

PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

DATE: Monday, December 6, 2021

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
- 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. Pursuant to Wis. Stat. s. 19.85(1)(c), the Committee may go into closed session to conduct performance reviews of department heads.
11. Return to open session
12. Adjourn.

Join by phone

+1-408-418-9388 United States Toll

Meeting number (access code): 2495 238 9237

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m6bfd6f240d2a47e85bd62edf75a58184>

Meeting number (access code): 2495 238 9237

Meeting password: PIT1206

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE
MEETING MINUTES**

DATE: Monday, November 1, 2021
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Room 114

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

EXCUSED: Laura Valenstein

OTHERS PRESENT (for part or all of the meeting): Nicole Gessert, **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 (Hamilton/Polach) 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 (Polach/Winch) to approve the vouchers for the Information Technology Department. Motion carried unanimously.

Item #6 was moved up in the agenda. Van Tassel and Brian Young from Maintenance demonstrated the Evacuation Chair that will be stored in the maintenance shop for potential use while the elevator is down.

(b) Kaup provided information pertaining to projects in her department.

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

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

(b) There were no questions regarding Maintenance's Monthly Letter of Comments

6. Item was moved up in the agenda.
7. Van Tassel shared he was contacted from the elevator vendor and they have experienced delays and are now shooting for a mid to late December date for starting repairs on the Courthouse elevator.
8. Van Tassel shared information for the upcoming third floor projects and layout. Discussion ensued.

9. Van Tassel shared updates regarding the jail project. Discussion ensued.

10. Agenda items for the next meeting:

- Elevator Update
- Jail Project Update

11. The next regular Committee meeting will be Monday, December 6, 2021 at 9:00 a.m.

12. Department Head reviews will be moved to the December meeting.

Hamilton was excused at 9:55 a.m.

13. Chair Breu declared the meeting adjourned at 10:00 a.m.

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

PROPERTY & INFORMATION TECHNOLOGY COMMITTEE MINUTES

DATE: Tuesday, November 9, 2021
TIME: 9:15 AM
LOCATION: Courthouse – County Board Room

Members Present: Al Breu, Dennis Polach, Brad Hamilton, William Winch

Members Excused: Laura Valenstein

Others Present: Trent Miner, County Clerk; Reuben Van Tassel, Facilities Manager;
Various other County Board Supervisors & Dept. Heads.

Chair Breu called the meeting to order at 9:15 AM.

There was no public comment.

A resolution was presented authorizing the ability to negotiate for real property that would be beneficial to the jail project. This resolution only authorizes the negotiation and does not commit the county to any purchase of said property. Discussion ensued.

Motion by Hamilton/Polach to approve the resolution and forward to county board for their consideration. Motion carried 3-1. Voting no was Winch.

Chair Breu declared the meeting adjourned at 9:18 AM.

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

Committee Report

County of Wood

Report of claims for: INFORMATION TECHNOLOGY

For the period of: NOVEMBER 2021

For the range of vouchers: 27210462 - 27210492

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27210462	AMAZON CAPITAL SERVICES	CB AND IT WIRELESS HDMI	10/19/2021	\$399.98	P
27210463	AMAZON CAPITAL SERVICES	PHONE CORDS, VELCRO, KEY RINGS	10/28/2021	\$53.89	P
27210464	CHARTER COMMUNICATIONS	INTERNET PRO100 ACCT 0209726	10/24/2021	\$130.00	P
27210465	CORE BTS INC	NETWORK SUPPORT SERVICES	09/20/2021	\$84.94	P
27210466	SOLARUS	PHONE CHGS ACCT 00063942-1	11/01/2021	\$2,134.84	P
27210467	SOLARUS	PHONE CHGS ACCT 00077856-5	11/01/2021	\$223.55	P
27210468	SOLARUS	PHONE CHGS ACCT 00061009-7	11/01/2021	\$69.99	P
27210469	TDS TELECOM	PHONE CHARGES	10/28/2021	\$71.04	P
27210470	TDS TELECOM	PHONE CHARGES	10/28/2021	\$58.39	P
27210471	TDS TELECOM	PHONE CHARGES	10/28/2021	\$44.52	P
27210472	TDS TELECOM	PHONE CHARGES	10/28/2021	\$58.84	P
27210473	TDS TELECOM	PHONE CHARGES	10/28/2021	\$22.35	P
27210474	US CELLULAR	CELL PHONE CHGS ACCT 277407322	10/16/2021	\$625.19	P
27210475	US CELLULAR	CELL PHONE CHGS ACCT 851710598	10/16/2021	\$334.58	P
27210476	US CELLULAR	CELL PHONE CHGS ACCT 203538532	10/20/2021	\$2,150.61	P
27210477	US CELLULAR	CELL PHONE CHGS ACCT 203391922	10/20/2021	\$10.69	P
27210478	AMAZON CAPITAL SERVICES	HEALTH DEPT CAR CHARGERS	11/01/2021	\$375.90	P
27210479	AMAZON CAPITAL SERVICES	PARKS PHONE CASE, SCRN PROTECT	11/03/2021	\$30.98	P
27210480	AMAZON CAPITAL SERVICES	HEALTH DEPT WEBCAM	11/03/2021	\$27.99	P
27210481	AT&T MOBILITY	IT & COMM WIRELESS	10/23/2021	\$138.36	P
27210482	GOLDFAX	NETWORK FAXING	11/06/2021	\$65.05	P
27210483	STREAMLINE HEALTHCARE SOLUTIONS LLC	TCM AD INTEGRATION	10/25/2021	\$2,000.00	P
27210484	VERIZON	CELL CHGS ACCT 242258062-00001	11/01/2021	\$7,139.92	P
27210485	CDW GOVERNMENT INC	RADIO ROOM PATCH PANEL	10/28/2021	\$174.08	P
27210486	CENTURYLINK	PHONE/LONG DISTANCE CHARGES	11/01/2021	\$11.55	P
27210487	CHARTER COMMUNICATIONS	WR FIBER ACCT 0294876	10/28/2021	\$1,148.50	P
27210488	CHARTER COMMUNICATIONS	MFLD FIBER ACCT 0364818	11/09/2021	\$541.16	P
27210489	RHYME BUSINESS PRODUCTS	PRINTER/COPIER CHARGES	11/04/2021	\$6,159.47	P
27210490	RHYME (Portage)	NORWOOD TONER	10/29/2021	\$52.42	P
27210491	TIME WARNER CABLE	NETWORK SERVICES	11/01/2021	\$2,264.21	P
27210492	US BANK	BITBUCKET LICENSE RENEWAL	11/17/2021	\$10.00	P
Grand Total:				\$26,612.99	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

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Wood County WISCONSIN

INFORMATION TECHNOLOGY

November 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. Completed migration to the new Citrix environment. Substantial time has been spent preparing and moving to the latest version of Citrix. This will provide enhancements, and stability for the applications used through Citrix and allows Server Operating Systems to be updated to current versions. This migration involved moving approximately 25 applications and has around 100 internal and external users connect at any given time. This project was incredibly successful and was completed November 16th. The old environment has been decommissioned. The new environment is expected to provide 8 years of support before an update is necessary.
3. Finalizing 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. The old MDM environment was disabled on November 30th except for staff identified by management as needing remote access.
4. Worked on upgrading the Dispatch Medical Question Software (ProQA) and licensing system for the new 2022 year.
5. Deployed new CAD Mapping data to Dispatchers to test before rolling out to all law enforcement users.
6. Due to current SPAM email filter end of life on 11/30/2021, a new appliance has been configured and was put into production on November 20th. This appliance attempts virus removal, filters SPAM and phishing email before reaching individual mailboxes and allows for encryption for departments sending protected information.
7. Completed process to upgrade the Sheriff's Department Citation System (TraCS) to the latest version.
8. 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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9. Planning and configuration to move the final three departments to DUO, Two Factor Authentication, continues. Once Duo is implemented in these departments, two factor will be used Countywide to provide additional security of the County network and resources. This project should be completed by end of this year.
 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. 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.
 13. Support for GCS property tax systems is ongoing. Server and software preparation for the 2021 property tax bill generation is complete. 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.
 14. Development for adding new well water permits into the Planning & Zoning Department system continues.
 15. Register of Deeds vendor access utilizing the new Citrix environment was tested and successful.
 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.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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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.
 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. IT, HR and Finance staff attended a demo with the new vendor to discuss financial and support impact. The TimeStar system configuration changes is ongoing. IT works to adjust settings as change requests occur. Additions this month include preparations for COLA, work with a new support procedure and PBJ CMS export file adjustments. 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 October, 516 helpdesk requests were created, with staff completing 526 tickets and leaving 141 open requests. These numbers represent service requests from departments throughout the County. There are currently 296 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.
 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. Recruitment for this position has begun.

Committee Report

County of Wood

Report of claims for: MAINTENANCE

For the period of: NOVEMBER 2021

For the range of vouchers: 19210831 - 19210908

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19210831	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	10/25/2021	\$5,514.80	P
19210832	AMAZON CAPITAL SERVICES	SHOP SUPPLIES	10/18/2021	\$26.80	P
19210833	AMAZON CAPITAL SERVICES	FRAME	10/27/2021	\$4.79	P
19210834	CRESCENT ELECTRIC SUPPLY CO	CH UPDATES-ELECTRICAL SUPPLIES	10/11/2021	\$26.50	P
19210835	CURRENT TECHNOLOGIES INC	CH MEP UPDATE-CONNECT GENERATR	10/22/2021	\$1,700.00	P
19210836	FIRE & SAFETY EQUIPMENT INC	SEMI ANNUAL FIRE SYSTEM SVC	10/21/2021	\$366.75	P
19210837	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	10/26/2021	\$105.42	P
19210838	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	10/27/2021	\$393.03	P
19210839	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	10/27/2021	\$574.03	P
19210840	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC 12TH ST	10/27/2021	\$465.07	P
19210841	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	10/27/2021	\$167.52	P
19210842	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	10/27/2021	\$97.98	P
19210843	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	10/27/2021	\$47.66	P
19210844	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	10/27/2021	\$20.85	P
19210845	WISCONSIN VALLEY BUILDING PRODUCTS	TOOLS	10/21/2021	\$34.06	P
19210846	CRESCENT ELECTRIC SUPPLY CO	CH UPDATES - FREIGHT CHARGE	10/22/2021	\$8.04	P
19210847	STOCOR PORTABLE STORAGE	JAIL PROJECT- STORAGE POD	10/26/2021	\$6,115.00	P
19210848	STOCOR PORTABLE STORAGE	JAIL PROJECT - STORAGE POD	10/26/2021	\$6,115.00	P
19210849	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	10/28/2021	\$327.64	P
19210850	AMAZON CAPITAL SERVICES	CLEANING SUPPLIES	11/01/2021	\$24.56	P
19210851	AMAZON CAPITAL SERVICES	LOCKS	11/01/2021	\$79.94	P
19210852	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	11/03/2021	\$15.99	P
19210853	AMAZON CAPITAL SERVICES	CH & RB SAFETY EQUIPMENT	11/03/2021	\$441.94	P
19210854	COMPLETE CONTROL	CREDIT MEMO - CH UPDATES	09/30/2021	(\$25.30)	P
19210855	COMPLETE CONTROL	SERVICE CALL - JAIL FIRE ALARM	10/28/2021	\$157.50	P
19210856	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	11/02/2021	\$5,561.01	P
19210857	CRESCENT ELECTRIC SUPPLY CO	WIRE	11/02/2021	\$287.19	P
19210858	ECON ELECTRIC	CH UPDATES - MOVE CAT6 3RD FLR	10/29/2021	\$784.00	P
19210859	GAPPA SECURITY SOLUTIONS LLC	CH SECURITY - EMER EXIT RELAY	10/25/2021	\$568.00	P
19210861	K & W GLASS INC	RB WINDOW REPLACEMENT	10/28/2021	\$63,894.00	P
19210862	VAN ERT ELECTRIC COMPANY INC	RB SERVICE CALL	11/01/2021	\$258.00	P
19210863	WE ENERGIES	GAS SERVICE COMMUNICATIONS	10/31/2021	\$47.20	P
19210864	WE ENERGIES	GAS SERVICE 12TH STREET	10/31/2021	\$16.35	P
19210865	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	10/31/2021	\$60.32	P

Committee Report - County of Wood

MAINTENANCE - NOVEMBER 2021

19210831 - 19210908

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19210866	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	10/31/2021	\$10.89	P
19210867	DM STAMPS & SPECIALTIES	STAMPS	11/10/2021	\$32.73	P
19210868	ADVANCED DISPOSAL	WASTE DISPOSAL FEES	10/31/2021	\$731.64	P
19210869	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	11/04/2021	\$206.25	P
19210870	APPLIED INDUSTRIAL TECHNOLOGY	BELTS - JAIL	11/02/2021	\$9.76	P
19210871	DOORWORKS INC	DOOR CABLES - SALLY PORT	11/01/2021	\$31.30	P
19210872	WE ENERGIES	GAS SERVICE JAIL	11/09/2021	\$787.88	P
19210873	WE ENERGIES	GAS SERVICE RIVER BLOCK	11/09/2021	\$1,946.03	P
19210874	WE ENERGIES	GAS SERVICE COURTHOUSE	11/09/2021	\$2,193.90	P
19210875	KRANZ INC	CLEANING SUPPLIES	11/17/2021	\$177.68	P
19210876	KRANZ INC	CLEANING SUPPLIES	11/17/2021	\$73.72	P
19210877	VENTURE ARCHITECTS	JAIL PROJECT-PROFESSIONAL SERV	10/28/2021	\$279,089.57	P
19210878	ACE HARDWARE	SHOP SUPPLIES	10/26/2021	\$7.77	P
19210879	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	11/09/2021	\$83.70	P
19210880	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	11/17/2021	\$283.61	P
19210881	AMAZON CAPITAL SERVICES	SUPPLIES	11/15/2021	\$19.19	P
19210882	AMAZON CAPITAL SERVICES	TRK SPRINGS-SNOW REMOVAL EQUIP	11/15/2021	\$469.31	P
19210883	CRESCENT ELECTRIC SUPPLY CO	ELECTRICAL SUPPLIES	11/02/2021	\$45.51	P
19210884	CRESCENT ELECTRIC SUPPLY CO	RB RECESSED LIGHTS	11/02/2021	\$596.02	P
19210885	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	11/10/2021	\$314.21	P
19210886	GAPPA SECURITY SOLUTIONS LLC	REKEY RB JANITORS CLOSET	11/15/2021	\$189.40	P
19210887	HOME DEPOT CREDIT SERV (Maintenance)	CH, RB, JAIL, RB WINDOWS	11/05/2021	\$848.03	P
19210888	MENARDS - PLOVER	JACKET - SAFETY	11/08/2021	\$59.99	P
19210889	NORTHSTAR ENVIRONMENTAL TESTING LLC	CH UPDATES-ASBESTOS TEST BR4	11/11/2021	\$1,580.00	P
19210890	OTIS ELEVATOR CO	RB ELEVATOR SVC 12/1-12/31/21	11/04/2021	\$7.26	P
19210891	RON'S REFRIGERATION & AC INC	CH HVAC SERVICE CALL	11/09/2021	\$336.00	P
19210892	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	11/16/2021	\$90.00	P
19210893	STOCOR PORTABLE STORAGE	RELOCATE STORAGE POD	11/08/2021	\$240.00	P
19210894	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	11/11/2021	\$2,161.28	P
19210895	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	11/11/2021	\$249.24	P
19210896	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	11/11/2021	\$785.12	P
19210897	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	11/11/2021	\$67.88	P
19210898	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	11/11/2021	\$27.89	P
19210899	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	11/11/2021	\$43.37	P
19210900	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	11/11/2021	\$9.15	P
19210901	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	11/11/2021	\$94.45	P
19210902	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	11/11/2021	\$3,286.78	P
19210903	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	11/11/2021	\$7,074.95	P
19210904	WISCONSIN VALLEY BUILDING PRODUCTS	TOOLS	11/10/2021	\$46.89	P
19210905	US BANK	TRLR PTS,WR CHR, JAIL, CH HVAC	11/17/2021	\$1,064.97	P
19210906	QUALITY PLUS PRINTING INC	PRINTING	11/23/2021	\$70.00	P
19210907	KRANZ INC	CLEANING SUPPLIES	11/23/2021	\$53.53	P

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19210908	STAPLES ADVANTAGE	OFFICE SUPPLIES	11/23/2021	\$4.55	P
Grand Total:				\$399,783.04	

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 2021

Ongoing Projects and Planning

Jail – The schematic design phase for the new facility is nearly complete; the next phase of design includes further development of facility and site details that are important for the day-to-day as well as long-term functionality and efficiency of the new building and our entire Courthouse/Jail location.

The City of Wisconsin Rapids Common Council, Planning Commission, and Public Works Committee all recommended and approved the discontinuance of Avon Street, between Market Street and 5th Street, which is necessary for the new Jail project. We will continue working with the City on project details related to downtown zoning ordinance.

Courthouse – The Clerk of Courts project is currently out to bid; contracts are scheduled to be awarded before the New Year, with construction beginning early in January.

Our elevator upgrade is tentatively scheduled to begin the last week of December; the contractor will provide more definitive information in the coming weeks.

River Block – Window replacement is nearly complete. The second and third floor windows along Jackson Street are the last remaining original windows and should be completed in the first or second week of December.

Miscellaneous

Attended PIT, Operations, County Board, Jail Construction AdHoc, HHS, WR Council, and numerous project meetings.