

## PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

**DATE:** Tuesday, January 3, 2023

**TIME:** 1:30 p.m.

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

1. Call meeting to order
2. Public Comments
3. Approve minutes from previous meetings
4. **Information Technology**
  - a. Vouchers
  - b. Monthly Comments
5. **Maintenance Dept.**
  - a. Vouchers
  - b. Monthly Comments
  - c. Courthouse Cleaning Service
6. Discuss facility safety policy
7. Twelfth St. Property Update
8. Seventeenth Ave. Property Update
9. Future Agenda Items
10. Set date and time of next meeting
11. Adjourn

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### **Join by phone**

+1-408-418-9388 United States Toll

Meeting number (access code): 2482 903 2086

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

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m635cda44b168c65ba058abcfc54f1e3e>

Meeting number (access code): 2482 903 2086

Meeting password: 010323

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE  
MEETING MINUTES**

**DATE:** Monday, December 5, 2022  
**TIME:** 9:00 a.m.  
**PLACE:** Wood County Courthouse – Room 114

**PRESENT:** Al Breu, Dennis Polach, Bill Winch, Jeff Penzkover  
Brad Hamilton (Via WebEx)

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

1. The meeting was called to order at 9:01 a.m. by Chair Breu.
2. Public Comments: None
3. Approve minutes from the previous meetings.

**Motion (Hamilton/Penzkover) to approve the minutes from the previous meetings. Motion carried unanimously.**

**With no objections from the Committee, item # 7 was moved up in the agenda order.**

7. Brian Spranger with First Weber Realty shared an update on the Twelfth Street property. Discussion ensued.

**Motion (Breu/Hamilton) to stick to the original contractual purchase agreement with a closing date of December 27, 2022 with full funds payable at closing. Motion carried unanimously.**

4. (a) Supervisor Winch asked for clarification on items within the Information Technology vouchers. IT Director Kaup answered general questions pertaining to her department's vouchers.

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

(b) IT Director Kaup highlighted her monthly report and answered questions.

5. (a) Supervisor Winch asked for clarification on items within the Maintenance vouchers. Facilities Manager Van Tassel answered general questions pertaining to his department's vouchers.

**Motion (Penzkover/Polach) to approve the vouchers for the Maintenance Department. Motion carried unanimously.**

(b) Facilities Manager Van Tassel shared additional information and answered questions pertaining to his monthly report.

(c) Van Tassel shared information and several options for cleaning services at the Courthouse since the retirement of the past Courthouse cleaning vendor on November 30, 2022. Lengthy discussion ensued.

**Motion (Hamilton/Polach) to proceed with contractual janitorial services with changes to include contractor to complete some cleaning during business hours and for non-public department areas to be cleaned as needed by each department's staff with personal trash/recycling to be deposited into centralized or hallway containers. Services may be open to upgrades or changes as needed. Motion carried unanimously.**

6. HR Director McGrath, indicated the Violence in the Workplace Prevention Program draft will be presented at the Operations Committee Tuesday, December 6<sup>th</sup>, 2022. Discussion ensued. McGrath will report back next month with updates.

Item #7 was moved up in the agenda.

8. Van Tassel shared information regarding the Seventeenth Avenue property. Discussion ensued.

9. Agenda items for the next meeting:

- Twelfth Street Property
- Seventeenth Avenue Property
- Facility Safety Policy Update
- Parking

10. The next Committee meeting will be Tuesday, January 3, 2023 at 1:30 p.m. in meeting room 114.

11. **Pursuant to Wis. State. s. 19.85(1)(c), the Committee may go into closed session for department head performance reviews.**

**Roll call vote: Al Breu: Yes; Brad Hamilton: Yes; Dennis Poloch: Yes; Bill Winch: Yes; Jeff Penzkover: Yes. Motion carried.**

12. **Motion (Penzkover/Polach) to return to open session. Motion carried unanimously.**

13. Chair Breu declared the meeting adjourned at 11:50 a.m.

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

**Property & Information Technology Committee Meeting  
December 5, 2022**

[illegible]

## Committee Report

County of Wood

Report of claims for: INFORMATION TECHNOLOGY

For the period of: DECEMBER 2022

For the range of vouchers: 27220565 - 27220612

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27220565	SOLARUS	PHONE CHGS ACCT 00063942-1	12/01/2022	\$2,137.56	P
27220566	SOLARUS	PHONE CHGS ACCT 00077856-5	12/01/2022	\$273.60	P
27220567	SOLARUS	PHONE CHGS ACCT 00061009-7	12/01/2022	\$69.99	P
27220568	AMAZON CAPITAL SERVICES	ENVELOPES	11/26/2022	\$22.95	P
27220569	CDW GOVERNMENT INC	COMMVault HYPERSCALEX CABLES	11/18/2022	\$770.52	P
27220570	CHARTER COMMUNICATIONS (IL Address)	INTERNET PRO100 ACCT 0209726	11/24/2022	\$134.99	P
27220571	CHARTER COMMUNICATIONS (IL Address)	WR FIBER ACCT 0294876	11/28/2022	\$1,206.21	P
27220572	FRONTIER	PHONE CHARGES	11/19/2022	\$139.50	P
27220573	RHYME BUSINESS PRODUCTS	PRINTER/COPIER CHARGES	12/05/2022	\$6,159.47	P
27220574	TDS TELECOM	PHONE CHARGES	11/28/2022	\$71.27	P
27220575	TDS TELECOM	PHONE CHARGES	11/28/2022	\$58.62	P
27220576	TDS TELECOM	PHONE CHARGES	11/28/2022	\$44.28	P
27220577	TDS TELECOM	PHONE CHARGES	11/28/2022	\$58.67	P
27220578	TDS TELECOM	PHONE CHARGES	11/28/2022	\$18.25	P
27220579	US BANK	SIGNEASY RENEWAL	11/25/2022	\$203.52	P
27220580	US CELLULAR	CELL PHONE CHGS ACCT 277407322	11/16/2022	\$582.99	P
27220581	US CELLULAR	CELL PHONE CHGS ACCT 851710598	11/16/2022	\$164.46	P
27220582	US CELLULAR	CELL PHONE CHGS ACCT 203538532	11/20/2022	\$2,142.89	P
27220583	US CELLULAR	CELL PHONE CHGS ACCT 203391922	11/20/2022	\$5.59	P
27220584	VERIZON	CELL CHGS ACCT 242258062-00001	12/01/2022	\$6,694.07	P
27220585	VISTA IT GROUP	8851 PHONES	11/22/2022	\$663.35	P
27220586	AT&T MOBILITY	IT COMMUNICATIONS EM CELL CHGS	11/23/2022	\$366.54	P
27220587	AMAZON CAPITAL SERVICES	HS PRIVACY SCREEN	12/05/2022	\$48.99	P
27220588	AMAZON CAPITAL SERVICES	PE CLOUD NETWORK STORAGE	12/05/2022	\$1,099.99	P
27220589	AMAZON CAPITAL SERVICES	HS WIRELESS MICE	12/06/2022	\$208.89	P
27220590	AMAZON CAPITAL SERVICES	BADGE LANYARDS	12/07/2022	\$25.26	P
27220591	AMAZON CAPITAL SERVICES	LAPTOP CHARGERS	12/07/2022	\$100.00	P
27220592	AMAZON CAPITAL SERVICES	PHONE SUPPLIES, FILTERS	12/10/2022	\$169.36	P
27220593	GOLDFAX	NETWORK FAXING	12/12/2022	\$78.10	P
27220594	INSIGHT PUBLIC SECTOR INC	ARPA HS ES PCS & HEADSETS	08/22/2022	\$2,698.94	P
27220595	INSIGHT PUBLIC SECTOR INC	GRANT - HS PCS	08/22/2022	\$2,698.94	P
27220596	INSIGHT PUBLIC SECTOR INC	PROJ MOUNT, MICROPHONES RM 114	08/22/2022	\$1,075.94	P
27220597	INSIGHT PUBLIC SECTOR INC	4TH PC ORDER 2022	08/22/2022	\$4,048.41	P
27220598	INSIGHT PUBLIC SECTOR INC	STORAGE/BACKUP SYSEMS 3	11/29/2022	\$2,282.80	P

INFORMATION TECHNOLOGY -  
DECEMBER 2022

27220565 - 27220612

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27220599	AMAZON CAPITAL SERVICES	PHONE SUPPLIES	12/12/2022	\$180.19	P
27220600	AMAZON CAPITAL SERVICES	VETERANS - WEBCAM	12/12/2022	\$26.99	P
27220601	AMAZON CAPITAL SERVICES	HEADSET TRAINING CABLES	12/18/2022	\$47.22	P
27220602	CDW GOVERNMENT INC	SQL 4 CPU LICENSES	12/13/2022	\$8,103.90	P
27220603	CDW GOVERNMENT INC	NETMOTION SUBSCRIPTION	12/02/2022	\$5,355.00	P
27220604	CENTURYLINK	PHONE/LONG DISTANCE CHARGES	12/01/2022	\$5.14	P
27220605	CHARTER COMMUNICATIONS (PA Address)	NETWORK SERVICES	12/01/2022	\$2,326.75	P
27220606	CHARTER COMMUNICATIONS (IL Address)	MFLD FIBER ACCT 0364818	12/09/2022	\$475.36	P
27220607	INSIGHT PUBLIC SECTOR INC	STORAGE/BACKUP SYSTEMS 1	10/12/2022	\$4,977.14	P
27220608	INSIGHT PUBLIC SECTOR INC	STORAGE/BACKUP SYSTEMS 1	11/09/2022	\$119,979.80	P
27220609	INSIGHT PUBLIC SECTOR INC	PORT EDWARDS - VEEAM	12/12/2022	\$1,360.29	P
27220610	US BANK	IT CALENDARS	12/18/2022	\$885.57	
27220611	FRONTIER	PHONE CHARGES	12/19/2022	\$139.50	
27220612	INTER-QUEST CORP	BR 4 VC AUDIO	12/21/2022	\$2,752.66	
<b>Grand Total:</b>				<b>\$183,140.42</b>	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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**December 2022**

1. Wood County internet and intranet website updates are being posted continually as we work to keep employees and citizens informed. Multiple website updates are being performed by our programmer analyst intern.
2. Wood County's primary domain name is changing from co.wood.wi.us to woodcountywi.gov. The most notable change will be email and County website addresses. The cutover date for all County staff to move to the .gov domain is January 31<sup>st</sup>, 2023. A majority of departments have already migrated. IT staff have configured a footer message that will be appended to all email sent by staff with a .gov email address to recipients outside our organization. Beginning on January 3<sup>rd</sup>, 2023, this message will provide notice of the new email address and the upcoming change to the County's website address. Information on when County Board email addresses will change is forthcoming.
3. Began migration of public web services to a new web server as part of the move to the woodcountywi.gov domain.
4. IT Programmers Analyst team works to train the newest Programmer Analyst and Programmer Analyst intern. Their exceptional ability, skill and responsiveness has afforded the whole team with additional training and project backlog work opportunities.
5. Configurations of various accounting systems are ongoing to support various typical year-end processes.
6. An outdated server used for databases for the IMS21 document management system failed due to certificate enrollment incompatibilities. As a result, this server was decommissioned and databases were moved to another existing database server until IMS21 phase-out is complete.
7. Analysis discovery phase begins for a project to meet another new and extremely detailed reporting requirement of Centers for Medicare & Medicaid Services (CMS). Failure to meet the new Inpatient Psychiatric Facilities Quality Reporting Program (IPFQR) requirements deadline of July 1, 2023 would result in a 2% reduction of CMS revenue for the Norwood Healthcare Facility, loss of estimated \$100K annually, and violation of the public reporting requirements. IPFQR collected data is also presented on the CMS Care Compare website for the public to research and select medical providers.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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8. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. New hire Electronic Health Record (E.H.R.) system user accounts are being created by our programmer analyst intern. System support documentation has been created and improved by our programmer analyst intern. Super user accounts have been refreshed and training documentation updated and resent to Super users in order to provide the best possible E.H.R. system support.
  9. Network and programming staff updated our MicroSoft SQL licensing model to ensure that we are operating at the highest cost efficiency.
  10. IT staff will be assisting the Treasurer staff with restoring and importing 15+ years of digital archive tax roll data into Laserfiche.
  11. Support for GCS\Catalis property tax systems is ongoing. Server and application updates and configurations were finished ahead of schedule and generation of the 2022 property tax bills is complete. The current property tax software version end-of-life is set for Fall of 2023. The existing property tax system is on-prem, servers at Wood County, the upgraded version will be cloud based. System migration will be scheduled for late August, September, and early October of 2023.
  12. The TimeStar, electronic time card and time tracking software system configuration changes is ongoing. Staff 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.
  13. Conducted training for use of the new well water permits and document scanning features for Planning & Zoning Department staff.
  14. Time continues to be spent on finalizing the transition to the Human Services Electronic Health Record System, SmartCare. Go Live to the new system began on March 1. This software replaces their previous Electronic Health Record software, TCM. Work continues to finalize the State Reporting system. IT Staff work to review various issue reports and provide reports to SmartCare.
  15. The Register of Deeds work to upgrade multiple applications continues each week. IT staff escorts and assists the vendor, Fidlar Technologies, with server and application updates. Conversion of the ROD scanning application is complete and ROD is now “paperless”.





# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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16. Began work on the Health WIC Breastfeeding application to update and fix various issues.
  17. Contracts for the Printer refresh in 2023 have been finalized and signed. The Sheriff's Department and Child Support will be moving to the County's main Printer management program. This contract is historic as this is the first time there is a Countywide Printer Contract covering all departments.
  18. CAD, Computer Aided Dispatch, Maps have been updated to aid all agencies in navigation.
  19. Preparation for Sheriff's Department Citation System (TraCS) major update to version 10 has begun.
  20. Started investigation into the usage of newer features within Sage HRMS, HR and Payroll system.
  21. A major update to the CIS Law Enforcement System was completed. This was a critical update and required to successfully complete the triennial Criminal Justice Audit performed by the State of Wisconsin.
  22. The five new iPads for the Coroner's office have been received and setup. IT continues to work with the Coroner to finalize the new workflow to electronically share information between Coroner Department staff.
  23. Continue to investigate all cyber threats that are reported by security infrastructure alerts or County employees.
  24. Began identifying devices for the first round of PC Replacements for 2023. Once the 1<sup>st</sup> order is identified, IT will work with Departments to review device needs and allow for any changes prior to placing order.
  25. Documentation is being updated and created for various procedures and specialty software that is implemented throughout the County. During this time staff is reviewing current checklists and procedures to update as necessary.
  26. The IT Security Team continues the Security Awareness Program. To remain in compliance with the KnowBe4 guarantee simulated Phishing tests need to be completed regularly, at minimum once a month.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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27. Providing continual support of Webex Meetings and Webex Room Kit. The County has been using Cisco Webex Meetings, Teams, and Room kits for video conferencing and Cisco Jabber for phone access.
28. For the month of November, 498 helpdesk requests were created, with staff completing 489 tickets and leaving 145 open requests. In addition, there are currently 209 project requests.
29. Worked on several projects related to the Laserfiche document management system:
  - a) Completed migration from IMS21 to Laserfiche in the Human Services department.
  - b) Continued work on forms process improvement and document storage in Information Technology leveraging Laserfiche.
30. Continue to apply numerous security patches to servers. These updates include fixes for functionality and security patches that keep servers as secure as possible.
31. Continued work on developing an updated internal employee web portal with a new, easier to update and easier to navigate design.
32. Hardware for the backup project and additional network storage has finally arrived. Staff put the new devices in place. This enhances our disaster recovery plan as well as provides more redundant storage which should allow for a quicker recovery.
33. Began recruitment for the new Systems Technician Lead position.

## Committee Report

County of Wood

Report of claims for: MAINTENANCE

For the period of: DECEMBER 2022

For the range of vouchers: 19221071 - 19221182

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19221071	1000 BULBS	RB UPDATES - LIGHT FIXTURES	11/17/2022	\$968.72	P
19221072	ACE HARDWARE	SHOP SUPPLIES	11/15/2022	\$179.94	P
19221073	ACE HARDWARE	CREDIT MEMO - SHOP SUPPLIES	11/15/2022	(\$179.94)	P
19221074	ACE HARDWARE	SHOP SUPPLIES	11/15/2022	\$27.54	P
19221075	ACE HARDWARE	BATTERY CHARGERS	11/21/2022	\$93.98	P
19221076	CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	11/03/2022	\$15.94	P
19221077	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	11/09/2022	\$469.97	P
19221078	SCHILLING SUPPLY COMPANY	CLEANING SUPPLIES	11/23/2022	\$758.02	P
19221079	NASSCO INC	CLEANING SUPPLIES	11/23/2022	\$287.30	P
19221080	STAPLES ADVANTAGE	OFFICE SUPPLIES	11/23/2022	\$2.66	P
19221081	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	11/22/2022	\$563.87	P
19221082	LIBERTY CLEANERS INC	CLEANING COURTHOUSE, JAIL	11/18/2022	\$8,398.30	P
19221083	RAPIDS RENTAL & SUPPLY	CHAINSAW REPAIR	10/28/2022	\$81.28	P
19221084	SUPERIOR CHEMICAL CORPORATION	PLOW WAX	11/16/2022	\$93.07	P
19221085	WISCONSIN VALLEY BUILDING PRODUCTS	BR 4 - CORE DRILL RENTAL	11/09/2022	\$125.00	P
19221086	WISCONSIN VALLEY BUILDING PRODUCTS	TOOLS	11/15/2022	\$11.40	P
19221087	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	11/22/2022	\$88.66	P
19221088	AMAZON CAPITAL SERVICES	BR 4 - MIRRORS	11/22/2022	\$230.10	P
19221089	AMAZON CAPITAL SERVICES	BATTERY	11/22/2022	\$39.59	P
19221090	COMPLETE CONTROL	RB UPDATES-ADDL ACCESS CONTROL	11/18/2022	\$6,000.00	P
19221091	COMPLETE CONTROL	CH MEP UPDATES-NETWORK ADDS	11/18/2022	\$2,000.00	P
19221092	COMPLETE CONTROL	CH SECURITY-PARKING LT CAMERAS	11/18/2022	\$1,853.27	P
19221093	CONNECTED MEDIA SOLUTIONS LLC	CLK OF CTS - ROLLER SHADES	11/23/2022	\$2,666.00	P
19221094	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	12/02/2022	\$5,195.21	P
19221095	DECKER SUPPLY CO	CH SIGNAGE	11/29/2022	\$159.89	P
19221096	LIBERTY CLEANERS INC	JANITORIAL SUPPLIES & EQUIP	11/30/2022	\$2,500.00	P
19221097	POWER PAC INC	TRACTOR PARTS	11/23/2022	\$749.26	P
19221098	QUALITY DOOR & HARDWARE	BR 4 - GRAB BAR	11/29/2022	\$55.91	P
19221099	RON'S REFRIGERATION & AC INC	BR 4 - HVAC INSTALL	11/23/2022	\$79,160.85	P
19221100	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	11/28/2022	\$646.20	P
19221101	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC 12TH ST	11/28/2022	\$448.13	P
19221102	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	11/28/2022	\$167.49	P
19221103	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	11/28/2022	\$106.74	P
19221104	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	11/28/2022	\$62.78	P

MAINTENANCE - DECEMBER 2022

19221071 - 19221182

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19221105	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	11/28/2022	\$12.36	P
19221106	WERNER ELECTRIC SUPPLY	BR 4 - ELECTRICAL SUPPLIES	11/23/2022	\$1,362.98	P
19221107	DM STAMPS & SPECIALTIES	STAMPS	12/07/2022	\$41.49	P
19221108	NASSCO INC	CREDIT	12/07/2022	(\$28.74)	P
19221109	NASSCO INC	CLEANING SUPPLIES	12/07/2022	\$267.48	P
19221110	COMPLETE CONTROL	CLK OF CTS-FIRE ALARM INSTALL	11/30/2022	\$1,829.49	P
19221111	CRESCENT ELECTRIC SUPPLY CO	BR 4 - ELECTRICAL SUPPLIES	11/23/2022	\$71.98	P
19221112	CRESCENT ELECTRIC SUPPLY CO	BR 4 - ELECTRICAL SUPPLIES	11/28/2022	\$94.48	P
19221113	INTER-QUEST CORP	BR 4 - ADA HEARING LOOP	11/30/2022	\$21,500.00	P
19221114	MENARDS - PLOVER	SUPPLIES	11/28/2022	\$13.98	P
19221115	SCHMITT ACOUSTICS LLC	3RD FLOOR CEILING INSTALL	10/12/2022	\$9,850.00	P
19221116	ULINE	SD PAPER ROLL	11/17/2022	\$84.00	P
19221117	WASTE MANAGEMENT	WASTE DISPOSAL FEES	12/01/2022	\$858.71	P
19221118	WE ENERGIES	GAS SERVICE JAIL	11/30/2022	\$477.57	P
19221119	WE ENERGIES	GAS SERVICE RIVER BLOCK	11/30/2022	\$701.94	P
19221120	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	11/30/2022	\$108.35	P
19221121	WE ENERGIES	GAS SERVICE COURTHOUSE	11/30/2022	\$919.19	P
19221122	WE ENERGIES	GAS SERVICE 12TH ST	11/30/2022	\$121.99	P
19221123	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	11/30/2022	\$380.39	P
19221124	WISCONSIN VALLEY BUILDING PRODUCTS	TOOLS	11/29/2022	\$34.80	P
19221125	THE SAMUELS GROUP INC	JAIL PROJECT - 11TH PAYMENT	12/02/2022	\$508,299.50	P
19221126	VENTURE ARCHITECTS	JAIL PROJECT - PROF SERVICES	11/30/2022	\$191,577.46	P
19221127	CENTRAL STATE MECHANICAL INSULATION LLC	JAIL PROJ - UTILITY RELOCATION	11/15/2022	\$2,810.84	P
19221128	STAPLES ADVANTAGE	OFFICE SUPPLIES	12/13/2022	\$10.96	P
19221129	DIAMOND BUSINESS GRAPHICS	PRINTING	12/13/2022	\$26.61	P
19221130	DIAMOND BUSINESS GRAPHICS	PRINTING	12/13/2022	\$26.61	P
19221131	DIAMOND BUSINESS GRAPHICS	printing	12/13/2022	\$26.61	P
19221132	AMAZON CAPITAL SERVICES	BR 4 - AUDIO CABLE	12/08/2022	\$274.60	P
19221133	AMAZON CAPITAL SERVICES	BISSELL SWEEPERS	12/10/2022	\$249.90	P
19221134	AMAZON CAPITAL SERVICES	CH SUPPLIES	12/12/2022	\$14.99	P
19221135	1000 BULBS	RB UPDATES - LIGHT FIXTURES	12/09/2022	\$1,451.00	P
19221136	CONSTELLATION NEWENERGY-GAS DIVISION	CH, JAIL, RB GAS SERVICE	12/13/2022	\$6,473.54	P
19221137	HOME DEPOT CREDIT SERV (Maintenance)	CH, BR 4, CH UPDATES, RB	12/05/2022	\$1,384.93	P
19221138	NAPA CENTRAL WI AUTO PARTS	2013 F250 HEADLIGHT	11/04/2022	\$74.99	P
19221139	NEIS ELEVATOR INSPECTION SERVICES	CH ELEVATOR INSPECTION	12/06/2022	\$80.00	P
19221140	NEIS ELEVATOR INSPECTION SERVICES	RB ELEVATOR INSPECTION	12/06/2022	\$160.00	P
19221141	RON'S REFRIGERATION & AC INC	INSTALL UNIT HEATER-JT USE BLD	12/09/2022	\$2,713.00	P
19221142	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	12/13/2022	\$2,135.71	P
19221143	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	12/13/2022	\$828.56	P
19221144	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	12/13/2022	\$46.22	P
19221145	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	12/13/2022	\$46.85	P
19221146	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	12/13/2022	\$45.30	P
19221147	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	12/13/2022	\$9.56	P
19221148	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	12/13/2022	\$98.66	P

MAINTENANCE - DECEMBER 2022

19221071 - 19221182

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19221149	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	12/13/2022	\$10,904.43	P
19221150	WISCONSIN VALLEY BUILDING PRODUCTS	TOOLS	12/09/2022	\$64.52	P
19221151	RUDIG JENSEN	DOWNPAYMENT - 2022 F350	12/19/2022	\$500.00	P
19221152	DM STAMPS & SPECIALTIES	STAMPS	12/20/2022	\$105.83	P
19221153	DIAMOND BUSINESS GRAPHICS	PRINTING	12/20/2022	\$34.63	P
19221154	SCHILLING SUPPLY COMPANY	SUPPLIES	12/20/2022	\$20.74	P
19221155	SCHILLING SUPPLY COMPANY	CLEANING SUPPLIES	12/20/2022	\$114.65	P
19221156	NASSCO INC	CLEANING SUPPLIES	12/20/2022	\$361.90	P
19221157	DASH MEDICAL GLOVES	CLEANING SUPPLIES	12/20/2022	\$71.80	P
19221158	AMAZON CAPITAL SERVICES	STAPLERS	12/16/2022	\$24.00	
19221159	AMAZON CAPITAL SERVICES	JAIL SUPPLIES	12/17/2022	\$54.99	
19221160	AMAZON CAPITAL SERVICES	TIRE CHAINS FOR TRACTOR	12/18/2022	\$165.58	
19221161	AMAZON CAPITAL SERVICES	WATER FILTERS	12/19/2022	\$419.76	
19221162	AMAZON CAPITAL SERVICES	BISSELL SWEEPERS	12/20/2022	\$308.88	
19221163	ADVANCED ASBESTOS REMOVAL INC	CH UPDATE-REMOVE PH ASBESTOS	12/12/2022	\$4,850.00	
19221164	APPLIED INDUSTRIAL TECHNOLOGY	FORKLIFT BELTS	12/06/2022	\$28.10	
19221165	BAUER'S FLOOR MART	BR 4 - FLOORING	12/06/2022	\$1,256.56	
19221166	COMPLETE CONTROL	SERVICE CALL-JAIL AIR HANDLER	11/30/2022	\$162.06	
19221167	COMPLETE CONTROL	RB UPDATES-ADDL ACCESS CONTROL	12/13/2022	\$2,000.00	
19221168	COMPLETE CONTROL	BR 4 - FINAL PAYMENT	12/14/2022	\$2,369.80	
19221169	CRESCENT ELECTRIC SUPPLY CO	RB WIRE	12/12/2022	\$242.81	
19221170	CURRENT TECHNOLOGIES INC	CH SECURITY - INSTALL CAMERAS	12/14/2022	\$533.05	
19221171	ERON & GEE/HERMAN'S PLUMBING & HEATING	BR 4 - PLUMBING	12/13/2022	\$2,584.00	
19221172	ERON & GEE/HERMAN'S PLUMBING & HEATING	BR 4 - PLUMBING RETAINAGE	12/16/2022	\$611.00	
19221173	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	12/07/2022	\$467.76	
19221174	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	12/07/2022	\$88.66	
19221175	GAPPA SECURITY SOLUTIONS LLC	RB UPDATES - SECURITY HARDWARE	12/14/2022	\$11,798.24	
19221176	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	12/20/2022	\$120.00	
19221177	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	12/21/2022	\$563.87	
19221178	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	12/21/2022	\$88.66	
19221179	US BANK	RB UPDATE PERMITS, SHOP SUPPLY	12/18/2022	\$349.86	
19221180	SUMMIT FIRE PROTECTION	SEMI ANNUAL FIRE INSPECTION	11/09/2022	\$546.00	
19221181	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	12/25/2022	\$4,765.30	
19221182	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING COURTHOUSE, JAIL	12/25/2022	\$5,770.00	
<b>Grand Total:</b>				<b>\$923,943.41</b>	

Signatures

Committee Chair: \_\_\_\_\_  
Committee Member: \_\_\_\_\_  
Committee Member: \_\_\_\_\_  
Committee Member: \_\_\_\_\_  
Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_  
Committee Member: \_\_\_\_\_  
Committee Member: \_\_\_\_\_  
Committee Member: \_\_\_\_\_



# Wood County

## WISCONSIN

Reuben Van Tassel  
Facilities Manager

### Letter of Comments January 2023

#### Ongoing Projects and Planning

**Jail Project** – The City of Wisconsin Rapids has approved temporary use of the vacant parcels known as the triangle lot to be used for contractor parking during the jail project. Having this area designated for contractor vehicles will help prevent congestion on side streets near the Courthouse; Samuels Group will install a fence around this area in the spring to keep contractor vehicles separate from Courthouse staff and visitors.

Our project team continues reviewing detailed specifications related to jail equipment and hardware.

**Courthouse** – Preparation has begun for the Baker Street pedestrian crossing lights; however, the City is waiting on some of the components to arrive before installation can be completed.

Extended lead times and price increases have become relatively common over the last couple years. While we continue looking for ways to reduce cost and control our budget, we will likely be reviewing some budget resolutions to cover equipment costs for some 2022 projects that cannot be finished until materials arrive, hopefully early in 2023.

Prior to the PIT Committee decision to alter cleaning service at the Courthouse, input was requested from affected departments. As it often happens, after the change took place there was more time for everyone to evaluate the altered cleaning service and provide additional feedback; this information will be shared at the January committee meeting.

**River Block** – A Class 2 notice was published in two newspapers and online for the approved elevator update at River Block. The contractor who was awarded the recent Courthouse elevator modernization was our only bidder for the River Block project. While it is always preferred to have multiple bidders, it is not required; I will review additional information with the Committee at our January meeting.

#### Miscellaneous

Attended PIT, Operations, J&L, HHS, County Board, Wis. Rapids Council, and numerous project meetings.

With PIT Committee approval, the 12<sup>th</sup> Street property was sold on December 22, 2022.