

PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

DATE: Tuesday, September 6, 2022

TIME: 1:00 p.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. 2023 I.T. Budget
 - d. Disruption to IT Operations due to Construction
5. **Maintenance Dept.**
 - a. Vouchers
 - b. Monthly Comments
 - c. 2023 Maintenance Budget
6. Sale of Meadowbrook 4H Property
7. Twelfth St. Property Update
8. Discuss 17th Ave. Property
9. Future Agenda Items
10. Set date and time of next meeting
11. Adjourn

Join by phone

+1-408-418-9388 United States Toll

Meeting number (access code): 2493 802 1413

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=me507147a48394f40a4de858fea86104d>

Meeting number (access code): 2493 802 1413

Meeting password: 090622

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE
MEETING MINUTES**

DATE: Monday, August 1, 2022
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Room 114

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

OTHERS PRESENT (for part or all of the meeting): **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 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. Amy Kaup answered general questions pertaining to her department's vouchers.

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

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

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. Voting No: Winch

(b) Facilities Manager Van Tassel highlighted his monthly report and answered questions. Lengthy discussion ensued regarding River Block updates and security. Corporation Counsel, Kastenholtz shared information pertaining to conceal/carry laws.

6. Brian Spranger from First Weber Realty, shared an update on the Twelfth Street property indicating due to financing the interested party was no longer interested. The current listing is expiring this week. Discussion ensued.

Motion (Hamilton/Polach) to renew the Twelfth Street listing for sale for twelve months with First Weber Realty at the current price of \$399,000.00. Motion carried unanimously.

7. Jason Grueneberg from Planning and Zoning presented background information regarding the vacant Seventeenth Street property the County owns. Lengthy discussion ensued. Chair, Pliml will arrange a free market analysis. Grueneberg will bring various options for the property at the next meeting.

8. Agenda items for the next meeting:

- Kaup indicated the need for a special meeting before County Board on 8/23/22 at 9:00 a.m. to discuss the District Attorney printer/copier needs. Due to room availability, this will be in the Safety Training room-105.
 - Twelfth Street Property
 - Seventeenth Avenue Property
 - Maintenance and Information Technology budgets
9. The next Committee meeting will be Tuesday, September 6, 2022 at 1:00 p.m. in meeting room 114.
10. Chair Breu declared the meeting adjourned at 10:41 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 August 1, 2022

NAME (PLEASE PRINT)	REPRESENTING
Jeff Pearlman	District 11
DENNIS POCHAK	WCB 14
Bill Clandinning	WCB 15
R VARTASSEK	WC MAINT
ALBREU	WC #6
AMY KAUP	IT
JASON DEMARCO	IT
Peter Kastenholz	Corp. Counsel
Jason Gruenberg	Pt 2
NICOLE GESSERT	WC MAINT
BRAD HAMILTON	WCB #18
BILL WINCH	WCB #9
* VIA WEBEX *	
Lance PLIML	WCB #16
Brian SPRANGER	FIRST WEBER

PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

DATE: Tuesday, August 23, 2022

TIME: 8:30 a.m.

LOCATION: Room 114, Wood County Courthouse

Members Present: Chairman Al Breu, Dennis Polach, Jeff Penzkover, William Winch, Brad Hamilton (via WebEx)

Also present: See attached sheet

1. Chairman Breu called the meeting to order at 8:30 AM.
2. There was no public comment.
3. Review Printer/Copier needs for District Attorney's Office. IT Director Kaup explained the printer management system and how the number of printers within an office are calculated. This calculation resulted in a decrease of the number of printers needed for the District Attorney's office. District Attorney Lambert discussed how his office is set up and that they would like the number of printers to remain as it is. Discussion ensued. Motion by Hamilton/Penzkover to approve the District Attorney's request to keep the number of printers/copiers the same and request the appropriate funding be placed into the IT budget to cover the expense. Motion carried unanimously.
4. Chairman Breu adjourned the meeting at 8:41 AM.

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

Property & Information Technology Committee
August 23, 2022

[illegible]

Committee Report

County of Wood

Report of claims for: INFORMATION TECHNOLOGY

For the period of: AUGUST 2022

For the range of vouchers: 27220359 - 27220425

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27220359	AMAZON CAPITAL SERVICES	HS HEADSET	07/25/2022	\$224.33	P
27220360	AMAZON CAPITAL SERVICES	CARTS & TV-CH 115 & MF 4TH FLR	07/26/2022	\$903.94	P
27220361	AMAZON CAPITAL SERVICES	IT FLOOR MAT, ADAPTER	07/27/2022	\$78.55	P
27220362	AMAZON CAPITAL SERVICES	HEALTH HEADSET	07/29/2022	\$30.00	P
27220363	AMAZON CAPITAL SERVICES	FLASH DRIVES	08/01/2022	\$382.70	P
27220364	CDW GOVERNMENT INC	MAINT BLUEBEAM REVU SOFTWARE	07/14/2022	\$430.07	P
27220365	CHARTER COMMUNICATIONS	INTERNET PRO100 ACCT 0209726	07/24/2022	\$134.65	P
27220366	INSIGHT PUBLIC SECTOR INC	2ND PC ORDER 2022	07/15/2022	\$4,117.00	P
27220367	INSIGHT PUBLIC SECTOR INC	3RD PC ORDER 2021	07/15/2022	\$947.34	P
27220368	INSIGHT PUBLIC SECTOR INC	HS FSET DOCKING STATION	07/15/2022	\$179.00	P
27220369	INSIGHT PUBLIC SECTOR INC	RANGER STATION APS	07/17/2022	\$5,779.17	P
27220370	INSIGHT PUBLIC SECTOR INC	HPE MSA STORAGE REPLACEMENT	07/18/2022	\$13,963.33	P
27220371	INSIGHT PUBLIC SECTOR INC	3RD PC ORDER 2022	07/20/2022	\$23,528.48	P
27220372	INSIGHT PUBLIC SECTOR INC	3RD PC ORDER 2022	07/21/2022	\$32,387.28	P
27220373	INTER-QUEST CORP	BR 4 PROJECTION SCREEN	07/31/2022	\$5,005.95	P
27220374	SOLARUS	PHONE CHGS ACCT 00063942-1	08/01/2022	\$2,141.22	P
27220375	SOLARUS	PHONE CHGS ACCT 00077856-5	08/01/2022	\$223.76	P
27220376	SOLARUS	PHONE CHGS ACCT 00061009-7	08/01/2022	\$69.99	P
27220377	TDS TELECOM	PHONE CHARGES	07/28/2022	\$71.82	P
27220378	TDS TELECOM	PHONE CHARGES	07/28/2022	\$59.01	P
27220379	TDS TELECOM	PHONE CHARGES	07/28/2022	\$44.79	P
27220380	TDS TELECOM	PHONE CHARGES	07/28/2022	\$60.46	P
27220381	TDS TELECOM	PHONE CHARGES	07/28/2022	\$17.85	P
27220382	AMAZON CAPITAL SERVICES	CREDIT MEMO - COC BUSY LIGHTS	08/02/2022	(\$54.40)	P
27220383	US CELLULAR	CELL PHONE CHGS ACCT 277407322	07/16/2022	\$619.94	P
27220384	US CELLULAR	CELL PHONE CHGS ACCT 851710598	07/16/2022	\$205.71	P
27220385	US CELLULAR	CELL PHONE CHGS ACCT 203538532	07/20/2022	\$2,188.44	P
27220386	US CELLULAR	CELL PHONE CHGS ACCT 203391922	07/20/2022	\$7.79	P
27220387	AMAZON CAPITAL SERVICES	NW WIRELESS KEYBOARD & MOUSE	08/03/2022	\$34.99	P
27220388	AMAZON CAPITAL SERVICES	HS HEADSET EAR PADS	08/03/2022	\$7.99	P
27220389	AMAZON CAPITAL SERVICES	3RD PC ORDER LENOVO DOCKS	08/03/2022	\$8,729.60	P
27220390	AMAZON CAPITAL SERVICES	HD ERASER, KEYBOARDS, CABLES	08/08/2022	\$915.81	P
27220391	AMAZON CAPITAL SERVICES	MAINT ERGONOMIC MOUSE	08/09/2022	\$90.99	P
27220392	AT&T MOBILITY	IT COMMUNICATIONS EM CELL CHGS	07/23/2022	\$788.61	P

INFORMATION TECHNOLOGY - AUGUST
2022

27220359 - 27220425

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27220393	CENTURYLINK	PHONE/LONG DISTANCE CHARGES	08/01/2022	\$9.79	P
27220394	CHARTER COMMUNICATIONS	WR FIBER ACCT 0294876	07/28/2022	\$1,298.53	P
27220395	INSIGHT PUBLIC SECTOR INC	3RD PC ORDER 2022	07/29/2022	\$8,823.18	P
27220396	RHYME BUSINESS PRODUCTS	PRINTER/COPIER CHARGES	08/04/2022	\$6,159.47	P
27220397	TIME WARNER CABLE	NETWORK SERVICES	08/01/2022	\$2,326.75	P
27220398	VERIZON	CELL CHGS ACCT 242258062-00001	08/01/2022	\$6,566.59	P
27220399	AMAZON CAPITAL SERVICES	FLASH DRIVES	08/07/2022	\$84.22	P
27220400	AMAZON CAPITAL SERVICES	HWY PHONE CASE, SCRNM PROTECTOR	08/09/2022	\$23.94	P
27220401	AMAZON CAPITAL SERVICES	NW PRIVACY SCREENS	08/09/2022	\$89.98	P
27220402	AMAZON CAPITAL SERVICES	MAINT ERGONOMIC KEYBOARD	08/10/2022	\$114.99	P
27220403	AMAZON CAPITAL SERVICES	HS CELL PHONE CASE	08/11/2022	\$16.99	P
27220404	AMAZON CAPITAL SERVICES	CREDIT MEMO - COC BUSY LIGHT	08/11/2022	(\$20.00)	P
27220405	CHARTER COMMUNICATIONS	MFLD FIBER ACCT 0364818	08/09/2022	\$465.38	P
27220406	GOLDFAX	NETWORK FAXING	08/10/2022	\$67.75	P
27220407	INSIGHT PUBLIC SECTOR INC	3RD PC ORDER 2022	07/28/2022	\$4,048.41	P
27220408	INSIGHT PUBLIC SECTOR INC	HS MONITOR	08/04/2022	\$175.09	P
27220409	INSIGHT PUBLIC SECTOR INC	HS MONITOR	08/08/2022	\$175.09	P
27220410	INSIGHT PUBLIC SECTOR INC	CODEC PLUS FOR 114 VC	08/08/2022	\$82.59	P
27220411	INSIGHT PUBLIC SECTOR INC	CODEC PLUS FOR 114 VC	08/06/2022	\$9,945.75	P
27220412	INSIGHT PUBLIC SECTOR INC	3RD PC ORDER 2022	08/06/2022	\$2,223.16	P
27220413	INSIGHT PUBLIC SECTOR INC	3RD PC ORDER 2022	08/05/2022	\$10,510.50	P
27220414	US BANK	LODGING, JOTFORM, PLURALSIGHT	08/17/2022	\$753.05	
27220415	AMAZON CAPITAL SERVICES	PROJECTORS - TRNG RM & CH 114	08/17/2022	\$2,258.00	
27220416	AMAZON CAPITAL SERVICES	CORONER IPAD ACCESSORIES	08/17/2022	\$286.63	
27220417	AMAZON CAPITAL SERVICES	PHONE CORDS, KEYBRDS, ADAPTER	08/18/2022	\$188.37	
27220418	AMAZON CAPITAL SERVICES	LONG CAT6 PATCH CABLES	08/19/2022	\$157.82	
27220419	AMAZON CAPITAL SERVICES	HS LAPTOP CHARGER	08/19/2022	\$26.50	
27220420	AMAZON CAPITAL SERVICES	P&Z PHONE CASE, SCRNM PROTECTOR	08/22/2022	\$15.88	
27220421	INSIGHT PUBLIC SECTOR INC	CODEC PLUS FOR 114 VC	08/09/2022	\$8,928.15	
27220422	INSIGHT PUBLIC SECTOR INC	PE INTERN PCS	08/17/2022	\$700.36	
27220423	INSIGHT PUBLIC SECTOR INC	ARPA - HS ES PCS & HEADSETS	08/17/2022	\$10,479.56	
27220424	INSIGHT PUBLIC SECTOR INC	4TH PC ORDER 2022	08/17/2022	\$2,115.80	
27220425	INSIGHT PUBLIC SECTOR INC	GRANT - HS PCS	08/17/2022	\$350.18	

Grand Total:**\$183,764.61**

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____



Wood County WISCONSIN

INFORMATION TECHNOLOGY

August 2022

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 newly trained programmer analyst intern.
2. Continued development on automation of Incident Based Reporting (IBR) file acquisition for all agencies.
3. Fixed process for importing data from eTime into Tracs for Sheriff's Department to allow for a more efficient data entry.
4. Applied updates to Avigilon, Door Control, Integration with Active Directory (AD) to check for potential security concerns and report them to maintenance.
5. Worked with Finance and Coroner to get deputy Coroners off their personal PCs for work. Items have been ordered and received.
6. Enhanced Avigilon AD Integration to provide more meaningful updates to IT.
7. New wireless access points were deployed at North, South, and Dexter Parks.
8. Provided technical support for Questica budgeting software for 2023 budget preparation. Worked with Finance department staff to identify and resolve any technical issues that came up.
9. Continued work with the Parks and Forestry department to update the remote gate control and monitoring systems for Dexter and Wazeecha dams. The Wazeecha dam portion of the project is complete and in good working order. New controller hardware at the Dexter dam gate control building will be installed starting Sept 1.
10. Continued work on developing an updated internal employee web portal with a new, easier to update and easier to navigate design. Created a new website area for the Maintenance Department to keep staff up to date on the Jail construction project with announcements and project files.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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11. Continued work with the Treasurer's office on historical tax roll scanning. Documents continue to be added as our scanning partner picks up tax roll books and imports the digital version into Laserfiche.
 12. Worked with vendor and ROD to find a replacement scanner for the vault.
 13. 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 newly trained 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.
 14. RtVision, Highway Department time and material tracking system, discussions concerning the future of security and setup of the Wood County RtVision servers concluded. Migration to the RtVision AWS has been approved and scheduled for early October.
 15. 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.
 16. Support for GCS property tax systems is ongoing. IT attended the GCS LandNav, now Catalis company, Wisconsin clients meeting that shared the new company's future support and migrations plans. A second demo to further discuss the upgrade of the property tax software is scheduled for IT and Treasurer. 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.
 17. Development for adding new well water permits into the Planning & Zoning Department system continues.
 18. Substantial time continues to be spent transitioning to the new Human Services Electronic Health Record System, SmartCare. Started trial runs to migrate legacy service records out of TCM as PDFs to be imported into 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 resolve various issues with go live and to create custom reports for SmartCare. Access to TCM and IMS have been restricted to read only. Converted Aspirus NRC Health report from TCM to Smartcare.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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19. 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.
 20. Support and upgrades for multiple departmental use of Quicken software is ongoing.
 21. The final 2022 order for the PC Replacement was placed. Equipment continues to arrive from previous orders. Deployment of devices has been a top priority. In August 68 computers have been imaged, and most were also deployed. The rest will be placed within the next couple of weeks.
 22. Network staff have been working with the Communications Center and Sheriff Department to complete their Wisconsin CIB (Criminal Information Bureau) audits related to the handling of Criminal Justice data. These audits are completed every three years and covers every aspect of protecting this data including staff training, physical and electronic data handling both at rest (in storage) and in transit (while being accessed via electronic means), and disposal of data after it is no longer needed.
 23. Staff has also been working with the Safety & Risk specialist to complete the annual cyber survey required by Wood County's insurance company.
 24. Hardware has been ordered to upgrade the video conference system in room 114. This includes a large screen, new projector with easier access to inputs, and multiple microphones to make the conversation easier to hear for virtual attendees no matter where anyone is talking in the room. A new projector is also being placed in the Training Room, as the current projector is no longer functioning.
 25. A video conference unit similar to the one currently in room 114 was requested to be placed in conference room 115. This hardware was purchased and will allow another space for holding meetings.
 26. Staff continue to work on implementing PortBlocker, a software that will stop unapproved storage devices from being used on County hardware. Portable storage drives, like USB Drives, are a very easy and common method for viruses and other malicious software to infect our network. Implementation includes meeting with managers to understand why USB drives are used and look for alternative ways to securely transport data.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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27. Thorough investigations of several reported possible phishing attacks were completed. Some were identified as viable threats and eliminated before anything malicious could happen.
 28. 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.
 29. The new hire security training required for access to Wood County systems was reviewed and updated. The Wood County Technology Security Training page on the employee intranet has also been updated to include newsletters, tips, and trainings to further assist staff in protecting the Wood County network as well as their home networks.
 30. Staff was on site to assist with the power outage created with the moving of utilities in preparation for the new jail project.
 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.
 32. For the month of July, 475 helpdesk requests were created, with staff completing 479 tickets and leaving 150 open requests. These numbers represent service requests from departments throughout the County. There are currently 394 project requests from departments.
 33. Continue to apply numerous security patches to servers. These updates include fixes for functionality and security patches that keep servers as secure as possible.
 34. At the end of August, we will be losing two of our interns. Chi You Vang will be leaving to complete his education at UW-Stout. James Curran has completed his studies at Mid-State Technical College and is currently looking for a position in Cyber Security. Andrew Bliet will continue his internship with Wood County while continuing his studies at Mid-State Technical College.
 35. IT Programmers Analyst team works to train the new Programmer Analyst and Programmer Analyst intern.
 36. Worked on budget related items to provide information to Departments for budgets. Compiled IT budgets and promoted to Finance.



Department Operating Budget Narrative

Account Number	Description	2023 Requested	2022 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
27 - Information Technology						
2701 - IT						
Revenue / Funding Source						
2701-47415 - Local Dept Charges-Systems						
101-2701-47415-???-000	47-000 - Intergovernmental Charges for Services	0	0	0	0.00%	
Expense / Expenditure						
2701-51450 - Information Systems						
101-2701-51450-???-101	101 - Wages-Permanent	842,755	750,711	92,044	+12.26%	add CSM/HelpDesk Lead Position +76,616 to budget
101-2701-51450-???-107	107 - Sick Leave	43,719	39,509	4,209	+10.65%	
101-2701-51450-???-108	108 - Vacation	60,106	54,616	5,490	+10.05%	
101-2701-51450-???-109	109 - Holiday	36,243	32,753	3,490	+10.65%	
101-2701-51450-???-110	110 - Funeral/Jury/Other	0	0	0	0.00%	
101-2701-51450-???-119	119 - In or Out Call Pay	15,300	14,204	1,097	+7.72%	
101-2701-51450-???-120	120 - FICA	76,356	68,222	8,134	+11.92%	
101-2701-51450-???-130	130 - Health Insurance	208,650	189,925	18,725	+9.86%	
101-2701-51450-???-132	132 - Post Employment Benefits	13,122	14,107	(985)	-6.98%	
101-2701-51450-???-133	133 - Vision Insurance	623	587	35	+6.03%	
101-2701-51450-???-140	140 - Life Insurance	136	134	3	+1.89%	
101-2701-51450-???-151	151 - Retirement	65,118	56,277	8,842	+15.71%	
101-2701-51450-???-156	156 - Unemployment Compensation	0	0	0	0.00%	
101-2701-51450-???-160	160 - Worker's Compensation	11,195	9,431	1,763	+18.69%	HR Value
101-2701-51450-???-172	172 - Training / Conference / CPE	7,200	7,200	0	0.00%	
101-2701-51450-???-219	219 - Prof Serv-Other	31,195	13,000	18,195	+139.96%	TRS Project \$18,195 onetime cost



Department Operating Budget Narrative

101-2701-51450-???-221	221 - Utility Service-Cellphone / Telephone	60,800	58,100	2,700	+4.65%
101-2701-51450-???-230	230 - R/M Serv-PC Replacement	10,125	9,690	435	+4.49%
101-2701-51450-???-243	243 - R/M Serv Other-Equipment	413,196	397,274	15,922	+4.01% increases in various maintenance agreements
101-2701-51450-???-311	311 - Office Supplies	1,400	1,400	0	0.00%
101-2701-51450-???-312	312 - Copy Expense	100	100	0	0.00%
101-2701-51450-???-313	313 - Postage	15	15	0	0.00%
101-2701-51450-???-325	325 - Dues & Subscriptions	100	100	0	0.00%
101-2701-51450-???-331	331 - Mileage	3,700	9,500	(5,800)	-61.05% reduction in travel
101-2701-51450-???-332	332 - Meals	0	0	0	0.00%
101-2701-51450-???-333	333 - Lodging / Hotels	4,000	3,400	600	+17.65%
101-2701-51450-???-336	336 - Parking	0	0	0	0.00%
101-2701-51450-???-350	350 - Repair & Maintenance Supplies	75,000	127,000	(52,000)	-40.94%
101-2701-51450-???-511	511 - Insurance-Liability	6,210	5,818	392	+6.74%
101-2701-51450-???-531	531 - Rent-Interdepartment	44,760	44,760	0	0.00%
101-2701-51450-???-532	532 - Rent-Building	1,232	1,232	0	0.00%
101-2701-51450-???-535	535 - Leases-Equipment	85,660	74,315	11,345	+15.27% Sheriff, DA, Child Support Depart added to PM Contract
101-2701-51450-???-814	814 - Computers & Printers	0	38,500	(38,500)	-100.00%

2702 - IT-Voice Over IP

Revenue / Funding Source

2702-47415 - Local Dept Charges-Systems

101-2702-47415-???-000	47-000 - Intergovernmental Charges for Services	121,100	117,200	3,900	+3.33%
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Expense / Expenditure

2702-51451 - Voice Over IP

101-2702-51451-???-221	221 - Utility Service-Cellphone / Telephone	35,700	38,200	(2,500)	-6.54%
101-2702-51451-???-341	341 - Operating Supplies & Expense	36,900	18,900	18,000	+95.24% Hardware update



Department Operating Budget Narrative

101-2702-51451-???-350	350 - Repair & Maintenance Supplies	92,900	34,870	58,030	+166.42%	VOIP System Upgrade
2703 - IT-PC Replacement						
<u>Revenue / Funding Source</u>						
2703-47415 - Local Dept Charges-Systems						
705-2703-47415-???-000	47-000 - Intergovernmental Charges for Services	230,935	197,640	33,295	+16.85%	Increase in devices and price
<u>Expense / Expenditure</u>						
2703-51452 - 47415						
705-2703-51452-???-350	350 - Repair & Maintenance Supplies	381,330	137,600	243,730	+177.13%	more expensive devices up for replacement
705-2703-51452-???-814	814 - Computers & Printers	0	5,000	(5,000)	-100.00%	

Total 27 - Information Technology		2,312,810	1,941,610	371,200	+19.12%	
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Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2023 Budget	% Change	2022 Budget	2022 Actual	2022 Estimate
27 - Information Technology					
2701 - IT					
<u>Revenue / Funding Source</u>					
2701-47415 - Local Dept Charges-Systems					
47 - Intergov. Charges for Services	0	0.00%	0	0	
2701-47415 - Local Dept Charges-Systems Total	0	0.00%	0	0	
Revenue / Funding Source Total	0	0.00%	0	0	
<u>Expense / Expenditure</u>					
2701-51450 - Information Systems					
100 - Personnel Services	1,380,523	+11.54%	1,237,677	722,717	1,214,865
200 - Contractual Services	515,316	+7.79%	478,064	439,621	504,261
300 - Supplies and Expense	84,315	-40.42%	141,515	73,581	138,960
500 - Fixed Charges	137,861	+9.31%	126,124	83,321	125,125
800 - Capital Outlay	0	-100.00%	38,500	29,029	38,500
2701-51450 - Information Systems Total	2,118,015	+4.75%	2,021,880	1,348,270	2,021,711
Expense / Expenditure Total	2,118,015	+4.75%	2,021,880	1,348,270	2,021,711
2701 - IT Total	2,118,015	+4.75%	2,021,880	1,348,270	2,021,711
2702 - IT-Voice Over IP					
<u>Revenue / Funding Source</u>					
2702-47415 - Local Dept Charges-Systems					
47 - Intergov. Charges for Services	121,100	+3.33%	117,200	75,896	129,097
2702-47415 - Local Dept Charges-Systems Total	121,100	+3.33%	117,200	75,896	129,097
Revenue / Funding Source Total	121,100	+3.33%	117,200	75,896	129,097
<u>Expense / Expenditure</u>					
2702-51451 - Voice Over IP					
200 - Contractual Services	35,700	-6.54%	38,200	19,521	32,335
300 - Supplies and Expense	129,800	+141.40%	53,770	36,663	52,870
2702-51451 - Voice Over IP Total	165,500	+79.95%	91,970	56,183	85,205
Expense / Expenditure Total	165,500	+79.95%	91,970	56,183	85,205
2702 - IT-Voice Over IP Total	44,400	+275.98%	(25,230)	(19,713)	(43,892)
2703 - IT-PC Replacement					
<u>Revenue / Funding Source</u>					
2703-47415 - Local Dept Charges-Systems					
47 - Intergov. Charges for Services	230,935	+16.85%	197,640	131,760	197,640
2703-47415 - Local Dept Charges-Systems Total	230,935	+16.85%	197,640	131,760	197,640
Revenue / Funding Source Total	230,935	+16.85%	197,640	131,760	197,640
<u>Expense / Expenditure</u>					
2703-51452 - 47415					



Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2023 Budget	% Change	2022 Budget	2022 Actual	2022 Estimate
300 - Supplies and Expense	381,330	+177.13%	137,600	149,458	137,290
800 - Capital Outlay	0	-100.00%	5,000	0	0
2703-51452 - 47415 Total	381,330	+167.41%	142,600	149,458	137,290
Expense / Expenditure Total	381,330	+167.41%	142,600	149,458	137,290
2703 - IT-PC Replacement Total	150,395	+373.25%	(55,040)	17,698	(60,350)
27 - Information Technology Total	2,312,810	+19.12%	1,941,610	1,346,255	1,917,469



Department Operating Budget Summary

2023 Budget Summary						
Department: 27 - Information Technology	2701 - IT	2702 - IT-Voice Over IP	2703 - IT-PC Replacement	2023 Total	Change %	2022 Budget
Revenue / Funding Source						
47 - Intergov. Charges for Services	0	121,100	230,935	352,035	+11.81%	314,840
Revenue / Funding Source Total	0	121,100	230,935	352,035	+11.81%	314,840
Expense / Expenditure						
100 - Personnel Services	1,380,523			1,380,523	+11.54%	1,237,677
200 - Contractual Services	515,316	35,700		551,016	+6.73%	516,264
300 - Supplies and Expense	84,315	129,800	381,330	595,445	+118.20%	272,885
500 - Fixed Charges	137,861			137,861	+9.31%	126,124
Total Operating Expenditures	2,118,015	165,500	381,330	2,664,845	+20.42%	2,152,950
800 - Capital Outlay	0		0	0	-100.00%	5,000
Expense / Expenditure Total	2,118,015	165,500	381,330	2,664,845	+23.49%	2,157,950
Beginning Carryover	0	223,655	184,481	408,136	+22.91%	332,055
Ending Carryover	0	179,255	34,086	213,341	-48.26%	412,325
27 - Information Technology Total	2,118,015	0	0	2,312,810	+20.25%	1,923,380

2022 Budget Summary				
Department: 27 - Information Technology	2701 - IT	2702 - IT-Voice Over IP	2703 - IT-PC Replacement	2022 Budget
Revenue / Funding Source				
47 - Intergov. Charges for Services	0	117,200	197,640	314,840
Revenue / Funding Source Total	0	117,200	197,640	314,840
Expense / Expenditure				
100 - Personnel Services	1,237,677			1,237,677
200 - Contractual Services	478,064	38,200		516,264
300 - Supplies and Expense	81,515	53,770	137,600	272,885
500 - Fixed Charges	126,124			126,124
Total Operating Expenditures	1,923,380	91,970	137,600	2,152,950
800 - Capital Outlay	0		5,000	5,000
Expense / Expenditure Total	1,923,380	91,970	142,600	2,157,950
Beginning Carryover	0	137,555	194,500	332,055
Ending Carryover	0	162,785	249,540	412,325
27 - Information Technology Total	1,923,380	0	0	1,923,380

INFORMATION TECHNOLOGY

Mission:

The Wood County Information Technology Department is a service organization dedicated to providing and supporting the county wide voice/IP phone system, secure network infrastructure and computer systems necessary to acquire, organize, preserve, process, and access the data and information that is vital for conducting County operations.

Challenge:

The challenge of the Information Technology Department is to maintain and support existing software and hardware at the highest security and functionality level possible while constantly implementing and supporting additional systems and utilizing resources within strict budget, deadline and staffing limitations.

Activities:

The Information Technology Department provides employees with reliable access to phone and computer systems and 24/7 support of numerous systems. It distributes operating system upgrades and new applications across the county's entire network. It engineers and manages network and phone infrastructure, servers, PCs, printers and applications across various locations. It designs and creates in house applications. It provides vendor application selection, project management, installation, configuration and support.

Operating Position Cost Summary

Report data returned based on the user's security permissions.

Fiscal Year2023

Forecast Year2023

Department or Sub-DepartmentAll

Position	Pay Grade	Alloc. %	Salary	Modifiers	Premiums	Total	Hours	Premium Hours	FTE
27 - Information Technology			982,823	372,491	18,009	1,373,323	30,040	-	14.44
Grand Total			982,823	372,491	18,009	1,373,323	30,040	-	14.44

Committee Report

County of Wood

Report of claims for: MAINTENANCE

For the period of: AUGUST 2022

For the range of vouchers: 19220604 - 19220721 50121058 - 50121058

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19220604	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	07/25/2022	\$4,765.30	P
19220605	AMAZON CAPITAL SERVICES	SUPPLIES	07/26/2022	\$8.96	P
19220606	ASCENT CONSTRUCTION LLC	BR 4 - CARPENTRY WORK	07/22/2022	\$11,259.85	P
19220607	BDT INC	MONITOR BRACKETS	07/15/2022	\$49.85	P
19220608	COMPLETE CONTROL	SERVICE CALL	07/22/2022	\$142.25	P
19220609	GAPPA SECURITY SOLUTIONS LLC	KEYS	07/25/2022	\$26.50	P
19220610	GAPPA SECURITY SOLUTIONS LLC	KEYS	07/25/2022	\$56.25	P
19220611	LIBERTY CLEANERS INC	CLEANING COURTHOUSE, JAIL	07/22/2022	\$8,233.63	P
19220612	QUALITY DOOR & HARDWARE	BR 4 - REMAKE DOOR FRAME	07/22/2022	\$412.52	P
19220613	RON'S REFRIGERATION & AC INC	CH CHILLER SERVICE CALL	07/21/2022	\$367.50	P
19220614	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	07/27/2022	\$638.96	P
19220615	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC 12TH ST	07/27/2022	\$400.23	P
19220616	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	07/27/2022	\$236.23	P
19220617	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	07/27/2022	\$94.74	P
19220618	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	07/27/2022	\$42.88	P
19220619	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	07/27/2022	\$12.36	P
19220620	WINSUPPLY OF WISCONSIN RAPIDS	CH MEP UPDATES - SUPPLIES	07/15/2022	\$207.80	P
19220621	WISCONSIN VALLEY BUILDING PRODUCTS	BR 4 - CORE DRILL RENTAL	07/26/2022	\$170.80	P
19220622	VENTURE ARCHITECTS	JAIL PROJECT - PROF SERVICES	07/25/2022	\$495,370.71	P
19220623	DIAMOND BUSINESS GRAPHICS	PRINTING	08/02/2022	\$34.76	P
19220624	SCHILLING SUPPLY COMPANY	CLEANING SUPPLIES	08/02/2022	\$95.46	P
19220625	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	07/27/2022	\$429.29	P
19220626	AMAZON CAPITAL SERVICES	RADIO ROOM A/C MOTOR	07/29/2022	\$61.19	P
19220627	APPLIED INDUSTRIAL TECHNOLOGY	BELTS	07/28/2022	\$214.25	P
19220628	COMPLETE CONTROL	SERVICE CALL - CH A/C	07/28/2022	\$137.00	P
19220629	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	08/02/2022	\$8,010.88	P
19220630	ERON & GEE/HERMAN'S PLUMBING & HEATING	BR 4 - PLUMBING	07/30/2022	\$9,025.00	P
19220631	FIRST SUPPLY	AERATORS	07/29/2022	\$41.54	P
19220632	GAPPA SECURITY SOLUTIONS LLC	CH UPDATES-INSTALL ADDL CONTRL	08/01/2022	\$4,200.00	P
19220633	GRAINGER (Maintenance)	VALVE KIT FOR JAIL	08/04/2022	\$687.06	P
19220634	JFTCO INC	JAIL GENERATOR REPAIRS	07/25/2022	\$4,934.40	P
19220635	K & W GLASS INC	CH UPDATES-REPLACE WINDOW PANE	07/27/2022	\$139.78	P
19220636	NORTHSTAR ENVIRONMENTAL TESTING LLC	12TH ST - ASBESTOS TESTING	07/28/2022	\$2,690.00	P
19220637	RUESCH DRYWALL	BR 4 - DRYWALL	07/29/2022	\$8,000.00	P

Committee Report - County of Wood

MAINTENANCE - AUGUST 2022

50121058 - 50121058 19220604 - 19220721

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19220638	ULINE	JANITORIAL & SHOP SUPPLIES	07/28/2022	\$284.98	P
19220639	WE ENERGIES	GAS SERVICE COMMUNICATIONS	07/31/2022	\$10.56	P
19220640	WE ENERGIES	GAS SERVICE JAIL	07/31/2022	\$204.41	P
19220641	WE ENERGIES	GAS SERVICE RIVER BLOCK	07/31/2022	\$341.53	P
19220642	WE ENERGIES	GAS SERVICE COURTHOUSE	07/31/2022	\$267.47	P
19220643	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	07/31/2022	\$9.24	P
19220644	WE ENERGIES	GAS SERVICE 12TH ST	07/31/2022	\$63.56	P
19220645	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	07/31/2022	\$9.24	P
19220646	NORTHSTAR ENVIRONMENTAL TESTING LLC	JAIL PROJ - CH ASBESTOS TEST	07/28/2022	\$1,775.00	P
19220647	NORTHSTAR ENVIRONMENTAL TESTING LLC	JAIL PROJ-REDOWL ASBESTOS TEST	07/28/2022	\$1,380.00	P
19220648	NORTHSTAR ENVIRONMENTAL TESTING LLC	JAIL PROJ-JAIL ASBESTOS TEST	07/28/2022	\$6,260.00	P
19220649	THE SAMUELS GROUP INC	JAIL PROJECT - 8TH PAYMENT	08/03/2022	\$4,470.66	P
19220650	WOOD COUNTY REGISTER OF DEEDS	JAIL PROJECT - P&Z DOCUMENTS	05/24/2022	\$5.00	P
19220651	AWARDS 'N MORE	OFFICE SUPPLIES	08/10/2022	\$12.00	P
19220652	STAPLES ADVANTAGE	SHOP SUPPLIES	08/10/2022	\$36.63	P
19220653	ACE HARDWARE	SHOP SUPPLIES	08/08/2022	\$63.97	P
19220654	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	08/05/2022	\$247.56	P
19220655	AMAZON CAPITAL SERVICES	CALENDAR	08/09/2022	\$10.19	P
19220656	AMAZON CAPITAL SERVICES	CALENDAR	08/10/2022	\$10.41	P
19220657	APPLIED INDUSTRIAL TECHNOLOGY	BELTS	08/01/2022	\$23.80	P
19220658	APPLIED INDUSTRIAL TECHNOLOGY	BELTS	08/01/2022	\$10.40	P
19220659	APPLIED INDUSTRIAL TECHNOLOGY	BELTS	08/02/2022	\$159.67	P
19220660	CONSTELLATION NEWENERGY-GAS DIVISION	CH, JAIL, RB GAS SERVICE	08/09/2022	\$1,547.28	P
19220661	GAPPA SECURITY SOLUTIONS LLC	RB UPDATES - LOCKSETS & CORES	08/10/2022	\$2,787.50	P
19220662	HOME DEPOT CREDIT SERV (Maintenance)	JAIL,CH,CH MEP,BR 4,TREASURER	08/05/2022	\$1,215.45	P
19220663	ULINE	CH UPDATES - FILE CABINET	08/02/2022	\$761.66	P
19220664	WASTE MANAGEMENT	WASTE DISPOSAL FEES	08/01/2022	\$850.21	P
19220665	RON'S REFRIGERATION & AC INC	JAIL PROJECT - RED OWL AC WORK	08/05/2022	\$233.75	P
19220666	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/16/2022	\$904.01	P
19220667	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/16/2022	\$741.84	P
19220668	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/16/2022	\$52.11	P
19220669	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/16/2022	\$3,331.05	P
19220670	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/16/2022	\$1,449.40	P
19220671	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/16/2022	\$30.18	P
19220672	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/16/2022	\$13.09	P
19220673	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/16/2022	\$120.74	P
19220674	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/16/2022	\$33.85	P
19220675	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/16/2022	\$434.12	P
19220676	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/16/2022	\$408.47	P
19220677	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/16/2022	\$3,379.25	P
19220678	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/16/2022	\$9.37	P
19220679	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/16/2022	\$16.47	P
19220680	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/16/2022	\$5,234.97	P
19220681	WE ENERGIES (Wis Rapids)	JAIL PROJ-DISCONNECT RO GAS SVC	08/17/2022	\$508.00	P

Committee Report - County of Wood

MAINTENANCE - AUGUST 2022

50121058 - 50121058 19220604 - 19220721

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19220682	SCHILLING SUPPLY COMPANY	cleaning supplies	08/17/2022	\$1,427.92	P
19220683	AMAZON CAPITAL SERVICES	SHOP SUPPLIES	08/18/2022	\$8.53	
19220684	AMAZON CAPITAL SERVICES	SHOP SUPPLIES	08/14/2022	\$23.57	
19220685	AMAZON CAPITAL SERVICES	BATTERIES FOR SECURITY WANDS	08/16/2022	\$16.49	
19220686	AMAZON CAPITAL SERVICES	CALENDAR	08/18/2022	\$19.99	
19220687	COMPLETE CONTROL	BR 4 - PAYMENT 2	08/10/2022	\$9,479.20	
19220688	FREEDOM PEST CONTROL LLC	RIVER BLOCK PEST CONTROL	08/15/2022	\$42.00	
19220689	FREEDOM PEST CONTROL LLC	COURTHOUSE PEST CONTROL	08/15/2022	\$42.00	
19220690	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	08/03/2022	\$427.94	
19220691	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	08/03/2022	\$105.42	
19220692	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	08/17/2022	\$349.12	
19220693	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	08/16/2022	\$90.00	
19220694	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	08/15/2022	\$2,266.03	
19220695	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	08/15/2022	\$324.47	
19220696	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	08/15/2022	\$1,147.12	
19220697	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	08/15/2022	\$39.08	
19220698	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	08/15/2022	\$34.11	
19220699	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	08/15/2022	\$45.30	
19220700	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	08/15/2022	\$9.56	
19220701	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	08/15/2022	\$98.66	
19220702	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	08/15/2022	\$3,652.34	
19220703	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	08/15/2022	\$10,530.01	
19220704	WINSUPPLY OF WISCONSIN RAPIDS	VALVES FOR JAIL	08/04/2022	\$66.15	
19220705	US BANK	SHOP SUPPLIES	08/17/2022	\$89.99	
19220706	STAPLES ADVANTAGE	OFFICE SUPPLIES	08/23/2022	\$4.88	
19220707	STAPLES ADVANTAGE	SUPPLIES	08/23/2022	\$29.09	
19220708	NASSCO INC	CLEANING SUPPLIES	08/23/2022	\$431.10	
19220709	NASSCO INC	SUPPLIES	08/23/2022	\$569.95	
19220710	KRANZ INC	SUPPLIES	08/23/2022	\$843.43	
19220711	KOLO TRUCKING AND EXCAVATING INC	JAIL PROJ - UTILITY RELOCATION	08/19/2022	\$630.00	
19220712	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/17/2022	\$432.35	
19220713	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/23/2022	\$2,480.15	
19220714	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/23/2022	\$3,076.98	
19220715	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/23/2022	\$1,264.79	
19220716	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/23/2022	\$1,384.21	
19220717	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/23/2022	\$74.64	
19220718	STAPLES ADVANTAGE	OFFICE SUPPLIES	08/11/2022	\$29.09	
19220719	STAPLES ADVANTAGE	OFFICE SUPPLIES	08/11/2022	\$4.88	
19220720	STAPLES ADVANTAGE	CREDIT MEMO - OFFICE SUPPLIES	08/17/2022	(\$29.09)	
19220721	STAPLES ADVANTAGE	CREDIT MEMO - OFFICE SUPPLIES	08/17/2022	(\$4.88)	
50121058	STEEN MACEK PAPER COMPANY		08/23/2022	\$9,202.12	
Grand Total:				\$651,675.67	

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 August 2022

Ongoing Projects and Planning

Jail – Construction documents have been released to prospective bidders; the project team is spending a significant amount of time answering questions and providing clarifying information to contractors.

Bids will be received and evaluated prior to the September County Board meeting. A bid summary and an updated project cost report will be prepared for the Jail Construction Adhoc Committee and County Board to review on September 21st.

Courthouse – Utility relocation has begun. There has been a lot of coordination between contractors, service providers, and County departments in order to make this project a success; I am proud of our County staff involved in this relocation as it is off to a great start.

River Block – All materials for the access and security update at River Block have been ordered; some materials may arrive late September or early October. We will begin working on portions of the update as materials arrive. In order to complete these updates as quickly as possible, a small project that is planned for Human Services had to be delayed; Director Vruwink has been very understanding of this schedule adjustment.

Budget – Like all other departments, I have been working to finalize the 2023 budget. As always, there are challenges when estimating costs for items outside our control. For example, while I continue working to improve our facility's mechanical/electrical systems to reduce our energy consumption, utility rates are outside our control and tend to increase over time, including occasional spikes that exceed any projected cost increase. We will do our best and adapt to market volatility as much as possible.

Miscellaneous

Attended PIT, HIRC, Public Safety, Operations, County Board, Jail Construction AdHoc, HHS, and numerous project meetings.

Met with Courthouse departments to review the jail project and identify concerns related to site conditions, parking, noise, deliveries, etc. Information has been posted on the employee intranet.

Met with Health Department staff to discuss current and upcoming projects.



Department Operating Budget Narrative

Account Number	Description	2023 Requested	2022 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
19 - Maintenance						
1901 - Maintenance- Courthouse & Jail						
Revenue / Funding Source						
1901-47430 - Local Dept Charges-Blding Rent						
703-1901-47430-???-000	47-000 - Intergovernmental Charges for Services	908,643	908,643	0	0.00%	
1901-48000 - Miscellaneous Revenue						
703-1901-48000-???-000	48-000 - Miscellaneous Revenues	0	0	0	0.00%	
1901-48910 - Cafeteria/Vending Machine Rev						
703-1901-48910-???-000	48-000 - Miscellaneous Revenues	400	750	(350)	-46.67%	
Expense / Expenditure						
1901-51611 - Courthouse & Jail						
703-1901-51611-???-101	101 - Wages-Permanent	161,420	153,157	8,263	+5.40%	
703-1901-51611-???-107	107 - Sick Leave	8,300	7,854	446	+5.67%	
703-1901-51611-???-108	108 - Vacation	9,731	8,684	1,048	+12.06%	
703-1901-51611-???-109	109 - Holiday	6,879	6,509	369	+5.67%	
703-1901-51611-???-110	110 - Funeral/Jury/Other	0	0	0	0.00%	
703-1901-51611-???-111	111 - Clothing Allowance	750	750	0	0.00%	
703-1901-51611-???-113	113 - Shift Premium	15,000	0	15,000	0.00%	
703-1901-51611-???-115	115 - Overtime	12,629	12,043	586	+4.86%	
703-1901-51611-???-119	119 - In or Out Call Pay	1,500	1,500	0	0.00%	
703-1901-51611-???-120	120 - FICA	16,368	14,401	1,967	+13.66%	
703-1901-51611-???-130	130 - Health Insurance	51,360	51,360	0	0.00%	
703-1901-51611-???-132	132 - Post Employment Benefits	3,669	3,198	471	+14.72%	
703-1901-51611-???-133	133 - Vision Insurance	187	177	10	+5.69%	
703-1901-51611-???-140	140 - Life Insurance	51	51	0	0.00%	
703-1901-51611-???-151	151 - Retirement	14,549	12,236	2,313	+18.90%	
703-1901-51611-???-152	152 - Net Pension Contribution	0	0	0	0.00%	
703-1901-51611-???-160	160 - Worker's Compensation	4,220	3,671	549	+14.94%	
703-1901-51611-???-172	172 - Training / Conference / CPE	3,000	3,000	0	0.00%	
703-1901-51611-???-219	219 - Prof Serv-Other	47,500	45,000	2,500	+5.56%	
703-1901-51611-???-221	221 - Utility Service-Cellphone / Telephone	3,000	3,000	0	0.00%	
703-1901-51611-???-223	223 - Utility Service-Sewer	45,000	45,000	0	0.00%	
703-1901-51611-???-224	224 - Utility Service-Electric	145,000	145,000	0	0.00%	
703-1901-51611-???-225	225 - Utility Service-Gas	75,000	45,000	30,000	+66.67%	UTILITY RATE ADJUSTMENT
703-1901-51611-???-227	227 - Utility Service-Garbage	5,500	5,500	0	0.00%	
703-1901-51611-???-230	230 - R/M Serv-PC Replacement	2,040	1,495	545	+36.45%	
703-1901-51611-???-235	235 - R/M Serv-Janitorial	115,000	108,000	7,000	+6.48%	

Account Number	Description	2023 Requested	2022 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
703-1901-51611-???-243	243 - R/M Serv Other-Equipment	20,000	20,000	0	0.00%	
703-1901-51611-???-311	311 - Office Supplies	1,500	300	1,200	+400.00%	INCREASED USAGE (JAIL)
703-1901-51611-???-312	312 - Copy Expense	300	300	0	0.00%	
703-1901-51611-???-313	313 - Postage	30	30	0	0.00%	
703-1901-51611-???-328	328 - Dues	200	200	0	0.00%	
703-1901-51611-???-331	331 - Mileage	1,000	1,000	0	0.00%	
703-1901-51611-???-332	332 - Meals	50	50	0	0.00%	
703-1901-51611-???-333	333 - Lodging / Hotels	300	300	0	0.00%	
703-1901-51611-???-336	336 - Parking	0	0	0	0.00%	
703-1901-51611-???-341	341 - Operating Supplies & Expense	19,000	19,000	0	0.00%	
703-1901-51611-???-351	351 - Building Supplies-Maintenance	15,000	15,000	0	0.00%	
703-1901-51611-???-391	391 - Supplies & Expense	40,000	40,000	0	0.00%	
703-1901-51611-???-512	512 - Insurance-Vehicles	3,343	3,250	93	+2.86%	
703-1901-51611-???-513	513 - Insurance-Property	17,078	16,604	474	+2.86%	
703-1901-51611-???-531	531 - Rent-Interdepartment	16,395	16,395	0	0.00%	
703-1901-51611-???-621	621 - Interest - Highway	240	240	0	0.00%	
703-1901-51611-???-810	810 - Capital Equipment	10,000	0	10,000	0.00%	
703-1901-51611-???-813	813 - Vehicles	75,000	0	75,000	0.00%	
703-1901-51611-???-822	822 - Building Improvements	160,000	150,000	10,000	+6.67%	
703-1901-51611-???-980	980 - Outlay Offset	0	0	0	0.00%	
1901-59270 - Transfer to Internal Service						
703-1901-59270-???-917	917 - Transfer to Internal Serv Fund	(81,257)	(58,714)	(22,543)	-38.39%	
1903 - Maintenance-Unified Building						
Revenue / Funding Source						
1903-47432 - Local Dept Chrgs-Unified Rent						
703-1903-47432-???-000	47-000 - Intergovernmental Charges for Services	0	0	0	0.00%	
1903-48210 - Miscellaneous Revenue						
-1903-48210-???-000	48-000 - Miscellaneous Revenues	0	0	0	0.00%	
Expense / Expenditure						
1903-51630 - Unified Services Building						
703-1903-51630-???-222	222 - Utility Service-Water & Sewer	5,000	2,250	2,750	+122.22%	ADJUST FOR INCREASED USE
703-1903-51630-???-224	224 - Utility Service-Electric	7,500	3,750	3,750	+100.00%	ADJUST FOR INCREASED USE
703-1903-51630-???-225	225 - Utility Service-Gas	2,500	1,750	750	+42.86%	ADJUST FOR INCREASED USE
703-1903-51630-???-231	231 - R/M Serv-Buildings	1,500	500	1,000	+200.00%	ADJUST FOR INCREASED USE
703-1903-51630-???-233	233 - R/M Serv-Equipment	1,500	1,500	0	0.00%	
703-1903-51630-???-235	235 - R/M Serv-Janitorial	1,500	750	750	+100.00%	ADJUST FOR INCREASED USE
703-1903-51630-???-513	513 - Insurance-Property	1,424	1,384	40	+2.86%	
703-1903-51630-???-822	822 - Building Improvements	0	50,000	(50,000)	-100.00%	

Account Number	Description	2023 Requested	2022 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
1903-59270 - Transfer to Internal Service						
703-1903-59270-???-917	917 - Transfer to Internal Serv Fund	(20,924)	(61,884)	40,960	+66.19%	
1904 - Maintenance-Joint Use Building						
Revenue / Funding Source						
1904-47410 - Local Dept Charges-Gen Govt						
703-1904-47410-???-000	47-000 - Intergovernmental Charges for Services	8,000	8,000	0	0.00%	
Expense / Expenditure						
1904-51640 - Joint Use Building						
703-1904-51640-???-219	219 - Prof Serv-Other	5,000	5,500	(500)	-9.09%	
703-1904-51640-???-222	222 - Utility Service-Water & Sewer	700	700	0	0.00%	
703-1904-51640-???-224	224 - Utility Service-Electric	2,150	2,000	150	+7.50%	
703-1904-51640-???-225	225 - Utility Service-Gas	4,000	3,000	1,000	+33.33%	UTILITY RATE ADJUSTMENT
703-1904-51640-???-391	391 - Supplies & Expense	200	200	0	0.00%	
703-1904-51640-???-513	513 - Insurance-Property	1,424	1,384	40	+2.86%	
1904-59270 - Transfer to Internal Service						
703-1904-59270-???-917	917 - Transfer to Internal Serv Fund	(5,474)	(4,784)	(690)	-14.42%	
1905 - Maintenance-Sheriff Lockup						
Revenue / Funding Source						
1905-47435 - Local Dept Chrges-Sheriff Rent						
703-1905-47435-???-000	47-000 - Intergovernmental Charges for Services	16,000	16,000	0	0.00%	
Expense / Expenditure						
1905-51650 - Sheriff Lockup						
703-1905-51650-???-224	224 - Utility Service-Electric	1,300	1,300	0	0.00%	
703-1905-51650-???-225	225 - Utility Service-Gas	2,000	1,500	500	+33.33%	UTILITY RATE ADJUSTMENT
703-1905-51650-???-241	241 - R/M Serv Other-Buildings	4,500	4,500	0	0.00%	
703-1905-51650-???-350	350 - Repair & Maintenance Supplies	150	150	0	0.00%	
703-1905-51650-???-513	513 - Insurance-Property	1,424	1,384	40	+2.86%	
1905-59270 - Transfer to Internal Service						
703-1905-59270-???-917	917 - Transfer to Internal Serv Fund	6,626	7,166	(540)	-7.54%	
1906 - Maintenance-CBRFs						
Revenue / Funding Source						
1906-48201 - CBRF Rental Revenue						
703-1906-48201-???-000	48-000 - Miscellaneous Revenues	0	0	0	0.00%	
Expense / Expenditure						
1906-51660 - CBRF's						
703-1906-51660-???-222	222 - Utility Service-Water & Sewer	0	0	0	0.00%	

Account Number	Description	2023 Requested	2022 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
703-1906-51660-???-224	224 - Utility Service-Electric	0	0	0	0.00%	
703-1906-51660-???-225	225 - Utility Service-Gas	0	0	0	0.00%	
703-1906-51660-???-241	241 - R/M Serv Other-Buildings	0	0	0	0.00%	
703-1906-51660-???-350	350 - Repair & Maintenance Supplies	0	0	0	0.00%	
703-1906-51660-???-513	513 - Insurance-Property	0	0	0	0.00%	
1906-59270 - Transfer to Internal Service						
703-1906-59270-???-917	917 - Transfer to Internal Serv Fund	0	0	0	0.00%	
1907 - Maintenance-Purchasing						
Expense / Expenditure						
1907-51550 - Purchasing						
101-1907-51550-???-172	172 - Training / Conference / CPE	0	0	0	0.00%	
101-1907-51550-???-221	221 - Utility Service-Cellphone / Telephone	0	0	0	0.00%	
101-1907-51550-???-230	230 - R/M Serv-PC Replacement	0	0	0	0.00%	
101-1907-51550-???-311	311 - Office Supplies	0	0	0	0.00%	
101-1907-51550-???-312	312 - Copy Expense	0	0	0	0.00%	
101-1907-51550-???-313	313 - Postage	0	0	0	0.00%	
101-1907-51550-???-328	328 - Dues	0	0	0	0.00%	
101-1907-51550-???-331	331 - Mileage	0	0	0	0.00%	
101-1907-51550-???-332	332 - Meals	0	0	0	0.00%	
101-1907-51550-???-333	333 - Lodging / Hotels	0	0	0	0.00%	
101-1907-51550-???-336	336 - Parking	0	0	0	0.00%	
101-1907-51550-???-511	511 - Insurance-Liability	0	0	0	0.00%	
101-1907-51550-???-531	531 - Rent-Interdepartment	0	0	0	0.00%	
1908 - Maintenance-River Block						
Revenue / Funding Source						
1908-47438 - Interdepart Rent-River Block						
703-1908-47438-???-000	47-000 - Intergovernmental Charges for Services	600,708	600,708	0	0.00%	
1908-49350 - Contributions from Gen Fund						
703-1908-49350-???-000	49-000 - Other Financing Sources	0	0	0	0.00%	
Expense / Expenditure						
1908-51670 - Building Maint-River Block						
703-1908-51670-???-101	101 - Wages-Permanent	85,520	81,197	4,322	+5.32%	
703-1908-51670-???-107	107 - Sick Leave	4,608	4,375	232	+5.31%	
703-1908-51670-???-108	108 - Vacation	5,337	5,076	261	+5.14%	
703-1908-51670-???-109	109 - Holiday	3,819	3,626	193	+5.31%	
703-1908-51670-???-111	111 - Clothing Allowance	0	0	0	0.00%	
703-1908-51670-???-115	115 - Overtime	3,947	3,764	183	+4.86%	
703-1908-51670-???-120	120 - FICA	7,897	7,500	397	+5.30%	

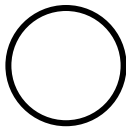
Account Number	Description	2023 Requested	2022 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
703-1908-51670-???-130	130 - Health Insurance	25,680	25,680	0	0.00%	
703-1908-51670-???-132	132 - Post Employment Benefits	1,658	1,583	75	+4.73%	
703-1908-51670-???-133	133 - Vision Insurance	125	118	7	+5.69%	
703-1908-51670-???-140	140 - Life Insurance	24	24	0	0.00%	
703-1908-51670-???-151	151 - Retirement	7,020	6,372	647	+10.16%	
703-1908-51670-???-160	160 - Worker's Compensation	2,434	2,312	122	+5.30%	
703-1908-51670-???-219	219 - Prof Serv-Other	47,500	47,500	0	0.00%	
703-1908-51670-???-221	221 - Utility Service-Cellphone / Telephone	750	1,200	(450)	-37.50%	
703-1908-51670-???-223	223 - Utility Service-Sewer	8,000	8,000	0	0.00%	
703-1908-51670-???-224	224 - Utility Service-Electric	75,000	75,000	0	0.00%	
703-1908-51670-???-225	225 - Utility Service-Gas	30,000	20,000	10,000	+50.00%	UTILITY RATE ADJUSTMENT
703-1908-51670-???-227	227 - Utility Service-Garbage	4,000	3,000	1,000	+33.33%	UTILITY RATE ADJUSTMENT
703-1908-51670-???-235	235 - R/M Serv-Janitorial	70,000	70,000	0	0.00%	
703-1908-51670-???-331	331 - Mileage	0	0	0	0.00%	
703-1908-51670-???-332	332 - Meals	0	0	0	0.00%	
703-1908-51670-???-333	333 - Lodging / Hotels	0	0	0	0.00%	
703-1908-51670-???-336	336 - Parking	0	0	0	0.00%	
703-1908-51670-???-341	341 - Operating Supplies & Expense	12,000	12,000	0	0.00%	
703-1908-51670-???-351	351 - Building Supplies-Maintenance	0	0	0	0.00%	
703-1908-51670-???-391	391 - Supplies & Expense	20,000	20,000	0	0.00%	
703-1908-51670-???-513	513 - Insurance-Property	7,113	6,915	198	+2.86%	
703-1908-51670-???-532	532 - Rent-Building	2,250	2,250	0	0.00%	
703-1908-51670-???-822	822 - Building Improvements	75,000	75,000	0	0.00%	
703-1908-51670-???-917	917 - Transfer to Internal Serv Fund	101,029	118,216	(17,187)	-14.54%	
703-1908-51670-???-980	980 - Outlay Offset	0	0	0	0.00%	
Total 19 - Maintenance		136,789	(8,849)	145,639		



Department Operating Budget Summary

2023 Budget Summary										
<u>Department: 19 - Maintenance</u>	1901 - Maintenance- Courthouse & Jail	1903 - Maintenance- Unified Building	1904 - Maintenance-Joint Use Building	1905 - Maintenance- Sheriff Lockup	1906 - Maintenance- CBRFs	1907 - Maintenance- Purchasing	1908 - Maintenance-River Block	2023 Total	Change %	2022 Budget
Revenue / Funding Source										
47 - Intergov. Charges for Services	908,643	0	8,000	16,000			600,708	1,533,351	0.00%	1,533,351
48 - Miscellaneous Revenues	400	0			0			400	-46.67%	750
49 - Other Financing Sources							0	0	0.00%	0
Total Operating Revenues	909,043	0	8,000	16,000	0		600,708	1,533,751	-0.02%	1,534,101
Revenue / Funding Source Total	909,043	0	8,000	16,000	0		600,708	1,533,751	-0.02%	1,534,101
Expense / Expenditure										
100 - Personnel Services	309,614					0	148,067	457,681	+8.91%	420,220
200 - Contractual Services	458,040	19,500	11,850	7,800	0	0	235,250	732,440	+9.04%	671,695
300 - Supplies and Expense	77,380		200	150	0	0	32,000	109,730	+1.11%	108,530
500 - Fixed Charges	36,816	1,424	1,424	1,424	0	0	9,363	50,450	+1.78%	49,567
600 - Debt Service	240							240	0.00%	240
Total Operating Expenditures	882,090	20,924	13,474	9,374	0	0	424,679	1,350,540	+8.02%	1,250,252
800 - Capital Outlay	245,000	0					75,000	320,000	+16.36%	275,000
900 - Other Financing Uses	(81,257)	(20,924)	(5,474)	6,626	0		101,029	0	0.00%	0
Expense / Expenditure Total	1,045,833	(0)	8,000	16,000	0	0	600,708	1,670,540	+9.53%	1,525,252
Beginning Carryover										
Ending Carryover										
19 - Maintenance Total	136,790	(0)	(0)	(0)	0	0	0	136,789		(8,849)

2022 Budget Summary								
<u>Department: 19 - Maintenance</u>	1901 - Maintenance- Courthouse & Jail	1903 - Maintenance- Unified Building	1904 - Maintenance-Joint Use Building	1905 - Maintenance- Sheriff Lockup	1906 - Maintenance- CBRFs	1907 - Maintenance- Purchasing	1908 - Maintenance-River Block	2022 Budget
Revenue / Funding Source								
47 - Intergov. Charges for Services	908,643	0	8,000	16,000			600,708	1,533,351
48 - Miscellaneous Revenues	750	0			0			750
49 - Other Financing Sources							0	0
Total Operating Revenues	909,393	0	8,000	16,000	0		600,708	1,534,101
Revenue / Funding Source Total	909,393	0	8,000	16,000	0		600,708	1,534,101
Expense / Expenditure								
100 - Personnel Services	278,593					0	141,627	420,220
200 - Contractual Services	417,995	10,500	11,200	7,300	0	0	224,700	671,695
300 - Supplies and Expense	76,180		200	150	0	0	32,000	108,530
500 - Fixed Charges	36,249	1,384	1,384	1,384	0	0	9,165	49,567
600 - Debt Service	240							240
Total Operating Expenditures	809,258	11,884	12,784	8,834	0	0	407,492	1,250,252
800 - Capital Outlay	150,000	50,000					75,000	275,000
900 - Other Financing Uses	(58,714)	(61,884)	(4,784)	7,166	0		118,216	0
Expense / Expenditure Total	900,544	0	8,000	16,000	0	0	600,708	1,525,252
Beginning Carryover								
Ending Carryover								
19 - Maintenance Total	(8,849)	0	0	0	0	0	(0)	(8,849)



RESOLUTION#

Introduced by
Page 1 of 2

ITEM# 4-
DATE September 21, 2022
Effective Date September 21, 2022

Conservation, Education & Economic Development and Property & Information
Technology Committees

Motion:

Adopted:

1st

Lost:

2nd

Tabled:

No:

Yes:

Absent:

Number of votes required:

Majority

X

 Two-thirds

Reviewed by:

PAK

, Corp Counsel

Reviewed by:

EN

, Finance Dir.

INTENT & SYNOPSIS: To authorize the sale of former 4-H property for \$7,500 and to allocate the sale proceeds to the 4-H program.

FISCAL NOTE: Receipt of \$7,500 in real property sale proceeds and the allocation of the funds to the 4-H program.

Account #	Account Name	Debit	Credit
48300	UW Extension 4H Program Sale of Property	\$7,500	
55660	4H Community Youth Fund		\$7,500

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Buttke, T			
4	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Voight, W			
8	Hahn, J			
9	Winch, W			
10	Thao, L			
11	Penzkover, J			
12	Valenstein, L			
13	Hokamp, J			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

WHEREAS, in 1962, Joint School District No. 1, Towns of Arpin and Richfield, deeded an old school house and the small parcel of land it is located on at 8233 County Road K, Arpin, to the Meadow Brook 4-H Club, and

WHEREAS, in 2014 the Meadow Brook 4-H Club stopped meeting and pursuant to its Constitution and By-Laws after one year of not meeting was unable to reconstitute itself in order to dispose of the real property, and

WHEREAS, the Meadow Brook property has not been utilized for 4-H purposes for a number of years and is in a state of disrepair, and

WHEREAS, there was a need to liquidate the Meadow Brook 4-H property and to utilize the funds therefrom for 4-H purposes but there being no liens on the property and no taxes due on it, no normal process existed for liquidating the property, and

WHEREAS, the Wood County 4-H program has recently obtained a court order conveying the Meadow Brook 4-H property to the Wood County 4-H Extension Office and that Office has determined to sell the property so that the proceeds therefrom can be used for 4-H programming, and

WHEREAS, a neighbor to the Meadow Brook property, Lavern Wagler, has offered \$7,500 for it as is, and

WHEREAS, the PIT and CEED Committees have considered the offer and the fact that the old school house has little if any value, the driveway access to the property is not located on it, and likewise, the well serving the property is reportedly not on it either, and

WHEREAS, the PIT and CEED Committees are recommending that the County accept the offer of sale and direct that the proceeds of the sale go to the Wood County 4-H Extension Office to be used for 4-H programming.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES as follows:

1. Staff will prepare and the County Clerk will sign a quit claim deed of the Meadow Brook 4-H property in exchange for \$7,500.

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BILL LEICHTNAM (Chair)

DAVE LAFONTAINE

TOM BUTTKE

LAURA VALENSTEIN

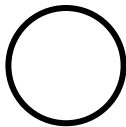
JAKE HAHN

CARMEN GOOD

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

County Clerk

County Board Chairman



RESOLUTION#

ITEM# 4-

DATE September 21, 2022

Effective Date: September 21, 2022

Introduced by
Page 2 of 2

Conservation, Education & Economic Development and Property & Information
Technology Committees

- 2. The proceeds of the sale shall be remitted to the UW Extension 4H Program Sale of Property, specifically account number 48300, which funds may be transferred to the 4H Community Youth Fund, account number 55660.
- 3. That pursuant to Wis. Stats. s. 65.90(5), the County Clerk is directed to publish a Class 1 notice of this budget change within 15 days.

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AL 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