

**AGENDA**  
**PROPERTY & INFORMATION TECHNOLOGY COMMITTEE**

**DATE: Monday, December 4, 2023**  
**TIME: 9:00 AM**  
**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 Vending
6. Future Agenda Items
7. Set date and time of next meeting
8. The Committee may go into closed session pursuant to Wis. Stats. 19.85(1)(e), to discuss negotiation for the acquisition of property within the “triangle Development”
9. Return to open session
10. The Committee may go into closed session pursuant to Wis. Stats. 19.85(1)(c), to conduct performance reviews of department heads they oversee.
11. Return to open session
12. Adjourn

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**Join by phone**

+1-408-418-9388 United States Toll  
Meeting number (access code): 2494 918 7964

**Join by WebEx App or Web**

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=mec1edce5ea2591638a7eb081581665b3>  
Meeting number (access code): 2494 918 7964  
Meeting password: 120423

**MINUTES**  
**PROPERTY & INFORMATION TECHNOLOGY COMMITTEE**

**DATE:** Monday, November 6, 2023

**TIME:** 9:00 a.m.

**PLACE:** Courthouse – Room 114

**MEMBERS PRESENT:** Al Breu, Jeff Penzkover, Dennis Polach, William Winch, Brad Hamilton

**OTHERS PRESENT:** Katie DeKleyn, Program Assistant; See attached sign-in list

1. Chairman Breu called the meeting to order at 9:00 AM.
2. There was no public comment.
3. The minutes of the October 2, 2023 meeting were reviewed. Motion by Hamilton/Penzkover to accept them as presented. Motion carried unanimously.
4. The Information Technology vouchers were reviewed with explanations given. Motion by Hamilton/Polach to approve as presented. Motion carried unanimously.
5. The IT Report was reviewed with explanation given.
6. The Maintenance vouchers were reviewed with explanations given. Motion by Winch/Hamilton to approve as presented. Motion carried unanimously.
7. The Maintenance Report and project updates were reviewed.
8. VanTassel provided a report for the Jail Solar Design Services proposal. Two proposals were presented: Northwind Solar's proposal was \$24,800, IMEG's proposal was \$13,300. Motion by Hamilton/Penzkover to send proposals to the Jail Construction Adhoc Committee. Motion carried 3-2. Voting no were Winch and Breu.
9. The next meeting will be held on Monday, November December 4, 2023 at 9:00 AM.
10. Motion by Hamilton/Penzkover to go into closed session pursuant to Wis Stats 19.85(1)(f) to discuss a leave of absence. Motion carried unanimously.
11. Motion by Hamilton/Penzkover to return to open session. Motion carried unanimously.

12. Motion by Hamilton/Breu to go into closed session pursuant to Wis Stats 19.85(1)(e) to discuss negotiations for the acquisition of property within the Triangle Development. Motion carried unanimously.
13. Motion by Penzkover/Hamilton to return to open session. Motion carried unanimously.
14. Chairman Breu declared the meeting adjourned at 10:32 AM.

Minutes taken by Katie DeKleyn, Program Assistant and are in draft form until approved at the next meeting.

**November 6, 2023**

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## Committee Report

County of Wood

Report of claims for: INFORMATION TECHNOLOGY

For the period of: NOVEMBER 2023

For the range of vouchers: 27230468 - 27230512

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27230468	FRONTIER	PHONE CHARGES	10/19/2023	\$13.90	P
27230469	INSIGHT PUBLIC SECTOR INC	DATA CENTER LICENSING	10/17/2023	\$47,182.42	P
27230470	INSIGHT PUBLIC SECTOR INC	2023 3RD PC ORDER	10/17/2023	\$9,431.59	P
27230471	INSIGHT PUBLIC SECTOR INC	NETSCALER UPGRADE	10/18/2023	\$11,089.04	P
27230472	SOLARUS	PHONE CHGS ACCT 00063942-1	11/01/2023	\$2,144.31	P
27230473	SOLARUS	PHONE CHGS ACCT 00077856-5	11/01/2023	\$228.04	P
27230474	SOLARUS	PHONE CHGS ACCT 00061009-7	11/01/2023	\$69.99	P
27230475	TDS TELECOM	PHONE CHARGES	10/28/2023	\$44.86	P
27230476	TDS TELECOM	PHONE CHARGES	10/28/2023	\$59.22	P
27230477	TDS TELECOM	PHONE CHARGES	10/28/2023	\$17.80	P
27230478	TDS TELECOM	PHONE CHARGES	10/28/2023	\$72.16	P
27230479	TDS TELECOM	PHONE CHARGES	10/28/2023	\$58.47	P
27230480	US CELLULAR	CELL PHONE CHGS ACCT 277407322	10/16/2023	\$494.63	P
27230481	US CELLULAR	CELL PHONE CHGS ACCT 851710598	10/16/2023	\$135.48	P
27230482	VISTA IT GROUP	PHONE INVENTORY	10/24/2023	\$1,299.83	P
27230483	AMAZON CAPITAL SERVICES	NW CHARGERS-THINKPAD,TOUGHBK	11/01/2023	\$56.56	P
27230484	AMAZON CAPITAL SERVICES	EXTRA BACKUP TAPES	11/02/2023	\$549.95	P
27230485	AMAZON CAPITAL SERVICES	NW TV REORDER	11/03/2023	\$159.99	P
27230486	AT&T MOBILITY	MONTHLY CELL/HOTSPOT CHARGES	10/23/2023	\$442.63	P
27230487	AT&T MOBILITY	MONTHLY CELL CHARGES	10/23/2023	\$1,932.05	P
27230488	CDW GOVERNMENT INC	NETMOTION MAINTENANCE 2023	10/25/2023	\$5,355.00	P
27230489	CHARTER COMMUNICATIONS (Pittsburgh)	INTERNET PRO100	11/01/2023	\$134.99	P
27230490	CHARTER COMMUNICATIONS (Pittsburgh)	WR FIBER	11/01/2023	\$963.66	P
27230491	CHARTER COMMUNICATIONS (Pittsburgh)	MFLD FIBER	11/01/2023	\$211.37	P
27230492	CHARTER COMMUNICATIONS (Pittsburgh)	NETWORK SERVICES	11/01/2023	\$2,633.18	P
27230493	GOLDFAX	NETWORK FAXING OCT 2023	11/07/2023	\$57.50	P
27230494	INTER-QUEST CORP	BRANCH 4 AUDIO	10/12/2023	\$1,744.42	P
27230495	US CELLULAR	CELL PHONE CHGS ACCT 203538532	10/20/2023	\$2,161.97	P
27230496	US CELLULAR	CELL PHONE CHGS ACCT 203391922	10/20/2023	\$6.94	P
27230497	VERIZON	CELL CHGS ACCT 242258062-00001	11/01/2023	\$6,470.84	P
27230498	AMAZON CAPITAL SERVICES	HWY VC PROJECT - TV/MISC	10/30/2023	\$3,595.18	P
27230499	AMAZON CAPITAL SERVICES	HS OPC HEADSETS	11/11/2023	\$76.73	P
27230500	AMAZON CAPITAL SERVICES	HS IPHONE CHARGER FOR K.A.	11/13/2023	\$7.90	P
27230501	CENTURYLINK	PHONE/LONG DISTANCE CHARGES	11/01/2023	\$7.67	P

INFORMATION TECHNOLOGY -  
NOVEMBER 2023

27230468 - 27230512

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27230502	INTER-QUEST CORP	BRANCH 4 AUDIO	10/19/2023	\$497.00	P
27230503	INTER-QUEST CORP	BRANCH 4 AUDIO	11/11/2023	\$5,614.90	P
27230504	RHYME (Portage)	SHERIFF DEPT 3 HOLE PUNCH	09/19/2023	\$420.57	P
27230505	US BANK	MYFONTS PURCHASE FOR P&Z	11/17/2023	\$1,149.97	
27230506	AMAZON CAPITAL SERVICES	CJC PHONE CASE, SCRIN PROTECTOR	11/20/2023	\$32.91	
27230507	CDW GOVERNMENT INC	UPS REFRESH CYCLE	11/14/2023	\$22,368.95	
27230508	CDW GOVERNMENT INC	UPS REFRESH CYCLE	11/14/2023	\$6,750.00	
27230509	FRONTIER	PHONE CHARGES	11/19/2023	\$67.94	
27230510	INSIGHT PUBLIC SECTOR INC	HWY VC ROOM BARS	11/09/2023	\$7,577.74	
27230511	CDW GOVERNMENT INC	UPS REFRESH CYCLE	11/17/2023	\$771.32	
27230512	CDW GOVERNMENT INC	UPS REFRESH CYCLE	11/18/2023	\$726.98	
<b>Grand Total:</b>				<b>\$144,888.55</b>	

Signatures

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

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

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

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

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# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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### November 2023

1. Wood County internet and intranet website updates are being posted continually as we work to keep employees and citizens informed.
2. Continued work on selecting the best eSignature solution for Human Services for 2024.
3. Continued work on forms process improvement and document storage in Information Technology leveraging Laserfiche.
4. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. Super user training continues and results in improved support of the EHR (electronic health record) system.
5. IT published and continues to refine the newly developed project request form and policy. This form increases efficiency for both requestors and IT staff and helps to ensure that we provide excellent and cost effective solutions.
6. Support for GCS\Catalis property tax systems is ongoing. Server and application preparation for 2023 property tax bill generation 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. Contract negotiation for system migration was finished in late May but adjustments continue as the vendor completes migrations for other counties. System migration is scheduled to begin in May 2024 and we do prefer this later timeframe.
7. IT staff continue working to restore and import 15+ years of digital archive tax roll data into Laserfiche for the Treasurer.
8. 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.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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9. 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. ROD server replacements will be scheduled for December 2023.
  10. Custom reports for SmartCare, Human Services Electronic Health Record System, are being created.
  11. Training on O365 and SharePoint continues.
  12. Staff work to refine and provide employee work-only contact information to a new mass communication system, Everbridge, is complete. This system will notify employees of critical events and enhance safety.
  13. Staff continues to work with Highway and Veterans departments to determine needs for video conferencing and digital signage.
  14. Programming staff work to review, improve and support systems and train the new analyst.
  15. Continued work consolidating programming source control systems in order to organize historical and ongoing software development projects, and eliminate a server as part of the Server OS update project.
  16. IT staff continue working to organize and relocate the Information Technology network drive shared data. This is an ongoing and sizable project.
  17. Programming staff works to perform a security audit and improve support documentation for the Sage HRMS, Human Resources Management System, system for employee, benefit and payroll data.
  18. IT staff work to schedule and upgrade various server operating systems and database management systems, SQL server. This ongoing project takes considerable time to plan, test, and implement.
  19. Programming staff work to review and enhance code, update test systems and create user and system documentation in support of 2024 employee benefits open enrollment and new hire enrollment.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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20. Created a project plan for the O365 migration in Microsoft Planner as an easy way to see what needs to be done, what is being worked on, and what has already been completed for the O365 migration. The current version of Office needs to be replaced with O365 by December 31, 2024. All departments will be migrated.
  21. Completed quarterly updates to the Sage HRMS test system. This system is updated and tested prior to updating HRMS production.
  22. Created a new user request form for Sage HRMS. This form will standardize the request process for Finance and Payroll staff requesting Sage HRMS account changes.
  23. Time has been spent reviewing current and upcoming building projects including the new law enforcement center, the move of Register in Probate, and additional offices being built at River Block.
  24. Created a new user request form for CIS, Countywide Law Enforcement System for municipalities. This new form will standardize the request process for new officers needing a CIS account.
  25. Resolved several issues with CIS, Countywide Law Enforcement System.
  26. The IT Security Team continues the Security Awareness Program. With October being recognized as Cybersecurity Awareness Month, there has been a lot of focus on keeping the network safe. 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). New training and phishing tests have been assigned to help ensure all Wood County staff are assisting in keeping our network and data safe.
  27. For the month of October, 554 helpdesk requests were created, with staff completing 546 tickets and leaving 108 open requests. In addition, there are currently 72 project requests.
  28. Continue to apply numerous security patches to servers. These updates include fixes for functionality and security patches that keep servers as secure as possible.
  29. Recruitment for the Lead Technician has begun.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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30. IT management attended the Leadership Retreat offered by HR.
  31. Staff is preparing the 3<sup>rd</sup> and final PC order for 2023. Moving forward all devices will be deployed with Windows 11 as the Operating System. This required an update to the image configuration. The first of these computers were deployed the last week in November.
  32. A major update to the Sheriff's Department Arbitrator, body worn camera, system was completed. This extensive upgrade included upgrading the server Operating System, the Arbitrator server software and approximately 60 Sheriff Department computers that needed an update. The update resolved the issues occurring with the Jail body-worn cameras as well as brought the software versions current.
  33. Time has been spent with the Veterans Office to implement their new digital signage in both the Wisconsin Rapids and Marshfield locations.
  34. Network staff have been working with Maintenance, Sheriff's staff, Samuel's Group, and vendors on the infrastructure needs for the new Law Enforcement Center.
  35. The upgrade of all Courtroom Audio is complete. This project started in 2022. During the process of adding Branch IV, Audio was upgraded in all branches. The previous hardware was no longer supported.
  36. Work continues on replacing network hardware at County facilities including tower sites.
  37. Staff have begun replacing batteries in UPS systems that protect the network infrastructure throughout Wood County.
  38. Upgraded Wood County's backup system to the latest software release which ensures that the system notifies staff in a timely manner if any issues occur.
  39. Repaired Health Department Birth to 3 Program after the database was corrupted.
  40. Investigating ongoing issues within SmartCare, Human Services EHR software.

## Committee Report

County of Wood

Report of claims for: MAINTENANCE

For the period of: NOVEMBER 2023

For the range of vouchers: 19230793 - 19230860 50121072 - 50121072

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19230793	AMAZON CAPITAL SERVICES	JAIL PLUMBING SUPPLIES	10/25/2023	\$239.90	P
19230794	AMAZON CAPITAL SERVICES	CAD PAPER ROLLS	10/25/2023	\$70.00	P
19230795	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING COURTHOUSE, JAIL	10/25/2023	\$6,581.65	P
19230796	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	10/25/2023	\$3,979.85	P
19230797	CRESCENT ELECTRIC SUPPLY CO	RB SUPPLIES	10/12/2023	\$73.96	P
19230798	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	10/06/2023	\$139.58	P
19230799	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	10/11/2023	\$531.33	P
19230800	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	10/25/2023	\$593.16	P
19230801	GAPPA SECURITY SOLUTIONS LLC	CORE AND KEYS - RESCUE GARAGE	10/23/2023	\$92.85	P
19230802	NAPA CENTRAL WI AUTO PARTS	OIL CHG SUPPLIES F250 & TAHOE	10/19/2023	\$99.58	P
19230803	POWER PAC INC	OIL, FILTERS FOR TRACTORS	10/18/2023	\$263.84	P
19230804	NASSCO INC	CLEANING SUPPLIES	10/31/2023	\$754.65	P
19230805	NASSCO INC	CLEANING SUPPLIES	10/31/2023	\$890.70	P
19230806	ACE HARDWARE	CH SUPPLIES	11/01/2023	\$23.58	P
19230807	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC OCT 2023	11/01/2023	\$9,344.48	P
19230808	CRESCENT ELECTRIC SUPPLY CO	RB UPDATES-ELECTRICAL SUPPLIES	10/25/2023	\$663.00	P
19230809	CRESCENT ELECTRIC SUPPLY CO	RB UPDATES-ELECTRICAL SUPPLIES	10/26/2023	\$12.48	P
19230810	CRESCENT ELECTRIC SUPPLY CO	RB UPDATES-ELECTRICAL SUPPLIES	10/26/2023	\$908.42	P
19230811	CRESCENT ELECTRIC SUPPLY CO	RB UPDATES-ELECTRICAL SUPPLIES	10/26/2023	\$101.94	P
19230812	CRESCENT ELECTRIC SUPPLY CO	RB UPDATES-ELECTRICAL SUPPLIES	10/27/2023	\$299.62	P
19230813	CURRENT TECHNOLOGIES INC	RB UPDATES - 2ND FLR REMODEL	10/25/2023	\$1,800.00	P
19230814	QUALITY DOOR & HARDWARE	RB UPDATES - 2ND FLR DOORS	10/26/2023	\$1,423.05	P
19230815	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	10/26/2023	\$12.88	P
19230816	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	10/26/2023	\$185.81	P
19230817	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	10/26/2023	\$649.44	P
19230818	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	10/26/2023	\$56.93	P
19230819	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	10/26/2023	\$154.32	P
19230820	DM STAMPS & SPECIALTIES	STAMPS	11/08/2023	\$37.45	P
19230821	NASSCO INC	SUPPLIES	11/08/2023	\$191.20	P
19230822	ACE HARDWARE	RB SUPPLIES	11/06/2023	\$89.97	P
19230823	CRESCENT ELECTRIC SUPPLY CO	RB UPDATES-ELECTRICAL SUPPLIES	10/30/2023	\$221.08	P
19230824	OPPORTUNITY DEVELOPMENT CENTER	EMPLOYEE APPAREL	10/31/2023	\$103.00	P
19230825	WASTE MANAGEMENT	WASTE DISPOSAL FEES	11/03/2023	\$994.60	P
19230826	WE ENERGIES	GAS SERVICE JAIL	11/03/2023	\$387.52	P

## Committee Report - County of Wood

MAINTENANCE - NOVEMBER 2023

50121072 - 50121072 19230793 - 19230860

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19230827	WE ENERGIES	GAS SERVICE 441 SARATOGA ST	10/30/2023	\$32.28	P
19230828	WE ENERGIES	GAS SERVICE RIVER BLOCK	11/03/2023	\$418.49	P
19230829	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	10/31/2023	\$11.05	P
19230830	WE ENERGIES	GAS SERVICE COURTHOUSE	11/03/2023	\$805.61	P
19230831	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	10/31/2023	\$60.03	P
19230832	VENTURE ARCHITECTS	JAIL PROJECT - PROF SERVICES	10/31/2023	\$123,358.35	P
19230833	THE SAMUELS GROUP INC	JAIL PROJECT - 22ND PAYMENT	11/07/2023	(Voided)	P
19230833R	THE SAMUELS GROUP INC	JAIL PROJECT - 22ND PAYMENT	11/07/2023	\$2,236,138.27	P
19230834	AMAZON CAPITAL SERVICES	CLEANING SUPPLIES	11/13/2023	\$11.97	P
19230835	CONSTELLATION NEWENERGY-GAS DIVISION	CH, JAIL, RB GAS SERVICE	11/16/2023	\$2,482.33	P
19230836	HOME DEPOT CREDIT SERV (Maintenance)	CH, RB, RB UPDATES	11/05/2023	\$1,632.82	P
19230837	VAN ERT ELECTRIC COMPANY INC	RB POWER OUTAGE-PHASE 1 WORK	10/04/2023	\$1,045.00	P
19230838	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	11/14/2023	\$2,708.19	P
19230839	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC 441 SARATOGA	11/14/2023	\$131.78	P
19230840	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	11/14/2023	\$952.32	P
19230841	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	11/14/2023	\$42.18	P
19230842	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	11/14/2023	\$56.73	P
19230843	WATER WORKS & LIGHTING COMM	RB PARKING LOT STORM SEWER	11/14/2023	\$38.92	P
19230844	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	11/14/2023	\$45.30	P
19230845	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	11/14/2023	\$7.80	P
19230846	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	11/14/2023	\$95.81	P
19230847	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	11/14/2023	\$11,073.90	P
19230848	DM STAMPS & SPECIALTIES	STAMPS	11/20/2023	\$32.20	P
19230849	DM STAMPS & SPECIALTIES	STAMPS	11/20/2023	\$36.49	P
19230850	AUTO XTRAS LLC	TRIP SPRINGS FOR PLOW	11/17/2023	\$293.00	
19230851	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	11/03/2023	\$139.58	
19230852	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	11/08/2023	\$536.85	
19230853	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	11/21/2023	\$598.68	
19230854	HENRICKSEN AND COMPANY INC	BR 4 - CHAIR BALANCE DUE	10/30/2023	\$1,166.00	
19230855	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	11/21/2023	\$105.00	
19230856	SUPERIOR CHEMICAL CORPORATION	SHOP SUPPLIES	11/15/2023	\$491.20	
19230857	WISCONSIN VALLEY BUILDING PRODUCTS	RB SUPPLIES	11/14/2023	\$83.16	
19230858	US BANK	CH FLAGS, RB 2ND FLR UPDATES	11/17/2023	\$3,137.60	
19230859	DIAMOND BUSINESS GRAPHICS	PRINTING	11/28/2023	\$51.51	
19230860	DIAMOND BUSINESS GRAPHICS	PRINTING	11/28/2023	\$51.51	
50121072	STEEN MACEK PAPER COMPANY		11/20/2023	\$2,756.82	P
<b>Grand Total:</b>				<b>\$2,422,600.55</b>	

Signatures

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



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### Letter of Comments December 2023

#### Ongoing Projects and Planning

**Jail Project** – We continue to see progress on interior construction and mechanical systems; as masonry is still being installed in detention areas, drywall is now being installed in some of the staff offices. A few County staff and I are staying involved in the review of security/control/automation technology that will be utilized in the new facility.

**Courthouse** – Material cost increases, manufacturing delays, and the historic nature of our facilities tend to keep us on our toes as we do our best to prioritize projects ranging from mechanical system updates to interior office space remodeling. The year ahead will include the completion of a chilled water system update that was split into multiple phases in order to minimize the impact of cost/availability issues.

**River Block** – Some of the parts to repair equipment that was damaged during the September power surge have arrived; I am hopeful that our air handlers will be fully operational before Christmas.

The update to our elevators is still underway. The contractor's schedule indicates completion by the end of December.

A request for bids was published for the upcoming roofing project; I expect to be reviewing a contract for this work by early January.

#### Miscellaneous

Attended PIT, Operations, H&HS, County Board, and numerous project meetings.

Completed interviews to fill a vacant position; HR is assisting with the hiring process.