

AGENDA
PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

DATE: Monday, October 6, 2025

TIME: 9:00 AM

LOCATION: Courthouse – Room 302

1. Call meeting to order
2. Public Comments
3. Approve minutes from previous meeting
4. **Information Technology**
 - a. Vouchers
 - b. Monthly Comments
 - c. Report on NACo AI Conference
 - d. Draft AI Policy
 - e. IT Budget Review
5. **Maintenance Dept.**
 - a. Vouchers
 - b. Monthly Comments
 - c. Maintenance Budget Review
6. Future Agenda Items
7. Set date and time of next meeting – Monday, November 3, 2025 – 9:00 AM
8. Adjourn

Join by phone

+1-408-418-9388 United States Toll

Access code: 2483 624 9452

Join by WebEx App or website

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m1afcc1fc21c2101675be06fd5e922882>

Webinar number: 2483 624 9452

Webinar password: 100625

MINUTES

PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

DATE: Monday, September 2, 2025

TIME: 8:00 a.m.

PLACE: Courthouse – Room 302

MEMBERS PRESENT: Al Breu, Jeff Penzkover, Dennis Polach, Scott Brehm, Brad Hamilton

OTHERS PRESENT: Trent Miner, County Clerk; See attached sign-in list

1. Chairman Breu called the meeting to order at 8:00 AM.
2. Under public comment, Brehm brought up a concern of security as it relates to contractors.
3. The minutes of the previous meeting were reviewed. Motion by Hamilton/Penzkover to accept them as presented. Motion carried unanimously.
4. The Information Technology vouchers were reviewed. Motion by Hamilton/Polach to approve as presented. Motion carried unanimously.
5. The IT Report was reviewed and discussed.
6. IT Director Kaup presented the 2026 IT budget to the committee, highlighting an additional FTE request, as well as other financial implications within her budget. Motion by Hamilton/Brehm to approve the budget as presented and forward to the Finance Department. Motion carried unanimously.
7. The Maintenance vouchers were reviewed. Motion by Hamilton/Penzkover to approve as presented. Motion carried unanimously.
8. The Maintenance Report was reviewed and discussed.
9. Facilities Manager Van Tassel presented the 2026 Maintenance budget to the committee. He highlighted an additional FTE request as well as increased costs due to the new facility. Motion by Brehm/Penzkover to approve the budget as presented and forward to the Finance Dept. Motion carried unanimously.
10. Van Tassel presented a proposal for engineering and design for the parking improvements in front of the courthouse, now that the agreement for the parcels and Market St. have been received. This is the next step needed to comply with that agreement. Motion by Hamilton/Penzkover to approve the contract from Venture Architects for \$109,100. Motion carried unanimously.

11. The next meeting will be held on Tuesday, October 6th at 9:00 AM.

12. Chairman Breu declared the meeting adjourned at 9:24 AM.

Minutes taken by Trent Miner, County Clerk and are in draft form until approved at the next meeting.

Property & Information Technology Committee
September 2, 2025

[illegible]

Committee Report

County of Wood

Report of claims for: INFORMATION TECHNOLOGY

For the period of: SEPTEMBER 2025

For the range of vouchers: 27250381 - 27250420

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27250381	AMAZON CAPITAL SERVICES	HS PHONE ACCESSORIES	08/21/2025	\$59.90	P
27250382	AMAZON CAPITAL SERVICES	HWY PHONE CASE	08/27/2025	\$6.99	P
27250383	AMAZON CAPITAL SERVICES	HS WEBCAM FOR C.E.	09/03/2025	\$73.90	P
27250384	AT&T MOBILITY	MONTHLY CELL/HOTSPOT CHARGES	08/23/2025	\$465.08	P
27250385	AT&T MOBILITY	MONTHLY CELL CHARGES	08/23/2025	\$83.08	P
27250386	AT&T MOBILITY	MONTHLY CELL CHARGES	08/23/2025	\$3,559.72	P
27250387	CDW GOVERNMENT INC	HS SNAG IT RENEWAL	08/11/2025	\$36.93	P
27250388	CDW GOVERNMENT INC	ADOBE ACROBAT RENEWAL	08/14/2025	\$2,457.90	P
27250389	FRONTIER	PHONE CHARGES	08/19/2025	\$67.90	P
27250390	SOLARUS	PHONE CHGS ACCT 00063942-1	09/01/2025	\$2,861.18	P
27250391	SOLARUS	PHONE CHGS ACCT 00077856-5	09/01/2025	\$235.98	P
27250392	SOLARUS	PHONE CHGS ACCT 00061009-7	09/01/2025	\$69.99	P
27250393	TDS TELECOM	PHONE CHARGES	08/28/2025	\$73.72	P
27250394	TDS TELECOM	PHONE CHARGES	08/28/2025	\$59.77	P
27250395	TDS TELECOM	PHONE CHARGES	08/28/2025	\$44.96	P
27250396	TDS TELECOM	PHONE CHARGES	08/28/2025	\$60.52	P
27250397	TDS TELECOM	PHONE CHARGES	08/28/2025	\$16.30	P
27250398	US CELLULAR	CELL PHONE CHGS ACCT 277407322	08/16/2025	\$280.26	P
27250399	US CELLULAR	CELL PHONE CHGS ACCT 203538532	08/20/2025	\$2,143.67	P
27250400	US CELLULAR	CELL PHONE CHGS ACCT 203391922	08/20/2025	\$6.21	P
27250401	GOLDFAX	NETWORK FAXING AUGUST 2025	09/03/2025	\$45.10	P
27250402	AMAZON CAPITAL SERVICES	LW PHONE CASE & PROTECTOR	09/05/2025	\$32.20	P
27250403	AMAZON CAPITAL SERVICES	HWY PHONE CASE & PROTECTOR	09/05/2025	\$32.33	P
27250404	AMAZON CAPITAL SERVICES	NW TELEHEALTH ACCESSORIES	09/08/2025	\$268.47	P
27250405	APPLE INC	HS BH TELEHEALTH TABLETS	07/08/2025	\$2,398.00	P
27250406	CDW GOVERNMENT INC	CT AV REFRESH RACK ACCESSORIES	08/21/2025	\$105.84	P
27250407	CDW GOVERNMENT INC	CT AV REFRESH RACK ACCESSORIES	08/26/2025	\$754.48	P
27250408	CDW GOVERNMENT INC	SH ALWAYS ON VPN LICENSE	08/25/2025	\$45.00	P
27250409	CHARTER COMMUNICATIONS (Pittsburgh)	INTERNET PRO100	09/01/2025	\$134.99	P
27250410	CHARTER COMMUNICATIONS (Pittsburgh)	WR FIBER	09/01/2025	\$1,192.09	P
27250411	CHARTER COMMUNICATIONS (Pittsburgh)	MFLD FIBER	09/01/2025	\$317.55	P
27250412	CHARTER COMMUNICATIONS (Pittsburgh)	NETWORK SERVICES	09/01/2025	\$2,657.17	P
27250413	GOLDFAX	ANNUAL GOLDFAX SUPPORT	09/03/2025	\$4,565.00	P
27250414	INSIGHT PUBLIC SECTOR INC	RB ROUTER	08/28/2025	\$7,097.31	P

INFORMATION TECHNOLOGY -
SEPTEMBER 2025

27250381 - 27250420

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27250415	RHYME BUSINESS PRODUCTS	PRINTER/COPIER/EQUIP CHARGES	09/03/2025	\$8,160.96	P
27250416	VERIZON	CELL CHGS ACCT 242258062-00001	09/01/2025	\$4,695.52	P
27250417	AMAZON CAPITAL SERVICES	CORONER IPHONE ACCESSORIES	09/16/2025	\$22.94	P
27250418	AMAZON CAPITAL SERVICES	HS WIRELESS MOUSE FOR J.N.	09/16/2025	\$13.90	P
27250419	INTER-QUEST CORP	MTG LICENSE COMMITTEES	09/08/2025	\$1,226.00	P
27250420	US BANK	SFPS CRTRM, CONF REGISTRATIONS	09/17/2025	\$794.00	
Grand Total:				\$47,222.81	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:



Wood County WISCONSIN

INFORMATION TECHNOLOGY

September 2025

1. Staff continue to work on items related to the Law Enforcement Center occupancy. The network team re-configured the network for the new jail to allow for a physical key switch to be installed between the Wood County network and the Detention networks. This will allow isolation of the Detention networks, unless the key switch is intentionally turned to allow access to vendors and Wood County staff for troubleshooting or maintenance purposes. This configuration also makes the network more redundant by creating multiple paths between all of the network switches.
2. Started working on making sure all devices are upgraded to Windows 11 as Windows 10 will be end of life soon. Configuration templates and documentation have been created. Updates to devices have begun.
3. Worked with HR to complete the County's Cyber Insurance renewal form.
4. Implementation phase continues for a project for the Highway Department to replace the current Highway permit system with Delasoft vendor software. Research is scheduled concerning an app requested by Highway staff that will assist in tracking Caterpillar equipment.
5. Network staff worked to identify GIS files that were removed from a share and restored them to the original location.
6. A new IT request form and procedure has been developed and implemented to improve handling user requests to recover accidentally deleted data. Data recovery often consumes excessive IT staff resources and the new procedure should help mitigate that resource loss.
7. Worked with Sheriff's Admin and staff to replace numerous cell phones. This included transferring data from old phones and configuring the new devices.
8. The Wood County firewalls and management server were patched to address some critical issues that were disclosed on the morning of 9/26/25.



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INFORMATION TECHNOLOGY

9. IT staff begin work to outline and document proper procedures and best practices for system administration, especially in regard to server and application maintenance and/or upgrades that may affect accessibility and functionality.
10. Programming staff continue support and system functionality improvement coding for the ESS, employee self-service portal, system for payroll reports and employee benefits open enrollment. Preparations for 2026 open enrollment are complete.
11. Progress continues to be made on the Courthouse network refresh project. This project is one of the CIP projects that was approved for this year. There is one set of switches that need to be placed at the Courthouse and a set of switches configured for placement at Riverblock. Migration at Riverblock will need to occur over a weekend due to the number of devices that rely on the hardware.
12. Network staff worked to restore the high speed network connection between Riverblock and the Courthouse after the router experienced a critical error. Replacement equipment capable of the high capacity was received a few days later and immediately put in place after business hours.
13. Assisting Port Edwards with new server and O365 migration to transition out-of-date systems to supported operating systems. This Includes updated end-user computing devices for staff and Trustees.
14. Network staff continue to work with the Communications Department on the radio upgrade project. The vendor was onsite for installation the week of June 16th. Network staff had taken steps to meet requirements as outlined and provided remote access to verify. Upon switchover, issues were found by the vendor. Staff continue to work with the Communications Department and vendors to address these before the next switchover is scheduled. Staff worked with a vendor to ensure the network is properly configured for the Radio over IP project. Documentation and testing results have been provided to the radio vendor. Once the vendor is satisfied with results Go-Live will be scheduled.
15. Network staff continue work to draft and update Network Diagrams and a Network Map Topology for official IT use and assisting with current and future networking projects.
16. Upgrades to the Cradlepoint mobile routers in the squad vehicles have been pushed out. These are required for continued support coverage and bug fixes.



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INFORMATION TECHNOLOGY

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17. Monitoring daily software installs for all computers managed by Desktop Central. Removed unapproved or questionable software as needed.
 18. Provided support for Finance staff as 2026 Budget work continues.
 19. Completed rollout of Software Restriction Policy to all IT staff, effectively blocking software installation in known exploitable locations, massively shrinking the potential for users to install unapproved software either on purpose or by consequence of visiting a malicious internet site. Planning the rollout of this system to other departments in the near future.
 20. Triaged and followed up with 28 alerts from the County's end point protection system. Manually investigated and cleaned up each detection and worked with the vendor as needed. In every instance, when an alert was triggered the end point protection system quarantined and stopped the process until an investigation could be completed.
 21. Investigated 5 alerts received from the County's SIEM, Security Information and Event management system. In each instance, IT staff reached out to the user in question to verify if the attempt was legitimate.
 22. Staff continue to work with CIS, Countywide law enforcement software, on a request for an interface to transmit electronic referrals to the DA's office.
 23. The IT Security Team continues the Security Awareness Program. Second quarter training was assigned and completion was monitored. Accounts were disabled and/or enabled with minimal access for users who failed to complete training.
 24. Members of our team have been virtually attending mentoring meetings with leaders in the cybersecurity area, as arranged by the MS-ISAC (Multi-State Information Sharing and Analysis Center). This includes monthly update meetings with the State of Wisconsin CRT (Cyber Response Team).
 25. Researched, evaluated, and identified a replacement dictation software for Human Services. Licenses have been purchased and the new Dragon Professional software has been installed.



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INFORMATION TECHNOLOGY

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26. AI usage guidelines have been outlined and terms of use agreement forms made available. Users can now request AI access. AI general access is blocked. An AI policy is being drafted and was shared with HR and HR has provided valuable feedback. A draft policy will be brought to PIT for review at the October meeting.
 27. Employees submitted approximately 170 phishing emails to IT for review. Each submittal was reviewed. Several were identified as legitimate phishing attempts. Filters were put in place to disallow mail from known phishing senders.
 28. The vendor who provides laundry and housekeeping services for Edgewater and Norwood will be upgrading the software on the timeclocks used by their employees. Network staff identified the areas and network access currently being provided to the timeclocks to ensure that the upgrades can be completed successfully.
 29. Programming staff work to improve support documentation for the Sage HRMS, Human Resources Management System, system for employee benefit and payroll data. Programming staff work to compose an RFP for replacement systems for HRMS and payroll is nearly complete.
 30. Sage HRMS related servers have been upgraded to Server 2019 to support the Q3 2025 release.
 31. Worked with CIS Computer Aided Dispatch (CAD) software to be able to download crash citations from TraCS to RMS, records management system. Instructions have been sent to each agency and added to the Central Records SharePoint site. The upload transfer went live August 26th and the crash forms are now being imported into CIS.
 32. Staff continue the review of the configuration of O365 to ensure the environment is properly configured, easy to use and has the proper security in place as we begin to implement SharePoint, Teams, and One Drive and work to migrate email servers to Exchange Online. The email migration process is working. Staff continue to review plans for backup and email encryption for the new environment.
 33. Discovery phase continues and implementation phase begins for a project request from the Highway Department to replace the current Highway permit system with Delasoft vendor software. Research is scheduled concerning an app requested by Highway staff that will assist in tracking Caterpillar equipment.



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INFORMATION TECHNOLOGY

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34. The Courtrooms A/V system project progress continues. This update will improve reliability for in room and video conference communication. A room to house the new equipment has been located. The vendor has completed cable installation. The data closet buildout is underway. A schedule to install new equipment begins in September and will continue throughout October. All four branches will be updated. Branch IV update was completed in September and has received positive feedback.
 35. System\code improvement for the in-house Planning & Zoning permitting system continues.
 36. Staff completed a project request for a Data Management Portal for the GLOVE and light/sound shield. The GLOVE and light/sound shield are de-escalation devices that can be used by jail staff and officers. The Data Management Portal is used to manage users, to set the date and time on the devices and to upload the device usage data
 37. Received a project request from the Division Chief of EMS/Service Director for WR Fire Department to have WRFD ambulances dispatched similar to law enforcement units in CIS, the Countywide law enforcement software. This requires additional configuration in CIS to map out areas, activity codes and assigned units.
 38. Continued work on forms process improvement and document storage in Information Technology leveraging Laserfiche.
 39. Norwood and Edgewater Matrix Claims Management support continues with multi-factor authentication (MFA) migration to a new system evolving constantly. Account work for new backup procedures for Claims Management continues. Research progresses to address a request by Edgewater Haven Director to utilize AI supported software that can vet and speed up admission referral processes.
 40. Support for GCS\Catalis property tax systems is ongoing. The former property tax software version end-of-life is set for Fall of 2024 and was on-prem, servers at Wood County. The upgraded version is cloud based. System migration and training is complete and go-live was July 15, 2024. Preparations begin for migrating the 34 municipalities to the new system by late 2025. Security and best practice research continues to address a request by the County GIS specialist for the City of Marshfield GIS specialist to obtain direct access to the County tax database.



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41. Support for Norwood Healthcare Center and Edgewater Haven Matrix (EHR) and CART (CMS abstraction and reporting tool) software is ongoing. IT support works to improve the user reliance on IT for basic system functionality. eMAR provides ability to dispense patient medication when the EHR system is not accessible. Super user training continues and results in improved support of the EHR (electronic health record) system. Research and preparation work begins for another annual change to the reporting procedures for hospital pricing transparency required by CMS (Centers for Medicare and Medicaid).
 42. For the month of August, 628 helpdesk requests were created, with staff completing 628 tickets and leaving 153 open requests. In addition, there are currently 185 project requests.
 43. Support is ongoing for Cyber Recruiter upgrades and super user support, the HRMS extension system and website used for new hire applications. IT staff worked to resolve multiple serious issues that were caused by a very poorly developed error prone vendor supplied system upgrade. We plan to eliminate and replace the Cyber Recruiter\Careers software as part of the HRMS and payroll system replacement project. IT staff worked to resolve application access issues that were caused by an unplanned OS upgrade.
 44. The TimeStar, electronic timecard and time tracking software system configuration changes is ongoing. Staff works to adjust settings as change requests continue. PBJ reports are submitted to CMS (Centers for Medicare & Medicaid) using TimeStar data for both the Edgewater and Norwood Facilities. PBJ mapping update work is scheduled so we can support new job codes.
 45. The Register of Deeds work to upgrade multiple applications continues. IT staff escorts and assists the vendor, Fidlar Technologies, with server and application updates and maintenance on a regular basis.
 46. The 2025 PC replacement 3rd quarter order has been received, and the 4th quarter order will be placed soon. Quarter 3 device replacements are being scheduled. Reviewing department needs for tablets and mobile devices to replace equipment due for refreshing.
 47. Continue conversion of TCM client financial data for import into Laserfiche.
 48. Network and the lead technician worked together to identify the new standards for the Wood County PC replacement schedule. This process is done annually to ensure that the specifications for new computers will meet the needs of our users and the software that they use.



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INFORMATION TECHNOLOGY

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49. IT staff work to schedule and upgrade various server operating systems and database management systems, SQL servers, begins a new cycle. This ongoing project that takes considerable time to plan, test, and implement.
 50. Continue to apply numerous security patches to servers and network hardware. These updates include fixes for functionality and security patches that keep servers and network hardware as secure as possible.
 51. Research is scheduled for a Veteran's office record system for a user request for client notifications via text messaging functionality.
 52. IT staff is researching an Always On VPN. This will ensure that all communications from Wood County devices are secure using an encrypted connection even while connected to public or home networks. Additional options for restricting internet access are also being researched.
 53. Staff attended the NaCO AI Central Regional Forum in Hennepin County, Minnesota. This was a two-day conference focused on artificial intelligence (AI).
 54. Several staff attended the GIPAW, Government Information Processing Association of Wisconsin, Fall Conference in Superior, WI. This conference helps government IT professionals from across the State share their experiences, successful resolutions and known caveats while supporting similar systems and users. Sessions included Cybersecurity Grant Program Updates & Opportunities, MS-ISAC, A Live Demonstration Inside the Dark Web, and Storage.
 55. Discussions with Maintenance continue regarding space needs for the IT department. There is significant increase of technology being supported in the LEC and the increase of staff and services in other Departments within the County increases the demands on IT support as well. IT will need additional IT staff and space in order to properly support the County's expanded facilities, staff, software, hardware, systems and the increased reliance on technology. The IT Conference room now serves as our vendor staging area, network setup area, equipment storage and conference room. We have repurposed and triple purposed as much space as possible. IT needs more space to function properly.



ARTIFICIAL INTELLIGENCE (AI) TECHNOLOGY USE **DRAFT**

POLICY STATEMENT

The Wood County Artificial Intelligence (AI) Technology Use (Policy) outlines fundamental practices and procedures that are required to provide the highest level of protection of the Wood County network, infrastructure and information.

As Wood County Government embraces technological advancements to streamline operations and enhance productivity, the use of Artificial Intelligence (AI) and Generative Artificial Intelligence (Gen AI) has become increasingly prevalent. AI technologies, including Gen AI, offer powerful capabilities for automating tasks, generating content, and improving decision-making processes. However, to ensure the responsible and ethical use of these technologies, Wood County has established this policy to regulate their application within its operations

PURPOSE

This policy aims to regulate the use of Artificial Intelligence (AI) within Wood County Government, ensuring its application adheres to data security, privacy, and ethical standards while enhancing operational efficiency.

SCOPE

This policy applies to all employees, contractors, elected officials, and any person or organization accessing Gen AI technologies or AI platforms within Wood County Government facilities or while conducting official Wood County business.

Departments are encouraged to develop internal policies that align with these standards and address the use of AI within their specific operations.

POLICY

1. Definitions:

- a) Artificial Intelligence (AI) refers to computer systems and software designed to perform tasks that typically require human intelligence. These tasks include problem-solving, decision-making, learning from experience, understanding language, and recognizing patterns.
- b) AI Platform refers to any system or application specifically designed to utilize Generative Artificial Intelligence to automate tasks or generate information.
- c) AI Technology refers to functionality embedded in a software package or system that utilizes Artificial Intelligence to perform tasks specific to the purpose or function of that system or software package.
- d) Generative Artificial Intelligence (Gen AI) refers to Artificial Intelligence systems capable of generating human-like text, images, or other content based on input data.

2. Appropriate Use: Any use of AI authorized under this policy must comply with all applicable laws, regulations, and Wood County policies. Users are expected to limit their use of GenAI systems to official, work-related purposes. Users should only access and use AI systems for which they have received proper authorization and training. AI-generated content should be treated as an informational tool, not a replacement for human judgment or decision-making, and should never be represented as the user's own original work. AI-generated content is considered draft material and must be thoroughly reviewed before use.

Before relying on AI-generated content, users are advised to:



ARTIFICIAL INTELLIGENCE (AI) TECHNOLOGY USE **DRAFT**

- a) Obtain independent sources to verify the accuracy and reliability of the information provided by AI.
- b) Review prompts and outputs for signs of bias or discrimination and take reasonable steps to mitigate these issues when feasible.
- c) Include a clear statement as needed regarding the use of AI-generated content.

3. **Prohibited Use:** Users are responsible for ensuring that their use of AI conforms to applicable laws and County policies, including the appropriate use guidelines found in the Technology Use Policy. In addition, users shall not:

- a) Create accounts in their capacity as County users on any publicly available AI platform or technology unless such use has been approved by their Department Head and the IT Department.
- b) Input content that is copyrighted or otherwise protected by law.
- c) Use AI in a manner that does not comply with established regulations and ethical guidelines established for AI.
- d) Generate content intended to be deceptive or misleading.
- e) Use AI to sway public opinion or disrupt internal decision-making.
- f) Use AI to bypass security controls or create vulnerabilities within critical infrastructure.

4. **Restricted Use:**

- a) Confidential data, including sensitive personal information, proprietary business data, and data considered protected, is not to be processed or generated using AI systems unless the system to be used has been approved for such use by Wood County and the appropriate data security agreements are in place.
- b) Use of Gen AI and AI platforms must comply with all applicable policies and standards established by Wood County.

5. **Data Classification and Protection:**

- a) Users must verify that no confidential information will be accessed before utilizing Gen AI technologies.
- b) In accordance with item 2 above, users utilizing Gen AI technologies within Wood County Government must ensure that any input data provided to the system does not contain confidential information.
- c) Precautions must be taken to avoid accidental exposure of sensitive data during the input process.



ARTIFICIAL INTELLIGENCE (AI) TECHNOLOGY USE **DRAFT**

6. Department Head Approval:

- a) Users intending to use Gen AI technologies or platforms other than those provided by Wood County, must obtain approval from their Department Head prior to initiating any Gen AI project or task.

7. Identification of AI-generated Content:

- a) Users are required to disclose content created using Gen AI as such when disseminating or presenting it outside of the systems that have generated it, ensuring transparency regarding its origin.

8. Responsibility for Content:

- a) The author of AI-generated documents is responsible for verifying the accuracy and appropriateness of the content generated by Gen AI and is accountable for any consequences arising from the use of such content.

9. Use of Wood County Sanctioned AI Platforms:

- a) Only systems provided, or AI platforms sanctioned, by Wood County may be used for Gen AI projects or tasks within Wood County Government.
- b) The IT Department will maintain a list of approved platforms on the IT section of the County Intranet site.
- c) User accounts created and used for access to AI must be assigned by the County or created using a Wood County email address.

10. Training:

- a) All users who are granted access to Gen AI technologies within Wood County Government must undergo training on the proper use of these tools and the importance of data security and confidentiality. This training will be assigned by the IT Department.

11. Records Retention and Disclosure:

- a) Information prepared, produced, collected, received, owned, or retained by County staff in the course of their work is subject to data retention requirements.
- b) Data provided to third-party AI systems for processing must be retrievable for public disclosure or audit purposes.
- c) Staff have an obligation to maintain data entered into AI tools according to applicable data retention schedules.
- d) Records generated, used, or stored by Generative AI solutions may be considered public records and must be disclosed upon request.



ARTIFICIAL INTELLIGENCE (AI) TECHNOLOGY USE **DRAFT**

12. Review and Update:

- a) This policy will be reviewed periodically to ensure its effectiveness and relevance in safeguarding confidential information while allowing for the responsible use of Gen AI technologies within the organization.

13. Compliance:

- a) Failure to comply with this policy may result in disciplinary action, up to and including termination of employment or contract.

14. Approval:

- a) This policy is effective upon approval by the Wood County Board and will be communicated to all users and relevant stakeholders.

Portions of this policy were created using Generative AI technology based on the author's input.



ARTIFICIAL INTELLIGENCE (AI) TECHNOLOGY USE **DRAFT**

APPENDIX A: EMPLOYEE ACKNOWLEDGMENT FORM

Acknowledgment of Receipt and Review

I, _____ (employee name), acknowledge that on _____ (date), I received and read a copy of Wood County's Artificial Intelligence (AI) Technology Use policy dated [VERSION DATE] and understand that it is my responsibility to be familiar with and abide by its terms. I understand that the information in this Policy is intended to help Wood County's employees to work together effectively to manage information security risks as part of their assigned job responsibilities. This Policy is not promissory and does not set terms or conditions of employment or create an employment contract.

Signature

Printed Name

Department/Location

Date

Committee Report

County of Wood

Report of claims for: MAINTENANCE

For the period of: SEPTEMBER 2025

For the range of vouchers: 19250704 - 19250774 50121082 - 50121082

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19250704	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	08/28/2025	\$26.03	P
19250705	ACE HARDWARE	CH SUPPLIES	08/27/2025	\$43.95	P
19250706	AIR FILTRATION SPECIALISTS LLC	AIR FILTERS	08/21/2025	\$1,327.42	P
19250707	BDT INC	CH SUPPLIES	08/21/2025	\$12.83	P
19250708	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	08/13/2025	\$597.94	P
19250709	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	08/08/2025	\$168.11	P
19250710	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	08/27/2025	\$506.02	P
19250711	COMPLETE CONTROL	RB SERVICE CALL	08/27/2025	\$83.25	P
19250712	NICK MICHELS & SONS	RB ROOF REPLACE PROGRESS PAY	08/19/2025	\$140,000.00	P
19250713	PBBS EQUIPMENT CORPORATION	RB BOILER REPAIRS	08/21/2025	\$278.00	P
19250714	RAPIDS SIGN INC	CH & RB SIGNAGE	08/28/2025	\$1,185.00	P
19250715	SPARKS SEPTIC SERVICE	PUMP & CLEAN JAIL KITCHEN TANK	08/15/2025	\$225.00	P
19250716	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	08/27/2025	\$12.88	P
19250717	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	08/27/2025	\$175.32	P
19250718	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	08/27/2025	\$629.53	P
19250719	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	08/27/2025	\$52.19	P
19250720	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	08/27/2025	\$107.76	P
19250721	DIAMOND BUSINESS GRAPHICS	PRINTING-P&Z	09/03/2025	\$76.58	P
19250722	NASSCO INC	CLEANING SUPPLIES	09/03/2025	\$1,357.28	P
19250723	APEX ENGINEERING INC	CH HTG SYSTEM - ADMIN PHASE	08/31/2025	\$3,500.00	P
19250724	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC AUG 2025	09/02/2025	\$6,133.94	P
19250725	GRAINGER (Maintenance)	PLUMBING SUPPLIES	09/02/2025	\$727.20	P
19250726	HARTERS FOX VALLEY DISPOSAL LLC	WASTE DISPOSAL FEES	09/01/2025	\$1,012.66	P
19250727	WE ENERGIES	GAS SERVICE JOINT USE BLDG-AUG	09/05/2025	\$9.24	P
19250728	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP-AUG	09/05/2025	\$9.24	P
19250729	WE ENERGIES	GAS SERVICE RIVER BLOCK - AUG	09/02/2025	\$392.50	P
19250730	WE ENERGIES	GAS SERVICE LEC - AUG	09/03/2025	\$2,325.28	P
19250731	WE ENERGIES	GAS SERVICE COURTHOUSE - AUG	09/02/2025	\$277.00	P
19250732	COMPLETE CONTROL	JAIL PROJECT - FIRE ALARM	08/15/2025	\$1,873.10	P
19250733	MOTOROLA SOLUTIONS INC	JAIL PROJ - RADIO EQUIPMENT	08/11/2025	\$5,385.99	P
19250734	RAPIDS SIGN INC	JAIL PROJECT - SIGNAGE	09/04/2025	\$3,688.00	P
19250735	THE SAMUELS GROUP INC	JAIL PROJECT - 44TH PAYMENT	09/03/2025	\$149,421.54	P
19250736	BAYCOM INC	JAIL PROJECT - FF&E	05/21/2025	\$38,640.00	P
19250737	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	09/10/2025	\$139.99	P

Committee Report - County of Wood

MAINTENANCE - SEPTEMBER 2025

50121082 - 50121082 19250704 - 19250774

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19250738	FLAGS USA	WI FLAG	09/02/2025	\$104.28	P
19250739	GAPPA SECURITY SOLUTIONS LLC	CH SECURITY - KEYS	08/29/2025	\$120.05	P
19250740	GAPPA SECURITY SOLUTIONS LLC	CH SECURITY - KEYS & CORES	09/08/2025	\$366.06	P
19250741	SUPERIOR CHEMICAL LLC	SHOP & JANITORIAL SUPPLIES	08/29/2025	\$1,210.30	P
19250742	SUPERIOR CHEMICAL LLC	ICE MELT	08/29/2025	\$5,536.32	P
19250743	AMERICAN FENCE COMPANY	JAIL PROJECT - FENCE	08/21/2025	\$14,320.00	P
19250744	DIAMOND BUSINESS GRAPHICS	PRINTING-PARKS	09/16/2025	\$52.20	P
19250745	AMAZON CAPITAL SERVICES	BULLETIN BOARDS	09/16/2025	\$287.96	
19250746	AMAZON CAPITAL SERVICES	BULLETIN BOARDS	09/19/2025	\$159.98	
19250747	AMAZON CAPITAL SERVICES	SHOP SUPPLIES	09/19/2025	\$11.44	
19250748	ACE HARDWARE	JAIL SUPPLIES	09/02/2025	\$13.77	
19250749	ACE HARDWARE	JAIL SUPPLIES	09/15/2025	\$77.94	
19250750	ACE HARDWARE	SHOP SUPPLIES	09/17/2025	\$77.96	
19250751	CONSTELLATION NEWENERGY-GAS DIVISION	CH, RB GAS SERVICE	09/10/2025	\$486.09	
19250752	FREEDOM PEST CONTROL LLC	RIVER BLOCK PEST CONTROL	09/15/2025	\$42.00	
19250753	FREEDOM PEST CONTROL LLC	COURTHOUSE PEST CONTROL	09/15/2025	\$52.00	
19250754	GAPPA SECURITY SOLUTIONS LLC	CH UPDATES - LOCKSET	09/19/2025	\$311.00	
19250755	GRAINGER (Maintenance)	DIMMER SWITCH	09/15/2025	\$66.84	
19250756	HOME DEPOT CREDIT SERV (Maintenance)	CH/SHOP, JAIL, RB	09/05/2025	\$1,830.52	
19250757	NICK MICHELS & SONS	RB ROOF REPLACE FINAL PAYMENT	09/10/2025	\$14,650.00	
19250758	POMP'S TIRE SERVICE INC - Milw	TIRES FOR FORD F250	09/11/2025	\$1,241.24	
19250759	SHRED SAFE 1 LLC	CONFIDENTIAL SHREDDING	09/16/2025	\$70.00	
19250760	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC NEW JAIL	09/10/2025	\$19,792.61	
19250761	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	09/10/2025	\$1,183.76	
19250762	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	09/10/2025	\$21.78	
19250763	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	09/10/2025	\$38.10	
19250764	WATER WORKS & LIGHTING COMM	RB PARKING LOT STORM SEWER	09/10/2025	\$51.38	
19250765	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	09/10/2025	\$59.80	
19250766	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	09/10/2025	\$10.30	
19250767	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	09/10/2025	\$126.47	
19250768	WATER WORKS & LIGHTING COMM	181 MARKET ST STORM SEWER	09/10/2025	\$6.29	
19250769	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	09/10/2025	\$12,395.13	
19250770	WATER WORKS & LIGHTING COMM	184 2ND ST N STORM SEWER	09/10/2025	\$11.34	
19250771	WATER WORKS & LIGHTING COMM	180 2ND ST N STORM SEWER	09/10/2025	\$14.21	
19250772	WATER WORKS & LIGHTING COMM	321 MARKET ST STORM SEWER	09/10/2025	\$3.42	
19250773	US BANK	CH, JAIL, CH UPDATES, RB	09/17/2025	\$911.77	
19250774	SCHILLING SUPPLY COMPANY	CLEANING SUPPLIES	09/24/2025	\$1,306.20	
50121082	STEEN MACEK PAPER COMPANY		09/10/2025	\$2,707.72	P
Grand Total:				\$440,129.00	

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 October 2025

Ongoing Projects and Planning

Jail Project – Remaining construction is underway; the new loading dock for Courthouse and Jail deliveries is scheduled to be complete before the end of the year.

Building automation system programming and adjustments are ongoing.

Courthouse – Upcoming accessibility and parking improvements should be easier for us all to imagine now that demolition of the structures across Market Street is complete. The design and engineering process for this will require a lot of collaboration between County and City staff as well as contracted firms. I will continue working with project engineers to coordinate upcoming changes to Jackson and Second Streets that will affect the perimeter of our future parking lot.

HVAC system replacement is ongoing; the work is scheduled to be complete by the end of November. The contractor has been working on startup and programming of the new boilers; employees working in the building have been patient and accommodating of the varying temperatures. Additional work related to the HVAC system update is ongoing throughout the building including control wiring, duct work reconfiguration, and miscellaneous work as needed.

River Block – The second phase of roof replacement is complete. This has given us a much-improved building envelope and lowered the risk of water infiltration that the original design had allowed. Since completion there has been at least one significant rain event that historically would have resulted in water leaking into the building, however, the new roof membrane performed well and kept the rain outside where it belongs.

Miscellaneous

Attended PIT Committee, County Board, and numerous project meetings.

Reviewing budget documents and considering importance of preventive maintenance and service for our facilities as we try to find cost savings.