

PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

DATE: Monday, January 3, 2022

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. Discuss Intergovernmental Agreement with Brown County
- 5. Maintenance Dept.**
 - a. Vouchers
 - b. Monthly Comments
6. Elevator status
7. Jail project 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): 2492 498 6470

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m5d8df0a50edcbf091027fb010bc233b0>

Meeting number (access code): 2492 498 6470

Meeting password: PIT0103

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE
MEETING MINUTES**

DATE: Monday, December 6, 2021
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Room 114

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

EXCUSED: Laura Valenstein

OTHERS PRESENT (for part or all of the meeting): Ed Newton (via WebEx), **See attached list.**

1. The meeting was called to order at 9:00 a.m. by Chair Breu.
2. Public Comments: None.
3. Approve minutes from the previous meeting.

Motion (Polach/Hamilton) to approve the minutes from the previous meeting. Motion carried unanimously.

4. (a) Supervisors Winch, and Polach asked for clarification on items within the Information Technology vouchers. Amy Kaup answered general questions pertaining to her department's vouchers.

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

(b) Information Technology Director, Kaup shared several projects that her department has been working on as indicated in her Monthly Letter of Comments. Discussion ensued.

5. (a) Supervisors Winch, and Polach asked for clarification on items within the Maintenance vouchers. 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 information regarding projects that his department has been working on as indicated in his Monthly Letter of Comments. Discussion ensued.

6. Van Tassel indicated the tentative start date for the Courthouse elevator upgrade is December, 27th, 2021. Emails have been sent to affected departments as well as numerous County staff. Wisconsin Rapids City Council chambers has been reserved starting in January for County Board meetings.
7. Van Tassel shared updated information regarding the Jail project. There are three phases and phase one; the schematic phase, has just been completed. Discussion ensued.
8. Agenda items for the next meeting:
 - Jail Project Update
 - Courthouse Elevator Status
 - Twelfth Street property update

9. The next Committee meeting will be Monday, January 3, 2021 at 9:00 a.m.

10. Motion (Hamilton/Winch) to go into closed session pursuant to Wis. Stat. s. 19.85(1)© to conduct performance reviews of department heads.

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

11. Motion (Hamilton/Polach) to return to open session at 11:51 a.m. Motion carried unanimously.

12. Chair Breu declared the meeting adjourned at 11:52 a.m.

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

**Property & Information Technology Committee Meeting
December 6, 2021**

[illegible]

Committee Report

County of Wood

Report of claims for: INFORMATION TECHNOLOGY

For the period of: DECEMBER 2021

For the range of vouchers: 27210493 - 27210560

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27210493	FRONTIER COMMUNICATIONS	PHONE CHARGES	11/19/2021	\$140.28	P
27210494	INSIGHT PUBLIC SECTOR INC	HS WFH MONITORS	11/15/2021	\$358.52	P
27210495	INSIGHT PUBLIC SECTOR INC	IT STOCK MONITORS	11/15/2021	\$2,626.35	P
27210496	INSIGHT PUBLIC SECTOR INC	VETERANS GRANT PC UPGRADES	11/15/2021	\$525.27	P
27210497	INSIGHT PUBLIC SECTOR INC	2ND PC ORDER 2021	11/15/2021	\$700.36	P
27210498	INSIGHT PUBLIC SECTOR INC	HEALTH DEPT MONITORS	11/15/2021	\$350.18	P
27210499	SOLARUS	PHONE CHGS ACCT 00063942-1	12/01/2021	\$2,131.21	P
27210500	SOLARUS	PHONE CHGS ACCT 00077856-5	12/01/2021	\$219.13	P
27210501	SOLARUS	PHONE CHGS ACCT 00061009-7	12/01/2021	\$69.99	P
27210502	STREAMLINE HEALTHCARE SOLUTIONS LLC	TCM AD CUSTOMIZATION	11/26/2021	\$1,000.00	P
27210503	STREAMLINE HEALTHCARE SOLUTIONS LLC	TCM TIMES SERVICE 50%	11/15/2021	\$3,522.50	P
27210504	STREAMLINE HEALTHCARE SOLUTIONS LLC	TCM TIMED SERVICE 25%	11/26/2021	\$1,761.25	P
27210505	STREAMLINE HEALTHCARE SOLUTIONS LLC	TCM TIMED SERVICE SUPPORT	11/29/2021	\$419.23	P
27210506	STREAMLINE HEALTHCARE SOLUTIONS LLC	TCM TIMED SERVICE REPORT 25%	11/30/2021	\$1,761.25	P
27210507	STREAMLINE HEALTHCARE SOLUTIONS LLC	TCM CRISIS WORKFLOW 50%	11/30/2021	\$7,500.00	P
27210508	TDS TELECOM	PHONE CHARGES	11/28/2021	\$71.04	P
27210509	TDS TELECOM	PHONE CHARGES	11/28/2021	\$58.39	P
27210510	TDS TELECOM	PHONE CHARGES	11/28/2021	\$44.52	P
27210511	TDS TELECOM	PHONE CHARGES	11/28/2021	\$59.59	P
27210512	TDS TELECOM	PHONE CHARGES	11/28/2021	\$20.25	P
27210513	US CELLULAR	CELL PHONE CHGS ACCT 277407322	11/16/2021	\$623.54	P
27210514	US CELLULAR	CELL PHONE CHGS ACCT 851710598	11/16/2021	\$296.29	P
27210515	AMAZON CAPITAL SERVICES	HS POWER SUPPLIES	11/23/2021	\$55.42	P
27210516	AMAZON CAPITAL SERVICES	ROD PHONE CASE, SCRIN PROTECTOR	11/26/2021	\$27.98	P
27210517	AMAZON CAPITAL SERVICES	HEALTH DEPT KEYBOARD & MOUSE	11/26/2021	\$19.99	P
27210518	AMAZON CAPITAL SERVICES	IT/HS CABLES,KEYBOARDS,ADAPTOR	12/02/2021	\$453.43	P
27210519	CHARTER COMMUNICATIONS	INTERNET PRO100 ACCT 0209726	11/24/2021	\$130.00	P
27210520	CHARTER COMMUNICATIONS	WR FIBER ACCT 0294876	11/28/2021	\$1,173.55	P
27210521	INSIGHT PUBLIC SECTOR INC	HS EMH GRANT COMPUTERS	11/17/2021	\$350.18	P
27210522	INSIGHT PUBLIC SECTOR INC	L&WC MONITOR	11/17/2021	\$175.09	P
27210523	US BANK	SIGNEASY RENEWAL	11/26/2021	\$195.84	P
27210524	US CELLULAR	CELL PHONE CHGS ACCT 203538532	11/20/2021	\$2,190.64	P
27210525	US CELLULAR	CELL PHONE CHGS ACCT 203391922	11/20/2021	\$10.49	P
27210526	VERIZON	CELL CHGS ACCT 242258062-00001	12/01/2021	\$7,115.96	P

INFORMATION TECHNOLOGY -
DECEMBER 2021

27210493 - 27210560

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27210527	RHYME BUSINESS PRODUCTS	PRINTER/COPIER CHARGES	12/06/2021	\$6,159.47	P
27210528	AMAZON CAPITAL SERVICES	HS LAPTOP POWER SUPPLY	12/07/2021	\$24.99	P
27210529	AMAZON CAPITAL SERVICES	DESKTOP MICROPHONES	12/10/2021	\$76.45	P
27210530	CENTURYLINK	PHONE/LONG DISTANCE CHARGES	12/01/2021	\$8.89	P
27210531	GOLDFAX	NETWORK FAXING	12/09/2021	\$69.05	P
27210532	AMAZON CAPITAL SERVICES	HS WIRED HEADSET	12/18/2021	\$75.30	P
27210533	AMAZON CAPITAL SERVICES	PHONE CORDS, PHONE LIGHT	12/19/2021	\$53.79	P
27210534	AMAZON CAPITAL SERVICES	HS WIRELESS HEADSET & BATTERY	12/20/2021	\$231.47	P
27210535	INSIGHT PUBLIC SECTOR INC	HS MONITOR	12/02/2021	\$175.09	P
27210536	INSIGHT PUBLIC SECTOR INC	3RD PC ORDER 2021,UWX MONITORS	12/03/2021	\$2,276.17	P
27210537	STREAMLINE HEALTHCARE SOLUTIONS LLC	HS NO-BILL CLIENT CUSTOMIZATIO	12/06/2021	\$2,015.00	P
27210538	TEEL TECHNOLOGIES	FORENSIC WS2021	12/10/2021	\$14,765.00	P
27210539	TIME WARNER CABLE	NETWORK SERVICES	12/01/2021	\$2,264.21	P
27210540	ZOHO CORPORATION	DESKTOP CENTRAL ENDPOINTS	12/14/2021	\$1,705.00	P
27210541	CDW GOVERNMENT INC	ADOBE SUBSCRIPTION RENEWALS	09/13/2021	\$2,317.40	
27210542	CDW GOVERNMENT INC	NW PHONE BATTS, 3RD FLR CABLE	10/21/2021	\$159.14	
27210543	CHARTER COMMUNICATIONS	MFLD FIBER ACCT 0364818	12/09/2021	\$503.24	
27210544	EO JOHNSON COMPANY INC	PAPERCUT BILLING 4TH QTR 2021	12/23/2021	\$541.15	
27210545	FRONTIER COMMUNICATIONS	PHONE CHARGES	12/19/2021	\$140.16	
27210546	INSIGHT PUBLIC SECTOR INC	WARRANTY REFRESH	12/10/2021	\$43.26	
27210547	INSIGHT PUBLIC SECTOR INC	3RD PC ORDER 2021	12/11/2021	\$6,781.62	
27210548	INSIGHT PUBLIC SECTOR INC	GRANT - HEALTH COVID LAPTOPS	12/11/2021	\$10,172.43	
27210549	INSIGHT PUBLIC SECTOR INC	1ST PC ORDER 2022	12/12/2021	\$3,390.81	
27210550	INSIGHT PUBLIC SECTOR INC	GRANT - HS CST LAPTOP	12/13/2021	\$1,130.27	
27210551	INSIGHT PUBLIC SECTOR INC	3RD PC ORDER 2021	12/15/2021	\$196.94	
27210552	INSIGHT PUBLIC SECTOR INC	NETWORK DNA ADVANCE	12/16/2021	\$49,920.50	
27210553	INSIGHT PUBLIC SECTOR INC	VMWARE LICENSING	12/16/2021	\$29,054.20	
27210554	INSIGHT PUBLIC SECTOR INC	1ST PC ORDER 2022	12/18/2021	\$1,023.75	
27210555	INSIGHT PUBLIC SECTOR INC	1ST PC ORDER 2022	12/19/2021	\$12,762.75	
27210556	TDS TELECOM	PHONE CHARGES	12/28/2021	\$71.04	
27210557	TDS TELECOM	PHONE CHARGES	12/28/2021	\$58.39	
27210558	TDS TELECOM	PHONE CHARGES	12/28/2021	\$44.52	
27210559	TDS TELECOM	PHONE CHARGES	12/28/2021	\$56.94	
27210560	TDS TELECOM	PHONE CHARGES	12/28/2021	\$20.10	
Grand Total:				\$184,446.20	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

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Wood County WISCONSIN

INFORMATION TECHNOLOGY

December 2021

1. Wood County internet and intranet website updates, especially those concerning COVID-19, are being posted continually as we work to keep employees and citizens informed.
2. Implemented DUO in the three remaining departments. Two factor is now used Countywide to provide additional security of the County network and resources.
3. Completed migration to the new Mobile Device Management (MDM) platform. Worked with Department Managers to identify staff that should have permission to County systems from mobile devices. This project spanned over several months, and the final devices were added to the new MDM on December 21st.
4. Worked on the mass update process for updating all Nekoosa EMS addressing to Wisconsin Rapids Fire and EMS. This is for the 911 dispatch system to properly handle any calls that will no longer be covered by Nekoosa EMS and will switch over to Rapids fire afterhours on December 29th.
5. Applied latest updates to the HR and Finance Payroll System, HRMS.
6. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. Over the past several months Norwood and Edgewater staff turnover, especially billing and accounting positions, has had an impact increasing IT support time.
7. Viewed demo for new voting system for County Board.
8. Worked with DocuSign, the county's new eSignature provider, on a final quote. Communicated with departments on the final information to move forward with the 2022 purchase.
9. Continued working with Konect Parks to implement a new Park Reservations system. Training of staff and system setup began in late November. Transition activities will continue through the 2022 camping season.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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10. Continued work with the Parks and Forestry department to update the remote gate control and monitoring systems for Dexter and Wazeecha dams. Updates are needed to the management software and its server. New gate level hardware will be added at the Dexter site.
 11. Continued setup and testing of Laserfiche document management in the Human Services department. Non-clinical documents for Human Services, Norwood, and Edgewater will be migrated into the Laserfiche system over the coming months, and all related business units will begin using a paperless process as much as possible utilizing the Laserfiche software.
 12. Began work on developing an updated internal employee web portal with a new, easier to update and easier to navigate design.
 13. RtVision OneGov permit system for additional permit types for the Highway Department continues. This permit system is available for public applications and payment processing on the Wood County website.
 14. Support for GCS property tax systems increased significantly during the property tax bill writing season. Issues were due to a major GCS vendor management and support change and to adjustment needs resulting from the application server migration off Citrix. New software update procedures include escorted vendor upgrade sessions as new servers are protected by DUO, dual authentication, and Sophos virus/malware. A second demo to further discuss the replacement property tax software will be scheduled for IT and Treasurer. The current property tax software version end-of-life is set for Fall of 2023.
 15. Development for adding new well water permits into the Planning & Zoning Department system continues.
 16. 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.
 17. Applied numerous security patches to servers. These updates include fixes for functionality and security patches that keep servers as secure as possible. Multifactor authentication and improved virus scanning is also being added to servers to help limit potential exposure and protect County infrastructure and data.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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18. Discovery phase is scheduled for a system to provide an online property tax lottery credit search for property owners. The search utility will help reduce tax payer expense and increase county revenues.
 19. The TimeStar, electronic time card and time tracking software is under new ownership. The TimeStar system configuration changes is ongoing. IT 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.
 20. Legacy data migration from TCM to SmartCare continues.
 21. Providing continual support of Webex Meetings Webex Room Kit. The County has been using Cisco Webex Meetings, Teams, and Room kits for video conferencing and Cisco Jabber for phone access.
 22. For the month of November, 619 helpdesk requests were created, with staff completing 627 tickets and leaving 140 open requests. These numbers represent service requests from departments throughout the County. There are currently 299 project requests from departments.
 23. Staff continued to roll out more security to the IT infrastructure. This includes installing our advanced threat detections software, dual factor authentication, and the Desktop Central agent.
 24. Due to substantial delays in receiving hardware, the first PC replacement order for 2022 has been placed and staff have begun to collect information for the second order for 2022.
 25. Work to encrypt storage on Workstations continues. This will help ensure that data will not be exposed in the event of a lost or stolen hard drive.
 26. A new network analyst position was approved in the 2022 budget. Current System Technician, Josh Wolf has been promoted to the network Analyst position effective January 3, 2022. IT has begun recruitment to fill his current position.

Committee Report

County of Wood

Report of claims for: MAINTENANCE

For the period of: DECEMBER 2021

For the range of vouchers: 19210909 - 19210985

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19210909	ACE HARDWARE	SHOP SUPPLIES	11/19/2021	\$36.99	P
19210910	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	11/22/2021	\$105.42	P
19210911	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	11/23/2021	\$393.03	P
19210912	LIBERTY CLEANERS INC	CLEANING COURTHOUSE, JAIL	11/22/2021	\$8,233.63	P
19210913	SUMMIT FIRE PROTECTION	SEMI ANNUAL FIRE INSPECTION	11/22/2021	\$415.00	P
19210914	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	11/23/2021	\$581.27	P
19210915	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC 12TH ST	11/23/2021	\$493.94	P
19210916	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	11/23/2021	\$141.79	P
19210917	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	11/23/2021	\$104.82	P
19210918	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	11/23/2021	\$55.04	P
19210919	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	11/23/2021	\$12.96	P
19210920	ACE HARDWARE	SHOP SUPPLIES	11/23/2021	\$11.58	P
19210921	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	11/25/2021	\$4,575.90	P
19210922	ADVANCED ASBESTOS REMOVAL INC	CH UPDATE-ASBESTOS REMOVAL 3RD	11/18/2021	\$12,540.00	P
19210923	FERGUSON ENTERPRISES LLC	GASKET	11/16/2021	\$16.17	P
19210924	GROUNDWORK DETAIL SERVICE LLC	GROUNDWORK CARE COURTHOUSE	11/22/2021	\$188.00	P
19210925	WINSUPPLY OF WISCONSIN RAPIDS	AIR FILTERS	11/01/2021	\$27.90	P
19210926	DIAMOND BUSINESS GRAPHICS	PRINTING	11/30/2021	\$71.57	P
19210927	DASH MEDICAL GLOVES	CLEANING SUPPLIES	11/30/2021	\$95.80	P
19210928	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	11/23/2021	\$137.06	P
19210929	AKITABOX INC	INSPECTIONS SOFTWARE SUPPORT	11/01/2021	\$3,811.94	P
19210930	AKITABOX INC	CAPITAL MGMT SOFTWARE SUPPORT	11/01/2021	\$9,529.85	P
19210931	AKITABOX INC	PLATFORM SOFTWARE SUPPORT	11/01/2021	\$3,811.94	P
19210932	ARC CENTRAL INC	CH UPDATES - CLERK OF COURTS	11/30/2021	\$5,799.86	P
19210933	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	12/02/2021	\$7,530.34	P
19210934	GAPPA SECURITY SOLUTIONS LLC	CH SECURITY - BUILDING REKEY	11/29/2021	(Voided)	P
19210935	NORTHSTAR ENVIRONMENTAL TESTING LLC	CH UPDATE-C OF C AIR MONITOR	12/01/2021	\$525.00	P
19210936	WINSUPPLY OF WISCONSIN RAPIDS	CH UPDATES - MAINT OFFICE	11/15/2021	\$48.66	P
19210937	NASSCO INC	CLEANING SUPPLIES	12/08/2021	\$399.31	P
19210938	ACE HARDWARE	BATTERIES	12/06/2021	\$65.98	P
19210939	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	11/30/2021	\$118.50	P
19210940	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	12/08/2021	\$314.21	P
19210941	WE ENERGIES	GAS SERVICE COMMUNICATIONS	11/30/2021	\$243.15	P
19210942	WE ENERGIES	GAS SERVICE JAIL	12/03/2021	\$440.59	P

Committee Report - County of Wood

MAINTENANCE - DECEMBER 2021

19210909 - 19210985

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19210943	WE ENERGIES	GAS SERVICE RIVER BLOCK	12/03/2021	\$511.67	P
19210944	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	11/30/2021	\$66.33	P
19210945	WE ENERGIES	GAS SERVICE COURTHOUSE	12/03/2021	\$967.32	P
19210946	WE ENERGIES	GAS SERVICE 12TH STREET	11/30/2021	\$364.41	P
19210947	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	11/30/2021	\$342.70	P
19210948	STAPLES ADVANTAGE	OFFICE SUPPLIES	12/15/2021	\$5.03	P
19210949	ADVANCED DISPOSAL	WASTE DISPOSAL FEES	11/30/2021	\$31.06	P
19210950	ADVANCED DISPOSAL	WASTE DISPOSAL FEES	11/30/2021	\$731.64	P
19210951	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	12/07/2021	\$180.49	P
19210952	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	12/09/2021	\$59.97	P
19210953	AMAZON CAPITAL SERVICES	CH SECURITY - ID SYSTEM	12/12/2021	\$219.97	P
19210954	AMAZON CAPITAL SERVICES	SHOP SUPPLIES	12/14/2021	\$13.76	P
19210955	AUTO XTRAS LLC	JACK STAND HARDWARE-PLOW TRK	12/10/2021	\$15.23	P
19210956	COMPLETE CONTROL	SERVICE CALL - CORP COUNS HVAC	11/30/2021	\$486.25	P
19210957	CRESCENT ELECTRIC SUPPLY CO	CH UPDATE - CLK OF CTS LIGHTS	12/03/2021	\$2,583.30	P
19210958	CRESCENT ELECTRIC SUPPLY CO	CH UPDATE-CLK OF CTS ELEC SUPP	12/03/2021	\$181.64	P
19210959	CRESCENT ELECTRIC SUPPLY CO	CH UPDATE-CLK OF CT EMER FIXTR	12/06/2021	\$87.18	P
19210960	CRESCENT ELECTRIC SUPPLY CO	CH UPDATE-CLK OF CTS ELEC SUPP	12/06/2021	\$380.44	P
19210961	DIRECT SUPPLY INC	CH UPDATES - SIGNAGE	12/10/2021	\$56.94	P
19210962	GRAYBAR	CH UPDATES - CLERK OF CTS SUPP	12/01/2021	\$180.07	P
19210963	GRAYBAR	CH SECURITY - CABLE	12/03/2021	\$297.97	P
19210964	HOME DEPOT CREDIT SERV (Maintenance)	CH, RB	12/05/2021	\$259.89	P
19210965	RON'S REFRIGERATION & AC INC	HVAC REPAIR - CORP COUNSEL AHU	12/10/2021	\$295.00	P
19210966	RON'S REFRIGERATION & AC INC	HVAC REPAIR - JOINT USE BLDG	12/06/2021	\$771.00	P
19210967	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	12/13/2021	\$2,349.52	P
19210968	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	12/13/2021	\$252.88	P
19210969	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	12/13/2021	\$828.56	P
19210970	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	12/13/2021	\$65.82	P
19210971	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	12/13/2021	\$24.65	P
19210972	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	12/13/2021	\$43.37	P
19210973	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	12/13/2021	\$9.15	P
19210974	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	12/13/2021	\$94.45	P
19210975	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	12/13/2021	\$3,089.54	P
19210976	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	12/13/2021	\$5,378.00	P
19210977	DIAMOND BUSINESS GRAPHICS	PRINTING	12/21/2021	\$35.32	
19210978	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	12/21/2021	\$415.62	
19210979	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	12/21/2021	\$105.42	
19210980	GAPPA SECURITY SOLUTIONS LLC	CH SECURITY - CAMERA LICENSE	12/16/2021	\$516.00	
19210981	GAPPA SECURITY SOLUTIONS LLC	CH SECURITY - DOOR ACCESS HDWR	12/20/2021	\$1,845.36	
19210982	GAPPA SECURITY SOLUTIONS LLC	CH SECURITY - BUILDING REKEY	12/20/2021	\$14,026.40	
19210983	PER MAR SECURITY SERVICES	RB SERVICE CALL	12/20/2021	\$320.00	
19210984	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	12/21/2021	\$120.00	

MAINTENANCE - DECEMBER 2021

19210909 - 19210985

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19210985	VENTURE ARCHITECTS	JAIL PROJECT-PROFESSIONAL SVCS	11/22/2021	\$93,499.99	
Grand Total:				\$192,986.51	

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 December 2021

Ongoing Projects and Planning

Jail – As I reported last month, we are now entering the design development phase of our project. During the month of January, we also expect to see an updated project cost estimate; this will give us an idea where the construction market is, and will also begin to show what some of the more cost-effective materials will be for portions of the project.

Courthouse – We received bids for the first phase of third floor remodeling and have awarded contracts to begin constructing the future Clerk of Courts office space.

The start date for our elevator upgrade continues to be a moving target. The contractor has acknowledged the inconvenience created when the schedule continues to be changed and has assured me that they are doing their best to avoid unnecessary delays; they are currently hoping to start in January.

River Block – Window replacement is complete. With the new windows, we have already noticed a difference for our HVAC system; we will continue to monitor and adjust our heating program as winter progresses.

Miscellaneous

Attended PIT and Operations Committee, and numerous project meetings.