

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

**DATE: Monday, July 1, 2024**

**TIME: 9:00 AM**

**LOCATION: Room 114, Wood County Courthouse**

1. Call meeting to order
2. Public Comments
3. Approve minutes from previous meetings
4. **Information Technology**
  - a. Vouchers
  - b. Monthly Comments
5. **Maintenance Dept.**
  - a. Vouchers
  - b. Monthly Comments
  - c. Update on down town property development
6. Future Agenda Items
7. Set date and time of next meeting – Monday August 5, 2024
8. Adjourn

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**Join by phone**

+1-408-418-9388 United States Toll

Meeting number (access code): 2493 861 8765

**Join by WebEx App or Web**

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=mf8b12390ce88582bfb3b3ae8342cba1d>

Meeting number (access code): 2493 861 8765

Meeting password: 070124

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

**DATE:** Monday, June 3, 2024  
**TIME:** 9:00 a.m.  
**PLACE:** Courthouse – Room 114

**MEMBERS PRESENT:** Al Breu, Jeff Penzkover, Dennis Polach, Scott Brehm, Brad Hamilton

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

1. Chairman Breu called the meeting to order at 9:00 AM.
2. There was no public comment.
3. The minutes of the May 6 & 21, 2024, meetings were reviewed. Motion by Hamilton/Penzkover to accept them as presented. Motion carried unanimously.
4. The Information Technology vouchers were reviewed with explanations given. Motion by Hamilton/Brehm to approve as presented. Motion carried unanimously.
5. The IT Report was reviewed.
6. The Maintenance vouchers were reviewed with explanations given. Motion by Hamilton/Penzkover to approve as presented. Motion carried unanimously.
7. The Maintenance Report and project updates were reviewed.
8. The next meeting will be held on Monday, July 1<sup>st</sup> at 9:00 AM.
9. Chairman Breu declared the meeting adjourned at 9:24 AM.

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



## Committee Report

County of Wood

Report of claims for: INFORMATION TECHNOLOGY

For the period of: JUNE 2024

For the range of vouchers: 27240218 - 27240250

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27240218	AMAZON CAPITAL SERVICES	HLTH - PHONE CHARGER FOR B.S.	05/24/2024	\$9.98	P
27240219	SOLARUS	PHONE CHGS ACCT 00063942-1	06/01/2024	\$2,157.28	P
27240220	SOLARUS	PHONE CHGS ACCT 00077856-5	06/01/2024	\$224.26	P
27240221	SOLARUS	PHONE CHGS ACCT 00061009-7	06/01/2024	\$69.99	P
27240222	US CELLULAR	CELL PHONE CHGS ACCT 277407322	05/16/2024	\$411.06	P
27240223	US CELLULAR	CELL PHONE CHGS ACCT 851710598	05/16/2024	\$90.91	P
27240224	US CELLULAR	CELL PHONE CHGS ACCT 203538532	05/20/2024	\$2,165.67	P
27240225	US CELLULAR	CELL PHONE CHGS ACCT 203391922	05/20/2024	\$18.31	P
27240226	AT&T MOBILITY	MONTHLY CELL/HOTSPOT CHARGES	05/23/2024	\$395.62	P
27240227	AT&T MOBILITY	MONTHLY CELL CHARGES	05/23/2024	\$3,515.62	P
27240228	GOLDFAX	NETWORK FAXING MAY 2024	06/04/2024	\$55.30	P
27240229	RHYME BUSINESS PRODUCTS	PRINTER/COPIER CHARGES	06/03/2024	\$7,663.00	P
27240230	VERIZON	CELL CHGS ACCT 242258062-00001	06/01/2024	\$5,279.75	P
27240231	CENTURYLINK	PHONE/LONG DISTANCE CHARGES	06/01/2024	\$2.59	P
27240232	CHARTER COMMUNICATIONS (Pittsburgh)	INTERNET PRO100	06/01/2024	\$134.99	P
27240233	CHARTER COMMUNICATIONS (Pittsburgh)	WR FIBER	06/01/2024	\$1,014.25	P
27240234	CHARTER COMMUNICATIONS (Pittsburgh)	MFLD FIBER	06/01/2024	\$312.93	P
27240235	CHARTER COMMUNICATIONS (Pittsburgh)	NETWORK SERVICES	06/01/2024	\$2,643.81	P
27240236	AMAZON CAPITAL SERVICES	HS WIRELESS MOUSE	06/10/2024	\$14.19	P
27240237	CDW GOVERNMENT INC	2024 YUBIKEY SUBSCRIPTION	05/31/2024	\$19,648.00	P
27240238	CORE BTS INC	CORE SWITCH PROJECT	06/06/2024	\$92.50	P
27240239	INSIGHT PUBLIC SECTOR INC	LWC RAM UPGRADE	05/30/2024	\$339.96	P
27240240	INSIGHT PUBLIC SECTOR INC	LWC RAM UPGRADE	05/31/2024	\$367.88	P
27240241	TWEET GAROT MECHANICAL INC	2024 DATACENTER AC MAINTENANCE	06/13/2024	\$1,445.82	P
27240242	US BANK	GODADDY FIXMEIT DEVEXP LODGING	06/18/2024	\$5,273.45	
27240243	AMAZON CAPITAL SERVICES	NW COURT TV, MOUNT	06/13/2024	\$241.98	
27240244	AMAZON CAPITAL SERVICES	HS HEADSET CORD FOR A.S.	06/19/2024	\$42.06	
27240245	AMAZON CAPITAL SERVICES	PZ WIRELESS KEYBOARD & MOUSE	06/21/2024	\$27.99	
27240246	AMAZON CAPITAL SERVICES	IT STOCK MICE, WATER FILTER	06/24/2024	(Voided)	P
27240246R	AMAZON CAPITAL SERVICES	IT STOCK MICE, WATER FILTER	06/24/2024	\$102.71	
27240247	CDW GOVERNMENT INC	HS KOFAX POWER PDF LICENSE	06/07/2024	\$124.26	
27240248	CORE BTS INC	CORE SWITCH PROJECT	06/20/2024	\$797.50	
27240249	FRONTIER	PHONE CHARGES	06/19/2024	\$68.92	

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27240250	ZOHO CORPORATION	2024 MANAGE ENGINE RENEWAL	06/22/2024	\$37,222.00	
<b>Grand Total:</b>				<b>\$91,974.54</b>	

Signatures

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

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

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

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

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# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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### June 2024

1. Wood County internet and intranet website updates are being posted continually as we work to keep employees and citizens informed.
2. Completed updates to the county wide budget software and worked with Finance staff to prepare for work on the 2025 budget.
3. The transition to NextGen 911 occurred on June 18th. Various outside vendors were involved in configuring the call routing for 911 calls to use the new equipment. Network staff were available to assist with testing and access to the data center. This has been an active project for more than a year. The project is part of a statewide effort to provide a more robust solution with redundant VoIP circuits to minimize downtime due to failed provider hardware and outdated circuit technology.
4. Began review and working on updating Emergency Management's Worker Tracking System.
5. Setup and deployed new signature pads at HS Comprehensive Community Service (CCS) Intake in Marshfield and prepared new signature pads that will be deployed at Riverblock on June 27<sup>th</sup>.
6. Met with UW Extension, Planning & Zoning, Land and Water Conservation, and the Health Department to plan a coordinated Well Water Quality database and GIS system.
7. Support is ongoing and another upgrade is scheduled for mid-August for Cyber Recruiter, the HRMS extension system and website used for new hire applications.
8. A few more of the retired County Board iPads have been gratefully donated to local non-profits in the area.
9. Continued development of the new Election Results website to complete features needed for upcoming elections.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

10. Continue working with several vendors in preparation for the new Law Enforcement center occupancy. Several systems will be updated or replaced to accommodate needs in the new facility. LiveScan, current fingerprint system, will be updated and new fingerprinting machines put in place for the new jail. The Guard 1, system that records the door checks completed in the jail, will be replaced with Guardian RFID.
11. Investigation and planning for a necessary update to Sheriff's Department Citation System (TraCS) continues.
12. Support for Norwood Healthcare Center and Edgewater Haven Matrix (EHR) and CART (CMS abstraction and reporting tool) software is ongoing. eMAR offline procedures and functionality were improved significantly for both Norwood and Edgewater. eMAR provides ability to dispense patient medication when the EHR system is not accessible. Super user training continues and results in improved support of the EHR (electronic health record) system. Project work is complete meeting the latest CMS (Centers for Medicare and Medicaid) July 1, 2024 deadline requirement for the Norwood Admissions Hospital unit transparency in pricing reporting.
13. Working with GIS to update the address and street maps in CIS, the Countywide Law Enforcement Software.
14. Network staff continue configuring our SIEM solution, Arctic Wolf. This will give us much needed insight into threat detection, security events, and compliance information and other useful metrics for ensuring that the Wood County network and computers are protected. Software has been installed on all Wood County clients and servers with sensors configured to monitor network traffic for malicious activity.
15. Continued work on forms process improvement and document storage in Information Technology leveraging Laserfiche.
16. Created a shareable document containing the process for new officer account requests for Citrix and CIS accounts. Communicated documented process with stakeholders. This document was also be added to the Central Records Sharepoint site so all agencies have access.
17. Programming staff work to improve support documentation for the Sage HRMS, Human Resources Management System, system for employee benefit and payroll data.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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18. Continued work consolidating programming source control systems to organize historical and ongoing software development projects and eliminate a server as part of the Server OS update project.
  19. Network staff continue to work with a vendor to upgrade our phone system. These upgrades will allow us to configure newer devices and ensure support beyond August 2025.
  20. IT published and continues to refine the newly developed project request form and policy. This form increases efficiency for both requestors and IT staff and helps to ensure that we provide excellent and cost-effective solutions.
  21. Support for GCS\Catalis property tax systems is ongoing. The current property tax software version end-of-life is set for Fall of 2024. The existing property tax system is on-prem, servers at Wood County. The upgraded version will be cloud based. System migration, preparations and training is underway with go-live set for July 15, 2024. Migration of the property tax system triggers the need for extensive work on multiple interfaces to systems like the Register of Deeds and Planning and Zoning permit system.
  22. IT staff continue working to restore and import 15+ years of digital archive tax roll data into Laserfiche for the Treasurer.
  23. The TimeStar, electronic timecard and time tracking software system configuration changes is ongoing. Staff works to adjust settings as change requests continue. PBJ reports are submitted to CMS (Centers for Medicare & Medicaid) using TimeStar data for both the Edgewater and Norwood Facilities. Replacement and configuration is complete for 3 punch timeclocks at our medical facilities. Timeclocks interface with the time tracking and payroll systems. TimeStar application VPN\on-site only access restrictions have been implemented. This need was flagged by our new security monitoring software, Arctic Wolf.
  24. Programming staff continue support for the ESS, employee self-service portal, for payroll reports and employee benefits open enrollment is ongoing.
  25. Completed the migration of the email archiving solution. One minor issue continues to be investigated.





# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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26. Our current email encryption service migrated to a new hosted site. This change affects the way individuals encrypt emails. Staff worked to implement the new way clients need to register to use encryption.
  27. Continue to review connectivity at North Park. As their reliance of network connectivity increases it is more important to provide a more stable connection. There are challenges to provide solid connectivity and current connections have been problematic. IT has recommended testing a backup solution to help provide a more stable connection.
  28. Staff have been working with the Parks Department to implement a solution that will allow them to remotely unlock the door at the new storm shelter at South Wood County Park using an app on their phone or desktop as long as there is power and internet at the location. This system will allow them to schedule specific times to lock and unlock the doors.
  29. Network staff continue to engage a consultant for assistance in the configuration of a new network core to replace existing equipment. This will support additional upgrades to the network and servers at the Courthouse. Core Switches are a critical component for access to critical infrastructure. Great care is being exercised to ensure minimal downtime when the new hardware goes into production. Good progress is being made on migrating to the new cores.
  30. IT staff continue working to organize and relocate the Information Technology network drive shared data. This is an ongoing and sizable project.
  31. The Register of Deeds work to upgrade multiple applications continues each week. IT staff escorts and assists the vendor, Fidlar Technologies, with server and application updates and maintenance on a regular basis. Work is complete to implement procedures that place significant restriction on the vendor use of a remote assistance software, Octopus. The new restriction enhances security while minimally impeding remote upgrade assistance functionality.
  32. IT staff work to schedule and upgrade various server operating systems and database management systems, SQL server. This ongoing project takes considerable time to plan, test, and implement.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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33. Continue to work on the project plan for the O365 migration. The current version of Office needs to be replaced with O365 by December 31, 2024. All departments will be migrated. IT, Emergency Management, County Clerk, and HR departments have been migrated to O365, with more departments scheduled to migrate soon.
  34. Staff attended an Office 365 Roadshow in Wausau to learn more about Microsoft 365.
  35. Continue to work with members of the Central Records subcommittee. Working to schedule an on-site visit from CIS, current Law Enforcement Software vendor, to discuss unmet needs of current system.
  36. Work continues with CIS to update the software configurations to meet the new jail housing needs.
  37. Surveys for PC Replacement 2<sup>nd</sup> order has been sent to Departments. New devices include the update to Windows 11 and Office 365 as both products will be rolled out in 2024. Planning begins for 2024 & 2025 orders for the Sheriff's Department.
  38. Due to a substantial maintenance increase in the attendant console software Humans Services currently uses, research on an alternative solution has begun. Attendant console software allows people who receive a lot of phone calls, such as a receptionist, to manage multiple calls at the same time and easily view the availability of staff and transfer calls.
  39. The IT Security Team continues the Security Awareness Program. Members of our team have been virtually attending mentoring meetings with leaders in the cybersecurity area, as arranged by the MS-ISAC (Multi-State Information Sharing and Analysis Center). This includes monthly update meetings with the State of Wisconsin CRT (Cyber Response Team).
  40. For the month of May, 527 helpdesk requests were created, with staff completing 527 tickets and leaving 101 open requests. In addition, there are currently 158 project requests.
  41. Continue to apply numerous security patches to servers. These updates include fixes for functionality and security patches that keep servers as secure as possible.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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42. Recruitment for the Systems Technician vacancy is underway. Interviews have been conducted. Expecting to have the position filled in July. Our IT Intern provided notice as he found fulltime employment. His last day with the County will be July 2<sup>nd</sup>.
  43. Staff continues to work with Maintenance, Sheriff, Samuel's Group, and various vendors on the infrastructure needs for the new Law Enforcement Center. One of the challenges is to add the new housing levels and options in the CIS Law Enforcement System.
  44. Continued work on the Central Records SharePoint site. This site will allow for improved collaboration and communication with the agencies that utilize CIS, the County-wide Law Enforcement software.
  45. Staff continue to conduct weekly orientation to help new employees understand the importance of protecting Wood County's network and resources, as well providing instruction on how to contact the IT department for assistance.
  46. Work continues to expand the use of our helpdesk ticketing software to incorporate more accurate license management, loaner hardware tracking, and documentation.

## Committee Report

County of Wood

Report of claims for: MAINTENANCE

For the period of: JUNE 2024

For the range of vouchers: 19240397 - 19240470

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19240397	EAGLE CONSTRUCTION CO INC	BR 1 - DEMOLITION	05/28/2024	\$29,900.00	P
19240398	MAVO SYSTEMS WISCONSIN LLC	BR 1 - TILE/MASTIC REMOVAL	05/24/2024	\$2,081.13	P
19240399	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	05/28/2024	\$12.88	P
19240400	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	05/28/2024	\$153.47	P
19240401	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	05/28/2024	\$660.88	P
19240402	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	05/28/2024	\$51.99	P
19240403	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	05/28/2024	\$103.68	P
19240404	INSIGHT PUBLIC SECTOR INC	JAIL PROJ - IDF HARDWARE	05/14/2024	\$41,636.60	P
19240405	INSIGHT PUBLIC SECTOR INC	JAIL PROJ - IDF HARDWARE	05/23/2024	\$83,974.20	P
19240406	DIAMOND BUSINESS GRAPHICS	PRINTING-P&Z	06/04/2024	\$51.99	P
19240407	DIAMOND BUSINESS GRAPHICS	PRINTING-P&Z	06/04/2024	\$51.99	P
19240408	NASSCO INC	SUPPLIES	06/04/2024	\$1,492.99	P
19240409	NASSCO INC	CLEANING SUPPLIES	06/05/2024	\$358.70	P
19240410	ECON ELECTRIC	COURTROOM DATA WIRE REPLACEMNT	05/24/2024	\$27,921.00	P
19240411	APEX ENGINEERING INC	CH HTG SYSTEM - DESIGN	05/31/2024	\$11,250.00	P
19240412	ASCENT CONSTRUCTION LLC	BR 1 - CARPENTRY	05/30/2024	\$15,860.00	P
19240413	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC MAY 2024	06/04/2024	\$5,859.47	P
19240414	INSIGHT FS	JAIL GENERATOR FUEL	06/03/2024	\$205.07	P
19240415	OFFICE ENTERPRISES INC	REG IN PROBATE - FURNITURE	05/16/2024	\$975.71	P
19240416	QUALITY DOOR & HARDWARE	SHOP - CONST CORES/KEYS	05/29/2024	\$110.00	P
19240417	THE SAMUELS GROUP INC	CH UPDATES - CHAIR FOR MAINT	05/29/2024	\$634.05	P
19240418	WASTE MANAGEMENT	WASTE DISPOSAL FEES	06/05/2024	\$1,268.06	P
19240419	WAUSAU CHEMICAL CORPORATION	CH CHILLER CHEMICALS	05/30/2024	\$495.05	P
19240420	WE ENERGIES	GAS SERVICE JAIL	06/03/2024	\$272.66	P
19240421	WE ENERGIES	GAS SERVICE 321 MARKET ST	06/04/2024	\$17.32	P
19240422	WE ENERGIES	GAS SERVICE 441 SARATOGA ST	06/04/2024	\$16.68	P
19240423	WE ENERGIES	GAS SERVICE RIVER BLOCK	06/03/2024	\$610.10	P
19240424	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	06/05/2024	\$11.45	P
19240425	WE ENERGIES	GAS SERVICE COURTHOUSE	06/04/2024	\$730.64	P
19240426	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	06/05/2024	\$17.42	P
19240427	INDUSTRIAL SAFETY PROJECTS	JAIL PROJ - SCBA RESPIRATORS	05/21/2024	\$1,897.83	P
19240428	VENTURE ARCHITECTS	JAIL PROJECT - PROF SERVICES	05/24/2024	\$104,190.69	P
19240429	JFTCO INC	JAIL PROJECT - GENERATORS	05/30/2024	\$442,800.00	P
19240430	JFTCO INC	JAIL PROJ - GENERATOR CONTROL	05/30/2024	\$27,500.00	P

Committee Report - County of Wood

MAINTENANCE - JUNE 2024

19240397 - 19240470

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19240431	THE SAMUELS GROUP INC	JAIL PROJECT - 29TH PAYMENT	06/07/2024	\$4,140,330.17	P
19240432	GOWEY ABSTRACT & TITLE COMPANY INC	PURCHASE 180 2ND ST N, WR	06/18/2024	\$447,165.62	P
19240433	QUALITY PLUS PRINTING INC	PRINTING	06/12/2024	\$325.00	P
19240434	AMAZON CAPITAL SERVICES	SHOP SUPPLIES	06/12/2024	\$21.70	P
19240435	CONSTELLATION NEWENERGY-GAS DIVISION	CH, JAIL, RB GAS SERVICE	06/11/2024	\$1,308.88	P
19240436	GRAINGER (Maintenance)	SHOP SUPPLIES	06/10/2024	\$41.70	
19240437	HOME DEPOT CREDIT SERV (Maintenance)	JAIL, CH/SHOP, BR 1, RB	06/05/2024	\$656.97	P
19240438	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	06/11/2024	\$2,846.12	P
19240439	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC 441 SARATOGA	06/11/2024	\$86.24	P
19240440	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC 321 MARKET ST	06/11/2024	\$81.35	P
19240441	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	06/11/2024	\$1,102.72	P
19240442	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	06/11/2024	\$43.00	P
19240443	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	06/11/2024	\$45.30	P
19240444	WATER WORKS & LIGHTING COMM	RB PARKING LOT STORM SEWER	06/11/2024	\$41.10	P
19240445	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	06/11/2024	\$47.84	P
19240446	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	06/11/2024	\$8.24	P
19240447	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	06/11/2024	\$101.18	P
19240448	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	06/11/2024	\$12,926.17	P
19240449	CELLEBRITE INC	JAIL PROJECT - SUBSCRIPTION	06/12/2024	\$13,850.00	P
19240450	MAGNET FORENSICS LLC	JAIL PROJECT - GRAYKEY LICENSE	06/11/2024	\$12,485.00	P
19240451	TEK84 INC	JAIL PROJ - EQUIP RELOCATION	04/26/2024	\$10,900.00	P
19240452	AMAZON CAPITAL SERVICES	JAIL COOLER DOOR CLOSER	06/18/2024	\$92.30	
19240453	COMPLETE CONTROL	JAIL SERVICE CALL	05/31/2024	\$74.50	
19240454	COMPLETE CONTROL	BR 1 - CONTROLS	06/11/2024	\$20,282.60	
19240455	CRESCENT ELECTRIC SUPPLY CO	ELECTRICAL BOXES	06/04/2024	\$16.18	
19240456	CRESCENT ELECTRIC SUPPLY CO	CAT6 WIRE	06/06/2024	\$475.44	
19240457	FREEDOM PEST CONTROL LLC	RIVER BLOCK PEST CONTROL	06/17/2024	\$42.00	
19240458	FREEDOM PEST CONTROL LLC	COURTHOUSE PEST CONTROL	06/17/2024	\$42.00	
19240459	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	06/05/2024	\$605.37	
19240460	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	06/14/2024	\$139.58	
19240461	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	06/19/2024	\$597.05	
19240462	GAPPA SECURITY SOLUTIONS LLC	BR 1 - DOOR HARDWARE	06/11/2024	\$3,515.50	
19240463	GRAINGER (Maintenance)	BLOWER MOTOR RESERVE CRTRM	06/14/2024	\$461.35	
19240464	OPPORTUNITY DEVELOPMENT CENTER	EMPLOYEE APPAREL	06/12/2024	\$24.00	
19240465	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	06/18/2024	\$175.00	
19240466	WINSUPPLY OF WISCONSIN RAPIDS	IMPELLER	05/29/2024	\$396.43	
19240467	WINSUPPLY OF WISCONSIN RAPIDS	IMPELLER	05/31/2024	\$429.74	
19240468	WINSUPPLY OF WISCONSIN RAPIDS	CREDIT MEMO - IMPELLER	06/06/2024	(\$368.07)	
19240469	US BANK	CH FLAGS	06/18/2024	\$297.00	
19240470	INSIGHT PUBLIC SECTOR INC	JAIL PROJ - IDF HARDWARE	06/16/2024	\$133,682.22	
<b>Grand Total:</b>				<b>\$5,608,568.19</b>	

Signatures

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

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

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

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

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

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# Wood County

## WISCONSIN

Reuben Van Tassel  
Facilities Manager

### Letter of Comments July 2024

#### Ongoing Projects and Planning

**Jail Project** – All trades continue making progress each week. As finishes are applied, and equipment/furnishings are selected and ordered, our project team is still looking for ways to reduce cost while maintaining long-term functionality.

**Courthouse** – Mechanical, electrical, and plumbing rough-in is nearly complete in the Branch 1 office space; this will provide an improved and more controlled working environment. Coordination of this update with the jail project has gone well and will provide County/Court staff with a secure pathway into the Branch 1 courtroom, if needed, when escorting defendants from the new jail.

The design and engineering for Courthouse heating system replacement is progressing. Additional information gathering has been ongoing, including a facility survey to determine location and quantity of asbestos containing materials that will need to be abated prior to any mechanical work.

**River Block** – I continue to receive occasional complaints regarding the limited amount of parking in close proximity to River Block. Inclement weather, busy days, and certain downtown events are all factors that influence where many County employees, clients, and others choose to park when visiting this location. This topic, as it circles back to us from time to time, should encourage us to thoughtfully consider the balance of project cost against a desire for convenience and the need for accessibility to County government facilities.

#### Miscellaneous

Attended PIT, HHS, Operations, County Board, and numerous project meetings.

Continuing to work with City staff and adjacent property occupants regarding accessibility improvements at the Courthouse.

Working with Highway Department on additional access/security updates and a restroom remodeling project.