

PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

DATE: Monday, February 6, 2023

TIME: 9:00 a.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
 - c. Resolution - 2022 PC Replacement Fund
 - d. Resolution - 2023 CIP Carryover
- 5. Maintenance Dept.**
 - a. Vouchers
 - b. Monthly Comments
 - c. Resolution - 2023 CIP Carryover
 - d. Courthouse Cleaning Service
6. Discuss facility safety policy
7. Seventeenth Ave. Property Update
8. Future Agenda Items
9. Set date and time of next meeting
10. Adjourn

Join by phone

+1-408-418-9388 United States Toll

Meeting number (access code): 2481 040 4365

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m0f8872b2abf4dd0193701eb9e3e4f904>

Meeting number (access code): 2481 040 4365

Meeting password: 02062023

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE
MEETING MINUTES**

DATE: Tuesday, January 3, 2023
TIME: 1:30 p.m.
PLACE: Wood County Courthouse – Room 114

PRESENT: Al Breu, Dennis Polach, Bill Winch, Brad Hamilton

EXCUSED: Jeff Penzkover

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

1. The meeting was called to order at 1:30 p.m. by Chair Breu.
2. Public Comments: Heather Gehrt, Treasurer, had comments regarding Courthouse cleaning. **With no objection, item #5c was moved up in the agenda.**
5. (c) Van Tassel shared information regarding the process of switching over cleaning service contractors and the need to adjust services and coverage. Discussion ensued. Van Tassel will continue to gather feedback from departments and will keep the Chair and Committee updated.
3. Approve minutes from the previous meetings.

Motion (Hamilton/Polach) to approve the minutes from the previous meetings. 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.

Supervisors Winch, Breu, and Clendenning noted complaints were brought to them regarding the IT Calendars that were purchased and distributed to departments. They felt the calendars were not a good use of resources and did not represent the County appropriately. Supervisors indicated future similar projects should be preapproved through the Committee.

Motion (Hamilton/Polach) to approve the vouchers for the Information Technology Department. Motion carried. Voting No: Winch

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

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

Motion (Hamilton/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.

6. HR Director McGrath, indicated Operations Committee meeting has been postponed to Thursday so there was no new update regarding the Violence in the Workplace Prevention Program. McGrath indicated the draft copy is in the Operations packet for review. McGrath will report back next month with updates.
7. The Twelfth Street property has been sold and the check was delivered and deposited the last week of the year.
8. Van Tassel shared information regarding the Seventeenth Avenue property. Discussion ensued.
9. Agenda items for the next meeting:
 - Seventeenth Avenue Property
 - Facility Safety Policy Update
10. The next Committee meeting will be Monday, February 6, 2023 at 9:00 a.m. in meeting room 114.
11. Chair Breu declared the meeting adjourned at 2:25 9.m.

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

Committee Report

County of Wood

Report of claims for: INFORMATION TECHNOLOGY

For the period of: JANUARY 2023

For the range of vouchers: 27220613 - 27220634 27230001 - 27230025

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27220613	AMAZON CAPITAL SERVICES	BISSELL SWEEPER	12/31/2022	\$24.99	P
27220614	CHARTER COMMUNICATIONS (IL Address)	INTERNET PRO100 ACCT 0209726	12/24/2022	\$134.99	P
27220615	EO JOHNSON COMPANY INC	PAPERCUT BILLING 4TH QTR 2022	12/30/2022	\$547.28	P
27220616	INSIGHT PUBLIC SECTOR INC	LT09 EOM LABELS	12/21/2022	\$40.00	P
27220617	INTER-QUEST CORP	BR 4 VC AUDIO	12/30/2022	\$14,131.70	P
27220618	INTER-QUEST CORP	BR 4 VC AUDIO	12/30/2022	\$7,169.02	P
27220619	TDS TELECOM	PHONE CHARGES	12/28/2022	\$71.26	P
27220620	TDS TELECOM	PHONE CHARGES	12/28/2022	\$58.62	P
27220621	TDS TELECOM	PHONE CHARGES	12/28/2022	\$44.28	P
27220622	TDS TELECOM	PHONE CHARGES	12/28/2022	\$56.02	P
27220623	TDS TELECOM	PHONE CHARGES	12/28/2022	\$19.20	P
27220624	US CELLULAR	CELL PHONE CHGS ACCT 277407322	12/16/2022	\$564.14	P
27220625	US CELLULAR	CELL PHONE CHGS ACCT 851710598	12/16/2022	\$164.46	P
27220626	US CELLULAR	CELL PHONE CHGS ACCT 203538532	12/20/2022	\$2,142.89	P
27220627	US CELLULAR	CELL PHONE CHGS ACCT 203391922	12/20/2022	\$5.64	P
27220628	AMAZON CAPITAL SERVICES	CREDIT MEMO - PHONE SUPPLIES	01/10/2023	(\$28.70)	P
27220629	GOLDFAX	NETWORK FAXING	01/07/2023	\$62.95	P
27220630	ELEGANT HOMES CLEANING SERVICE LLC	CLEANING IT DEPARTMENT-DEC 22	01/02/2023	\$95.00	P
27220631	AT&T MOBILITY	IT COMMUNICATIONS EM CELL CHGS	12/23/2022	\$361.95	P
27220632	US BANK	SHUTTERFLY CREDIT	01/17/2023	(\$46.17)	
27220633	MAINSTREETMADE	MIC CEILING MOUNTS CH RM 114	08/23/2022	\$332.00	
27220634	RHYME (Portage)	4TH QTR 2022 BILLING	12/31/2022	\$8,017.79	
27230001	CARASOFT TECHNOLOGY CORP	2023 LINKEDIN RENEWAL	12/20/2022	\$5,250.00	P
27230002	CITRIX SYSTEMS INC	2023 CITRIX MAINTENANCE	11/18/2022	\$36,303.75	P
27230003	SERGEANT LABORATORIES INC	ARISTOTLE 2023 MAINTENANCE	12/16/2022	\$5,272.32	P
27230004	SOLARUS	PHONE CHGS ACCT 00063942-1	01/01/2023	\$2,138.11	P
27230005	SOLARUS	PHONE CHGS ACCT 00077856-5	01/01/2023	\$225.32	P
27230006	SOLARUS	PHONE CHGS ACCT 00061009-7	01/01/2023	\$69.99	P
27230007	TWEET GAROT MECHANICAL INC	DATACENTER AC PREVENT MAINT	12/30/2022	\$1,254.00	P
27230008	AMAZON CAPITAL SERVICES	HS ERGO KEYBOARD	01/04/2023	\$39.99	P
27230009	CENTURYLINK	PHONE/LONG DISTANCE CHARGES	01/01/2023	\$8.18	P
27230010	CDI (CITIES DIGITAL)	2023 LASERFICHE MAINTENANCE	10/21/2022	\$16,773.67	P
27230011	RHYME BUSINESS PRODUCTS	PRINTER/COPIER CHARGES	01/04/2023	\$6,159.47	P
27230012	VERIZON	CELL CHGS ACCT 242258062-00001	01/01/2023	\$6,732.76	P

Committee Report - County of Wood

INFORMATION TECHNOLOGY - JANUARY
2023

27230001 - 27230025 27220613 - 27220634

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27230013	AMAZON CAPITAL SERVICES	VACUUM CLEANER	01/10/2023	\$79.19	P
27230014	AMAZON CAPITAL SERVICES	CLEANING SUPPLIES	01/10/2023	\$36.98	P
27230015	CHARTER COMMUNICATIONS (IL Address)	WR FIBER ACCT 0294876	12/28/2022	\$1,165.49	P
27230016	CHARTER COMMUNICATIONS (PA Address)	NETWORK SERVICES	01/01/2023	\$2,321.99	P
27230017	ZOHO CORPORATION	MANAGE ENGINE SOFTWARE RENEWAL	01/13/2023	\$32,627.70	P
27230018	US BANK	DMARCIAN, GIPAW RENEWALS	01/17/2023	\$289.88	
27230019	AMAZON CAPITAL SERVICES	BR 2 CASE, SCREEN PROTECTOR	01/18/2023	\$33.58	
27230020	AMAZON CAPITAL SERVICES	HS PRIVACY SCREEN	01/19/2023	\$22.99	
27230021	AMAZON CAPITAL SERVICES	EW HEADSET	01/20/2023	\$86.35	
27230022	CHARTER COMMUNICATIONS (IL Address)	MFLD FIBER ACCT 0364818	01/09/2023	\$471.98	
27230023	INSIGHT PUBLIC SECTOR INC	CH DC CORE SWITCH UPGRADE	01/04/2023	\$18,547.50	
27230024	INSIGHT PUBLIC SECTOR INC	CH DC CORE SWITCH UPGRADE	01/11/2023	\$36,335.48	
27230025	VISTA IT GROUP	8851 PHONES	01/16/2023	\$2,594.25	
Grand Total:				\$208,810.23	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____



Wood County WISCONSIN

INFORMATION TECHNOLOGY

January 2023

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 external domain name has changed from co.wood.wi.us to woodcountywi.gov. The most notable change is email and County website addresses. Wood County user IDs for network login purposes will remain unchanged. The cutover date for all County staff to move to the .gov domain was January 31st, 2023. IT will support both domains to provide ample time for people to update business cards and communicate this change. Email addressed to staff using the co.wood.wi.us will automatically be forwarded to the new email address. This change will help the public quickly identify our email and websites as a trusted government source.

Completed migration of public web services to a new web server as part of the move to the woodcountywi.gov domain. The Wood County public website has been moved to its new address at www.woodcountywi.gov. As of February 1st, this is the suggested way of accessing our website. However, we will still support both website requests and email through the co.wood.wi.us domain for the foreseeable future. Updating email and website information will be ongoing.

3. Network staff and City of Marshfield IT staff assisted the Treasurer with testing of the tax receipting program while working at Marshfield City Hall. This in depth testing of the tax system while connected remotely should alleviate issues that occurred last July 20th while the County Treasurer collected taxes at Marshfield City Hall.
4. Configurations of various accounting systems are ongoing to support various typical year-end processes.
5. Performed updates to financial reports to reflect 2023 contribution percentages.
6. Located a solution to fulfill mapping request for fire department to better allocate resources through CIS Law Enforcement System.



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INFORMATION TECHNOLOGY

7. Participated in meetings with the security electronics vendor for the new jail. These meetings included the configuration of cameras and servers, as well as how the vendor will be able to access the Wood County network while assisting jail staff troubleshoot issues.
8. Discovery phase for replacing the Norwood Facility Infection Control software begins.
9. Analysis discovery, server build, testing, and production application configuration phase is complete for a project to meet another new and extremely detailed reporting requirement of Centers for Medicare & Medicaid Services (CMS). Workstation installations, deployment and system training and implementation will be scheduled for Norwood staff as their schedule allows. 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.
10. 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.
11. Assisted the Register of Deeds office with the scanning of their Plats. As this has statutory deadlines, IT staff has been available to assist as needed. With the new print management contract we will be adding a scanner to the Register of Deeds department.
12. Support for GCS\Catalis property tax systems is ongoing. Server and application updates and configurations were completed in early January. 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.



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INFORMATION TECHNOLOGY

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13. 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. Transparent network configuration updates for TimeStar and the new .gov domain is scheduled.
 14. New Jail and new Communications Center employees have started having issues with the Portals system which is used for running background checks. This seems to be an issue Microsoft retirement of Internet Explorer. IT staff has been working with the Department of Justice on finding and resolving the issue. We have been informed through the state IT group, GIPAW, that other counties are experiencing these same issues and are working to resolve.
 15. 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.
 16. Continue work on the Health WIC Breastfeeding application to update and fix various issues.
 17. Preparation & Planning has begun for the new 2023 Printer Management Contract. This will be a County-wide install and refresh of printers and copiers. Installs will begin the end of February/beginning of March. Network and machine information is currently being gathered to send to the vendor for device configuration.
 18. Network staff took time in January to look at SIEM (Security Information and Event Management) software. This would give our team a better ability to sort through the logs created by our security appliances and track attempted attacks on our network infrastructure.
 19. Staff have worked with a third-party vendor to identify what is needed to better integrate our video conferencing units into our telephone system and add additional functionality to our Webex conferencing software. This will allow us to remove an analog phone system currently being used in our Courtrooms that has been causing ongoing issues in Branch 1.



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INFORMATION TECHNOLOGY

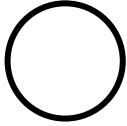
20. In 2025 our current Microsoft Office Suite will no longer be supported. In effort to begin this massive change to Microsoft's Office 365 (O365), IT staff are already working to get O365 setup using best practices and to ensure ample time to test, train and plan this change as it will affect all staff. We are currently working to implement O365 to a small group of users which includes the Coroner and IT staff.
21. Started investigation into the usage of newer features within Sage HRMS, HR and Payroll system.
22. Resolved issues with new employee accounts not being automatically created within the ESS, Employee Self Service, application that presents employee pay and benefit data.
23. Continued making progress on lingering issues between Sheriff's Department Citation System (TraCS) and CIS, County Law Enforcement System.
24. 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.
25. Continue to investigate all cyber threats that are reported by security infrastructure alerts or County employees.
26. Continued work on developing an updated internal employee web portal with a new, easier to update and easier to navigate design.
27. Upgraded the Dynamics financial software system to the latest 2022 End-of-Year update.
28. Surveys for the 2023 device First Order have been sent to Departments. Most devices are on a 5 year rotation. When a device is up for replacement, surveys are sent to Department Heads or their designee. This provides departments with an opportunity to make changes or make IT aware of any new requirements prior to placing the order. Once input is received from the Department, IT places the order.
29. Promoted Carolynn Martin to the Systems Technician Lead position. We are currently recruiting to fill the vacated System Technician position. The open position is posted until February 8th and interviews will be scheduled soon after.



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INFORMATION TECHNOLOGY

30. 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. Staff and interns have worked to identify new phishing campaign materials and started a new campaign. They have also identified new training materials for 2023 and will have a new training campaign starting soon. Simulated phishing attacks and ongoing training assists Wood County staff in being able to identify and report malicious emails, helping to keep our network and data safe.
31. 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. This month included troubleshooting and updating Webex licensing for basic users to be able to host small meetings.
32. For the month of December, 544 helpdesk requests were created, with staff completing 570 tickets and leaving 119 open requests. In addition, there are currently 114 project requests.
33. Continued work on forms process improvement and document storage in Information Technology leveraging Laserfiche.
34. Continue to apply numerous security patches to servers. These updates include fixes for functionality and security patches that keep servers as secure as possible.
35. Documentation has continued on Information Technology programs and processes. Some of the major systems being documented include PortBlocker, password manager, phone system processes, tablets/iPads and print management.
36. Replaced the Judge's Warrants tablet with a new tablet. Wrote and updated instructions for the new tablet and documented internal procedures.
37. Completed 2022 Department billing and began work on early 2023 software license renewals.



RESOLUTION#

Introduced by
Page 1 of 1

Property & Info. Technology and Operations Committee

ITEM#

DATE February 14, 2023

Effective Date Upon Passage & Publication

AK

Motion: Adopted:
1st Lost:
2nd Tabled:
No: Yes: Absent:
Number of votes required:
Majority Two-thirds
Reviewed by: PK, Corp Counsel
Reviewed by: EN, Finance Dir.

INTENT & SYNOPSIS: To amend the 2022 budget for Information Technology, PC Replacement (51452) for expenditures that were not anticipated during the original budget process:

FISCAL NOTE: No additional cost to Wood County. The source of the funding is the non-lapsing PC Replacement Designated Fund Balance. The adjustment to the budget is as follows:

Table with 4 columns: Account, Account Name, Debit, Credit. Rows include 33900 PC Replacement Designated Fund Balance and 51452 PC Replacement Budget.

WHEREAS, the aforementioned expenditures of approximately \$7,139 were not anticipated during the 2022 budget process; and

WHEREAS, the Wood County Executive Committee approved the establishment of a non-lapsing account to carry over any unexpended revenues and contributions to the PC Replacement; and

WHEREAS, the PC Replacement Designated Fund has sufficient funds; and

WHEREAS, rule 26 of the Wood County Board of Supervisors states that "an amendment to the budget is required any time the actual costs will exceed the budget at the function level", and

THEREFORE BE IT RESOLVED to amend the PC Replacement (51452) budget for 2022 by transferring \$7,139 from PC Replacement Designated Fund Balance (33900) to PC Replacement (51452), and

BE IT FURTHER RESOLVED that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed to publish a Class 1 notice of this budget change within 10 days.

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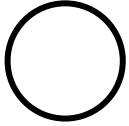
ED WAGNER (Chair)
DONNA ROZAR
LANCE PLIML
ADAM FISCHER
LAURA VALENSTEIN

ALLEN BREU (Chair)
DENNIS POLACH
BRAD HAMILTON
JEFF PENZKOVER
WILLIAM WINCH

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by
Page 1 of 1

Property & Info. Technology and Operations Committee

ITEM#

DATE February 14, 2023

Effective Date Upon Passage & Publication

Motion: Adopted:
1st Lost:
2nd Tabled:
No: Yes: Absent:
Number of votes required:
Majority Two-thirds
Reviewed by: PK, Corp Counsel
Reviewed by: EN, Finance Dir.

PY

INTENT & SYNOPSIS: To amend the 2023 Information Technologies Capital Projects budget to include expenditures for projects that were in process but not completed at December 31, 2022:

FISCAL NOTE: No cost to Wood County. The source of the funding is unspent funds from previously approved capital project debt and ARPA funds. The adjustment to the budget is as follows:

Table with 4 columns: Account, Account Name, Debit, Credit. Rows include Capital Projects IT, Fund Balance Capital Project, and ARPA Proceeds.

WHEREAS, the Property and Information Technology Committee authorized several capital projects at a cost of \$410,400 for 2022, and

WHEREAS, only \$249,419 was actually expended in 2022 leaving an additional unappropriated funds of \$160,981, and

WHEREAS, rule 26 of the Wood County Board of Supervisors states that "an amendment to the budget is required any time the actual costs will exceed the budget at the function level", and

THEREFORE BE IT RESOLVED to amend the IT Capital Projects budget (57127) for 2023 by appropriating \$54,883 of unexpended debt proceeds from the Capital Projects fund balance (34112) and \$106,098 of unexpended funds from ARPA Proceeds (43300) for the remaining

information technology projects expenditures, and

BE IT FURTHER RESOLVED that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed to publish a Class 1 notice of this budget change within 10 days.

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ED WAGNER (Chair)
DONNA ROZAR
LANCE PLIML
ADAM FISCHER
LAURA VALENSTEIN

ALLEN BREU (Chair)
DENNIS POLACH
BRAD HAMILTON
JEFF PENZKOVER
WILLIAM WINCH

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

County Clerk

County Board Chairman

Committee Report

County of Wood

Report of claims for: MAINTENANCE

For the period of: JANUARY 2023

For the range of vouchers: 19221183 - 19221223 19230001 - 19230053

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19221183	AMAZON CAPITAL SERVICES	TIRE CHAINS	12/28/2022	\$115.48	P
19221184	ADVANCE AUTO PARTS	DIESEL ADDITIVE	12/21/2022	\$25.49	P
19221185	CRESCENT ELECTRIC SUPPLY CO	WIRE DISPENSER	12/13/2022	\$101.35	P
19221186	CRESCENT ELECTRIC SUPPLY CO	BR 4 - ELECTRICAL SUPPLIES	12/13/2022	\$204.72	P
19221187	HERRICK COMPANY	BR 4-COAT OF ARMS WALL PLAQUES	12/21/2022	\$800.00	P
19221188	QUALITY DOOR & HARDWARE	12TH ST - MORTISE CYLINDERS	12/27/2022	\$31.64	P
19221189	POWER PAC INC	TRACTOR TIRE CHAINS	12/21/2022	\$206.55	P
19221190	SUPERIOR CHEMICAL CORPORATION	ICE MELT	12/20/2022	\$2,478.44	P
19221191	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	12/28/2022	\$624.48	P
19221192	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC 12TH ST	12/28/2022	\$472.78	P
19221193	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	12/28/2022	\$223.88	P
19221194	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	12/28/2022	\$108.42	P
19221195	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	12/28/2022	\$59.55	P
19221196	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	12/28/2022	\$12.60	P
19221197	WISCONSIN VALLEY BUILDING PRODUCTS	TOOLS	12/21/2022	\$50.27	P
19221198	AMAZON CAPITAL SERVICES	CREDIT MEMO - TIRE CHAINS	12/29/2022	(\$165.58)	P
19221199	DIAMOND BUSINESS GRAPHICS	PRINTING	01/04/2023	\$34.63	P
19221200	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	11/25/2022	\$4,765.30	P
19221201	ASCENT CONSTRUCTION LLC	RB UPDATES - MATERIALS & LABOR	12/31/2022	\$15,575.52	P
19221202	BAUER'S FLOOR MART	BR 4 - FLOORING	12/30/2022	\$13,620.00	P
19221203	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	01/03/2023	\$4,373.41	P
19221204	GRAYBAR	CH SECURITY - CABLE	12/19/2022	\$441.08	P
19221205	QUALITY DOOR & HARDWARE	RB ACCESS UPDATES	12/22/2022	\$25,204.16	P
19221206	WE ENERGIES	GAS SERVICE JAIL	12/31/2022	\$638.94	P
19221207	WE ENERGIES	GAS SERVICE RIVER BLOCK	12/31/2022	\$924.41	P
19221208	WE ENERGIES	GAS SERVICE COURTHOUSE	12/31/2022	\$1,219.66	P
19221209	WE ENERGIES	GAS SERVICE 12TH ST - FINAL	12/31/2022	\$146.32	P
19221210	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	12/31/2022	\$279.91	P
19221211	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	12/31/2022	\$693.42	P
19221212	WINSUPPLY OF WISCONSIN RAPIDS	CH MEP UPDATES - BLOWER MOTOR	12/16/2022	\$344.00	P
19221213	VENTURE ARCHITECTS	JAIL PROJECT - PROF SERVICES	12/22/2022	\$259,750.02	P
19221214	DIAMOND BUSINESS GRAPHICS	PRINTING	01/11/2023	\$73.17	P
19221215	DIAMOND BUSINESS GRAPHICS	PRINTING	01/11/2023	\$73.17	P
19221216	DIAMOND BUSINESS GRAPHICS	PRINTING	01/11/2023	\$73.17	P

Committee Report - County of Wood

MAINTENANCE - JANUARY 2023

19230001 - 19230053 19221183 - 19221223

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19221217	DIAMOND BUSINESS GRAPHICS	PRINTING	01/11/2023	\$73.17	P
19221218	DIAMOND BUSINESS GRAPHICS	PRINTING	01/11/2023	\$73.17	P
19221219	BRANDL ENTERPRISES LLC	CH SNOW REMOVAL	12/31/2022	\$598.75	P
19221220	HOME DEPOT CREDIT SERV (Maintenance)	CH, BR 4, 12TH ST, RB	01/05/2023	\$1,602.11	P
19221221	THE SAMUELS GROUP INC	JAIL PROJECT - 12TH PAYMENT	01/06/2023	\$1,792,440.30	P
19221222	CRESCENT ELECTRIC SUPPLY CO	BR 4 - CREDIT MEMO	12/28/2022	(\$101.47)	
19221223	INSIGHT FS	FUEL FOR GENERATOR	12/13/2022	\$269.87	
19230001	WENKER JEFFREY M	PURCHASE 441 SARATOGA ST, WR	01/03/2023	\$76,500.00	P
19230002	CITY OF WISCONSIN RAPIDS	3407749 SPECIAL ASSESSMENT	01/01/2023	\$1,160.49	P
19230003	GAPPA SECURITY SOLUTIONS LLC	ACCESS CARDS	01/04/2023	\$769.50	P
19230004	OTIS ELEVATOR CO	2023 CH ELEVATOR SVC CONTRACT	12/19/2022	\$2,553.00	P
19230005	OTIS ELEVATOR CO	2023 RB ELEVATOR SVC CONTRACT	12/19/2022	\$4,540.56	P
19230006	SHERWIN-WILLIAMS CO THE	RB PAINT	01/04/2023	\$190.64	P
19230007	QUALITY PLUS PRINTING INC	PRINTING	01/11/2023	\$180.00	P
19230008	QUALITY PLUS PRINTING INC	PRINTING	01/11/2023	\$780.00	P
19230009	QUALITY PLUS PRINTING INC	PRINTING	01/11/2023	\$120.00	P
19230010	QUALITY PLUS PRINTING INC	PRINTING	01/11/2023	\$780.00	P
19230011	QUALITY PLUS PRINTING INC	PRINTING	01/11/2023	\$120.00	P
19230012	QUALITY PLUS PRINTING INC	PRINTING	01/11/2023	\$120.00	P
19230013	QUALITY PLUS PRINTING INC	PRINTING	01/11/2023	\$120.00	P
19230014	AMAZON CAPITAL SERVICES	PAINTERS TAPE	01/10/2023	\$112.97	P
19230015	AMAZON CAPITAL SERVICES	STROBE LIGHTS FOR TRACTOR	01/08/2023	\$29.99	P
19230016	GAPPA SECURITY SOLUTIONS LLC	BR 4 - LOCKSETS AND CORES	01/09/2023	\$3,731.25	P
19230017	GRAINGER (Maintenance)	LIGHTER PLUG ADAPTER	01/06/2023	\$18.64	P
19230018	SCHMITT ACOUSTICS LLC	BR 4 CEILING INSTALL	01/05/2023	\$9,000.00	P
19230019	WASTE MANAGEMENT	WASTE DISPOSAL FEES	01/01/2023	\$994.61	P
19230020	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	01/12/2023	\$2,331.19	P
19230021	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC 441 SARATOGA	01/12/2023	\$14.26	P
19230022	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	01/12/2023	\$799.60	P
19230023	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	01/12/2023	\$48.48	P
19230024	WATER WORKS & LIGHTING COMM	ELECTRIC SESRVICE BAKER LOT	01/12/2023	\$56.66	P
19230025	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	01/12/2023	\$45.30	P
19230026	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	01/12/2023	\$9.56	P
19230027	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	01/12/2023	\$98.66	P
19230028	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	01/12/2023	\$10,769.07	P
19230029	WE ENERGIES	GAS SERVICE 441 SARATOGA ST	01/09/2023	\$97.84	P
19230030	SCHILLING SUPPLY COMPANY	CLEANING SUPPLIES	01/17/2023	\$297.34	P
19230031	SCHILLING SUPPLY COMPANY	CLEANING SUPPLIES	01/17/2023	\$679.10	P
19230032	MIDLAND PAPER	GLOVES	01/17/2023	\$89.10	P
19230033	DM STAMPS & SPECIALTIES	STAMP	01/17/2023	\$104.71	P
19230034	RUDIG JENSEN FORD INC	2022 FORD F350	01/13/2023	\$44,599.55	P
19230035	AMAZON CAPITAL SERVICES	BISSELL SWEEPERS	01/14/2023	\$99.96	
19230036	BAUER'S FLOOR MART	RB VINYL BASE	01/11/2023	\$207.85	
19230037	CRESCENT ELECTRIC SUPPLY CO	RB LIGHT BULBS	01/09/2023	\$219.44	

Committee Report - County of Wood

MAINTENANCE - JANUARY 2023

19230001 - 19230053 19221183 - 19221223

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19230038	ERON & GEE/HERMAN'S PLUMBING & HEATING	JAIL WATER HEATER REPAIR	01/11/2023	\$1,608.00	
19230039	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	01/04/2023	\$463.05	
19230040	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	01/05/2023	\$88.66	
19230041	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	01/18/2023	\$541.61	
19230042	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	01/18/2023	\$88.66	
19230043	GAPPA SECURITY SOLUTIONS LLC	RB UPDATES - CORE	01/13/2023	\$40.50	
19230044	GRAINGER (Maintenance)	RB - MOTOR	01/18/2023	\$392.21	
19230045	KRISS PREMIUM PRODUCTS INC	BOILER CHEMICALS	01/10/2023	\$1,308.32	
19230046	NORTHSTAR ENVIRONMENTAL TESTING LLC	ASBESTOS TESTING CH PENTHOUSE	01/17/2023	\$575.00	
19230047	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	01/17/2023	\$105.00	
19230048	SUPERIOR CHEMICAL CORPORATION	ICE MELT	01/12/2023	\$2,470.85	
19230049	WATER WORKS & LIGHTING COMM	TERM ACCT BAL 441 SARATOGA ST	01/13/2023	\$88.38	
19230050	AKITABOX INC	PLATFORM SOFTWARE & SUPPORT	01/01/2023	\$18,011.42	
19230051	NASSCO INC	SUPPLIES	01/24/2023	\$169.85	
19230052	KRANZ INC	SUPPLIES	01/24/2023	\$125.35	
19230053	DM STAMPS & SPECIALTIES	STAMPS	01/24/2023	\$168.37	
Grand Total:				\$2,317,170.81	

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 February 2023

Ongoing Projects and Planning

Jail Project – Weather has been mostly favorable, allowing construction to continue on some of the footings and foundation walls, as well as some of the underground plumbing. Crews are taking necessary measures to ensure there is no negative impact from winter conditions.

Excavation has exposed some unsuitable soil, which will be removed and replaced with appropriate clean fill. Bedrock has been located in many of the footing pad locations; although this has caused some difficulty with excavation, the bedrock will help provide a strong foundation.

Courthouse – I have received occasional ongoing reports of safety concerns from those who are parking in the north lot. It appears the mid-block pedestrian safety lights have improved visibility at that location; however, some drivers are reluctant to yield the right-of-way when pedestrians are present.

River Block – Access updates are progressing. We have a contractor on site working on installation and programming of the electronic locks; once programming and testing is complete, the new doors can be installed and the areas accessible to the public will be significantly reduced.

Miscellaneous

Attended PIT, HHS, County Board, numerous project meetings, and a local radio station interview regarding the new jail project.

Workload for the Maintenance office has steadily increased in recent years; there are multiple factors that have led to this and we will keep finding ways to meet the growing challenge of project complexity, equipment/material shortages and delays, and continually aging facilities.

Part of our budgeted CIP this year includes a work truck that will help ensure we have reliable equipment for handling our department responsibilities, including mitigation of snow and ice. Many of us are aware of recent vehicle shortages and price markups. We are fortunate to have found a truck available at a dealership that did not add additional markup to the MSRP; the dealer also was able to verify eligibility for a several thousand dollar rebate on the truck purchase. We hope to have snow/ice equipment installed on the truck in the next few weeks.