

AGENDA
PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

DATE: Monday, February 5, 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. Courthouse Vending – Draft agreement
 - d. Budget amendment resolution
 - e. Review Jail solar design fee
 - f. Review Courthouse heating system design proposals
6. Future Agenda Items
7. Set date and time of next meeting
8. Adjourn

Join by phone

+1-408-418-9388 United States Toll
Meeting number (access code): 2494 105 3191

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m956e29c4c3e2f530ac23d16a38fc4b16>

Meeting number (access code): 2494 105 3191

Meeting password: 020524

MINUTES
PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

DATE: Monday, January 8, 2024

TIME: 9:00 a.m.

PLACE: Courthouse – Room 114

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

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

1. Vice Chair Polach called the meeting to order at 9:00 AM.
2. There was no public comment.
3. The minutes of the December 4, 2023 meeting were reviewed. Motion by Hamilton/Breu to accept them as presented. Motion carried unanimously.
4. The Information Technology vouchers were reviewed with explanations given. Motion by Breu/Hamilton to approve as presented. Motion carried unanimously.
5. The IT Report was reviewed with explanation given. Motion by Penzkover/Winch to approve the report as presented. Motion carried unanimously.
6. The Maintenance vouchers were reviewed with explanations given. Motion by Winch/Hamilton to approve as presented. Motion carried unanimously.
7. The Maintenance Report and project updates were reviewed.
8. Van Tassel is working on an agreement to bring back to the committee for vending services, outlining responsibilities and liabilities.
9. Miner reported that a notification from the Wisconsin Historical Society was received noting that they will be cataloging the Poor Farm Cemetery on Seneca Road in the near future. No action is required by the committee.
10. The next meeting will be held on Monday, February 5, 2024 at 9:00 AM.
11. Motion by Hamilton/Breu to go into closed session pursuant to Wis Stats 19.85(1)(e) to discuss negotiations for the acquisition of property within the Triangle Development. Motion carried unanimously.
12. Motion by Penzkover/Breu to return to open session. Motion carried unanimously.

13. Vice Chair Polach declared the meeting adjourned at 9:47 AM.

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

**Property & Information Technology Committee
January 8, 2024**

NAME	REPRESENTING
Bill Olesdornig	WCB # 15
RVANTASSEL	MAINT.
NICOLE GESSERT	MAINT.
AMY KAUP	IT
J. Zupler	DIST. 17
Lance Pliml	CB Chair
Sera Christensen	Emergency Dist
Kimberly Simac	Clerk of Courts

Committee Report

County of Wood

Report of claims for: INFORMATION TECHNOLOGY

For the period of: JANUARY 2024

For the range of vouchers: 27230559 - 27230587 27240001 - 27240022

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27230559	INSIGHT PUBLIC SECTOR INC	ARCTIC WOLF AGREEMENT - YEAR 1	12/26/2023	\$54,621.46	P
27230560	CDW GOVERNMENT INC	HS KOFAX LICENSE	12/15/2023	\$129.28	P
27230561	CDW GOVERNMENT INC	MUN-PE 2023 WATCHGUARD HDD	12/18/2023	\$49.26	P
27230562	INSIGHT PUBLIC SECTOR INC	PKS MONITOR FOR M.A.	11/29/2023	\$150.59	P
27230563	TDS TELECOM	PHONE CHARGES	12/28/2023	\$73.10	P
27230564	TDS TELECOM	PHONE CHARGES	12/28/2023	\$59.22	P
27230565	TDS TELECOM	PHONE CHARGES	12/28/2023	\$44.86	P
27230566	TDS TELECOM	PHONE CHARGES	12/28/2023	\$59.07	P
27230567	TDS TELECOM	PHONE CHARGE	12/28/2023	\$18.35	P
27230568	TWEET GAROT MECHANICAL INC	DATACENTER AC MAINTENANCE	10/30/2023	\$1,410.55	P
27230569	US CELLULAR	CELL PHONE CHGS ACCT 277407322	12/16/2023	\$440.52	P
27230570	US CELLULAR	CELL PHONE CHGS ACCT 851710598	12/16/2023	\$135.48	P
27230571	US CELLULAR	CELL PHONE CHGS ACCT 203538532	12/20/2023	\$2,161.97	P
27230572	US CELLULAR	CELL PHONE CHGS ACCT 203391922	12/20/2023	\$8.64	P
27230573	RHYME (Portage)	CS PRINTER	09/29/2023	\$795.00	P
27230574	RHYME (Portage)	PE PRINTER	10/31/2023	\$989.00	P
27230575	AMAZON CAPITAL SERVICES	PKS PHONE CASE	12/29/2023	\$7.99	P
27230576	AMAZON CAPITAL SERVICES	PKS PHONE CASE	01/02/2024	\$23.95	P
27230577	AT&T MOBILITY	MONTHLY CELL/HOTSPOT CHARGES	12/23/2023	\$395.74	P
27230578	AT&T MOBILITY	MONTHLY CELL CHARGES	12/23/2023	\$3,018.81	P
27230579	CDW GOVERNMENT INC	HLTH KOFAX POWER PDF LICENSE	12/21/2023	\$129.28	P
27230580	CDW GOVERNMENT INC	2023 SQL 2022 LICENSE W/ SA	12/22/2023	\$40,326.93	P
27230581	CDW GOVERNMENT INC	CREDIT MUN-PE 2023 WATCHGUARD	12/28/2023	(\$49.26)	P
27230582	GOLDFAX	NETWORK FAXING DEC 2023	01/07/2024	\$75.65	P
27230583	RHYME BUSINESS PRODUCTS	4TH QTR 2023 BILLING	01/04/2024	\$7,794.04	P
27230584	INSIGHT PUBLIC SECTOR INC	CALL MANAGER UPGRADE 14	12/27/2023	\$17,000.00	P
27230585	INSIGHT PUBLIC SECTOR INC	2023 3RD PC ORDER	01/10/2024	\$150.59	P
27230586	INSIGHT PUBLIC SECTOR INC	CREDIT - 2023 3RD PC ORDER	01/11/2024	(\$150.59)	P
27230587	RHYME (Portage)	UW EXT FOLDING UNIT	11/30/2023	\$1,300.31	P
27240001	CARASOFT TECHNOLOGY CORP	2024 LINKEDIN RENEWAL	12/18/2023	\$5,250.00	P
27240002	SERGEANT LABORATORIES INC	2024 ARISTOTLE MAINTENANCE	12/15/2023	\$5,430.49	P
27240003	SOLARUS	PHONE CHGS ACCT 00063942-1	01/01/2024	\$2,148.70	P
27240004	SOLARUS	PHONE CHGS ACCT 00077856-5	01/01/2024	\$230.05	P
27240005	SOLARUS	PHONE CHGS ACCT 00061009-7	01/01/2024	\$74.99	P

Committee Report - County of Wood

INFORMATION TECHNOLOGY - JANUARY
2024

27240001 - 27240022 27230559 - 27230587

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27240006	AMAZON CAPITAL SERVICES	MUN-PE 2024 WATCHGUARD HDD	01/04/2024	\$29.99	P
27240007	CENTER FOR INTERNET SECURITY INC	2024 ALBERT SENSOR MONITORING	01/02/2024	\$10,680.00	P
27240008	RHYME BUSINESS PRODUCTS	PRINTER/COPIER CHARGES	01/03/2024	\$7,663.00	P
27240009	VERIZON	CELL CHGS ACCT 242258062-00001	01/01/2024	\$4,976.65	P
27240010	AMAZON CAPITAL SERVICES	IT PHONE CASE, EAR PIECES	01/09/2024	\$34.98	P
27240011	CENTURYLINK	PHONE/LONG DISTANCE CHARGES	01/01/2024	\$5.74	P
27240012	CHARTER COMMUNICATIONS (Pittsburgh)	INTERNET PRO100	01/01/2024	\$134.99	P
27240013	CHARTER COMMUNICATIONS (Pittsburgh)	WR FIBER	01/01/2024	\$966.05	P
27240014	CHARTER COMMUNICATIONS (Pittsburgh)	MFLD FIBER	01/01/2024	\$312.93	P
27240015	CHARTER COMMUNICATIONS (Pittsburgh)	NETWORK SERVICES	01/01/2024	\$2,633.18	P
27240016	CDI (CITIES DIGITAL)	2024 LASERFICHE MAINTENANCE	10/20/2023	\$16,773.67	P
27240017	AMAZON CAPITAL SERVICES	HS LAPTOP CHARGER FOR J.L.	01/16/2024	\$23.51	
27240018	AMAZON CAPITAL SERVICES	IT PHONE CORD INVENTORY	01/17/2024	\$27.99	
27240019	AMAZON CAPITAL SERVICES	HLTH WIRELESS MOUSE	01/18/2024	\$16.99	
27240020	APPLE INC	CB IPAD REPLACEMENTS	01/17/2024	\$419.00	
27240021	INSIGHT PUBLIC SECTOR INC	VMWARE MAINTENANCE	01/05/2024	\$17,809.10	
27240022	US BANK	DMARCIA,FS.COM CABLES,GIPAW	01/17/2024	\$492.88	
Grand Total:				\$207,304.67	

Signatures

Committee Chair: _____
 Committee Member: _____
 Committee Member: _____
 Committee Member: _____
 Committee Member: _____

Committee Member: _____
 Committee Member: _____
 Committee Member: _____
 Committee Member: _____



Wood County WISCONSIN

INFORMATION TECHNOLOGY

January 2023

1. Wood County internet and intranet website updates are being posted continually as we work to keep employees and citizens informed.
2. Resolved payroll software issues that arose for the first 2024 payroll, due to a required update. This update included required payroll tax changes and was released late by the software publisher. The technical issues were resolved successfully and payroll was processed on time.
3. Completed the 2023 End-of-Year update for the general ledger and accounts payable financial software.
4. Worked with Finance Department staff to assess new IRS 1099 form electronic submission requirements and plan for future automation. Finance has manually entered 1099 information for tax year 2023.
5. IT staff works to ensure year-end processing requirements are met and supported for various year-end systems and financial processes. Year-end requirements include updating multiple reports for taxes, payroll benefit and deduction rates.
6. Researched and ordered iPad replacement for County Board members. Devices will be setup, configured and ready for placement after the upcoming County Board Election.
7. Network staff has been configuring our new SIEM solution, Arctic Wolf. This will give us much needed insight into threat detection, security events, and compliance information among other useful metrics for ensuring that the Wood County network and computers are protected.
8. Staff finalized employee work-only contact data and imported information to a new mass communication system, Everbridge. This system will notify employees of critical events and enhance safety.
9. Continued researching solutions for Project Manager, IT project management software, replacement.
10. Continued work on forms process improvement and document storage in Information Technology leveraging Laserfiche.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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11. Programming staff works to perform a security audit and improve support documentation for the Sage HRMS, Human Resources Management System, system for employee, benefit and payroll data.
 12. Continued work consolidating programming source control systems in order to organize historical and ongoing software development projects, and eliminate a server as part of the Server OS update project.
 13. Custom reports for SmartCare, Human Services Electronic Health Record System, continue to be created.
 14. Identified an issue with the CIS Maps not matching the version that Wood County GIS has provided. Working with CIS on getting maps updated to latest version.
 15. Network staff are working with a vendor to upgrade our phone system. These upgrades will allow us to configure newer devices and ensure support beyond August 2025.
 16. Highway Department truck scales software, AWS, workstation reinstallation and system support documentation was completed.
 17. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. Super user training continues and results in improved support of the EHR (electronic health record) system. Work continues, including attending training webinars, in order to meet the latest CMS (Centers for Medicare and Medicaid) requirement for the Norwood Admissions Hospital unit transparency in pricing reporting. Failure to comply and meet the deadline of July 1, 2024 would result in reduction of CMS revenue for the Norwood Healthcare Facility and violation of the public reporting requirements.
 18. Programming staff works to improve support documentation for the Sage HRMS, Human Resources Management System, system for employee, benefit and payroll data. Two HRMS Quarterly updates were completed on all production and test servers.
 19. Continue research to upgrade the Dispatch Medical Question Software (ProQA).



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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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. Updated County Video Conference devices to work with the new Video Mesh server and add the capability of using the phone system to make audio calls. We are in the process of upgrading the Call Manager system to support the new video conference units.
 22. Support for GCS\Catalis property tax systems is ongoing. Server work to expand RAM and resolve web portal issues is complete. The first 2024 software upgrade is complete. The current property tax software version end-of-life is set for Fall of 2023. The existing property tax system is on-prem, servers at Wood County. The upgraded version will be cloud based. Contract negotiation for system migration was finished in late May but adjustments continue as the vendor completes migrations for other counties. System migration is scheduled to begin in May 2024 and we do prefer this later timeframe.
 23. IT staff continue working to restore and import 15+ years of digital archive tax roll data into Laserfiche for the Treasurer.
 24. The TimeStar, electronic timecard and time tracking software, system configuration changes are 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. Work begins to replace and configure 3 punch timeclocks for our medical facilities before June 2024 when clocks will no longer interface with the time tracking system.
 25. Programming staff work to review and enhance code, update test systems and create user and system documentation in support of 2024 employee benefits open enrollment, new hire enrollment and special application access for the Courts and DA employees.
 26. Network staff have engaged consultants 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.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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27. Network staff continue working with the Next-Gen 911 provider and various other vendors related to the Next-Gen 911 upgrade to gather the required information and schedule installations. This has been an active project for more than a year and is on schedule to be completed within the coming months. The project is part of a statewide effort to provide a more robust solution and will provide redundant VoIP circuits to help minimize downtime due to failed provider hardware and outdated circuit technology.
 28. The Register of Deeds work to upgrade multiple applications continues each week. IT staff escorts and assists the vendor, Fidlar Technologies, with server and application updates. ROD server operating system and SQL server upgrades in December caused required application upgrades which were completed in early January 2024.
 29. Programming staff work to review, improve and support systems and train the new analyst.
 30. UPS replacement and battery refresh maintenance was started in order to protect IT network equipment from power failures and surges.
 31. IT staff continue working to organize and relocate the Information Technology network drive shared data. This is an ongoing and sizable project.
 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.
 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.
 34. Time has been spent reviewing current and upcoming building projects including the new law enforcement center, the move of Register in Probate, and additional offices being built at River Block.
 35. Staff has been working on configuring our on-premise Exchange servers to work with O365 (Exchange Online). These changes will allow us to run a hybrid email system and/or move to the cloud when support on our current system expires.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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36. Resolved Wi-Fi issues that were occurring in the Emergency management garage.
 37. Worked with Maintenance to increase Wi-Fi coverage for the Extension office in the Courthouse.
 38. 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). New training and phishing tests have been assigned to help ensure all Wood County staff are assisting in keeping our network and data safe.
 39. For the month of January, 426 helpdesk requests were created, with staff completing 422 tickets and leaving 105 open requests. In addition, there are currently 66 project requests.
 40. Continue to apply numerous security patches to servers. These updates include fixes for functionality and security patches that keep servers as secure as possible.
 41. The System Technician Lead Position was filled. Jim Ceplina started on January 8th. Staff work to onboard and train Jim in his new role.
 42. Replacement of 2023 devices is complete. Moving forward, all devices will be deployed with Windows 11 Operating System. This required an update to the image configuration.
 43. Network staff has been working with Maintenance, Sheriff, Samuel's Group, and various vendors on the infrastructure needs for the new Law Enforcement Center.

Committee Report

County of Wood

Report of claims for: MAINTENANCE

For the period of: JANUARY 2024

For the range of vouchers: 19230935 - 19230956 19240001 - 19240029

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19230935	AMAZON CAPITAL SERVICES	RB SUPPLIES	12/26/2023	\$24.99	P
19230936	CRESCENT ELECTRIC SUPPLY CO	CAT6 CABLE	12/18/2023	\$221.00	P
19230937	QUALITY DOOR & HARDWARE	RB UPDATES - DOORS/HARDWARE	12/20/2023	\$3,280.92	P
19230938	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	12/27/2023	\$12.88	P
19230939	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	12/27/2023	\$176.12	P
19230940	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	12/27/2023	\$634.40	P
19230941	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	12/27/2023	\$64.36	P
19230942	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	12/27/2023	\$153.42	P
19230943	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	12/28/2023	\$139.58	P
19230944	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC DEC 2023	01/02/2024	\$4,811.95	P
19230945	RUESCH DRYWALL	RB UPDATES-DRYWALL 2ND FL OFF	12/22/2023	\$2,362.00	P
19230946	WE ENERGIES	GAS SERVICE JAIL	01/03/2024	\$606.30	P
19230947	WE ENERGIES	GAS SERVICE 441 SARATOGA ST	01/03/2024	\$110.34	P
19230948	WE ENERGIES	GAS SERVICE RIVER BLOCK	01/03/2024	\$631.29	P
19230949	WE ENERGIES	GAS SERVICE COURTHOUSE	01/03/2024	\$1,008.87	P
19230950	VENTURE ARCHITECTS	JAIL PROJECT - PROF SERVICES	12/27/2023	\$61,843.38	P
19230951	CRESCENT ELECTRIC SUPPLY CO	REG IN PROBATE - CAT6 CABLE	12/20/2023	\$442.00	P
19230952	JOSLIN CONCRETE	SNOW REMOVAL - CH, RB	12/31/2023	\$637.50	P
19230953	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	01/05/2024	\$172.22	P
19230954	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	01/05/2024	\$339.40	P
19230955	THE SAMUELS GROUP INC	JAIL PROJECT - 24TH PAYMENT	01/05/2024	\$3,697,507.29	P
19230956	HOME DEPOT CREDIT SERV (Maintenance)	CH & RB SUPPLIES	01/05/2024	\$361.98	P
19240001	AKITABOX INC	PLATFORM SOFTWARE & SUPPORT	01/01/2024	\$18,911.97	P
19240002	CITY OF WISCONSIN RAPIDS	3407749 SPECIAL ASSESSMENT	01/01/2024	\$1,125.20	P
19240003	OTIS ELEVATOR CO	2024 CH ELEVATOR SVC CONTRACT	12/11/2023	\$2,687.64	P
19240004	OTIS ELEVATOR CO	2024 RB ELEVATOR SVC CONTRACT	12/11/2023	\$4,631.52	P
19240005	AMAZON CAPITAL SERVICES	RVT SAFETY SHOES	01/08/2024	\$135.00	P
19240006	GRAINGER (Maintenance)	JAIL KITCHEN SUPPLIES	01/02/2024	\$52.15	P
19240007	URETHANE THERMAL SOLUTIONS	REG IN PROBATE - INSULATION	01/01/2024	\$950.00	
19240008	WI FACILITIES MANAGEMENT ASSOCIATION	2024 MEMBERSHIP DUES	01/03/2024	\$150.00	P
19240009	WASTE MANAGEMENT	WASTE DISPOSAL FEES	01/04/2024	\$1,454.45	P
19240010	AMAZON CAPITAL SERVICES	CREDIT - RVT SAFETY SHOES	01/09/2024	(\$135.00)	P
19240011	DECKER SUPPLY CO	CH SIGNAGE	01/04/2024	\$111.62	P
19240012	JFTCO INC	CH GENERATOR WARRANTY	01/02/2024	\$2,205.00	P

Committee Report - County of Wood

MAINTENANCE - JANUARY 2024

19240001 - 19240029 19230935 - 19230956

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19240013	NASSCO INC	CLEANING SUPPLIES	01/17/2024	\$1,801.77	P
19240014	AMAZON CAPITAL SERVICES	REG IN PROBATE-DIMMER SWITCHES	01/16/2024	\$244.24	
19240015	SHERWIN-WILLIAMS CO THE	REG IN PROBATE - PAINT	01/11/2024	\$874.80	
19240016	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	01/16/2024	\$105.00	
19240017	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	01/11/2024	\$2,500.20	
19240018	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC 441 SARATOGA	01/11/2024	\$193.29	
19240019	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	01/11/2024	\$816.96	
19240020	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	01/11/2024	\$42.18	
19240021	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	01/11/2024	\$59.67	
19240022	WATER WORKS & LIGHTING COMM	RB PARKING LOT STORM SEWER	01/11/2024	\$41.10	
19240023	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	01/11/2024	\$47.84	
19240024	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	01/11/2024	\$8.24	
19240025	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	01/11/2024	\$101.18	
19240026	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	01/11/2024	\$9,362.98	
19240027	US BANK	JAIL, RB ELEVATOR, CAD SOFTWARE	01/11/2024	\$858.78	
19240028	AMAZON CAPITAL SERVICES	CU PRINTER INK	01/18/2024	\$35.99	
19240029	QUALITY PLUS PRINTING INC	PRINTING	01/24/2024	\$720.00	
Grand Total:				\$3,825,635.96	

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 February 2024

Ongoing Projects and Planning

Jail Project – Even though our view from the exterior seems to show less progress recently, there is a lot of work happening inside. Recent work days have been averaging over one hundred workers onsite. Some of the work includes: masonry wall construction on first and fourth floors, top-of-wall detailing, door frame installation, mechanical room equipment installation, copper piping installation, low voltage and other security cable installation, spray fireproof application and patching, HVAC duct installation and testing, security caulking, fire sprinkler piping, etc.

Courthouse – Some divisions of work for the upcoming Branch 1 remodel were re-bid due to a shortage of bidders as well as budgetary concerns. The remaining bids will be collected and reviewed in the coming weeks; we should then be able to award contracts and begin scheduling work.

River Block – Remodeling within the Human Services space to provide additional private offices is complete; we will assist with staff relocation as needed.

Permanent replacement of the damaged power supply cable is still expected to take place later this year; the utility provider and contractor are working to coordinate multiple phases of this work to ensure the project goes well. Part of the work will require scheduling a power outage(s) during off-hours to minimize disruption.

Miscellaneous

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

Assisting Highway Department with some updates that will improve security and access at their Wisconsin Rapids location.

Continuing to work with adjacent property owners regarding access improvements that would benefit our Courthouse visitors and staff.



FACILITY USE AGREEMENT
(APPENDIX R)

This is an agreement between the County of Wood and the Facility User for the placement and operation of food and beverage vending machines inside County Facilities. No additional relationship is established or inferred.

County Department: Maintenance

County Facility Name/Location: Wood County Courthouse and River Block

Facility User/Organization: Van Beck Vending – Don Waters

Date(s)/Time(s) Facility to be Used: Ongoing

Indemnity Requirements

The Facility User hereby agrees to hold harmless and indemnify Wood County, its officers, employees, and agents from any and all liability, loss damages, costs or expenses which are sustained, incurred, or required arising out of the actions of the Facility User in the course of their use of the Named Facility.

Facility and Equipment Use

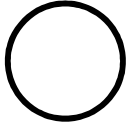
The Facility User shall own and maintain all associated equipment related to its food and beverage vending machines. The Facility User is responsible for all reasonable cleanup costs and repairs including parts and labor should malfunction or damage occur. Wood County will use reasonable diligence to provide an uninterrupted and regular supply of power but it shall not be liable for interruptions, deficiencies or imperfections of service. Wood County may temporarily suspend the delivery of service when necessary for the purpose of making changes and improvements upon any part of the electrical distribution systems. The Facility User shall furnish and install any protective devices to prevent damage to equipment that might result from imperfections in the power supply.

Additional Requirements

Any hazardous waste generated in the Named Facility by the Facility User will be properly disposed of by the Facility User according to State and Federal Hazardous Waste Regulations. No waste shall be poured down drains or tossed in trash without approval from the County Department. Any spills or injuries shall be reported to Risk Management immediately.

Signature of Department Representative Title Department Date

Facility User: Signature of Authorized Representative Agency Date



RESOLUTION#

Introduced by
Page 1 of 1

Property & Information Technology Committee & Operations Committee

ITEM#

DATE February 20, 2024

Effective Date Upon Passage & Posting

Motion: Adopted:
1st Lost:
2nd Tabled:
No: Yes: Absent:
Number of votes required:
Majority Two-thirds
Reviewed by: PK, Corp Counsel
Reviewed by: EN, Finance Dir.

INTENT & SYNOPSIS: To amend the 2024 Maintenance budget to include expenditures for projects that were in process but not completed at December 31, 2023:

FISCAL NOTE: No additional cost to Wood County. The adjustment to the budget is as follows:

Table with 4 columns: Account, Account Name, Debit, Credit. Rows include Building Improvements (\$20,000), Maintenance Fund (\$20,000), CP Building Improvements (\$39,232), and Capital Projects Fund Balance (\$39,232).

WHEREAS, the Wood County Board authorized capital improvements in the 2023 Maintenance budget, and

WHEREAS, the projects, while started in 2023, could not be completed until 2024 due to material and equipment delays, and

WHEREAS, rule 26 of the Wood County Board of Supervisors states that "an amendment to the budget is required any time the actual costs will exceed the budget at the function level", and

THEREFORE BE IT RESOLVED, to amend the Maintenance Department budget (51611) for 2024 by appropriating \$20,000 of unexpended proceeds from the Maintenance Fund (33900) and amend the Capital Projects Building Improvements budget (57119) for 2024 by appropriating \$39,232 from Capital Projects Fund balance (34113) for building improvements, and

BE IT FURTHER RESOLVED, that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed to post a notice of this budget change within 15 days.

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ALLEN BREU (Chair)
DENNIS POLACH
WILLIAM WINCH
BRAD HAMILTON
JEFF PENZKOVER

ED WAGNER (Chair)
DONNA ROZAR
LANCE PLIML
ADAM FISCHER
LAURA VALENSTEIN

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

County Clerk

County Board Chairman