mail merges for results letters.
 35. Continued work with the Parks and Forestry Department to improve the Park Reservations system. Some minor updates were deployed in September.
 36. Began work with the Health Department on a new mobile-friendly design for department navigation on the public website.
 37. Attended the WEM Northeast Cyber Workshop held at Northcentral Technical College on September 17th.
 38. Recruitment for the PC Technician vacancy has begun.
 39. Staff attended the Fall GIPAW (Governmental Information Processing Association of Wisconsin) Conference. This was a 2- day event held September 25-26th in Sheboygan, WI.



Wood County

WISCONSIN

Reuben Van Tassel
Facilities Manager

Letter of Comments September 2019

1. Ongoing Projects and Planning

- a. District Attorney's Office – With the recent approval of funding for expansion and remodeling of third floor office space for the District Attorney, along with additional attorneys provided by the state, we will be providing temporary offices for the additional staff while I continue reviewing details for their long-term office space.
- b. Courthouse Security – Continuing to work with the Sheriff's Department on changes to building access and security.
- c. Facility Management Software – Continuing to coordinate activities for the implementation of work order and planned maintenance software at Norwood and Edgewater facilities.
- d. Solar Project – Assisted Parks and Forestry Director with information gathering for a project that has been recommended by the Renewable & Sustainable Committee.
- e. Jail Chiller – The bidding process to replace the Jail chiller is complete, the project should be finished before the end of the year.
- f. Human Services – The project at Marshfield City Hall Plaza is scheduled to be completed by the end of October; I am continuing to monitor progress as much as possible to ensure the space will meet the needs of Human Services.
- g. Budget – Spent time reviewing department budget to ensure Exec. Committee would receive accurate information; considered areas for additional savings.

2. Miscellaneous

- a. Attended: Executive Committee, HIRC, J&L, Security Committee, Public Safety, County Board meetings.
- b. Attended: Energy Management Seminar in Tomah.
- c. Attended WCA Conference in conjunction with Wisconsin Facility Management Assoc.



Wood County WISCONSIN

SAFETY & RISK MANAGEMENT

Safety & Risk Management Letter of Comments – September 2019

Safety/Risk/Insurance/Work Comp - News & Activities:

- Working on 7/20/2019 storm damage claims for Wood County.
- Working on 2020 insurance renewals with Aegis.

Lost Time/ Restricted Duty/Medical Injuries: 1

- 09/05/2019 – Emergency Management – Employee sustained a right wrist strain while feeding a wood chipper. Restricted duty injury.

First Aid Injuries: 3

- 09/14/2019 – Sheriffs – Employee sustained a bite and multiple contusions from a violent inmate.
- 09/18/2019 – Sheriffs – Employee sustained a strain to the right knee and hip while in pursuit of a suicidal resident.
- 09/20/2019 - Highway. – Employee sustained a rash from a chemical on a rake handle.

Property/Vehicle Damage Claims: 0

Liability – Wood County - Notice of Injury and Claim: 1

- 09/04/2019 – Corrections - Employee closed the overhead door in the sally port striking a WR police department squad. Loss of \$791.50

Liability – Active Lawyer Notice of Injury and Claim / Lawsuits/ Court Cases/ EEOC claims/ etc.

- Currently two active suicide claims.
- Currently one active EEOC claim.
- Currently one discrimination claim.

2019 Goals: Work with Human Resources on training for a new Risk Manager in Wood County.

Continue to encourage departments and employee's to call the Alaris Care Line when injured at work and the injury requires medical treatment. This will help control work comp claims costs.

Continue to lower work comp department charges for future budgets if work comp reserve funds remain high. Continue with the proactive approach on safety for Wood County.

TREASURER'S REPORT

10-01-2019

By: H. Gehrt

1. Attended Executive Committee meeting on September 3.
2. Attended Judicial & Legislative Committee meeting on September 6.
3. Participated in a conference call with Payment Service Network to hear about services and fees offered for collections of payments on September 16.
4. Participated in a brainstorming session with Human Resources regarding the Section 125 vendor on September 16.
5. Attended County Board meeting on September 17.
6. Went out to lock up houses with assistance from the Sheriff's and Maintenance Departments. I also met with an upset homeowner that the County is going to have to evict from his property pending the outcome of an adult welfare check on September 18.
7. Participated in a brainstorming session with Finance and Human Resources regarding health savings accounts on September 18.
8. Participated in graduation from the Wisconsin Local Government Leadership Academy at the Kalahari on September 24.
9. Participated in budget hearings on September 25.
10. Met with American Deposit Management Investment Company to look over the portfolio we have and hear about new services offered on September 25.
11. Went out with assistance from the Sheriff's and Maintenance Departments to lock up a home that was previously occupied on the initial lock up day on September 26.
12. I will be unable to attend the October County Board meeting, however, Deputy Treasurer, Cheryl Krohn, will be available to attend in case there are questions.



Wood County WISCONSIN

WELLNESS

Adam Fandre

Wellness Coordinator

Letter of Comments – October 2019

With quarter 3 wrapping up at the end of September and quarter 4 beginning in October, much of my focus has been on finalizing/preparing the various wellness activities associated with each.

The quarter 3 wellness challenge, Healthy Bingo, was largely a success with over 200 participants participating and the feedback received being overwhelmingly positive. Likewise, participation for the quarterly Workout Watch activity, one in which participants create a physical activity goal at the beginning of the quarter and track their progress over the last 3 months, has been equally successful with well over 80% of participants meeting their goals and reporting many positive changes as a result. Additionally, I have been sending individualized reminders about various deadlines to ensure participants meet their deadlines and acquire the appropriate 3,000 points in order to receive their corresponding cash incentives which will be paid out early to mid-October. The end of September also marks another round of InBody body composition testing appointments being completed. This past month I met with approximately 50 employees to perform these tests and many reported the results being very informative and extremely useful. This will return again March of 2020.

At this point, preparation for quarter 4 has largely been administrative. Much of this planning has involved readying the various activities in ManageWell by confirming start and end dates, updating various registration surveys, finalizing various communication pieces, etc. One of the primary activities taking place in quarter 4 is that of follow-up health coaching. Follow-up health coaching is not unlike the required health coaching session which takes place in quarter 2, except that it is optional and is worth 250 points rather than 500. These appointments are held with the intention of checking in on the goals they set with me earlier this year and how they have been progressing and what barriers they have encountered. Participation in the follow-up health coaching over the last 2 years has averaged approximately 200 participants and appointments can range from 10-20 minutes each. Over 250 time slots have been created and will be held at all of the primary Wood County locations.

Additionally, I have been working on coordinating and handling the logistics for the flu clinics taking place in this month. Like last year, these clinics are set to correspond with the open enrollment schedules and will cover a wide range of times and locations to ensure employees and family members have ample dates, times and locations to choose from. Staff from Edgewater, Annex & Health Center and the Health Department have been more than helpful with their willingness to assist with administering the flu shots at these clinics.

Lastly, I have also begun preparation for the 2020 wellness program which begins in January of next year. At this point, this has primarily involved working with various departments to reserve rooms and locations for the on-site biometric screening set to take place in quarter 1 of 2020. I have also begun to work with the graphics department at Aspirus to begin a rough draft of the mailings which will be sent to participants homes highlighting the various changes that can be expected this next year. These typically are sent in early to mid-December.



Wood County WISCONSIN

WELLNESS

Adam Fandre
Wellness Coordinator

Wellness Committee Summary – September 16, 2019

This month's meeting was primarily focused on the happenings of the Executive Committee meeting that took place on September 3rd. There was much concern on the negative impact such a drastic cut on cash incentives (\$475 to \$150) would have on year-long participation. Several committee members did share their departments did not think \$150 was worth pursuing and will most likely complete the three primary activities only which, in-turn, will do very little on improving health outcomes.

Similarly, committee members were concerned the discussion of employees who missed one or more of the deadlines for the three qualifying activities earlier this year was to start again at the next Executive Committee meeting. Over 550+ other participants had no troubles with meeting these deadlines and if exceptions are made, it undermines the integrity of the Wellness Program as a whole and will be far more detrimental than if no exceptions were made. A deadline is a deadline and if we start making exceptions now, what is the point of having any in the first place. Adam shares these same feelings and opinions.

Topics for the next Wellness Committee meeting will be to update on Executive Committee discussion and to review and brainstorm ideas of how to move Wellness Program in positive direction in lieu of the challenges described above.

Wellness Coordinator Monthly Updates

- Continuing to work with Wellness Champs on communicating any important deadlines, activities and information at their respective department meetings.
- Working with staff at departments who do not have computers or readily available access to computers in order to complete various wellness activities.
- Working with Human Resources and Finance to send any applicable quarterly payouts to employees qualifying for cash payouts.
- Worked with UW-Extension and Health Department to coordinate September Lunch & Learn focused on United Way and how they contribute to the community. Recorded presentation with the help of video equipment from Wisconsin Rapids Community Media Center.
- Crafted August lunch & learn quiz to be uploaded to ManageWell for participants unable to view in-person as well as hard copy versions for employees without readily available computer access.
- Reaching out to various contacts to finalize presenters for other upcoming Lunch & Learns.
- Wrapping up quarter 3 wellness challenge, Healthy Bingo, and sending reminders to employees who have yet to meet requirements. Reminders are also being sent for other quarter 3 activities ending as well.
- Working with Aspirus and department heads to coordinate ergonomic assessments for employees. Meeting with department heads to discuss ergonomic assessment results and recommendations.
- Coordinated with various massage therapists to hold chair massages at the courthouse and River Block in order to meet the needs/wants of various shifts/departments. Sending out appointment reminders to employees who scheduled appointments.



Wood County

WISCONSIN

WELLNESS

Adam Fandre

Wellness Coordinator

-
- Meeting with new hires to review Wellness Program and assist with registration and successful completion of three required activities by their appropriate deadlines.
 - Finalized quarter 4 activities, events and updates in ManageWell portal. Working with various Wood County locations and departments to reserve rooms for follow-up health coaching appointments.
 - Coordinating flu shot clinics with assistance of Edgewater, Health Department and Annex & Health Center.
 - Reserving rooms and dates for 2020 biometric screenings in January, February and March.
 - Completing various body composition appointments at each Wood County location.
 - Continue to update wellness bulletin boards at various Wood County locations with most up-to-date information and wellness resources.
 - Continue to assist participants with navigating wellness portal and answering questions as they arise. Any feedback received is passed along to ManageWell support staff.

COUNTY BOARD CLAIMS

Aug-19

August-19

Paid September 2019

CLAIMANT	MONTH		PER DIEM \$	MILEAGE \$	MEALS/PKG HOTEL \$	TOTAL \$
Robert Ashbeck	August-19		300.00	73.08		\$373.08
Allen Breu	August-19		350.00	81.20		\$431.20
William Clendenning	August-19		615.00	106.14		\$721.14
Ken Curry	August-19		715.00	45.82		\$760.82
Michael Feirer	August-19		300.00	111.36		\$411.36
Adam Fischer	August-19		615.00	374.10		\$989.10
Jake Hahn	August-19		350.00	83.52		\$433.52
Brad Hamilton	August-19		350.00	80.04		\$430.04
Marion Hokamp	August-19		300.00	16.24		\$316.24
David La Fontaine	August-19		300.00	87.00		\$387.00
Bill Leichtnam	August-19		650.00	168.78		\$818.78
Doug Machon	August-19		650.00	197.20		\$847.20
Lance Pliml	August-19		400.00	31.32		\$431.32
Dennis Polach	August-19		465.00	2.90		\$467.90
Donna Rozar	August-19		690.00	259.84		\$949.84
William Winch	August-19		600.00	77.72		\$677.72
Jason Zaleski	July/Aug 19		500.00	125.28		\$625.28
Joe Zurfluh	August-19		250.00	12.76		\$262.76
			\$ 8,400.00	\$ 1,934.30	\$ -	\$ 10,334.30

Chairman

Executive Committee

Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: SEPTEMBER 2019

For the range of vouchers: 06190185 - 06190202

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06190185	LANGTON DENNIS	August Mail Deliveries	09/02/2019	\$209.00	P
06190186	ELECTION SYSTEMS & SOFTWARE	Modem Down Payment - 2020 CIP	08/27/2019	\$4,950.00	P
06190187	TDS TELECOM	TDS PH 715-884-6596 JULY 19	09/04/2019	\$26.85	P
06190188	TDS TELECOM	TDS 715-652-3551 JULY 19	09/04/2019	\$44.21	P
06190189	TDS TELECOM	TDS 715-652-2067 JULY 19	09/04/2019	\$70.28	P
06190190	TDS TELECOM	TDS PH BILL 7158846479 JULY 19	09/04/2019	\$65.33	P
06190191	TDS TELECOM	TDS PH 715-652-2107 JULY 19	09/04/2019	\$57.83	P
06190192	CENTURYLINK	Various Long Distance - August	09/09/2019	\$173.39	P
06190193	MARKING JUDY	DOG DAMAGE CLAIM-J MARKING	09/10/2019	\$100.00	P
06190194	SOUTH WOOD COUNTY HUMANE SOCIETY	2019 CONT DOG SWCHS	09/11/2019	\$2,500.00	P
06190195	WISCONSIN MEDIA	VAR ADS 8/1- 8/31/19	09/16/2019	\$1,065.82	P
06190196	UNITED MAILING SERVICE	MAIL FEES AUG 1-31 2019	09/16/2019	\$932.21	P
06190197	WISCONSIN RAPIDS COMMUNITY MEDIA	DVD for Cty Brd Mtg - Aug 19	09/17/2019	\$20.00	P
06190198	BULL'S EYE COUNTRY CLUB	Meal Expense	09/18/2019	\$43.42	P
06190199	WISCONSIN RAPIDS COMMUNITY MEDIA	DVD Cty Brd - Sept 19	09/23/2019	\$20.00	
06190200	OFFICE ENTERPRISES INC	IN700 INK TANK SEPT 19	09/23/2019	\$224.99	
06190201	OFFICE ENTERPRISES INC	IN700 MAIL LABEL SEPT 19	09/23/2019	\$54.85	
06190202	UNITED PARCEL SERVICE	REPLENISH UPS ACCT SEPT 2019	09/24/2019	\$200.00	
Grand Total:				\$10,758.18	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

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Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: SEPTEMBER 2019

For the range of vouchers: 14190275 - 14190307

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14190275	CITY OF MARSHFIELD	2019 PILOT PAYMENT	09/01/2019	\$34,483.96	P
14190276	CITY OF MARSHFIELD	2019 PILOT PAYMENT	09/01/2019	\$29,115.30	P
14190277	PORT EDWARDS SCHOOL DISTRICT	2019 PILOT PAYMENT	09/01/2019	\$4,964.33	P
14190278	TOWN OF GRAND RAPIDS	2019 PILOT PAYMENT	09/01/2019	\$899.91	P
14190279	UW - MARSHFIELD WOOD COUNTY	REIMBURSEMENT OF CIP EXPENSES	08/28/2019	\$87.50	P
14190280	UW - MARSHFIELD WOOD COUNTY	REIMBURSEMENT FOR CIP EXPENSES	08/28/2019	\$1,925.00	P
14190281	VILLAGE OF PORT EDWARDS TREAS	2019 PILOT PAYMENT	09/01/2019	\$4,442.21	P
14190282	WISCONSIN RAPIDS SCHOOL DISTRICT	2019 PILOT PAYMENT	09/01/2019	\$3,438.39	P
14190283	MCINTOSH JACQUELINE	8/29/19 DIRECT DEPOSIT RETURN	09/03/2019	\$895.68	P
14190284	BADGER STATE INDUSTRIES	SIGNAGE FOR UW MFLD	08/27/2019	\$505.15	P
14190285	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	09/05/2019	\$15.98	P
14190286	BLITT AND GAINES PC	GARNISHMENT PAYMENT	09/12/2019	\$376.33	P
14190287	BOSTON MUTUAL	WHOLE LIFE INSURANCE	09/12/2019	\$1,207.82	P
14190288	GREAT LAKES HIGHER EDUCATION CORP	GARNISHMENT PAYMENT	09/12/2019	\$288.68	P
14190289	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	09/12/2019	\$3,725.91	P
14190290	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	09/12/2019	\$1,986.55	P
14190291	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	09/12/2019	\$3,009.83	P
14190292	RAUSCH STURM ISRAEL ENERSON & HORNIK LLP	GARNISHMENT PAYMENT	09/12/2019	\$225.27	P
14190293	SCHUELKE SUSAN A	GARNISHMENT PAYMENT	09/12/2019	\$73.64	P
14190294	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	09/15/2019	\$46.36	P
14190295	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	09/13/2019	\$31.98	P
14190296	GFOA	LEADERSHIP ACADEMY - CUMMINGS	09/05/2019	\$2,100.00	P
14190297	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	09/19/2019	\$26.39	
14190298	ROBERT W BAIRD & CO	PROF SVCS 2019 PROM NOTES	09/20/2019	\$18,500.00	
14190299	TRUE IT LLC	DYNAMICS SUPPORT	09/11/2019	\$150.00	
14190300	BLITT AND GAINES PC	GARNISHMENT PAYMENT	09/26/2019	\$351.81	
14190301	BOSTON MUTUAL	WHOLE LIFE INSURANCE	09/26/2019	\$1,320.38	
14190302	GREAT LAKES HIGHER EDUCATION CORP	GARNISHMENT PAYMENT	09/26/2019	\$288.68	
14190303	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	09/26/2019	\$2,995.28	
14190304	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	09/26/2019	\$2,023.71	
14190305	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	09/26/2019	\$3,727.08	
14190306	RAUSCH STURM ISRAEL ENERSON & HORNIK LLP	GARNISHMENT PAYMENT	09/26/2019	\$52.66	

Committee Report - County of Wood

FINANCE - SEPTEMBER 2019

14190275 - 14190307

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14190307	SCHUELKE SUSAN A	GARNISHMENT PAYMENT	09/26/2019	\$73.64	
Grand Total:				\$123,355.41	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: SEPTEMBER 2019

For the range of vouchers: 17190074 - 17190083

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17190074	WACPD	2019 WACPD Fall Conference	09/03/2019	\$200.00	P
17190075	NORTHWOODS LASER & EMBROIDERY	Service Plaques	08/26/2019	\$115.00	P
17190076	NORTHWOODS LASER & EMBROIDERY	Retirement Plaques	05/23/2019	\$71.75	P
17190077	WI DEPT OF ADMINISTRATION	WiscJobs Post - AODA Counselor	08/15/2019	\$175.00	P
17190078	WOOD TRUST BANK	Visa Charges - Aug 2019	08/20/2019	\$30.00	P
17190079	WI DEPT OF WORKFORCE DEVELOPMENT	Aug 2019 Unemployment Charges	08/31/2019	\$2,159.59	P
17190080	HORTON GROUP INC THE	Consulting Fees - Sept 2019	09/09/2019	\$2,083.33	P
17190081	NATIONWIDE TRUST CO FSB	PEHP	09/10/2019	\$15,329.50	P
17190082	MID-STATE TECHNICAL COLLEGE	BLS/CPR Initial Classes	09/19/2019	\$130.00	P
17190083	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	08/21/2019	\$550.00	P
Grand Total:				\$20,844.17	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

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Committee Member: _____

Committee Report

County of Wood

Report of claims for: INFORMATION TECHNOLOGY

For the period of: SEPTEMBER 2019

For the range of vouchers: 27190301 - 27190332

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27190301	AMAZON CAPITAL SERVICES	EDGEWATER TV AND CART	08/21/2019	\$423.98	P
27190302	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	08/22/2019	\$29.47	P
27190303	AMAZON CAPITAL SERVICES	HEADSETS, CABLE & HUBS	08/25/2019	\$234.51	P
27190304	AMAZON CAPITAL SERVICES	HEADSET	08/25/2019	\$96.89	P
27190305	AMAZON CAPITAL SERVICES	SURGE PROTECTOR	08/28/2019	\$12.59	P
27190306	AMAZON CAPITAL SERVICES	CREDIT MEMO	08/30/2019	(\$0.28)	P
27190307	AMAZON CAPITAL SERVICES	PHONE CASE	08/30/2019	\$19.11	P
27190308	AMAZON CAPITAL SERVICES	CREDIT MEMO	09/03/2019	(\$0.63)	P
27190309	CHARTER COMMUNICATIONS	INTERNET PRO100	08/24/2019	\$130.00	P
27190310	FRONTIER COMMUNICATIONS	PHONE CHARGES	08/22/2019	\$1,148.55	P
27190311	RHYME BUSINESS PRODUCTS	LABEL PRINTER, NORWOOD PRINTER	08/27/2019	\$518.99	P
27190312	SOLARUS	PHONE CHGS ACCT 00063942-1	09/01/2019	\$9,071.78	P
27190313	SOLARUS	PHONE CHGS ACCT 00077856-5	09/01/2019	\$298.81	P
27190314	SOLARUS	PHONE CHGS ACCT 00061009-7	09/01/2019	\$69.99	P
27190315	US CELLULAR	CELL PHONE CHGS ACCT 277407322	08/16/2019	\$2,089.36	P
27190316	US CELLULAR	CELL PHONE CHGS ACCT 851710598	08/16/2019	\$677.33	P
27190317	US CELLULAR	CELL PHONE CHGS ACCT 203538532	08/20/2019	\$802.54	P
27190318	US CELLULAR	CELL PHONE CHGS ACCT 203391922	08/20/2019	\$179.96	P
27190319	RHYME BUSINESS PRODUCTS	PRINTER/COPIER CHARGES	09/04/2019	\$3,342.81	P
27190320	US BANK	CREDIT CARD CHARGES	08/26/2019	\$3.04	P
27190321	US BANK	CREDIT CARD CHARGES	08/26/2019	\$79.98	P
27190322	VERIZON	CELL CHGS ACCT 242258062-00001	09/01/2019	\$1,586.99	P
27190323	AMAZON CAPITAL SERVICES	CABLE FOR HWY MONITORS	09/06/2019	\$12.99	
27190324	AMAZON CAPITAL SERVICES	HEALTH PHONE ACCESS,IT SUPPLIE	09/19/2019	\$170.76	
27190325	AMAZON CAPITAL SERVICES	CREDIT - HEALTH PHONE ACCESS	09/24/2019	(\$3.36)	
27190326	CDW GOVERNMENT INC	ADOBE ACROBAT PRO DC RENEWAL	08/29/2019	\$549.75	
27190327	ECON ELECTRIC	NORWOOD FIBER TO TOWER	09/13/2019	\$8,265.95	
27190328	INSIGHT PUBLIC SECTOR INC	2019 EOY PC ORDER	09/08/2019	\$799.35	
27190329	INSIGHT PUBLIC SECTOR INC	2019 EOY PC ORDER	09/09/2019	\$566.48	
27190330	INSIGHT PUBLIC SECTOR INC	2019 EOY PC ORDER	09/13/2019	\$4,138.10	
27190331	INSIGHT PUBLIC SECTOR INC	2019 EOY PC ORDER	09/17/2019	\$54.75	
27190332	SOLARWINDS	DAMEWARE MAINTENANCE RENEWAL	08/08/2019	\$495.00	

Grand Total:

\$35,865.54

Signatures

Committee Chair: _____
Committee Member: _____
Committee Member: _____
Committee Member: _____
Committee Member: _____

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Committee Member: _____

Committee Report

County of Wood

Report of claims for: MAINTENANCE / PURCHASING

For the period of: SEPTEMBER 2019

For the range of vouchers: 19190865 - 19190990 50121009 - 50121010

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19190865	ACE HARDWARE	TOOLS	08/27/2019	\$21.07	P
19190866	ACE HARDWARE	JAIL KITCHEN PLUMBING SUPPLIES	08/27/2019	\$14.99	P
19190867	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	08/25/2019	\$3,979.85	P
19190868	AMAZON CAPITAL SERVICES	SHOP SUPPLIES	08/22/2019	\$24.05	P
19190869	AMAZON CAPITAL SERVICES	SHOP SUPPLIES	08/22/2019	\$9.99	P
19190870	AMAZON CAPITAL SERVICES	SHOP SUPPLIES	08/23/2019	\$80.73	P
19190871	AMAZON CAPITAL SERVICES	SHOP SUPPLIES	08/24/2019	\$49.99	P
19190872	AMAZON CAPITAL SERVICES	PRINTER RIBBON	08/28/2019	\$45.40	P
19190873	AMAZON CAPITAL SERVICES	CREDIT MEMO	08/29/2019	(\$2.37)	P
19190874	CRESCENT ELECTRIC SUPPLY CO	LIGHT BULBS	08/15/2019	\$122.50	P
19190875	CRESCENT ELECTRIC SUPPLY CO	LIGHT BULBS	08/26/2019	\$245.00	P
19190876	ERON & GEE/HERMAN'S PLUMBING & HEATING	REPLACE JAIL TOILET	08/21/2019	\$964.20	P
19190877	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	08/21/2019	\$200.44	P
19190878	GAPPA SECURITY SOLUTIONS LLC	CH SECURITY - LOCKS & KEYS	08/21/2019	\$205.85	P
19190879	GRAYBAR	CH SECURITY OFFICE - WIRE	08/19/2019	\$244.15	P
19190880	GRAINGER (Maintenance)	THERMOSTATS	08/26/2019	\$183.16	P
19190881	GRAINGER (Maintenance)	CASTERS	08/29/2019	\$40.18	P
19190882	JFTCO INC	CH GENERATOR TESTING	08/19/2019	\$1,862.90	P
19190883	LIBERTY CLEANERS INC	CLEANING COURTHOUSE, JAIL	08/26/2019	\$7,913.91	P
19190884	MAVO SYSTEMS WISCONSIN LLC	JAIL GENERATOR EXHAUST SUPPLIE	07/12/2019	\$395.00	P
19190885	NAPA CENTRAL WI AUTO PARTS	OIL & FILTER - 99 FORD RANGER	08/27/2019	\$19.49	P
19190886	NORTHSTAR ENVIRONMENTAL TESTING LLC	ASBESTOS TESTING - 3RD FLOOR	08/21/2019	\$2,455.00	P
19190887	QUALITY DOOR & HARDWARE	EM OFFICE - DOOR CLOSER	08/21/2019	\$411.57	P
19190888	WISCONSIN VALLEY BUILDING PRODUCTS	TOOLS	08/20/2019	\$160.33	P
19190889	WISCONSIN DNR- ENVIRONMENTAL FEES	SOLID WASTE TRANSPORT PERMIT	08/21/2019	\$110.00	P
19190890	WOOD TRUST BANK	ENERGY MANAGEMENT TRAINING	08/20/2019	\$139.00	P
19190891	ACE HARDWARE	SHOP SUPPLIES	09/03/2019	\$9.77	P
19190892	ACE HARDWARE	SHOP SUPPLIES	09/03/2019	\$24.47	P
19190893	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	09/04/2019	\$5,396.53	P
19190894	CRESCENT ELECTRIC SUPPLY CO	EM OFFICE - LIGHTS	08/27/2019	\$86.64	P
19190895	GRAYBAR	CH SECURITY & CTY CLK - CABLE	08/27/2019	\$1,307.10	P
19190896	QUALITY DOOR & HARDWARE	CH SECURITY - DOOR HARDWARE	08/30/2019	\$71.91	P
19190897	SGTS INC	JAIL LOCK SERVICE CALL	08/30/2019	\$1,092.50	P
19190898	SHERWIN-WILLIAMS CO THE	CH SECURITY - PAINT	09/03/2019	\$30.68	P

Committee Report - County of Wood

MAINTENANCE / PURCHASING -
SEPTEMBER 2019

50121009 - 50121010 19190865 - 19190990

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19190899	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC HUMAN SVCS	08/28/2019	\$432.64	P
19190900	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	08/28/2019	\$330.02	P
19190901	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	08/28/2019	\$71.95	P
19190902	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	08/28/2019	\$10.30	P
19190903	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	08/28/2019	\$584.82	P
19190904	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	08/28/2019	\$91.38	P
19190905	WE ENERGIES	GAS SERVICE JAIL	08/27/2019	\$257.43	P
19190906	WE ENERGIES	GAS SERVICE COMMUNICATIONS	08/28/2019	\$9.90	P
19190907	WE ENERGIES	GAS SERVICE COURTHOUSE	08/28/2019	\$213.82	P
19190908	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	08/28/2019	\$9.57	P
19190909	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	08/28/2019	\$9.57	P
19190910	WE ENERGIES	GAS SERVICE HUMAN SERVICES	08/27/2019	\$14.59	P
19190911	WE ENERGIES	GAS SERVICE RIVER BLOCK	08/28/2019	\$454.63	P
19190912	OFFICE DEPOT	OFFICE SUPPLIES	09/10/2019	\$7.49	P
19190913	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/10/2019	\$16.18	P
19190914	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/10/2019	\$32.02	P
19190915	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/10/2019	\$9.09	P
19190916	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/10/2019	\$6.66	P
19190917	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/10/2019	\$29.47	P
19190918	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/10/2019	\$24.72	P
19190919	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/10/2019	\$129.99	P
19190920	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/10/2019	\$29.00	P
19190921	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/16/2019	\$4.27	P
19190922	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/16/2019	\$619.06	P
19190923	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/16/2019	\$53.66	P
19190924	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/16/2019	\$86.55	P
19190925	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/16/2019	\$19.82	P
19190926	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/16/2019	\$19.27	P
19190927	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/16/2019	\$32.98	P
19190928	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/16/2019	\$5.66	P
19190929	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/16/2019	\$78.88	P
19190930	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/16/2019	\$180.65	P
19190931	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/16/2019	\$44.49	P
19190932	OFFICE DEPOT	OFFICE SUPPLIES	09/16/2019	\$12.94	P
19190933	OFFICE DEPOT	OFFICE SUPPLIES	09/16/2019	\$38.14	P
19190934	INDIANHEAD SPECIALTY CO	STAMPS	09/16/2019	\$32.95	P
19190935	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/16/2019	\$64.93	P
19190936	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/16/2019	\$29.11	P
19190937	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/16/2019	\$19.99	P
19190938	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/16/2019	\$38.54	P
19190939	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/16/2019	\$33.57	P
19190940	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/16/2019	\$30.79	P
19190941	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/16/2019	\$62.90	P
19190942	ACE HARDWARE	TOOLS	09/09/2019	\$8.59	P

Committee Report - County of Wood

MAINTENANCE / PURCHASING -
SEPTEMBER 2019

50121009 - 50121010 19190865 - 19190990

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19190943	ACE HARDWARE	TOOLS	09/09/2019	\$18.17	P
19190944	ACE HARDWARE	WATER SOFTENER SALT	09/11/2019	\$377.37	P
19190945	ACE HARDWARE	SUPPLIES	09/11/2019	\$10.60	P
19190946	ADVANCED DISPOSAL	WASTE DISPOSAL FEES	08/31/2019	\$601.15	P
19190947	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	08/30/2019	\$501.53	P
19190948	AMAZON CAPITAL SERVICES	CH SUPPLIES	09/06/2019	\$85.00	P
19190949	AMAZON CAPITAL SERVICES	CH SECURITY - BATTERIES	09/06/2019	\$233.66	P
19190950	CRESCENT ELECTRIC SUPPLY CO	LED BULBS - JAIL	09/03/2019	\$3,678.00	P
19190951	CRESCENT ELECTRIC SUPPLY CO	CH SECURITY OFF - LIGHT SENSOR	09/03/2019	\$79.91	P
19190952	COMPLETE CONTROL	CH SECURITY - DOOR HARDWARE	08/31/2019	\$838.44	P
19190953	ERON & GEE/HERMAN'S PLUMBING & HEATING	REPLACE JAIL TOILET	08/30/2019	\$350.00	P
19190954	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	09/05/2019	\$268.27	P
19190955	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	09/05/2019	\$87.46	P
19190956	GAPPA SECURITY SOLUTIONS LLC	CH SECURITY - CORES & KEYS	09/09/2019	\$335.80	P
19190957	GRAINGER (Maintenance)	INTAKE FILTERS	09/04/2019	\$15.54	P
19190958	GRAINGER (Maintenance)	CH SECURITY - BARRIER POST	09/04/2019	\$140.51	P
19190959	GRAINGER (Maintenance)	CH SECURITY - ACCESSORIES	09/06/2019	\$25.70	P
19190960	GROUND'S DETAIL SERVICE LLC	GROUND'S CARE COURTHOUSE	09/03/2019	\$1,636.00	P
19190961	GROUND'S DETAIL SERVICE LLC	GROUND'S CARE HUMAN SERVICES	09/03/2019	\$286.00	P
19190962	GROUND'S DETAIL SERVICE LLC	GROUND'S CARE RIVER BLOCK	09/03/2019	\$792.00	P
19190963	MENARDS - PLOVER	CH SECURITY OFFICE - SUPPLIES	08/28/2019	\$164.40	P
19190964	MENARDS - PLOVER	LACTATION ROOM - SUPPLIES	09/06/2019	\$243.00	
19190965	MOBILELINK	CH SECURITY OFFICE-WINDOW FILM	09/03/2019	\$250.00	P
19190966	RON'S REFRIGERATION & AC INC	RB CHILLER REPAIRS	09/13/2019	\$1,309.25	P
19190967	SHERWIN-WILLIAMS CO THE	LACTATION ROOM - PAINT	09/05/2019	\$62.62	P
19190968	SHERWIN-WILLIAMS CO THE	EM OFFICE - PAINT	09/12/2019	\$172.73	P
19190969	WISCONSIN VALLEY BUILDING PRODUCTS	RB TOOLS	09/10/2019	\$6.23	P
19190970	MIDLAND PAPER	Office Supplies	09/20/2019	\$291.80	
19190971	DIAMOND BUSINESS GRAPHICS	OFFICE SUPPLIES	09/20/2019	\$29.00	
19190972	COMPLETE CONTROL	HVAC UPDATES - CIRC PUMP INTEG	09/12/2019	\$28.12	
19190973	FREEDOM PEST CONTROL LLC	RIVER BLOCK PEST CONTROL	09/16/2019	\$40.00	
19190974	FREEDOM PEST CONTROL LLC	COURTHOUSE PEST CONTROL	09/16/2019	\$40.00	
19190975	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	09/18/2019	\$200.44	
19190976	GAPPA SECURITY SOLUTIONS LLC	CH SECURITY - KEY RETAINER	09/16/2019	\$273.00	
19190977	GAPPA SECURITY SOLUTIONS LLC	CH SECURITY - KEY	09/16/2019	\$10.40	
19190978	GRAINGER (Maintenance)	LIGHT BULBS - JAIL	09/16/2019	\$24.90	
19190979	HOME DEPOT CREDIT SERV (Maintenance)	EM, CH, SECURITY, 12TH ST, FIN	09/05/2019	\$603.44	
19190980	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	09/17/2019	\$180.00	
19190981	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	09/12/2019	\$50.77	
19190982	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	09/12/2019	\$34.38	
19190983	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	09/12/2019	\$268.67	
19190984	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	09/12/2019	\$3,722.62	
19190985	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	09/12/2019	\$1,003.36	
19190986	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	09/12/2019	\$7.45	

Committee Report - County of Wood

MAINTENANCE / PURCHASING -
SEPTEMBER 2019

50121009 - 50121010 19190865 - 19190990

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19190987	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	09/12/2019	\$76.83	
19190988	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	09/12/2019	\$35.27	
19190989	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	09/12/2019	\$8,707.33	
19190990	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	09/12/2019	\$3,449.37	
50121009	STAPLES ADVANTAGE		09/24/2019	\$48.40	
50121010	SCHILLING SUPPLY COMPANY		09/24/2019	\$165.18	
Grand Total:				\$64,069.03	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

COMMITTEE REPORT
SAFETY, WORK COMP
AND INSURANCE
AUGUST 2019

#1

VOUCHER#	VENDOR	DESCRIPTION	AMOUNT
ALL THE BELOW WERE PAID BY AEGIS (TPA)			
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$70.29
PREPAID	ASCENSION ST CLAIRE'S	WC MED REIMBURSE	\$19,695.00
PREPAID	ROBERTS & ASSOCIATES	WC MED REIMBURSE	\$474.00
PREPAID	PARADIGM COMPLEX CARE SOLUTIONS	WC MED REIMBURSE	\$263.50
PREPAID	PARADIGM COMPLEX CARE SOLUTIONS	WC MED REIMBURSE	\$898.15
PREPAID	WORK COMP	FULL/FINAL COMPROMISED SETTLEMENT	\$200.00
PREPAID	WORK COMP	WC MED REIMBURSE	\$46.21
PREPAID	LINDER & MARSACK	ATTORNEY FEES	\$32.00
PREPAID	LINDER & MARSACK	ATTORNEY FEES	\$603.00
PREPAID	CENTRAL WISCONSIN RADIOLOGISTS	WC MED REIMBURSE	\$138.58
PREPAID	ASPIRUS RIVERVIEW HOSPITAL & CLINICS	WC MED REIMBURSE	\$474.05
PREPAID	ASPIRUS RIVERVIEW HOSPITAL & CLINICS	WC MED REIMBURSE	\$206.15
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$14.30
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$14.30
PREPAID	ASPIRUS	WC MED REIMBURSE	\$8.21
PREPAID	RISING MEDICAL SERVICES	BILL REVIEW SERVICES	\$86.50
PREPAID	WISCONSIN RIVER ORTHOPAEDICS	WC MED REIMBURSE	\$329.28
PREPAID	ASPIRUS RIVERVIEW HOSPITAL & CLINICS	WC MED REIMBURSE	\$169.62
PREPAID	ASPIRUS RIVERVIEW HOSPITAL & CLINICS	WC MED REIMBURSE	\$1,270.19
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$14.30
PREPAID	RISING MEDICAL SERVICES	BILL REVIEW SERVICES	\$3,861.99
PREPAID	ROBERTS & ASSOCIATES	WC MED REIMBURSE	\$201.51
PREPAID	ROBERTS & ASSOCIATES	WC MED REIMBURSE	\$397.41
PREPAID	WISCONSIN RIVER ORTHOPAEDICS	WC MED REIMBURSE	\$11.10
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$254.51
PREPAID	ROBERTS & ASSOCIATES	WC MED REIMBURSE	\$198.51
PREPAID	ROBERTS & ASSOCIATES	WC MED REIMBURSE	\$397.41
PREPAID	PITTSVILLE THERAPY	WC MED REIMBURSE	\$220.38
TOTAL			\$30,550.45

TTD - TEMPORARY TOTAL DISABILITY
TPD - TEMPORARY PARTIAL DISABILITY

PPD - PARTIAL PERMANENT DISABILITY
DB - DEATH BENEFIT

CHAIRMAN

Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: SEPTEMBER

For the range of vouchers: 23190047 - 23190048

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23190047	PROASSURANCE CASUALTY COMPANY	PROF LIABILITY INS - NORWOOD	09/10/2019	\$5,870.00	P
23190048	ECON ELECTRIC	POWER SURGE DAMAGES	09/24/2019	\$41,999.00	P
Grand Total:				\$47,869.00	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: SEPTEMBER 2019

For the range of vouchers: 28190221 - 28190247

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28190221	ADAMS COUNTY SHERIFF WISCONSIN	CIVIL PROCESS FEES	09/04/2019	\$52.73	P
28190222	CITY OF MARSHFIELD	AUGUST SPECIAL CHARGES	09/04/2019	\$857.04	P
28190223	CITY OF NEKOOSA TREASURER	AUGUST SPECIAL CHARGES	09/04/2019	\$1,455.53	P
28190224	GESSERT JULIE ANN	TAX OVERPAYMENT REFUND	09/04/2019	\$6.00	P
28190225	SEDEVIE CHARLES	TAX OVERPAYMENT REFUND	09/04/2019	\$5.00	P
28190226	TOWN OF PORT EDWARDS	AUGUST SPECIAL CHARGES	09/04/2019	\$43.20	P
28190227	TOWN OF REMINGTON	AUGUST SPECIAL CHARGES	09/04/2019	\$462.24	P
28190228	TOWN OF SARATOGA	AUGUST SPECIAL CHARGES	09/04/2019	\$625.67	P
28190229	TOWN OF CAMERON	AUGUST SPECIAL CHARGES	09/04/2019	\$243.11	P
28190230	TOWN OF GRAND RAPIDS	AUGUST SPECIAL CHARGES	09/04/2019	\$1,176.64	P
28190231	TOWN OF MARSHFIELD	AUGUST SPECIAL CHARGES	09/04/2019	\$248.18	P
28190232	TOWN OF RICHFIELD	AUGUST SPECIAL CHARGES	09/04/2019	\$232.79	P
28190233	TOWN OF ROCK TREAS LISA M WALLIS	AUGUST SPECIAL CHARGES	09/04/2019	\$272.98	P
28190234	VILLAGE OF ARPIN TREASURER	AUGUST SPECIAL CHARGES	09/04/2019	\$176.55	P
28190235	VILLAGE OF VESPER	AUGUST SPECIAL CHARGES	09/04/2019	\$188.69	P
28190236	VILLAGE OF PORT EDWARDS TREAS	AUGUST SPECIAL CHARGES	09/04/2019	\$484.71	P
28190237	VILLAGE OF RUDOLPH	AUGUST SPECIAL CHARGES	09/04/2019	\$411.45	P
28190238	WATER WORKS & LIGHTING COMM	TAX DEED UTILITIES	09/04/2019	\$40.18	P
28190239	WOOD COUNTY REGISTER OF DEEDS	TAX DEED RECORDING FEES	09/04/2019	\$480.00	P
28190240	CITY OF WISCONSIN RAPIDS	TAX DEED SPECIALCHARGES	09/11/2019	\$200.00	P
28190241	WI DEPT OF ADMINISTRATION	AUGUST WI LAND INFO	09/11/2019	\$8,547.00	P
28190242	BUSH DOUGLAS	TAX OVERPAYMENT REFUND	09/18/2019	\$59.44	P
28190243	GLACIER CANYON LODGE	HOTEL WRPLA CONFERENCE	09/18/2019	\$246.00	P
28190244	MARSHFIELD UTILITIES	TAX DEED UTILITIES	09/18/2019	\$10.87	P
28190245	NOVAD MANAGEMENT CONSULTING	TAX OVERPAYMENT REFUND	09/18/2019	\$144.82	P
28190246	STATE OF WISCONSIN TREASURER	AUGUST COC REVENUES	09/18/2019	\$139,549.04	P
28190247	WOODTRUST BANK	AUGUST MONTHLY SERVICE FEES	09/18/2019	\$1,009.70	P
Grand Total:				\$157,229.56	

Committee Report

County of Wood

Report of claims for: WELLNESS

For the period of: SEPTEMBER 2019

For the range of vouchers: 34190012 - 34190012

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34190012	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	09/03/2019	\$5,370.00	P
Grand Total:				\$5,370.00	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:



County of Wood

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

2019 Wood County Renewable and Sustainable Grant (RSG)

Applicant Organization: Wood County Courthouse Maintenance Dept.

Contact Person/Title: Reuben Van Tassel/Maintenance Manager

Contact Person Telephone: 715-421-8790 Email: rvantassel@co.wood.wi.us

The purpose of the 2019 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 2019 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 1 project application and multiple RSG projects may be funded.

****Grant applications are due by May 24th, 2019 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 (Excellent)	3 (Above Average)	2 (Average)	1 (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.)

Nepco Lake County Park Solar Project. This proposed project will include installation of a 8.3 kW (24 module), ground mount solar array. This system will be connected to the electric meter which serves the enclosed shelter building at Nepco Lake County Park. Estimated offset of electrical costs is 40%. Informational packet is attached.

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 (Excellent)	3 (Above Average)	2 (Average)	1 (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.)

As shown in the attached informational packet, the estimated payback will be 15 years. An estimated 40% decrease on the monthly energy charge will be realized throughout the life of the system.

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 (Excellent)	3 (Above Average)	2 (Average)	1 (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.)

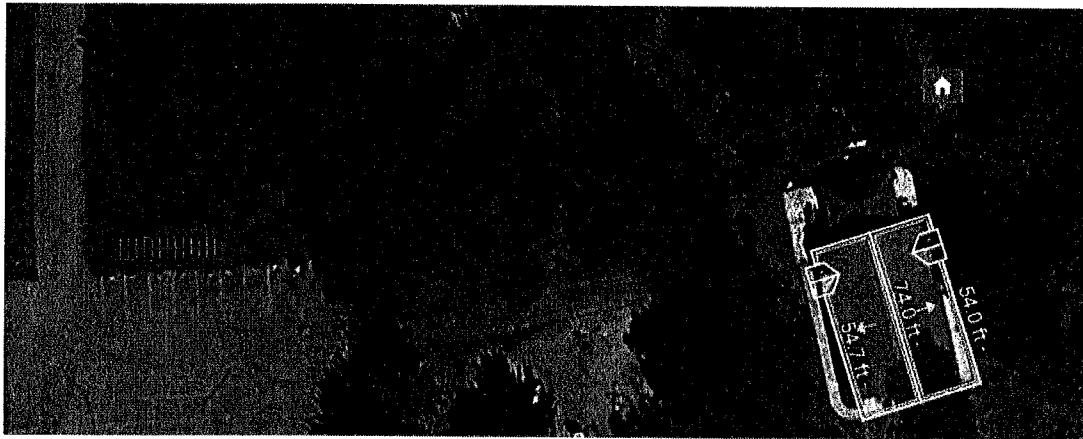
Contractor will apply for 2 rebates, which will equal approximately \$4,197. Contractor is also donating solar panels, which has a value of \$4,700.

Project Funding Request Summary

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

	Requested Funding	Total Organization Budget	Other Funding – e.g. grants, volunteers, donations
Wages & Benefits			
Office Supplies & Expenses			
Professional Services	24,300		\$4,197 grants to offset initial cost of \$24,300
Conferences & Dues			
Misc. or Other	\$500		Labor, Material, and Equipment for landscaping
Total			

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.



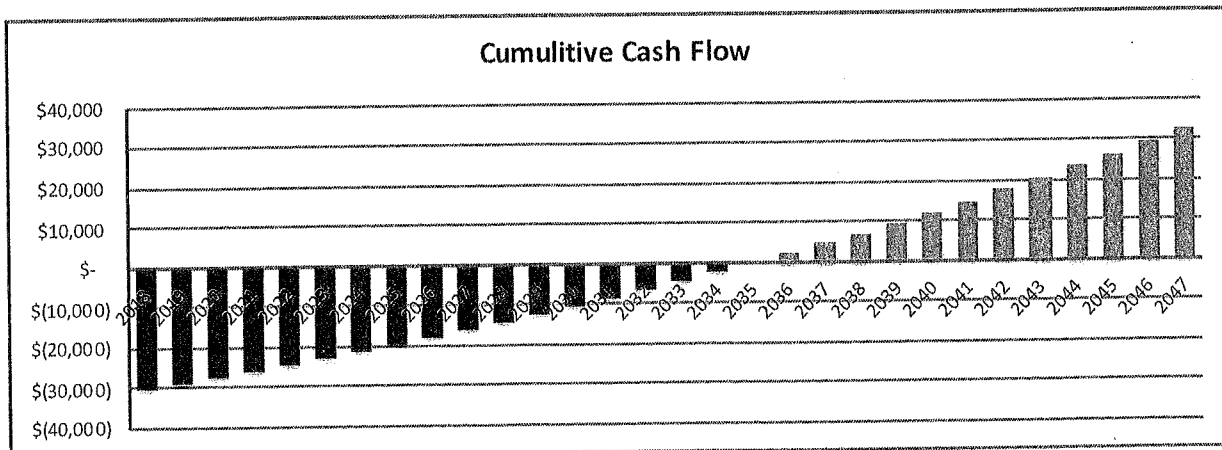
Nepco Park Solar

	Ground Mount
PV System Size	8.3 kW (24 modules)
Estimated Annual Energy Production	9,934 kWh -40 % offset
Levelized Cost of Energy (30 year)	\$.068/kWh
System Cost	\$24,300 - \$2,916 Focus Rebate - \$1,281 CWGB Rebate - = \$20,103 net cost
30 year IRR	6.7%
Simple Payback	Approx 15 years

Key Points of System Performance and Financial Summary



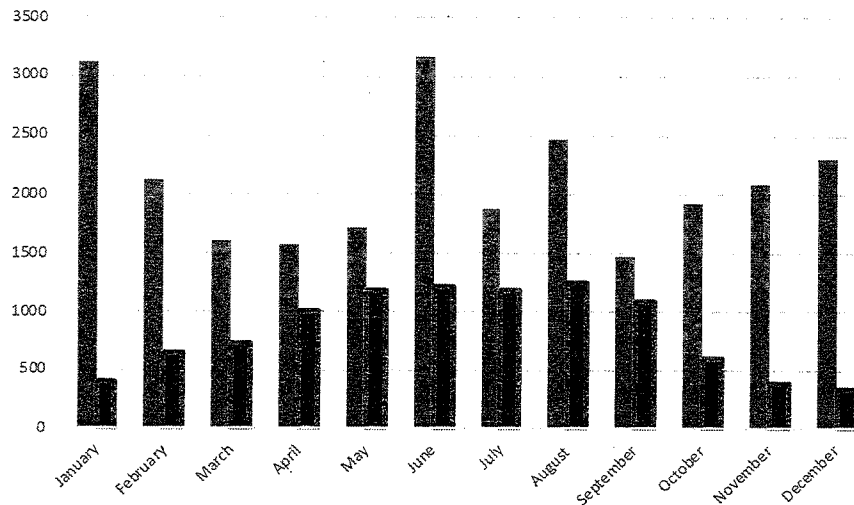
8.3 kW - Ground Mounted Solar Array		
September 23, 2019		
Energy Production, Cost, Economics and Environment		
Production		Annual Maintenance / Insurance
Solar electric systems rated module capacity (kW dc)	8.28	
Estimated output year one (kWh/yr)	9,934	Note that a small percentage of the system cost has been factored into this cost analysis to prepare system owners for future PV system costs. This includes homeowners / property insurance as well as replacement of equipment which can be anticipated within the expected 30 year life of this system.
Cost		
Estimated installed cost	\$24,300	
Focus On Energy Incentive	\$2,916	
Tax on Focus On Energy Incentive	\$0	
Federal Tax Credit	\$0	
CWGB Rebate	\$1,281	
Value of Five Year Accelerated Depreciation	\$0	
System cost after all incentives	\$20,103	
Value of year 1 to year 10 power production	\$12,995	
Economics		30 Year Levelized Cost Of Energy
Cost Recovery in Year	16	
30 Year Internal Rate of Return	6.67%	
30 Year Cost Of Doing Nothing	\$53,821	
30 Year Levelized Cost of Energy (\$/kWh)	\$0.077	The levelized cost of energy is calculated as the Total net cost of the system plus the anticipated 30 year maintenance costs divided by the anticipated 30 year energy generation.
Environment		
CO2 emission reduction per year (tons/year)	13.1	
Key Assumptions		
Cost of System Per watt (dc)	\$2.935	
Electricity rate year one (\$/kWh)	\$0.11420	
Solar electric buyback rate	Monthly True-up	
Estimated electricity price inflation rate (%/yr)	3.50%	
Expected output degradation (%/year)	0.50%	
Inverter Replacements	0	
First Year Property Insurance Increase	\$0.00	



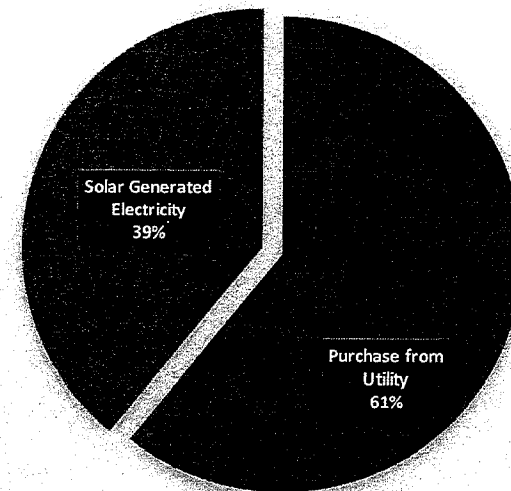
8.3 kW Ground Mounted Solar Array

			Estimated Energy Generation	Acutal Past 12 Month Energy Consumption	Net Energy Usage With Solar	Meter Fees	ESTIMATED Previous Energy Bill	ESTIMATED Energy Bill With Solar	Savings
January			397	3110	2,713	\$16.77	\$371.93	\$326.63	\$45.30
February			643	2119	1,476	\$16.77	\$258.76	\$185.28	\$73.48
March			723	1594	871	\$16.77	\$198.80	\$116.28	\$82.53
April			999	1570	571	\$16.77	\$196.06	\$81.97	\$114.09
May			1183	1708	525	\$16.77	\$211.82	\$76.68	\$135.15
June			1213	3152	1,939	\$16.77	\$376.73	\$238.19	\$138.54
July			1171	1883	712	\$16.77	\$231.81	\$98.11	\$133.70
August			1235	2453	1,218	\$16.77	\$296.90	\$155.89	\$141.02
September			1079	1471	392	\$16.77	\$184.76	\$61.59	\$123.17
October			589	1918	1,329	\$16.77	\$235.81	\$168.58	\$67.22
November			373	2086	1,713	\$16.77	\$254.99	\$212.36	\$42.63
December			330	2300	1,970	\$16.77	\$279.43	\$241.78	\$37.65
TOTAL			9934	25,364	15,430	\$201.24	\$3,097.81	\$1,963.33	\$1,134.48
Annual Energy - Adjusted for 0% Snow Shading				9934					
This Solar Electric System Offsets 39.2% Of Your Current Energy Usage									
Assumptions									
Energy Rate \$ 0.114		Meter Fee Rate \$16.77 per month			Met Data Location 0		Derrate Factor 0		

Historical Use vs. Projected Solar Generation



Solar Offset



powered by

Q.ANTUM

Q.PLUS L-G4.2 340-355

Q.ANTUM SOLAR MODULE

The Q.ANTUM solar module Q.PLUS L-G4.2 with power classes up to 355 Wp is the strongest module of its type on the market globally. Powered by 72 Q CELLS solar cells Q.PLUS L-G4.2 was specially designed for large solar power plants to reduce BOS costs. Only Q CELLS offers German engineering quality with our unique triple Yield Security.



LOW ELECTRICITY GENERATION COSTS

Higher yield per surface area and lower BOS costs thanks to higher power classes and an efficiency rate of up to 18.1 %.



INNOVATIVE ALL-WEATHER TECHNOLOGY

Optimal yields, whatever the weather with excellent low-light and temperature behavior.



ENDURING HIGH PERFORMANCE

Long-term yield security with Anti-PID Technology¹, Hot-Spot-Protect and Traceable Quality Tra.Q™.



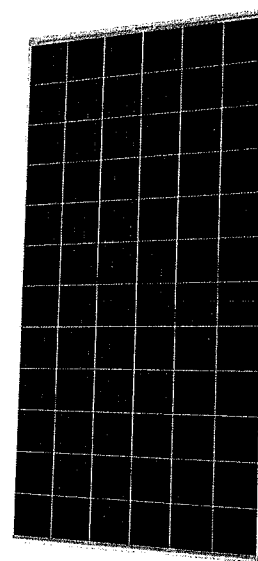
EXTREME WEATHER RATING

High-tech aluminum alloy frame, certified for high snow (5400 Pa) and wind loads (2400 Pa).



A RELIABLE INVESTMENT

Inclusive 12-year product warranty and 25-year linear performance guarantee².



THE IDEAL SOLUTION FOR:



Ground-mounted
solar power plants

Engineered in Germany

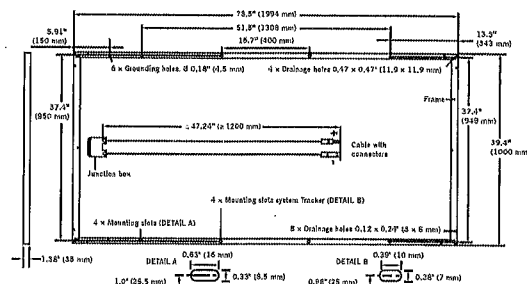
¹ APT test conditions: Cells at -1500V against grounded, with conductive metal foil covered module surface, 25 °C, 168h

² See data sheet on rear for further information.

Q CELLS

MECHANICAL SPECIFICATION

Format	78.5 in × 39.4 in × 1.38 in (including frame) (1994 mm × 1000 mm × 35 mm)
Weight	52.9 lbs (24 kg)
Front Cover	0.13 in (3.2 mm) thermally pre-stressed glass with anti-reflection technology
Back Cover	Composite film
Frame	Anodized aluminum
Cell	6 × 12 Q.ANTUM solar cells
Junction box	3.35-4.53 in × 2.36-3.15 in × 0.59-0.75 in (85-115 × 60-80 × 15-19 mm), Protection class ≥ IP67, with bypass diodes
Cable	4 mm ² Solar cable; (+) ≥ 47.24 in (1200 mm), (-) ≥ 47.24 in (1200 mm)
Connector	MC4 or MC4-EVO 2, IP65 and IP68



ELECTRICAL CHARACTERISTICS

POWER CLASS			340	345	350	355
MINIMUM PERFORMANCE AT STANDARD TEST CONDITIONS, STC ¹ (POWER TOLERANCE +5 W / -0 W)						
Minimum	Power at MPP ²	P _{MPP} [W]	340	345	350	355
	Short Circuit Current*	I _{SC} [A]	9.59	9.64	9.69	9.74
	Open Circuit Voltage*	V _{OC} [V]	47.07	47.46	47.71	47.97
	Current at MPP*	I _{MPP} [A]	9.03	9.09	9.15	9.21
	Voltage at MPP*	V _{MPP} [V]	37.63	37.93	38.23	38.52
	Efficiency ²	η [%]	≥17.1	≥17.3	≥17.6	≥17.8
MINIMUM PERFORMANCE AT NORMAL OPERATING CONDITIONS, NOC ³						
Minimum	Power at MPP ²	P _{MPP} [W]	252.1	255.8	259.5	263.2
	Short Circuit Current*	I _{SC} [A]	7.73	7.77	7.81	7.85
	Open Circuit Voltage*	V _{OC} [V]	43.92	44.29	44.53	44.77
	Current at MPP*	I _{MPP} [A]	7.09	7.14	7.19	7.24
	Voltage at MPP*	V _{MPP} [V]	35.56	35.83	36.10	36.36

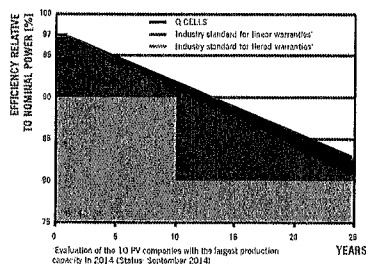
¹ 1000 W/m², 25 °C, spectrum AM 1.5G

² Measurement tolerances STC ± 3%; NOC ± 5%

³ 800 W/m², NOCT, spectrum AM 1.5G

* typical values, actual values may differ

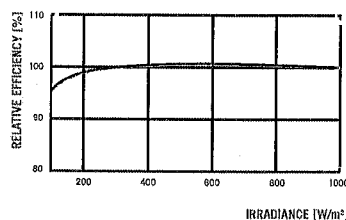
Q CELLS PERFORMANCE WARRANTY



At least 97% of nominal power during first year. Thereafter max. 0.6% degradation per year.
At least 92% of nominal power up to 10 years.
At least 83% of nominal power up to 25 years.

All data within measurement tolerances. Full warranties in accordance with the warranty terms of the Q CELLS sales organization of your respective country.

PERFORMANCE AT LOW IRRADIANCE



Typical module performance under low irradiance conditions in comparison to STC conditions (25 °C, 1000 W/m²).

TEMPERATURE COEFFICIENTS

Temperature Coefficient of I _{SC}	α	[%/K]	+0.04	Temperature Coefficient of V _{OC}	β	[%/K]	-0.29
Temperature Coefficient of P _{MPP}	γ	[%/K]	-0.40	Normal Operating Cell Temperature	NOCT	[°F]	113 ± 5.4 (45 ± 3 °C)

PROPERTIES FOR SYSTEM DESIGN

Maximum System Voltage V _{sys}	[V]	1500 (IEC) / 1500 (UL)	Safety Class	II
Maximum Series Fuse Rating	[A DC]	20	Fire Rating	C (IEC) / TYPE 1 (UL)
Design load, push (UL) ²	[lbs/ft ²]	75 (3600 Pa)	Permitted module temperature on continuous duty	-40 °F up to +185 °F (-40 °C up to +85 °C)
Design load, pull (UL) ²	[lbs/ft ²]	33 (1600 Pa)	² safety factor of 1.5 included, see installation manual	

QUALIFICATIONS AND CERTIFICATES

IEC 61215 (Ed.2); IEC 61730 (Ed.1), Application class A



PACKAGING INFORMATION

Number of Modules per Pallet	29
Number of Pallets per 53' Container	26
Number of Pallets per 40' Container	22
Pallet Dimensions (L × W × H)	81.3 × 45.3 × 46.9 in (2065 × 1150 × 1190 mm)
Pallet Weight	1671 lbs (758 kg)

NOTE: Installation instructions must be followed. See the installation and operating manual or contact our technical service department for further information on approved installation and use of this product.

Hanwha Q CELLS America Inc.
300 Spectrum Center Drive, Suite 1250, Irvine, CA 92618, USA | TEL +1 949 748 59 96 | EMAIL inquiry@us.q-cells.com | WEB www.q-cells.us

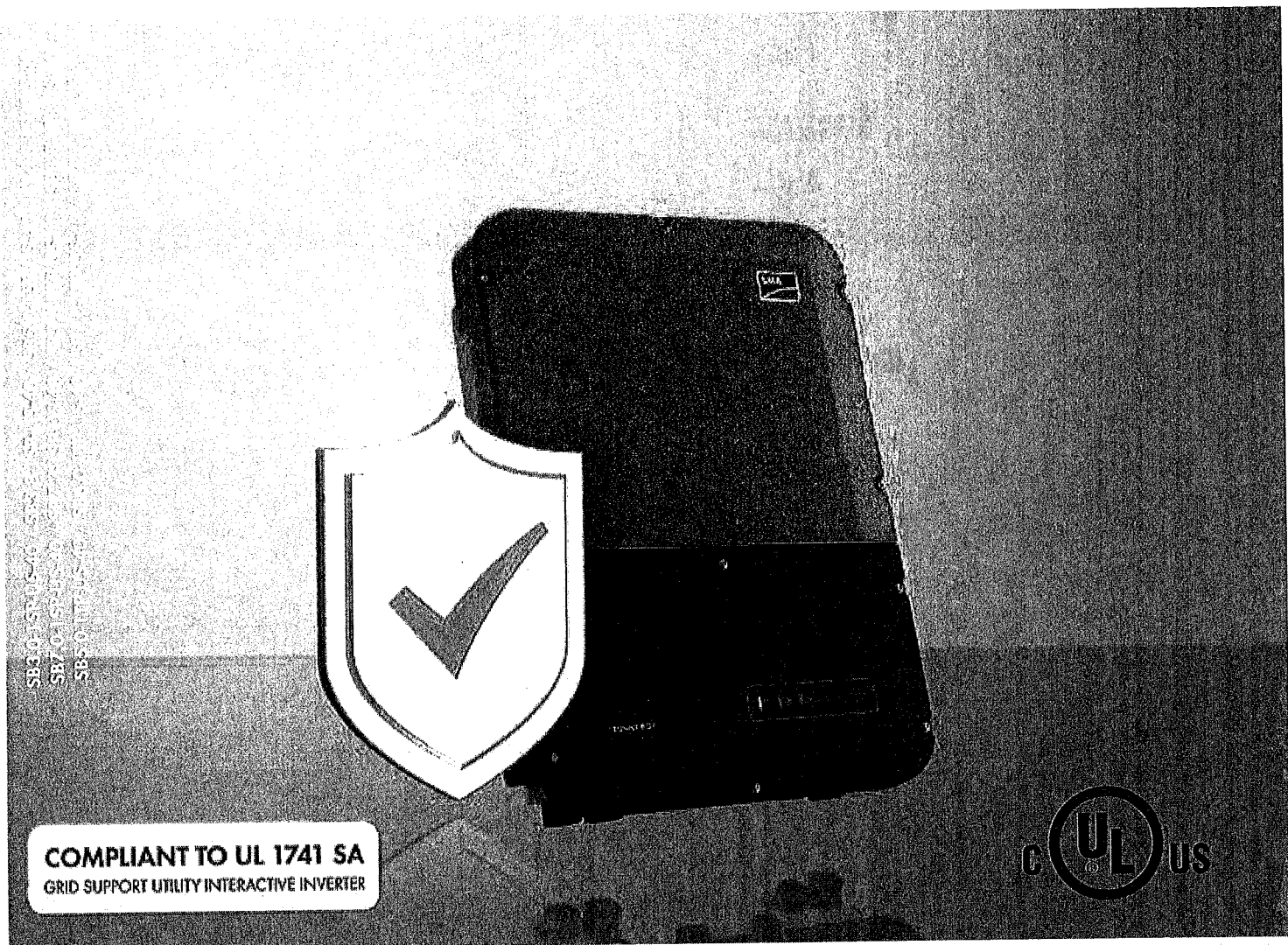
Q CELLS

Engineered in Germany

SUNNY BOY

3.0-US / 3.8-US / 5.0-US / 6.0-US / 7.0-US / 7.7-US

SMA



Value-Added Improvements

- Superior integration with SMA's MLPE Power+ Solution
- World's first Secure Power Supply* now offers up to 2,000 W
- Full grid management capabilities ensure a utility-compliant solution for any market

Reduced Labor

- New Installation Assistant with direct access via smartphone minimizes time in the field
- Advanced communication interface with fewer components creates 50% faster setup and commissioning

Unmatched Flexibility

- SMA's proprietary OptiTrac™ Global Peak technology mitigates shade with ease
- Multiple independent MPPTs accommodate hundreds of stringing possibilities

Trouble-Free Servicing

- Two-part enclosure concept allows for simple, expedited servicing
- Equipped with SMA Smart Connected, a proactive service solution that is integrated into Sunny Portal

SUNNY BOY 3.0-US / 3.8-US / 5.0-US / 6.0-US / 7.0-US / 7.7-US

Reduce costs across your entire residential business model

The residential PV market is changing rapidly. Your bottom line matters more than ever—so we've designed a superior residential solution to help you decrease costs at every stage of your business operations. The Sunny Boy 3.0-US/3.8-US/5.0-US/6.0-US/7.0-US/7.7-US join the SMA lineup of field-proven solar technology backed by the world's #1 service team, along with a wealth of improvements. Simple design, improved stocking and ordering, value-driven sales support and streamlined installation are just some of the ways that SMA helps your business operate more efficiently. And, Sunny Boy's superior integration with the innovative Power+ Solution means installers have even more flexibility in addressing their toughest challenges. Finally, SMA Smart Connected will automatically detect errors and initiate the repair and replacement process so that installers can reduce service calls and save time and money.

www.SMA-America.com

Technical data

Input (DC)

Max. PV power	4260 Wp
Max. DC voltage	600 V
Rated MPP voltage range	155 - 480 V
MPPT operating voltage range	100 - 550 V
Min. DC voltage / start voltage	100 V / 125 V
Max. operating input current per MPPT	10 A
Max. short circuit current per MPPT	18 A
Number of MPPT tracker / string per MPPT tracker	2 / 1

Output (AC)

AC nominal power	3000 W	3000 W	3330 W	3800 W	5000 W	5000 W
Max. AC apparent power	3000 VA	3000 VA	3330 VA	3800 VA	5000 VA	5000 VA
Nominal voltage / adjustable	208 V / ●	240 V / ●	208 V / ●	240 V / ●	208 V / ●	240 V / ●
AC voltage range	183 - 229 V	211 - 264 V	183 - 229 V	211 - 264 V	183 - 229 V	211 - 264 V
AC grid frequency	60 Hz / 50 Hz					
Max. output current	14.5 A	12.5 A	16.0 A	16.0 A	24.0 A	24.0 A
Power factor (cos φ)	1					
Output phases / line connections	1 / 2					
Harmonics	< 4 %					

Efficiency

Max. efficiency	97.2 %	97.6 %	97.2 %	97.5 %	97.2 %	97.5 %
CEC efficiency	96 %	96.5 %	96.5 %	96.5 %	96.5 %	97 %

Protection devices

DC disconnect device / DC reverse polarity protection	● / ●
Ground fault monitoring / Grid monitoring	●
AC short circuit protection	●
All-pole sensitive residual current monitoring unit (RCMU)	●
Arc fault circuit interrupter (AFCI)	●
Protection class / overvoltage category	1 / IV

General data

Dimensions (W / H / D) in mm (in)	535 x 730 x 198 (21.1 x 28.5 x 7.8)
Packaging dimensions (W / H / D) in mm (in)	600 x 800 x 300 (23.6 x 31.5 x 11.8)
Weight / packaging weight	26 kg (57 lb) / 30 kg (66 lb)
Temperature range: operating / non-operating	-25°C ... +60°C / -40°C ... +60°C
Environmental protection rating	NEMA 3R
Noise emission (typical)	39 dB(A)
Internal power consumption at night	< 5 W
Topology / Cooling concept	Transformerless / Convection

Features

Ethernet ports	2
Secure Power Supply	● *
Display (2 x 16 characters)	●
WLAN / Sensor module / External WLAN antenna	● / ○ / ○
Cellular (4G / 3G) / Revenue Grade Meter	○ / ○ **
Warranty: 10 / 15 / 20 years	● / ○ / ○

Certificates and approvals

UL 1741, UL 1741 SA incl. Rule 21 RSD, UL 1998, UL 1699B, IEEE1547, FCC Part 15 (Class A & B), CAN/CSA V22.2 107.1-1, HECO SRD-UL-1741-SA-V1.1

● Standard features ○ Optional features — Not available Data at nominal conditions

NOTE: US inverters ship with gray lids. * Not compatible with the Power+ Solution Shutdown functionality **Standard in SBX.X-1TP-US-40

Type designation SB3.0-1SP-US-40 / SB3.0-1TP-US-40 SB3.8-1SP-US-40 / SB3.8-1TP-US-40 SB5.0-1SP-US-40 / SB5.0-1TP-US-40

Accessories



Sensor module
MD.SEN-US-40



External WLAN antenna
EXTANT-US-40



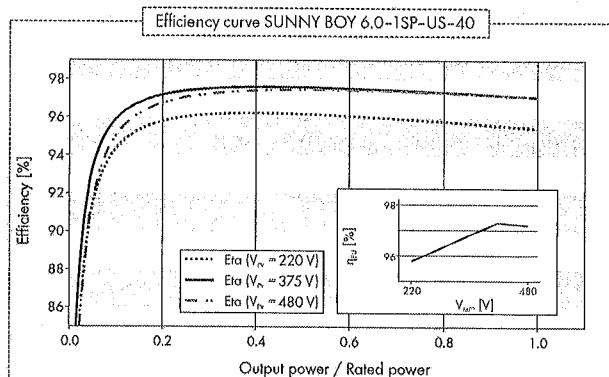
SMA Rooftop
Communication Kit
ROOFCOMMKIT-P2-US



Revenue Grade
Meter Kit
RGM05KIT-US-10



Cellular Modem Kit
CELLMODKIT-US-10



Technical data	Sunny Boy 6.0-US		Sunny Boy 7.0-US		Sunny Boy 7.7-US	
	208 V	240 V	208 V	240 V	208 V	240 V
Input (DC)						
Max. PV power	8520 Wp		9940 Wp		10905 Wp	
Max. DC Voltage			600 V			
Rated MPP Voltage range	220 – 480 V		245 - 480 V		270 - 480 V	
MPPT operating voltage range			100 – 550 V			
Min. DC voltage / start voltage			100 V / 125 V			
Max. operating input current per MPPT			10 A			
Max. short circuit current per MPPT			18 A			
Number of MPPT tracker / string per MPPT tracker			3 / 1			
Output (AC)						
AC nominal power	5200 W	6000 W	6660 W	7000 W	6660 W	7680 W
Max. AC apparent power	5200 VA	6000 VA	6660 VA	7000 VA	6660 VA	7680 VA
Nominal voltage / adjustable	208 V / ●	240 V / ●	208 V / ●	240 V / ●	208 V / ●	240 V / ●
AC voltage range	183 – 229 V	211 – 264 V	183 – 229 V	211 – 264 V	183 – 229 V	211 – 264 V
AC grid frequency			60 Hz / 50 Hz			
Max. output current	25.0 A	25.0 A	32.0 A	29.2 A	32.0 A	32.0 A
Power factor (cos φ)			1			
Output phases / line connections			1 / 2			
Harmonics			< 4 %			
Efficiency						
Max. efficiency	97.2 %	97.6 %	97.1 %	97.5 %	97.1 %	97.5 %
CEC efficiency	96.5 %	97 %	96.5 %	97 %	96.5 %	97 %
Protection devices						
DC disconnect device / DC reverse polarity protection			● / ●			
Ground fault monitoring / Grid monitoring			●			
AC short circuit protection			●			
All-pole sensitive residual current monitoring unit (RCMU)			●			
Arc fault circuit interrupter (AFCI)			●			
Protection class / overvoltage category			I / IV			
General data						
Dimensions (W / H / D) in mm (in)			535 x 730 x 198 (21.1 x 28.5 x 7.8)			
Packaging Dimensions (W / H / D) in mm (in)			600 x 800 x 300 (23.6 x 31.5 x 11.8)			
Weight / packaging weight			26 kg (57 lb) / 30 kg (66 lb)			
Temperature range: operating / non-operating			-25°C ...+60°C / -40°C ...+60°C			
Environmental protection rating			NEMA 3R			
Noise emission (typical)	39 dB(A)				45 dB(A)	
Internal power consumption at night			< 5 W			
Topology / Cooling concept	Transformerless / Convection				Transformerless / Fan	
Features						
Ethernet ports			2			
Secure Power Supply			● *			
Display (2 x 16 characters)			●			
WLAN / Sensor module / External WLAN antenna			● / ○ / ○			
Cellular (4G / 3G) / Revenue Grade Meter			○ / ○ **			
Warranty: 10 / 15 / 20 years			● / ○ / ○			
Certificates and approvals			UL 1741, UL 1741 SA Incl. Rule 21 RSD, UL 1998, UL 1699B, IEEE1547, FCC Part 15 (Class A & B), CAN/CSA V22.2 107.1-1, HECO SRD-UL-1741-SA-V1.1			
● Standard features ○ Optional features — Not available Data at nominal conditions NOTE: US inverters ship with gray lids. * Not compatible with the Power+ Solution Shutdown functionality						
NOTE: US inverters ship with gray lids. * Not compatible with the Power+ Solution Shutdown functionality. **Standard in SBX.X-1TP-US-40						
Type designation	SB6.0-1SP-US-40 / SB6.0-1TP-US-40		SB7.0-1SP-US-40 / SB7.0-1TP-US-40		SB7.7-1SP-US-40 / SB7.7-1TP-US-40	

POWER+ SOLUTION

The SMA Power+ Solution combines legendary SMA inverter performance and intelligent DC module-level electronics in one cost-effective, comprehensive package. This means that you can achieve maximum solar power production for your customers while also realizing significant installation savings.

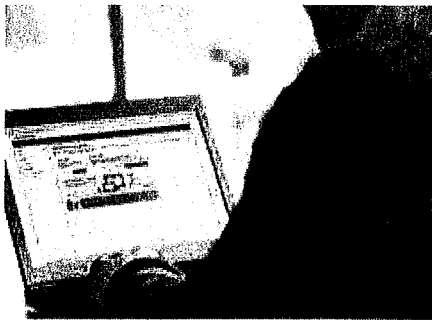
NEW! Advanced communication interface allows for 50% faster setup and commissioning thanks to reduced components and a simplified process.

Visit www.SMA-America.com for more information.



**SUPERIOR INTEGRATION
WITH THE
POWER+ SOLUTION**





SIMPLE, FLEXIBLE DESIGN

Speed the completion of customer proposals and maximize the efficiency of your design team with the Sunny Boy-US series, which provides a new level of flexibility in system design by offering:

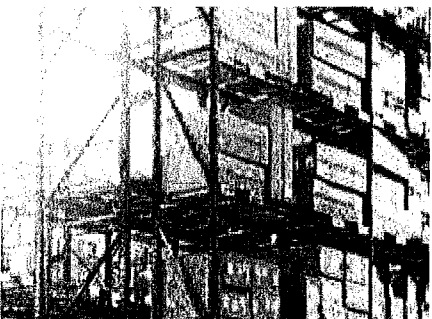
- » Hundreds of stringing configurations and multiple independent MPPTs
- » SMA's proprietary OptiTrac™ Global Peak shade mitigation technology
- » Diverse application options including on- and off-grid compatibility



VALUE-DRIVEN SALES ENABLEMENT

SMA wants to enable your sales team by arming them with an abundance of feature/benefit support. Show your customers the value of the Sunny Boy-US series by utilizing:

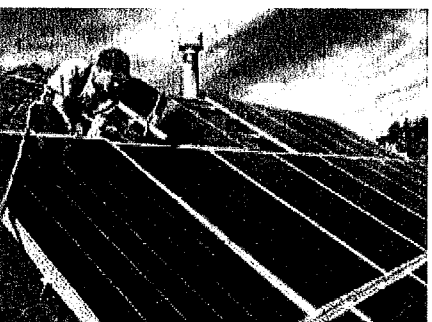
- » Secure Power Supply, now with 2,000 W of opportunity power in the event of a grid outage, as an increased value-add or upsell opportunity
- » SMA's 35 year history and status as the #1 global inverter manufacturer instills homeowners with peace of mind and the long-term security they demand from a PV investment
- » An economical solution for shade mitigation and the challenges of complex roofs



IMPROVED STOCKING AND ORDERING

Ensure that your back office business operations run smoothly and succinctly while mitigating potential errors. The Sunny Boy-US series can help achieve cost savings in these areas by providing:

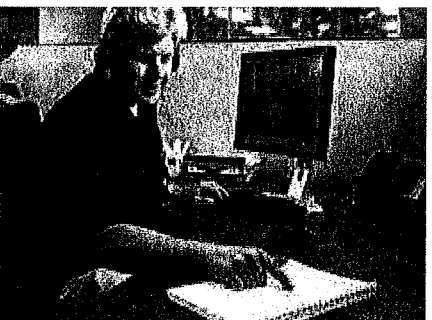
- » An integrated DC disconnect that simplifies equipment stocking and allows for a single inverter part number
- » All communications integrated into the inverter, eliminating the need to order additional equipment



STREAMLINED INSTALLATION AND COMMISSIONING

Expedite your operations in the field by taking advantage of the new Sunny Boy's installer-friendly feature set including:

- » Direct access via smartphone and utilization of SMA's Installation Assistant, which minimizes time/labor spent in the field and speeds the path to commissioning
- » Simple commissioning and monitoring setup in a single online portal
- » New! Advanced communication interface with fewer components allows for 50% faster commissioning



SUPERIOR SERVICE

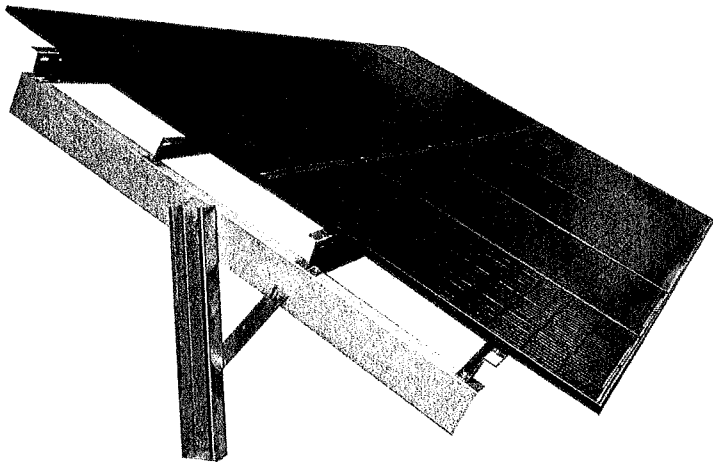
SMA understands the factors that contribute to lifetime PV ownership cost, that's why the Sunny Boy-US series was designed for maximum reliability and backstopped by an unmatched service offering. Benefit from:

- » SMA Smart Connected, a proactive service solution integrated into Sunny Portal that automatically detects errors and initiates the repair and replacement process
- » The #1 service team in the PV industry, as recognized by IMS research, with experience servicing an installed base of more than 55 GW

Sinclair Designs & Engineering

**Integrated Project Development
& System Manufacturing**

Sky Rack 2.0 Ground Mount System



Introducing the New Sky Rack 2.0 Ground Mount
The new design increases the overall structural integrity of the assembly and provides more efficient installation techniques.

Based on your module choice and the size of the project, this system can offer a direct hardware to module solution; eliminating the need to purchase expensive panel clamp kits (10% project savings).

APPLICATION	OPEN FIELD	MATERIALS	Prime Grade 50 G-90 Steel
Tilt Angle	5-40 Degrees	Wind Load	Up to 125 MPH
Module Orientation	2-High Portrait	Snow Load	Up to 80psf
Modules	All Major Brands 60 & 72 Cell	Warranty	20 Year
Terrain	Up to 5deg East/West	Ground Clearance	24in Standard
Foundation Data Post Spacing	Pounded Post or Ballasted 204 Inches (17ft)	Module Installation Modules/Post	Clamp Kits or Direct Hardware 10x Panels/Start & Add

4 Main Components For Efficient Installation

Additional Components Available to Increase Spec Requirements

Minimal Hardware Requirements For Efficient Installation

1. 4 x 7 IN C-CHANNEL POST
Optional Lengths = 8 – 17 Feet

2. SLR-STRUT-50
Reinforcement Brace

3. TRUSS - 120
5-40 Degree Angle Adjustment

4. Z-PURLIN-(2-5 Panel Lengths Available)
Wire Tie Management Holes
Additional Slots for direct module tie-in

Z-PURLIN BRACE
For high wind/heavy snow areas

SLR-DBL L STRUT- 50
For high wind/heavy snow areas

SLR-STRONGBACK
For high wind/heavy snow areas

Z-PURLIN CANTILEVER-44
Allows additional modules to be installed
at the beginning and end of each array.

ALL HDW & CLAMP KITS ARE STORED IN HIGH VOLUMES

2x 5/8-11 x 1 3/4 Serrated Flanged Heads
7x 1/2-13 x 1 1/2 Serrated Flanged Heads

AK Solar UL-467 SS MID CLAMP KITS
AK Solar UL-467 SS END CLAMP KITS



PRODUCT AVAILABILITY: All racking systems are manufactured "IN HOUSE" from "Prime" 11 Gage Grade 50 USA Steel. This allows us to control 100% of the production schedule and deploy your system ahead of the installation date. We inventory 1-2 Megawatts of racking product to maintain an average lead time of 7-10 days.



Sinclair Designs & Engineering

**Integrated Project Development
& System Manufacturing**

Warranty Information - ICO Jeremy Hoerauf

20 YEAR LIMITED WARRANTY AGREEMENT

(Amount Warranted = \$XXXX - Liability Insurance Provider: _____)

Liability Insurance Provider: _____

"PROJECT NAME": _____

"PRODUCT WARRANTED (the "Product)": SDE Two-High Ground Mount Racking Components

"OWNER/CUSTOMER": _____

Installation instructions and applicable Product specifications must be followed or warranty is void. Sinclair Designs & Engineering (SDE) will not be responsible for any loss and/or liable for any claim resulting from installations that are not in accordance with our engineering instructions.

SDE warrants that the Product will be free from structural failure for a period of twenty (20) years after the date the project is substantially completed. For purpose of this warranty agreement (the "Warranty"), the project shall be deemed "substantially completed" when all material items have been installed. SDE will provide the Owner/Customer with a Certificate of Substantial Completion indicating the start date of Warranty. However, the Warranty will not be binding until SDE has received payment in full, inclusive of all change orders. SDE makes no warranties as to items or components furnished by others, or as to any item or component which is fabricated by SDE that is altered, damaged, or mis-used by others.

SDE further makes no warranties as to items or components damaged by flooding, lightning, hurricane, tornado, earthquake, fire, instability of the subsurface or foundation, chemical or biological effects, or other casualties. The Warranty is applicable only to damage to or failure of the structure of the Product caused by normal atmospheric exposure. Deterioration cause by excessive exposure to standing water, whether salt or fresh, or any exposure to corrosive chemicals, ash, or fumes, or any other foreign chemical substances is specifically excluded from this Warranty.

The Warranty does not cover photo-voltaic modules, electrical components, wiring connections, or any other accessories, fixtures, insulation, goods, or materials not directly associated with the structure of the Product. The Warranty does not cover any goods or materials not provided by SDE.

The Warranty shall be valid only if the Product is installed strictly in accordance with SDE's specifications. Any modification, deviation or variation from SDE's specifications will void the Warranty.

In the event of a claim against SDE which is based on the Warranty, Owner/Customer agrees to promptly notify SDE in writing regarding the alleged breach of Warranty. Owner/Customer specifically waives any and all warranty claims if SDE does not receive written notification of Warranty Claim within thirty (30) days of the occurrence generating the Warranty Claim. If the Claim is covered by the Warranty, the Owner/Customer's sole remedy under the warranty is either the repair or replacement of the Product, as chosen by SDE as its sole option.

THE FOREGOING LIMITED WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES AND, EXCEPT AS PROVIDED ABOVE, SDE MAKES NO REPRESENTATION, GUARANTY, OR WARRANTY, EXPRESS OR IMPLIED, WITH RESPECT TO PRODUCTS, MATERIALS, AND LABOR IT IS SUPPLYING PURSUANT TO THIS WARRANTY AGREEMENT. EXCEPT AS OTHERWISE PROVIDED ABOVE, SDE HEREBY DISCLAIMS REPRESENTATIONS, GUARANTIES, AND WARRANTIES INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR HABITABILITY. THERE IS NO WARRANTY, EXPRESS OR IMPLIED, OTHER THAN THAT WARRANTY SPECIFICALLY AND EXPRESSLY PROVIDED ABOVE.

Sinclair Designs & Engineering

**Integrated Project Development
& System Manufacturing**

SDE reserves the right to inspect the Product alleged to have breached the Warranty. Owner/Customer is required under the Warranty to conduct annual inspections of the Product and to provide annual maintenance which includes tightening any loose bolts or other connections and repairing any galvanized coating showing any signs of wear, rust, or deterioration. Owner/Customer agrees to hold and protect the Product alleged to have breached the Warranty until Owner/Customer is instructed to do otherwise by SDE. While the Product is in Owner/Customer's possession, Owner/Customer shall not alter same. Owner/Customer shall be liable for all damages to the Product which are alleged to have breached the Warranty, when damages occur while Owner/Customer is in possession of the Product. Owner/Customer specifically waives any and all claims against SDE if and to the extent Owner/Customer fails to conduct annual inspections or maintenance of the Product, fails to hold or protect the Product complained of, or fails to provide to SDE the unencumbered right and opportunity to timely inspect fully the Product alleged by Owner/Customer to have breached the Warranty.

Owner/Customer expressly waives all rights it may have against SDE, its officers, employees, or agents, for damages caused or alleged to be caused by SDE or the Product to the extent covered by any insurance applicable to the damages asserted. SDE's obligations are strictly limited to the obligation expressly set forth in this Warranty Agreement. SDE neither assumes nor authorizes any person to assume on its behalf any other obligation not set forth in this warranty agreement.

OWNER/CUSTOMER AGREES THAT SDE IS ONLY WILLING TO PROVIDE THIS WARRANTY AGREEMENT ON CERTAIN TERMS AND CONDITIONS. ONE OF WHICH IS THAT SDE SHALL HAVE NO LIABILITY TO OWNER/CUSTOMER FOR INDIRECT, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, PUNITIVE OR SPECIAL DAMAGES ARISING DIRECTLY OR INDIRECTLY FROM THE PRODUCT OR ITS INSTALLATION, INCLUDING BUT NOT LIMITED TO, LOSS OF USE, REVENUE OR PROFIT. AS SUCH, OWNER/CUSTOMER AGREES THAT, IN THE EVENT OF A DEFAULT OR OTHER ACTS OR OMISSIONS BY SDE ALLEGED TO HAVE CAUSED DAMAGES, OWNER/CUSTOMER SHALL BE ENTITLED TO RECOVER FROM SDE ONLY THOSE ACTUAL DAMAGES TO THE PRODUCT, AND THAT, IN ALL CASES, OWNER/CUSTOMERS DAMAGES RECOVERABLE FROM SDE, WHETHER BASED ON TORT, BREACH OF CONTRACT, OR ANY OTHER CAUSE OF ACTION, SHALL BE LIMITED TO A MAXIMUM AMOUNT EQUAL TO THE AMOUNT PAID BY OWNER/CUSTOMER TO SDE FOR THE PRODUCT. UNDER NO CIRCUMSTANCE WHATSOEVER WILL SDE'S LIABILITY TO OWNER/CUSTOMER FOR DAMAGES, WHETHER BASED ON TORT, BREACH OF CONTRACT, OR ANY OTHER CAUSE OF ACTION, EXCEED THE AMOUNT PAID BY OWNER/CUSTOMER TO SDE FOR THE PRODUCT.

The above-provided Warranty extends only to claims of the Owner/Customer. Third parties shall have no rights or benefits under the Warranty unless transferred by the initial Owner/Customer to a subsequent purchaser with written notification provided to and approval received from SDE.

OWNER/CUSTOMER SHALL DEFEND, INDEMNIFY, AND HOLD FOREVER HARMLESS SDE AND ITS OFFICERS, AGENTS, AND EMPLOYEES FROM AND AGAINST ALL CLAIMS BY THIRD PARTIES, INCLUDING REASONABLE ATTORNEYS FEES, DAMAGES, INJURIES, OR LOSSES SUSTAINED BY THIRD PARTIES AS A RESULT OF OWNER/CUSTOMER USE OR MISUSE OF THE PRODUCT.

Owner/Customer _____ DATE: _____
SDE _____ DATE: _____

Wood County Energy Goals and Plan

Reducing unnecessary energy consumption and expenditures is an important issue for many individuals, businesses, organizations, and local governments. Wood County seeks to achieve a feasible level of energy independence as a way of enhancing energy security, reducing costs, attracting new residents, and positively impacting health, the environment, and local natural resources for future generations. Declining costs associated with renewable energy systems are making the local generation of energy more attainable and economically beneficial. Furthermore, leading credit rating agencies look favorably on an energy plan and goals when determining municipal credit ratings.

Setting targets, developing strategies, engaging employees, and planning for initial capital investments will pave the way for reductions in energy use and expand the amount of energy generation by Wood County, resulting in saved tax dollars, greater energy security, and positive health and environmental outcomes.

Energy is undergoing swift transitions worldwide. As a result, this plan should be reviewed and updated at least annually by the Wood County Renewable and Sustainable Committee.

Goals:

Promote energy efficiency/conservation and renewable energy for Wood County operations

Short-term target: By 2025, reduce nonrenewable energy by 15%.

Long-term target: By 2050, utilize 100% renewable energy.

Lead by example.

1. By 2025, reduce nonrenewable energy by 15%.
 - a. Conduct focus groups with Wood County employees to discuss energy use and gather input and ideas for energy efficiencies and renewables.
 - b. Develop a mechanism to regularly distribute energy-saving tips to employees. Reward positive changes.
 - c. By February 29, 2020, work with UW-Madison to complete an energy audit of Wood County facilities.
 - d. Using the energy audit results, prioritize energy efficiency and renewable energy strategies.
 - e. By July 1, 2020, establish a plan to monitor the County's consumption of electricity, natural gas, liquid propane, and vehicle fuels.
 - f. By December 31, 2020, outline the steps needed to achieve a feasible level of energy independence. Include benchmarks.
 - g. Conduct site assessments for five County properties for solar feasibility.

- h. Consider solar installation for facilities that will be re-roofed, renovated, or newly constructed.
- i. Install at least 3 photovoltaic (PV) systems on County property in differing areas of Wood County. Those already recommended by the Renewable and Sustainable Committee include a system at NEPCO park and EV charging station at the courthouse.

Adopt renewable energy policies and practices as part of a strategy to meet future energy needs.

1. Take advantage of opportunities as they arise.
 - a. By October 31, 2019, achieve SolSmart Gold level designation for Wood County.
 - i. Identify the SolSmart initiatives that should be continued or pursued by the County over the long term.
 - b. Monitor and emulate best practices as exemplified by other counties in the state and nation.
 - c. Stay informed on funding and incentive program opportunities and timelines for energy efficiencies and renewable energy.
 - i. Utilize experienced grant writers to pursue funding available from utilities, government agencies, and private foundations.
 - d. Ensure the continuation of the County's Renewable and Sustainable Committee.
 - e. Continue to invest in renewable energy for Wood County properties. If possible, identify a long-term funding stream such as a portion of funds received by renewable energy developments.
 - f. Develop and maintain local and regional partnerships
2. Identify and take steps to remove barriers to development of renewable energy.
 - a. Maintain updated permitting list for interested property owners.
 - b. Provide guidance to Wood County municipalities interested in reducing barriers to local renewable energy installations.
 - c. Assist, to the extent possible, the location of renewable energy production facilities.
 - d. Maintain County energy webpages.
<https://www.co.wood.wi.us/Departments/UWEX/Energy.aspx>
3. Utilize sustainability and local renewable energy independence as tools to enhance economic stability and quality of life in the County.
 - a. When feasible, enhance renewable energy workforce development thru partnerships with Mid-State Technical College and other renewable energy training programs and their students.
 - b. Publicize County efforts associated with energy efficiencies and renewable energy to attract new residents and businesses.
 - c. Set standards for land management practices within solar developments that are beneficial to water resources in Wood County such as pollinator habitat, perennial cover, etc.



County of Wood

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

2019 Wood County Lean Process Improvement Grant (LPI)

Applicant Organization: Wood County Courthouse – Maintenance Dept.

Contact Person/Title: Reuben Van Tassel / Maintenance Manager

Contact Person Telephone: 715-421-8790 Email: rvantassel@co.wood.wi.us

*Hwy Dept
Boland Hawk*

The purpose of the 2019 Lean Process Improvement (LPI) Grant Fund

The purpose is to promote processes that improve customer service by increased efficiency and a reduction or elimination of waste.

In an ever increasingly challenging budget climate the LPI Grant promotes improved delivery of services to the residents through processes that reduce or eliminate waste. In addition the LPI Grant promotes real cost savings to County government departments and facilities.

Wood County is making \$25,000 available in 2019 for LPI projects that can serve as catalysts for future projects. Grant requests can be made for any amount of \$25,000 or less. A Department may submit more than 1 project application and multiple LPI projects may be funded. All projects must be completed by December 31, 2019.

****Grant applications are due by Friday May 24th, 2019 at 4:30pm, and can be submitted to the Wood County Clerk's Office.***

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 (Excellent)	3 (Above Average)	2 (Average)	1 (Unsatisfactory)	Score
Clearly Identifies the proposed project and how it aligns with the purpose of this grant.	Clearly Identifies how the goal of the project will increase efficiency and reduce or eliminate waste to maximize value to customers.	Shows some alignment with how the proposed project will increase efficiency and reduce or eliminate waste.	Mentions the goals of the project but is unclear on how the project applies to the grant.	Provides no information on how the project is supportive of the grant goals.	

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

Wood County Highway Department will be implementing use of the RTVision OneGov online permitting software starting in 2020. Currently, all five of the eligible permit applications (Driveway, Utility, Oversized/Overweight Load, and Special Event/Detour) are handled by paper at the Wisconsin Rapids office. This causes a significant inconvenience for staff and the public and can result in long wait times to get permits approved. (continued on attached paper)

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 improvements to customer service. 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 (Excellent)	3 (Above Average)	2 (Average)	1 (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 return on investment through accomplishing the goals 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.)

Customers will receive improved service and faster turn-around times immediately. Applications will be easier to read and collect necessary data that has been often left off of current applications. The project will cost \$6,500 to implement and \$1,500 for maintenance every year thereafter as long as permit volume remains less than 300. The Department will be creating new permits for oversize/overweight loads, allowing businesses to apply to carry heavy loads during seasonal weight restrictions, thereby ensuring the fees for such permits come back to the county instead of having citation fees sent to the state. (continued on attached paper)

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 (Excellent)	3 (Above Average)	2 (Average)	1 (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 Department will pay for ongoing maintenance costs of the application (\$1,500 annually) and is only seeking the \$6,500 for initial implementation.

Project Funding Request Summary

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

	Requested Funding	Total Organization Budget	Other Funding – e.g. grants, volunteers, donations
Wages & Benefits	0	0	
Office Supplies & Expenses	0	0	
Professional Services	6500	0	
Conferences & Dues	0	0	
Misc. or Other	0	0	
Total	6500	0	

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 LPI 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.

Request Overview (cont.)

The online permitting process will allow applicants to submit applications and pay fees online. Staff will receive notification when applications are submitted and will be able to review and approve online as well. This will create significant efficiencies in the approval of permits and the collection of fees.

Return on Investment (cont.)

The Department anticipates heavy usage of this new permit given the amount of burden that seasonal weight restrictions put on the local businesses. The Department anticipates annual permit application fees to pay for the investment in one year.



County of Wood

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

2019 Wood County Lean Process Improvement Grant (LPI)

Applicant Organization: Wood County Annex and Health Center

Contact Person/Title: Lee Ackerman

Contact Person Telephone: 715-384-2188 ext. 3223 Email: lackerman@co.wood.wi.us

The purpose of the 2019 Lean Process Improvement (LPI) Grant Fund

The purpose is to promote processes that improve customer service by increased efficiency and a reduction or elimination of waste.

In an ever increasingly challenging budget climate the LPI Grant promotes improved delivery of services to the residents through processes that reduce or eliminate waste. In addition the LPI Grant promotes real cost savings to County government departments and facilities.

Wood County is making \$25,000 available in 2019 for LPI projects that can serve as catalysts for future projects. Grant requests can be made for any amount of \$25,000 or less. A Department may submit more than 1 project application and multiple LPI projects may be funded. All projects must be completed by December 31, 2019.

****Grant applications are due by Friday May 24th, 2019 at 4:30pm, and can be submitted to the Wood County Clerk's Office.***

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 (Excellent)	3 (Above Average)	2 (Average)	1 (Unsatisfactory)	Score
Clearly identifies the proposed project and how it aligns with the purpose of this grant.	Clearly identifies how the goal of the project will increase efficiency and reduce or eliminate waste to maximize value to customers.	Shows some alignment with how the proposed project will increase efficiency and reduce or eliminate waste.	Mentions the goals of the project but is unclear on how the project applies to the grant.	Provides no information on how the project is supportive of the grant goals.	

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

Our proposed project is designed to increase operations efficiency and lower operating costs by reducing waste, literally. We are requesting \$20,000 to install a 5,000 gal. grease/solids trap to capture kitchen waste. Norwood has seen a steady increase in water/sewer bills that are directly related to the amount of suspended solids being flushed into the sewer. The volume of these solids, which is measured by Marshfield Utilities by sampling Norwood's sewer output, currently accounts for 40% of that utility total cost. Working with Waste Water Treatment staff, we believe we have identified the largest contributing factor to be Norwood's kitchen, due to the high volume of meals prepared daily and the lack of means to prevent grease and food particles from flushing into the sewer.

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 improvements to customer service. 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 (Excellent)	3 (Above Average)	2 (Average)	1 (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 return on investment through accomplishing the goals 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.)

By adding a properly sized grease/solids trap to capture Kitchen sewer output, we believe it is possible to lower this utility cost by approximately \$1,000 per month. This would show an ROI of 1.7 years. This savings would continue ad infinitum.

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 (Excellent)	3 (Above Average)	2 (Average)	1 (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.)

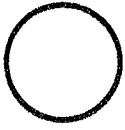
This project would be funded in whole by this grant. However, any unexpected costs exceeding the grant amount would be funded from the 2019 Norwood Maintenance Budget. Additionally, Norwood Maintenance staff would provide labor and project management as needed to complete the project.

Project Funding Request Summary

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

	Requested Funding	Total Organization Budget	Other Funding – e.g. grants, volunteers, donations
Wages & Benefits			
Office Supplies & Expenses			
Professional Services			
Conferences & Dues			
Misc. or Other	\$20,000		
Total	\$20,000		

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 LPI 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.



RESOLUTION#

Introduced by Executive Committee
Page 1 of 1

CAK

Motion:	Adopted: <input type="checkbox"/>
1 st _____	Lost: <input type="checkbox"/>
2 nd _____	Tabled: <input type="checkbox"/>
No: _____ Yes: _____	Absent: _____
Number of votes required:	
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds
Reviewed by: <u>PAK</u> , Corp Counsel	
Reviewed by: <u>mac</u> , Finance Dir.	

INTENT & SYNOPSIS: Authorize the sale of tax deed property back to former owner.

FISCAL NOTE: Paid Amount **\$5,855.65**

WHEREAS, by Resolution No. 19-8-1, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 01-00218A, more particularly described as:

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

That part of the SE Quarter of the SE Quarter of Section 14, Township 24 North, Range 4 East, Town of Arpin, Wood County, Wisconsin, described as follows: Commencing at the post on the NE corner of the SE Quarter of the SE Quarter of Section 14, Township 24 North, Range 4 East, proceed thence Southerly a distance of 598 feet for a point of beginning, run thence Southerly 220 feet, run thence Westerly 208 feet, run thence Northerly 220 feet, run thence Easterly 208 feet to the point of beginning, except highway.

WHEREAS, Wood County Ordinance 904 and Wis. Stat. § 75.35(3) authorizes Wood County to sell tax deed property back to the former owner upon payment of all taxes, interest, fees, and special charges and assessments,

WHEREAS, it is beneficial for Wood County to sell to the former owner of this property because the funds received on September 17, 2019 will compensate the County in full for the amounts due and owing,

THEREFORE BE IT RESOLVED, that the Wood County Board of Supervisors authorize the County Clerk to sell the above referenced property

back to the former owner by Quit Claim Deed.

**RESOLUTION#** _____

Introduced by _____ Executive Committee
 Page 1 of 1

CAK

Motion:	Adopted: <input type="checkbox"/>
1 st _____	Lost: <input type="checkbox"/>
2 nd _____	Tabled: <input type="checkbox"/>
No: _____ Yes: _____	Absent: _____
Number of votes required:	
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds
Reviewed by: <u>PAK</u> , Corp Counsel	
Reviewed by: <u>MAC</u> , Finance Dir.	

INTENT & SYNOPSIS: Authorize the sale of tax deed property back to former owner.

FISCAL NOTE: Paid Amount **\$2,796.83**

WHEREAS, by Resolution No. 19-8-1, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 18-00269E, more particularly described as:

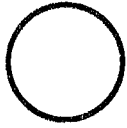
Lot 1 of Wood County Certified Survey Map No. 7738 (recorded in Volume 26 of Survey Maps at Page 238 as Document No. 2003R03309) being part of the NE Quarter of the NW Quarter of Section 15, Township 21 North, Range 6 East, Town of Saratoga, Wood County, Wisconsin.

WHEREAS, Wood County Ordinance 904 and Wis. Stat. § 75.35(3) authorizes Wood County to sell tax deed property back to the former owner upon payment of all taxes, interest, fees, and special charges and assessments,

WHEREAS, it is beneficial for Wood County to sell to the former owner of this property because the funds received on September 10, 2019 will compensate the County in full for the amounts due and owing,

THEREFORE BE IT RESOLVED, that the Wood County Board of Supervisors authorize the County Clerk to sell the above referenced property back to the former owner by Quit Claim Deed.

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



RESOLUTION#

Introduced by _____ Executive Committee
Page 1 of 1

ITEM#

DATE October 15, 2019Effective Date October 15, 2019

CAK

Motion:	Adopted:	<input type="checkbox"/>
1 st	Lost:	<input type="checkbox"/>
2 nd	Tabled:	<input type="checkbox"/>
No: _____	Yes: _____	Absent: _____
Number of votes required:		
<input checked="" type="checkbox"/> Majority <input type="checkbox"/> Two-thirds		
Reviewed by: <u>PAK</u> , Corp Counsel		
Reviewed by: <u>MAC</u> , Finance Dir.		

INTENT & SYNOPSIS: Authorize the sale of tax deed property back to former owner.

FISCAL NOTE: Paid Amount **\$9,866.84**

WHEREAS, by Resolution No. 19-8-1, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 24-00347, more particularly described as:

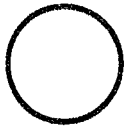
Lot 1 and the Northerly ½ of Lot 2, Block 2 of the Addition of 1950 to the Village of Biron, Wood County, Wisconsin.

WHEREAS, Wood County Ordinance 904 and Wis. Stat. § 75.35(3) authorizes Wood County to sell tax deed property back to the former owner upon payment of all taxes, interest, fees, and special charges and assessments,

WHEREAS, it is beneficial for Wood County to sell to the former owner of this property because the funds received on September 13, 2019 will compensate the County in full for the amounts due and owing,

THEREFORE BE IT RESOLVED, that the Wood County Board of Supervisors authorize the County Clerk to sell the above referenced property back to the former owner by Quit Claim Deed.

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



RESOLUTION#

Introduced by _____ Executive Committee
Page 1 of 1

ITEM#

DATE October 15, 2019Effective Date October 15, 2019

Motion:	Adopted: <input type="checkbox"/>
1 st _____	Lost: <input type="checkbox"/>
2 nd _____	Tabled: <input type="checkbox"/>
No: _____ Yes: _____	Absent: _____
Number of votes required:	
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds
Reviewed by: <u>PAK</u> , Corp Counsel	
Reviewed by: <u>MAC</u> , Finance Dir.	

CAK

INTENT & SYNOPSIS: Authorize the sale of tax deed property back to former owner.

FISCAL NOTE: Paid Amount **\$6,972.94**

WHEREAS, by Resolution No. 19-8-1, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 27-00242A, more particularly described as:

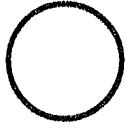
Lot 2 of Wood County Certified Survey Map No. 4140 (recorded in Volume 14 of Survey Maps at Page 240 as Document No. 684237) being part of Lot 8, Block 20, First Addition to the Townsite of the Village of Port Edwards, Wood County, Wisconsin.

WHEREAS, Wood County Ordinance 904 and Wis. Stat. § 75.35(3) authorizes Wood County to sell tax deed property back to the former owner upon payment of all taxes, interest, fees, and special charges and assessments,

WHEREAS, it is beneficial for Wood County to sell to the former owner of this property because the funds received on September 13, 2019 will compensate the County in full for the amounts due and owing,

THEREFORE BE IT RESOLVED, that the Wood County Board of Supervisors authorize the County Clerk to sell the above referenced property back to the former owner by Quit Claim Deed.

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



RESOLUTION#

Introduced by Executive Committee
Page 1 of 1

CAK

Motion:	Adopted:	<input type="checkbox"/>
1 st	Lost:	<input type="checkbox"/>
2 nd	Tabled:	<input type="checkbox"/>
No:	Yes:	Absent:
Number of votes required:		
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds	
Reviewed by: <u>PAK</u> , Corp Counsel		
Reviewed by: <u>MAC</u> , Finance Dir.		

INTENT & SYNOPSIS: Authorize the sale of tax deed property back to former owner.

FISCAL NOTE: Paid Amount **\$5,019.73**

WHEREAS, by Resolution No. 19-8-1, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 34-06818, more particularly described as:

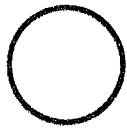
Lot 86 of Morningside Addition, City of Wisconsin Rapids, Wood County, Wisconsin.

WHEREAS, Wood County Ordinance 904 and Wis. Stat. § 75.35(3) authorizes Wood County to sell tax deed property back to the former owner upon payment of all taxes, interest, fees, and special charges and assessments,

WHEREAS, it is beneficial for Wood County to sell to the former owner of this property because the funds received on September 13, 2019 will compensate the County in full for the amounts due and owing,

THEREFORE BE IT RESOLVED, that the Wood County Board of Supervisors authorize the County Clerk to sell the above referenced property back to the former owner by Quit Claim Deed.

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



RESOLUTION#

Introduced by Executive Committee
Page 1 of 1

Motion:	Adopted:	<input type="checkbox"/>
1 st	Lost:	<input type="checkbox"/>
2 nd	Tabled:	<input type="checkbox"/>
No:	Yes:	Absent:
Number of votes required:		
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds	
Reviewed by: <u>PAK</u> , Corp Counsel		
Reviewed by: <u>MAE</u> , Finance Dir.		

CAK

INTENT & SYNOPSIS: Authorize the sale of tax deed property back to former owner.

FISCAL NOTE: Paid Amount \$4,899.19

WHEREAS, by Resolution No. 19-8-1, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 34-13183, more particularly described as:

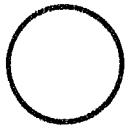
Lot 11, Block 6, Meadowood Second Addition, City of Wisconsin Rapids, Wood County, Wisconsin.

WHEREAS, Wood County Ordinance 904 and Wis. Stat. § 75.35(3) authorizes Wood County to sell tax deed property back to the former owner upon payment of all taxes, interest, fees, and special charges and assessments,

WHEREAS, it is beneficial for Wood County to sell to the former owner of this property because the funds received on September 13, 2019 will compensate the County in full for the amounts due and owing,

THEREFORE BE IT RESOLVED, that the Wood County Board of Supervisors authorize the County Clerk to sell the above referenced property back to the former owner by Quit Claim Deed.

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



RESOLUTION#

Introduced by EXECUTIVE COMMITTEE
Page 1 of 1

Committee

CAK

Motion:	Adopted:	<input type="checkbox"/>
1 st	Lost:	<input type="checkbox"/>
2 nd	Tabled:	<input type="checkbox"/>
No:	Yes:	Absent:
Number of votes required:		
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds	
Reviewed by: <u>PAK</u> , Corp Counsel		
Reviewed by: <u>MAC</u> , Finance Dir.		

INTENT & SYNOPSIS: To accept offer of sale of tax deed property.

FISCAL NOTE:

Offered Amount	\$3,600.00
R.E. Taxes	(3,361.46)
Tax Deed Expense	(224.79)
Special Charges	(13.75)

GAIN \$0

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

WHEREAS, during the sealed bid process no offer was received on the below mentioned property, and,

WHEREAS, an open bid process was held and this was the best offer received on the below mentioned property, and,

WHEREAS, it is beneficial for Wood County to sell tax deed property so as to obtain deficient tax revenues and to place the property back on the tax roll:

THEREFORE BE IT RESOLVED, that the following offer be accepted

City of Wisconsin Rapids

34-11077 Lot 41, East Side Annex Assessor's Plat No. 41, City of Wisconsin Rapids, Wood County, Wisconsin.

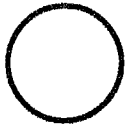
OFFERED AMOUNT

\$3,600.00

APPRAISED AMOUNT

\$10,000.00

Property is located at 2320 4th St S., City of Wisconsin Rapids.



RESOLUTION#

ITEM#

DATE October 15, 2019

Effective Date October 15, 2019

 Introduced by Executive Committee
 Page 1 of 4

Committee

CAK

Motion:	Adopted:	<input type="checkbox"/>
1 st	Lost:	<input type="checkbox"/>
2 nd	Tabled:	<input type="checkbox"/>
No: _____	Yes: _____	Absent: _____
Number of votes required:		
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds	
Reviewed by: <u>PAK</u> , Corp Counsel		
Reviewed by: <u>MAC</u> , Finance Dir.		

INTENT & SYNOPSIS: Tax deed eligible property – authorize the tax deeding of property in compliance with Section 75.14, Wisconsin Statutes.

FISCAL NOTE: TAXES 2015 – 2018	\$140,869.55
SPEC. CHARGES	20,566.77
DEL UTILITIES	86.16
PUBLICATION FEES	587.40
TAX DEEDING EXP.	1,194.00

TOTAL \$163,303.88

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

WHEREAS, Wood County holds tax certificates which have not been Redeemed as provided by law on the described land, and,

WHEREAS, there are delinquent taxes and special charges owing since **2015**. It is in the best interest of the County to tax deed this property so it may be sold and put back on the tax roll.

WHEREAS, Notice of Application for taking Tax Deed has been served on owners of record as provided by Section 75.12, Wisconsin Statutes.

NOW THEREFORE BE IT RESOLVED, by the Wood County Board of Supervisors, that the land described be taken by tax deed pursuant to Section 75.14, Wisconsin Statutes.

05-00262C Lot 1 of Wood County Certified Survey Map No. 5782 (recorded in Volume 20 of Survey Maps at Page 82 as Document No. 780250) being part of the NE ¼ of the NE ¼ of Section 28, Township 22 North, Range 4 East, Town of Cranmoor, Wood County, Wisconsin, excepting therefrom all

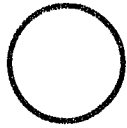
lands used, deeded or platted for highway purposes.

Taxes 2015-2018	\$6,608.90
Tax Deed Expense	\$30.00

Property is located at 6188 State Hwy 54, Town of Cranmoor.

07-00722C-That part of the SE 1/4 of the SE 1/4 of Section 24, Township 22 North, Range 6 East, Town of Grand Rapids, Wood County, Wisconsin, described as follows: Beginning at a point 48.6' West and 88.5' South of the NE corner of the above-described forty for a place of beginning; thence run West parallel to Clara Street in Schultz Subdivision of part of the above-named forty 201.4'; thence North parallel to the East line of the forty 56.4'; thence East parallel to the North line of the forty 201.4'; thence South parallel to the East line of the forty 58.5' to the place of beginning.

Also, that part of the SE 1/4 of the SE 1/4 of Section 24, Township 22 North, Range 6 East, Town of Grand Rapids, Wood County, Wisconsin, described as follows: Beginning at a point 48.6' West and 148.5' South of the NE corner of the above-described forty for a place of beginning; run thence West, parallel with Clara Street in Schultz Subdivision of part of the above-described forty, 201.4'; thence North, parallel with the East line of the forty, 60'; thence East parallel with Clara Street, 201.4'; thence South, parallel with the East line of the forty, 60', to the place of beginning.

**RESOLUTION#** _____

Introduced by _____

Page 2 of 4

Committee _____

Taxes 2015-2018	\$6,032.48
Special Charges	\$471.29
Publication Fees	\$130.46
Tax Deed Expense	\$121.00

Property is located at 7940 Grove Ave, Town of Grand Rapids.

10-00672 The NE 1/4 of the NE 1/4 of Section 35, Township 25 North, Range 2 East, Town of Lincoln, Wood County, Wisconsin, except highways.

Taxes 2015-2018	\$78,953.35
Publication Fees	\$28.00
Tax Deed Expense	\$137.00

Property is located at 10191 Mill Creek Dr, Town of Lincoln.

10-00673 The NW 1/4 of the NE 1/4 of Section 35, Township 25 North, Range 2 East, Town of Lincoln, Wood County, Wisconsin.

Taxes 2015-2018	\$11,873.80
Publication Fees	\$28.00
Tax Deed Expense	\$140.00

Property is part of River Edge Golf Course, Town of Lincoln.

10-00674 The SW 1/4 of the NE 1/4 of Section 35, Township 25 North, Range 2 East, Town of Lincoln, Wood County, Wisconsin, except Rivers Edge Subdivision.

Taxes 2015-2018	\$6,227.83
Publication Fees	\$28.00
Tax Deed Expense	\$105.00

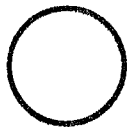
Property is part of River Edge Golf Course, Town of Lincoln.

10-00675 The SE 1/4 of the NE 1/4 of Section 35, Township 25 North, Range 2 East, Town of Lincoln, Wood County, Wisconsin, except highway.

Taxes 2015-2018	\$8,428.25
Publication Fees	\$28.00
Tax Deed Expense	\$105.00

Property is part of River Edge Golf Course, Town of Lincoln.

18-00723F That part of Lot 3 of Wood County Certified Survey Map No. 361 (recorded in Volume 2 of Survey Maps at Page 61 as Document No. 489690 (Ralph Coombs Certified Survey Map No. 1)) being part of the SW ¼ of the NE ¼ of Section 12, Township 21 North, Range 5 East, Town of Saratoga, Wood County, Wisconsin, described as follows: Commencing at the NE corner of Lot 2 of Wood County Certified Survey Map No. 361 (Ralph Coombs Certified Survey Map No. 1); thence running South along the East boundary line of said Lot 2, 315.25 feet; thence running East parallel to the North boundary line of said Ralph Coombs's Certified Survey Map No. 1, a distance of 413 feet; thence

**RESOLUTION#** _____

Introduced by _____
 Page 3 of 4 _____ Committee

run North parallel to the Easterly line of Lot 2 of said Certified Survey Map, 315.25 feet to the North boundary line of said Certified Survey Map; thence West along the North line of said Certified Survey Map, 413 feet to the point of commencement.

Taxes 2015-2018	\$8,702.06
Special Charges	\$570.00
Publication Fees	\$28.00
Tax Deed Expense	\$109.00

Property is located at 730 Ranger Rd, Town of Saratoga.

31-00374AA Lot 1 of Wood County Certified Survey Map No. 3764 (recorded in Volume 13 of Survey Maps at Page 164 as Document No. 664432) being part of Lot 1, Block 11, Subdivision of the NW ¼ of the NE ¼ of Section 34, Township 23 North, Range 3 East, according to Sargent's Plat of the City of Pittsville, Wood County, Wisconsin.

Taxes 2015-2018	\$928.62
Publication Fees	\$28.00
Tax Deed Expense	\$82.00

Property is located at 5262 1st Ave, City of Pittsville.

33-01185 Lots 11 and 12 and the Northerly 32 feet of Lot 13 lying Southeasterly of the former Chicago and Northwestern Railroad right-of-way, in Block 102 of the City of Marshfield, Wood County, Wisconsin.

Taxes 2015-2018	\$4,924.73
Delinquent Utilities	\$86.16
Publication Fees	\$28.00
Tax Deed Expense	\$109.00

Property is located at 510 S Vine Ave, City of Marshfield.

33-01447 Lot 5, Block 128 of the Third Addition to the City of Marshfield, Wood County, Wisconsin.

Taxes 2015-2018	\$1,725.52
Special Charges	\$19,525.48
Publication Fees	\$130.47
Tax Deed Expense	\$119.00

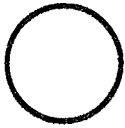
Property is located at 404 W 6th St, City of Marshfield. Note: Building razed

34-02289 Lot 28 of West Side Assessor's Plat No. 22, City of Wisconsin Rapids, Wood County, Wisconsin.

Taxes 2015-2018	\$3,361.55
Tax Deed Expense	\$30.00

Property is located at 300 13th Ave N, City of Wisconsin Rapids.

34-06866 Lot 144 of Morningside Addition, City of Wisconsin Rapids, Wood County, Wisconsin.



RESOLUTION# _____

ITEM# _____

DATE _____

Effective Date: _____

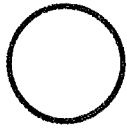
Introduced by _____

Page 4 of 4

Committee _____

Taxes 2015-2018	\$3,102.46
Publication Fees	\$130.47
Tax Deed Expense	\$107.00

Property is located at 451 15th St S, City of Wisconsin Rapids.

**RESOLUTION#**

Introduced by Executive Committee
Page 1 of 1

CAK

Motion: Adopted: ☐
1st _____ Lost: ☐
2nd _____ Tabled: ☐
No: _____ Yes: _____ Absent: _____

Number of votes required:

☒ Majority ☐ Two-thirds

Reviewed by: PAK, Corp CounselReviewed by: MAC, Finance Dir.

INTENT & SYNOPSIS: To cancel stale dated checks as recommended by the auditors. Said checks from County General Account as per office of the County Treasurer.

FISCAL NOTE: As per resolution-total to be canceled \$3,800.40.

WHEREAS, we have received a recommendation from the County's outside audit firm that all stale dated checks be canceled, and

WHEREAS, the below listed checks are stale dated and appropriate for cancelling now.

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

Check No.	Date	Name	Amount
501639	2/10/2016	Debra L Cleworth	\$146.12
502456	3/2/2016	David W Brock	\$36.12
504898	05/04/2016	Kevin L Hill	\$35.10
504918	5/4/2016	Kari J Meshak	\$82.04
505719	5/18/2016	Cassandra Haessly	\$16.60
506035	5/27/2016	Irene Ulman	\$350.85
506483	6/10/2016	Adam Willfahrt	\$14.11
507174	6/29/2016	Chelsea Rogers	\$18.00
508732	8/10/2016	Sierra Ratliff	\$19.00
508797	8/10/2016	Kathleen Kexel	\$9.07
508807	8/10/2016	Jamie Slade	\$19.24
510268	9/16/2016	Frank Plucinski	\$10.15
512838	11/18/2016	Hotel Marshfield	\$2,486.00
514108	12/28/2016	Richard Olson	\$186.00
515033	1/20/2017	Derek Asher Scruggs	\$35.41
516393	2/24/2017	Tami Janel Johnson	\$10.20
518974	5/5/2017	Aisha Iram Ateeq	\$30.92
521160	6/21/2017	Beverly Ghiloni	\$5.35
521162	6/21/2017	Beth E Martin	\$5.35
522824	8/9/2017	James F Wilford	\$212.17
524566	9/20/2017	Ryan Ladwig or Erica Ott	\$27.91
524792	9/27/2017	Zachary Arendt	\$5.00
526143	11/3/2017	Terri L Schooley	\$39.69

NOW, THEREFORE, be it resolved, by the Wood County Board of Supervisors, that the above listed stale dated checks in the amount of \$3800.40 be canceled.



13a.

WOOD COUNTY EMPLOYEE WELLNESS PROGRAM

Wood County recognizes that in order for employees to be effective in their roles, they need to be physically, mentally, emotionally, and spiritually healthy. To that end, management will make every effort to support employees in achieving their wellness goals. To assist employees in maintaining healthy lifestyles, Wood County implemented the Wood County Employee Wellness Program (Wellness Program).

Objectives

1. To provide a culture of wellness where employees feel supported and empowered to work toward their individual wellness goals.
2. To contribute to a workforce that is healthy, present, and productive.
3. To provide flexibility during work hours to maximize well-being.

Funding for the Wellness Program and incentives comes from the Wood County Health Insurance Fund. Dollars are contributed to this fund by employees enrolled in Wood County health insurance and by Wood County Departments on behalf of all benefit-eligible employees.

Eligibility

All current Wood County employees are eligible to participate in the Wellness Program and activities. Only benefit-eligible employees of Wood County are eligible to receive incentives for participation in wellness activities and events. Other individuals, such as contracted staff, interns, and non-benefit-eligible employees may participate in employee wellness initiatives, provided there is no cost to Wood County for the activity or event. Spousal participation may be offered for those enrolled in Wood County's health insurance but spouses are not eligible to receive incentives.

Program Outline

Participation in the Wellness Program consists of three (3) core activities and a variety of supporting activities. The three core activities are:

1. Biometrics Screening
2. Health Risk Assessment (HRA)
3. Health Coaching Session

The first two core activities must be completed by March 31st of each year, and the third core activity must be completed by June 30th of each year to qualify for the health insurance premium incentive for the following calendar year. Supporting activities are optional and may be completed to earn an annual wellness incentive bonus. The three core activities must be completed in order to be eligible for the annual incentive bonus. All individual Wellness Program activity progress is tracked through www.managewell.com.

New Employee Eligibility

New employees will automatically receive the health insurance premium incentive for the calendar year in which they were hired and are eligible to participate in the supporting activities immediately. To receive the health insurance premium incentive for the following calendar year, new employees must complete the three core activities by the deadlines specified or within 90 days of hire, whichever is



WOOD COUNTY EMPLOYEE WELLNESS PROGRAM

greater. The Wellness Coordinator provides an overview of the program, process, and deadlines at New Employee Orientation.

Late Participant Policy

Employees who miss any of the deadlines listed in the Program Outline are considered late participants. Late participants are still able to participate in the program and are encouraged to communicate directly with the Wellness Coordinator to schedule their missed appointments as soon as possible.

Late participants will be subject to a loss of their health insurance premium incentive for the number of months that directly correlates to the number of months they were beyond the deadline for any of the three core activities. For example, if an employee completes their Biometrics Screening and HRA on time but forgets to schedule their Health Coaching session by the June 30th deadline, and instead completes the coaching on August 20th, they will lose their health insurance incentive for one month. If an employee misses multiple deadlines, the loss of the health insurance premium incentive will be based on the highest number of months missed. For example, if an employee misses their Biometrics Screening by one month, their Health Risk Assessment by two months, and completes their Health Coaching session three months late, they will lose their health insurance premium incentive for three months.

An employee who fails to complete each of the three core activities at any time in the current year is not considered a participant in the Wellness Program and will not receive the health insurance premium incentive for the following year.

For purposes of this policy, the loss of the health insurance premium incentive will equate to two pay periods per month.

Appeal Process

While the deadlines indicated above are important to maintain the Wellness Program's structure and integrity, in the event that an employee misses any deadline and believes they have a valid and extenuating reason for doing so, the following appeal process may be utilized in an effort to potentially avoid losing their health insurance premium incentive:

1. **Appeal to Wellness Coordinator:** Any employee wishing to appeal a missed deadline of the Wellness Program or a decision made by the Wellness Coordinator should first discuss the problem with the Wood County Wellness Coordinator, within ten (10) working days of the missed deadline that is the subject of the appeal. A meeting will be held, either by phone or in-person, to discuss the complaint at a mutually agreeable time between the Wellness Coordinator and the employee. The Wellness Coordinator shall give an answer to the complaint, in writing, within ten (10) working days from the date the initial appeal meeting was held. If any employee is uncomfortable addressing their appeal directly with the Wellness Coordinator, they may request assistance from Human Resources.
2. **Appeal to the Executive Committee:** If the employee is not satisfied with the response or decision of the Wellness Coordinator, the employee may present a written appeal directed to the Wood County Executive Committee. Written appeals shall be delivered to the Wellness



WOOD COUNTY EMPLOYEE WELLNESS PROGRAM

Coordinator within ten (10) working days of the Wellness Coordinator's initial appeal response. Upon receiving the written appeal, the Wellness Coordinator will remove any and all personally identifiable information before presenting the appeal to the Executive Committee. The written appeal must include the specific deadline the employee is wishing to appeal, the date of the deadline, the reason for missing the deadline, the proposed resolution, and as much supporting information as possible. It is recommended, but not required, that the employee use the established Wellness Appeal Process Form. If the initial appeal does not provide the required information (as listed above), the employee will be notified and given ten (10) working days from the date it was submitted to provide this information. Unless there are significant mitigating circumstances, failure to provide the required information before the ten (10) working days will invalidate the appeal.

The Executive Committee shall review the written appeal and any relevant documentation, as presented by the Wellness Coordinator, at their next regularly scheduled meeting. The majority vote of the Committee will either approve or deny the appeal. In the event that an appeal is denied, the Wellness Coordinator will provide a letter or email to the employee within ten (10) working days. The letter will contain the reason for denial and any incentives lost, in the current year or the year to follow, as they pertain to the employee. In the event that an appeal is approved, the Wellness Coordinator will work with the employee and Human Resources to ensure that any activities missed as a result of the appeal are completed within a reasonable amount of time and any incentives, in the current year and/or the year to follow, are awarded appropriately.

Timelines and submission dates detailed above may be modified by mutual agreement of the parties involved at that step of the appeal process, up to twice the original response time. If such an agreement is reached, it should be put in writing for future reference.

Failure of an employee to submit a written appeal to the Wellness Coordinator within ten (10) working days of the Wellness Coordinator's original response or the missed deadline in question will be considered as a denial and a written letter or email will be sent to the employee and, at a minimum, contain the reason for denial and any incentives lost, in the current year or the year to follow, as they pertain to the employee.

No-Show Procedure

To further maintain the Wellness Program's structure and integrity, it is important that employees sign-up in advance for Health Coaching sessions and arrive on time for scheduled appointments. This policy establishes a standardized process for the dismissal of participants from the Wood County Employee Wellness Program for the calendar year, if the employee fails to attend scheduled appointments three (3) times.

The Wellness Coordinator will monitor "no-shows" and cancellations. The specific data will be shared with the Human Resources Director and a joint decision will be made regarding dismissal for excessive no-shows and/or cancellations as outlined below. Although Wood County strives to provide compassionate and excellent care for all Wellness Program participants, certain occurrences may make



WOOD COUNTY EMPLOYEE WELLNESS PROGRAM

it necessary to dismiss a participant from the Wellness Program. In that event, the following procedure will apply:

Definitions

No-Show: any time a participant does not show for a scheduled coaching appointment or cancels same day.

Late Cancellation: any time an employee cancels a scheduled appointment with less than 24 hours advance notice.

Late Arrival: arriving 10 minutes or more past the employee's scheduled appointment time.

Procedure

1. Upon the first no-show or cancellation by a participant, the Wellness Coordinator will notify the participant via e-mail or letter. The correspondence will contain, at minimum, the following components:
 - a. Notification of the dismissal procedure
 - b. Instructions for scheduling a new appointment
2. After the second no-show or cancellation by a participant, the Wellness Coordinator will notify the participant via e-mail or letter. The correspondence will contain, at minimum, the following components:
 - a. Notification of the dismissal procedure
 - b. Instructions for scheduling a new appointment
 - c. Notification that a third no show will result in dismissal from the Wellness Program for the remainder of the year
3. After the third no-show or cancellation by a participant, the Wellness Coordinator will notify the Human Resources Director. A dismissal letter will be generated and will contain, at minimum, the following components:
 - a. Reason for dismissal
 - b. Elimination of any health insurance premium incentive for the following year

The letter will be mailed to the participant via certified mail, with a return receipt requested.

Employees who miss one of the three core activities, and therefore lose their health insurance premium incentive, are still eligible to participate in the supporting activities but are not able to earn an annual incentive bonus.

In the event that an employee is dismissed from the Wellness Program and believes they have a valid and extenuating reason for missing scheduled appointments, they may utilize the appeal process to potentially avoid losing their health insurance premium incentive.

Influenza Vaccination Policy

Annually Wood County offers influenza vaccination clinics where vaccinations are offered free of charge to all current Wood County employees (regardless of health insurance coverage) and Wood County health insurance covered dependents over the age of six. Dependents must bring a current Wood



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County health insurance card. Adult dependents must bring one form of identification to receive the vaccine and minors must be accompanied by a parent or guardian. All employees and dependents must register in advance of the clinics to ensure an adequate supply of vaccinations are available.

Sit/Stand Workstations and other Ergonomic Equipment

In order to ensure the appropriate purchase of sit/stand workstations or other ergonomic equipment, departments will work with the Wellness Coordinator and Facilities Manager to select materials approved by the Executive Committee or recommended by an occupational health professional skilled in ergonomic assessment. The Wellness Coordinator will connect employees with such professionals with the approval of the Department Head whenever sit/stand or other ergonomic materials are needed or are being considered. Costs associated with professional ergonomic assessments that are approved by the Wellness Coordinator and the Department Head will be reimbursed through the Wellness Program budget. Specific equipment purchased will be at the expense of the department employing the individual receiving the equipment. The team will also work with the Safety & Risk Specialist and the Purchasing Clerk to order equipment to ensure best quality, price, and warranty.

Ergonomic Computer Workstation Evaluations

When an employee files an injury report or has complaints of pain, numbness, tingling, etc. or they sit at a computer terminal for greater than five hours a day, an ergonomic assessment should be considered. An ergonomic specialist can identify problem areas and make recommendations to decrease pain or prevent future problems.

An ergonomic specialist will complete a comprehensive evaluation that includes:

- Observation of employee at their workstation
- A thorough history of signs and symptoms, and any related issues
- Workstation measurements
- Workstation modifications, if possible
- Recommendations for changes
- Suggestions for equipment needs

Wellness Break

During work hours, one means of providing wellness support is to allow employees to use their lunch and other breaks collectively to work toward their wellness goals. Employees who wish to combine their breaks for wellness activities should consult the Wellness Policy in the Employee Policy Handbook for more details.

Administrative Coordinator Report

1. Participated in Love, Inc. roundtable on homeless.
2. Met briefly with Nekoosa's Small Town Forum organizers.
3. Took part in Moody's Rating Delivery call.
4. Talked with Central Wisconsin Fair Director post fair.
5. Attended Small Community Forum in Nekoosa.
6. Met with former UW-Marshfield Dean Keith Montgomery.
7. Attended Broadband Presentation at the Ridges.
8. Met with Lieutenant Governor Mandela Barnes.
9. Met with Drew Gibbons from Savion.
10. Attended WCA Annual Meeting in the Wisconsin Dells.