

AGENDA
PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

DATE: Monday, November 6, 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
6. River Block power update
7. Jail Solar Design Services
8. Future Agenda Items
9. Set date and time of next meeting
10. Pursuant to Wis. Stat. s. 19.85(1)(f), the Committee may go into closed session to discuss a leave of absence.
11. Return to open session
12. ** 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"
13. Return to open session
14. The Committee may go into closed session pursuant to Wis. Stats. 19.85(1)(c), to conduct performance reviews of department heads they oversee.
15. Return to open session
16. Adjourn

Join by phone

+1-408-418-9388 United States Toll

Meeting number (access code): 2490 731 7572

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m5f747b474c3dc44928c08eba6f34087e>

Meeting number (access code): 2490 731 7572

Meeting password: 110623

MINUTES
PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

DATE: Tuesday, October 2, 2023

TIME: 9:00 a.m.

PLACE: Courthouse – Room 114

MEMBERS PRESENT: Al Breu, Jeff Penzkover, Dennis Polach, William Winch, Brad Hamilton (via WebEx)

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

1. Chairman Breu called the meeting to order at 9:00 AM.
2. Public Comment; Everyone wished Supervisor Winch a happy birthday.
3. The minutes of the September 5, 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/Winch to approve as presented. Motion carried unanimously.
5. The IT Report was reviewed with explanation given.
6. Jessica Planer from Prosperity Grants address the group on the current number of grants available for solar project, namely on the new jail roof. She explained the process of application and that more than one grant could be used to fund the project. Further conversation with the jail architects and designers will be needed before submitting any application.
7. The Maintenance vouchers were reviewed with explanations given. Motion by Polach/Hamilton to approve as presented. Motion carried unanimously.
8. The Maintenance Report and project updates were reviewed. Discussed was the recent power surge that took out numerous electronic items at River Block. Van Tassel will be meeting with the power supply company to ascertain their responsibility of this surge. River Block is back up and running, however a number of parts have been ordered to make it fully operational again.
9. Future agenda items
 - a. River Block power update
 - b. Solar on the Jail
10. The next meeting will be held on Monday, November 6, 2023 at 9:00 AM.

11. Motion by Penzkover/Hamilton to go into closed session pursuant to Wis Stats 19.85(1)(e) to discuss negotiation for the acquisition of property within the "Triangle Development". Motion carried unanimously.

12. Motion by Hamilton/Winch to return to open session. Motion carried unanimously.

13. Chairman Breu declared the meeting adjourned at 10:34 AM.

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

Property & Information Technology Committee

October 2, 2023

[illegible]

Committee Report

County of Wood

Report of claims for: INFORMATION TECHNOLOGY

For the period of: OCTOBER 2023

For the range of vouchers: 27230424 - 27230467

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27230424	AMAZON CAPITAL SERVICES	HWY PHONE CASE, SCR N PROTECTOR	09/19/2023	\$18.98	P
27230425	AMAZON CAPITAL SERVICES	IT SPARE LAPTOP CHARGERS	09/27/2023	\$65.55	P
27230426	CDW GOVERNMENT INC	HS KOFAX LICENSES ARPA	09/20/2023	\$258.56	P
27230427	INSIGHT PUBLIC SECTOR INC	VETERANS MONITOR	09/15/2023	\$193.25	P
27230428	INSIGHT PUBLIC SECTOR INC	2023 3RD PC ORDER	09/13/2023	\$476.72	P
27230429	SOLARUS	PHONE CHARGES ACCT 00063942-1	10/01/2023	\$2,143.63	P
27230430	SOLARUS	PHONE CHGS ACCT 00077856-5	10/01/2023	\$225.01	P
27230431	SOLARUS	PHONE CHGS ACCT 00061009-7	10/01/2023	\$69.99	P
27230432	TDS TELECOM	PHONE CHARGES	09/28/2023	\$71.37	P
27230433	TDS TELECOM	PHONE CHARGES	09/28/2023	\$58.71	P
27230434	TDS TELECOM	PHONE CHARGES	09/28/2023	\$44.26	P
27230435	TDS TELECOM	PHONE CHARGES	09/28/2023	\$57.76	P
27230436	TDS TELECOM	PHONE CHARGES	09/28/2023	\$17.80	P
27230437	US CELLULAR	CELL PHONE CHGS ACCT 277407322	09/16/2023	\$500.43	P
27230438	US CELLULAR	CELL PHONE CHGS ACCT 851710598	09/16/2023	\$164.46	P
27230439	US CELLULAR	CELL PHONE CHGS ACCT 203538532	09/20/2023	\$2,161.97	P
27230440	US CELLULAR	CELL PHONE CHGS ACCT 203391922	09/20/2023	\$7.19	P
27230441	AMAZON CAPITAL SERVICES	HLTH WIC HEADSETS FOR CH	09/29/2023	\$422.36	P
27230442	AMAZON CAPITAL SERVICES	HLTH PHONE CASES, SCR N PROTECT	10/03/2023	\$404.64	P
27230443	AMAZON CAPITAL SERVICES	WIRELESS MICE FOR STOCK	10/03/2023	\$99.95	P
27230444	AMAZON CAPITAL SERVICES	P&Z FLASH DRIVE	10/03/2023	\$20.99	P
27230445	AMAZON CAPITAL SERVICES	HWY PHONE CASE	10/04/2023	\$16.99	P
27230446	AMAZON CAPITAL SERVICES	HLTH PHONE CASE,SCR N PROTECTOR	10/05/2023	\$23.92	P
27230447	AMAZON CAPITAL SERVICES	CREDIT - HLTH WIC HEADSETS	10/05/2023	(\$285.80)	P
27230448	AMAZON CAPITAL SERVICES	CARD READER, ERGO KEYBOARDS	10/08/2023	\$542.59	P
27230449	AT&T MOBILITY	MONTHLY CELL/HOTSPOT CHARGES	09/23/2023	\$462.42	P
27230450	AT&T MOBILITY	MONTHLY CELL CHARGES	09/23/2023	\$1,929.57	P
27230451	CHARTER COMMUNICATIONS (Pittsburgh)	INTERNET PRO100	10/01/2023	\$134.99	P
27230452	CHARTER COMMUNICATIONS (Pittsburgh)	WR FIBER	10/01/2023	\$1,081.05	P
27230453	CHARTER COMMUNICATIONS (Pittsburgh)	MFLD FIBER	10/01/2023	\$670.41	P
27230454	CHARTER COMMUNICATIONS (Pittsburgh)	NETWORK SERVICES	10/01/2023	\$2,631.51	P
27230455	GOLDFAX	NETWORK FAXING SEPT 2023	10/09/2023	\$93.20	P
27230456	VERIZON	CELL CHGS ACCT 242258062-00001	10/01/2023	\$6,279.46	P
27230457	AMAZON CAPITAL SERVICES	VETERANS VC TV	10/09/2023	\$366.90	P

INFORMATION TECHNOLOGY - OCTOBER
2023

27230424 - 27230467

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27230458	CENTURYLINK	PHONE/LONG DISTANCE CHARGES	10/01/2023	\$6.89	P
27230459	INSIGHT PUBLIC SECTOR INC	HS ES EXTRA DOCK	10/03/2023	\$194.17	P
27230460	INSIGHT PUBLIC SECTOR INC	PASSWORDSTATE ANNUAL MAINT	10/02/2023	\$1,291.00	P
27230461	ZOHO CORPORATION	ENDPOINT LICENSE INCREASE	09/30/2023	\$1,710.00	P
27230462	US BANK	CONF LODGING, QUICKEN	10/17/2023	\$603.17	
27230463	APPLE INC	HLTH - APPLE PENCIL	06/14/2023	\$119.00	
27230464	APPLE INC	HLTH - IPAD MINI	06/15/2023	\$599.00	
27230465	AMAZON CAPITAL SERVICES	HS PHONE CASE, SCRIN PROTECTOR	10/19/2023	\$28.97	
27230466	INSIGHT PUBLIC SECTOR INC	VETERANS VC UNIT - GRANT	10/05/2023	\$5,116.07	
27230467	INSIGHT PUBLIC SECTOR INC	2023 3RD PC ORDER	10/11/2023	\$28,739.97	
Grand Total:				\$59,839.03	

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 2023

1. Wood County internet and intranet website updates are being posted continually as we work to keep employees and citizens informed. Extensive web updates for the Health Department continue as WCHD staff work to keep their information current.
2. An issue with the Dependent Life insurance in the new hire enrollment was identified. The issue was resolved and staff notified HR. HR followed up with the affected employees.
3. 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.
4. Staff work to refine and provide employee work-only contact information to a new mass communication system, Everbridge. This system will notify employees of critical events and enhance safety.
5. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. Review of tablet request for Edgewater is complete and research and selection of equipment to protect existing laptops begins in order to meet sanitation needs.
6. Custom reports for SmartCare, Human Services Electronic Health Record System, are being created.
7. Training on O365 and SharePoint continues.
8. Began work on selecting the best eSignature solution for Human Services for 2024.
9. Continued work on forms process improvement and document storage in Information Technology leveraging Laserfiche.
10. Staff is working with Highway and Veterans departments to determine needs for video conferencing and digital signage.
11. Programming staff work to review, improve and support systems and train the new analyst.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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12. 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.
 13. IT staff continue working to organize and relocate the Information Technology network drive shared data. This is an ongoing and sizable project.
 14. Support for GCS\Catalis property tax systems is ongoing. 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.
 15. IT staff continue working to restore and import 15+ years of digital archive tax roll data into Laserfiche for the Treasurer.
 16. 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.
 17. Technicians are finishing the deployment of the 32 new squad computers for deputies. The final deployments are scheduled for completion on November 6th. With this wrapping up, the final PC order for 2023 has been received, and imaging and deployment of these computers will begin in the coming weeks. A new Windows 11 image will be created so that we can move to the latest operating system and ensure security patching continues for all Wood County devices.
 18. 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 2023
 19. 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.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

20. Technicians spent time replacing cell phones as requested by departments. This includes ensuring that the phones are enrolled on mobile device management, email and other functions setup properly, and Wi-Fi access to the network.
21. The network team has worked with the State of Wisconsin, Communication Center employees, and Corrections staff to roll out Portals XL. It is used by departments for DOJ/DOT queries on license, license plate and criminal history. This replaces the legacy system that was built to work with Internet Explorer and became increasingly more difficult to get running on newer PCs.
22. Time has also 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.
23. 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.
24. 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.
25. For the month of September, 521 helpdesk requests were created, with staff completing 537 tickets and leaving 96 open requests. In addition, there are currently 71 project requests.
26. Continue to apply numerous security patches to servers. These updates include fixes for functionality and security patches that keep servers as secure as possible.
27. The Lead Technician has resigned. Her last day with Wood County will be Friday November 17th. Recruitment to fill this position will begin soon.

Committee Report

County of Wood

Report of claims for: MAINTENANCE

For the period of: OCTOBER 2023

For the range of vouchers: 19230731 - 19230792 50121070 - 50121071

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19230731	STAPLES ADVANTAGE	office supplies return	09/27/2023	(\$8.47)	P
19230731R	STAPLES ADVANTAGE	OFFICE SUPPLIES RETURN	09/27/2023	(\$8.47)	P
19230732	STAPLES ADVANTAGE	office supplies	09/27/2023	\$8.70	P
19230733	DM STAMPS & SPECIALTIES	stamp	09/27/2023	\$36.49	P
19230734	AMAZON CAPITAL SERVICES	BR 3 CABLE, RB UPDATES 2ND FLR	09/28/2023	\$284.55	P
19230735	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	09/25/2023	\$3,979.85	P
19230736	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING COURTHOUSE, JAIL	09/25/2023	\$8,718.69	P
19230737	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	09/08/2023	\$139.58	P
19230738	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	09/13/2023	\$531.33	P
19230739	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	09/27/2023	\$593.16	P
19230740	GAPPA SECURITY SOLUTIONS LLC	RB UPDATES - 2ND FLR LOCKSETS	09/25/2023	\$1,081.00	P
19230741	SUPERIOR CHEMICAL CORPORATION	DRAIN OPENER	09/20/2023	\$150.74	P
19230742	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	09/27/2023	\$12.62	P
19230743	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	09/27/2023	\$235.14	P
19230744	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	09/27/2023	\$679.52	P
19230745	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	09/27/2023	\$49.91	P
19230746	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUSTIDE LIGHTING	09/27/2023	\$102.00	P
19230747	RON'S REFRIGERATION & AC INC	CH UPDATES - IT REMODEL	08/18/2023	\$3,139.00	P
19230748	DIAMOND BUSINESS GRAPHICS	PRINTING	10/03/2023	\$35.58	P
19230749	NASSCO INC	SUPPLIES	10/03/2023	\$55.84	P
19230750	NASSCO INC	SUPPLIES	10/03/2023	\$1,597.61	P
19230751	AMAZON CAPITAL SERVICES	RIVER BLOCK SUPPLIES	10/04/2023	\$541.62	P
19230752	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC SEPT 2023	10/02/2023	\$6,706.55	P
19230753	CRESCENT ELECTRIC SUPPLY CO	RB UPDATES - 2ND FLR OFFICES	09/20/2023	\$341.76	P
19230754	CRESCENT ELECTRIC SUPPLY CO	RB UPDATES - 2ND FLR OFFICES	09/21/2023	\$526.15	P
19230755	MENARDS - PLOVER	RB POWER OUTAGE SURGE PROTECT	09/21/2023	\$854.68	P
19230756	WASTE MANAGEMENT	WASTE DISPOSAL FEES	10/04/2023	\$994.60	P
19230757	WE ENERGIES	GAS SERVICE JAIL	10/03/2023	\$264.85	P
19230758	WE ENERGIES	GAS SERVICE 441 SARATOGA ST	09/29/2023	\$11.26	P
19230759	WE ENERGIES	GAS SERVICE RIVER BLOCK	10/03/2023	\$336.32	P
19230760	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	10/03/2023	\$10.56	P
19230761	WE ENERGIES	GAS SERVICE COURTHOUSE	10/03/2023	\$262.27	P
19230762	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	10/03/2023	\$10.56	P
19230763	THE SAMUELS GROUP INC	JAIL PROJECT - 21ST PAYMENT	09/30/2023	\$4,410,145.09	P

Committee Report - County of Wood

MAINTENANCE - OCTOBER 2023

50121070 - 50121071 19230731 - 19230792

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19230764	VENTURE ARCHITECTS	JAIL PROJECT - PROF SERVICES	09/30/2023	\$101,301.22	P
19230765	AMAZON CAPITAL SERVICES	RB DOME MIRRORS	10/11/2023	\$67.76	P
19230766	CONSTELLATION NEWENERGY-GAS DIVISION	CH, JAIL, RB GAS SERVICE	10/12/2023	\$611.51	P
19230767	ELECTROLINE INC	RB UPS SERVICE	09/29/2023	\$4,882.00	P
19230768	OTIS ELEVATOR CO	RB POWER OUTAGE ELEVATOR SVC	09/29/2023	\$1,612.50	P
19230769	VAN ERT ELECTRIC COMPANY INC	RB UPDATES - ELECTRICAL WORK	10/04/2023	\$7,219.03	P
19230770	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	10/12/2023	\$2,708.19	P
19230771	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC 441 SARATOGA	10/12/2023	\$130.24	P
19230772	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	10/12/2023	\$1,027.52	P
19230773	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	10/12/2023	\$42.46	P
19230774	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	10/12/2023	\$50.86	P
19230775	WATER WORKS & LIGHTING COMM	RB PARKING LOT STORM SEWER	10/12/2023	\$38.92	P
19230776	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	10/12/2023	\$45.30	P
19230777	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	10/12/2023	\$7.80	P
19230778	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	10/12/2023	\$95.81	P
19230779	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	10/12/2023	\$11,820.42	P
19230780	AMAZON CAPITAL SERVICES	JAIL LIGHTING	10/12/2023	\$208.80	
19230781	AMAZON CAPITAL SERVICES	CU UPS	10/13/2023	\$55.00	
19230782	AMAZON CAPITAL SERVICES	WALL FILE FOR BR 4	10/16/2023	\$9.99	
19230783	AMAZON CAPITAL SERVICES	RB DOME MIRRORS	10/16/2023	\$77.76	
19230784	AMAZON CAPITAL SERVICES	PRINTER INK	10/19/2023	\$165.99	
19230785	ACE HARDWARE	RB SUPPLIES	10/11/2023	\$101.52	
19230786	FIRE & SAFETY EQUIPMENT INC	SEMI ANNUAL FIRE SYSTEM SVC	10/10/2023	\$409.75	
19230787	FREEDOM PEST CONTROL LLC	RIVER BLOCK PEST CONTROL	10/16/2023	\$42.00	
19230788	FREEDOM PEST CONTROL LLC	COURTHOUSE PEST CONTROL	10/16/2023	\$42.00	
19230789	HOME DEPOT CREDIT SERV (Maintenance)	CH, RB, RB UPDATES, RB OUTAGE	10/05/2023	\$5,075.84	
19230790	RAPID QUALITY LAWN & LANDSCAPING	FERTILIZE WEED CNTRL SPRINKLRS	10/15/2023	\$193.00	
19230791	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	10/17/2023	\$105.00	
19230792	NASSCO INC	SUPPLIES	10/24/2023	\$738.75	
50121070	NASSCO INC		10/24/2023	\$258.12	
50121071	BATTERIES PLUS BULBS		10/24/2023	\$454.20	
Grand Total:				\$4,582,019.90	

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 November 2023

Ongoing Projects and Planning

Jail Project – Temporary heat has been set up in the new jail; contractors have continued making great progress on the interior during the recent stretch of cooler/rainy weather.

Courthouse – Next year we will receive proposals for design and engineering of a new heating system for our Courthouse. This is with good reason; the two boilers serving the Courthouse were manufactured in 1954. While there can be some great conversation about how things aren't made the way they used to be, the fact is that our heating system is beyond its useful life and is now becoming a greater risk than the benefit it provides. The heating system update will be a significant expense, but it is unavoidable and must be done in order to keep our historic facility operational and able to serve the public.

River Block – Heating and ventilation equipment that was damaged by a power surge late in September has been operating with limited control; parts are on order and repairs will be completed as soon as possible. Although we do not have full control of the HVAC system yet, we have been able to keep the building operational.

Roof replacement at River Block will be completed in two phases with the first section scheduled to be complete in 2024 and the remaining work scheduled in 2025.

The contractor responsible for updating the elevator controls at River Block has started some of the preparation for this work. New controls should be installed and operational by the end of the year.

Miscellaneous

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

Working with the Highway Commissioner to improve access control at the Wisconsin Rapids office.