

PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

DATE: Monday, March 6, 2023

TIME: 9:00 a.m.

LOCATION: Room 114, Wood County Courthouse

1. Call meeting to order
2. Public Comments
3. Approve minutes from previous meetings
- 4. Information Technology**
 - a. Vouchers
 - b. Monthly Comments
- 5. Maintenance Dept.**
 - a. Vouchers
 - b. Monthly Comments
 - c. Maintenance Department Staffing
 - d. Courthouse Cleaning Service
6. Seventeenth Ave. Property Update
7. Twelfth Street Property Updates
8. Attendance at meetings
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): 2484 051 3007

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m3896d605433e7ee2e99ef3ded26611fe>

Meeting number (access code): 2484 051 3007

Meeting password: 030623

**PROPERTY & INFORMATION TECHNOLOGY COMMITTEE
MEETING MINUTES**

DATE: Monday, February 6, 2023
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Room 114

PRESENT: Al Breu, Brad Hamilton, Jeff Penzkover, Dennis Polach, Bill Winch (Via Webex)

OTHERS PRESENT (for part or all of the meeting, in person or via Webex): Bill Clendenning, Reuben Van Tassel, Amy Kaup, Jason DeMarco, Jason Grueneberg, Jeff Mrozek, Kim Stimac, Kelli Francis

1. The meeting was called to order at 9:01 a.m. by Chair Breu.
2. Public Comments: Supervisor Clendenning asked a question regarding recycling sustainability. Chair Breu stated that he has had conversations with Facilities Manager Van Tassel in regards to this. Van Tassel explained that the PIT Committee was noted on the resolution when the Renewable and Sustainable Committee was disbanded as handling the former committee’s responsibilities. Discussion ensued regarding if CEED is a more appropriate committee for those responsibilities. It was noted that this may need to be a future agenda item.
3. Approve minutes from 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. IT Director 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) Kaup explained that the County is fully moved to .gov email addresses and it was a long project, but went very well.

(c)(d) Kaup presented a resolution to amend the 2022 PC Replacement Fund and a resolution for 2023 CIP Carryover. Kaup explained that expenditures for replacement PC’s has been higher than anticipated due to many employees moving from PC’s to laptops. Kaup explained that the money is in escrow, it just needs to be moved with the resolution. Kaup explained that the 2023 CIP Carryover resolution is to include expenses for projects that were in process but not completed by December 31, 2022.

Motion (Hamilton/Polach) to approve the PC Replacement Fund resolution. Motion carried unanimously.

Motion (Hamilton/Penzkover) to approve the IT 2023 CIP Carryover resolution. Motion carried unanimously.

5. (a) Supervisor Winch asked for clarification on items within the Maintenance vouchers. Facilities Manager Van Tassel answered general questions pertaining to his department’s vouchers.

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

(b) Van Tassel provided additional information pertaining to his monthly report. Van Tassel stated that he may be requesting the Committee to consider a future agenda item in which his department staffing levels can be discussed.

(c) Van Tassel presented a resolution for 2023 CIP carryover. Van Tassel explained that this resolution is for a carryover from the Branch 4 project due to delays in getting materials and contractors completing their work.

Motion (Hamilton/Penzkover) to approve the Maintenance 2023 CIP Carryover resolution. Motion carried unanimously.

(d) Van Tassel shared information with the Committee about current Courthouse cleaning procedures. He then shared information on what the requests on cleaning are from Courthouse departments as opposed to what is currently being done. Discussion ensued.

6. Van Tassel explained that the facility safety policy agenda item was inadvertently left on the agenda from the previous month. He stated that the Operations Committee will be reviewing a resolution for the policy at their February meeting where they will be able to act on it and forward it to the County Board.
7. Planning & Zoning Director Grueneberg provided the Committee with information on the 17th Avenue property. Grueneberg explained that there are conversations that need to happen with internal departments to determine future space needs and a wetland determination on the property that needs to be made before any recommendations or decisions on selling it can be made. Discussion ensued. Chair Breu asked Grueneberg to bring the layouts from a proposal for the property that was made in previous years to the next meeting.

Chair Breu asked for an update on the 12th Street property and if the new owners are occupying it. Van Tassel confirmed that the new owners are occupying it and said that Wood County received a bill from Water Works & Lighting Commission that should have been sent to the new occupants. Van Tassel worked with the realtor to get the bill passed along to the occupants to be taken care of. Supervisor Hamilton asked for this to be put on the next agenda to ensure that it was taken care of.

8. Agenda items for the next meeting:
 - Maintenance Department Staffing
 - Courthouse Cleaning
 - 17th Avenue Property Updates
 - 12th Street Property Updates
9. The next Committee meeting will be Monday, March 6, 2023 at 9:00 a.m. in meeting room 114.
10. Chair Breu declared the meeting adjourned at 10:25 a.m.

Minutes recorded and prepared by Kelli Francis. Minutes in draft form until approved at the next meeting.

Committee Report

County of Wood

Report of claims for: INFORMATION TECHNOLOGY

For the period of: FEBRUARY 2023

For the range of vouchers: 27220635 - 27220636 27230026 - 27230070

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27220635	INTER-QUEST CORP	ONSITE SUPPORT	08/16/2022	\$785.49	P
27220636	INTER-QUEST CORP	ONSITE SUPPORT	08/08/2022	\$812.40	P
27230026	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	01/24/2023	\$25.89	P
27230027	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	01/24/2023	\$14.42	P
27230028	AMAZON CAPITAL SERVICES	HS HEADSET	01/24/2023	\$167.95	P
27230029	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	01/24/2023	\$34.29	P
27230030	AMAZON CAPITAL SERVICES	SPARE LAPTOP CHARGERS	01/30/2023	\$100.00	P
27230031	FRONTIER	PHONE CHARGES	01/19/2023	\$142.30	P
27230032	SOLARUS	PHONE CHGS ACCT 00063942-1	02/01/2023	\$2,141.42	P
27230033	SOLARUS	PHONE CHGS ACCT 00077856-5	02/01/2023	\$227.00	P
27230034	SOLARUS	PHONE CHGS ACCT 00061009-7	02/01/2023	\$69.99	P
27230035	TDS TELECOM	PHONE CHARGES	01/28/2023	\$75.49	P
27230036	TDS TELECOM	PHONE CHARGES	01/28/2023	\$59.04	P
27230037	TDS TELECOM	PHONE CHARGES	01/28/2023	\$44.68	P
27230038	TDS TELECOM	PHONE CHARGES	01/28/2023	\$57.19	P
27230039	TDS TELECOM	PHONE CHARGES	01/28/2023	\$17.95	P
27230040	US CELLULAR	CELL PHONE CHGS ACCT 277407322	01/16/2023	\$557.09	P
27230041	US CELLULAR	CELL PHONE CHGS ACCT 851710598	01/16/2023	\$164.46	P
27230042	AMAZON CAPITAL SERVICES	COC - WIRELESS HEADSET	01/30/2023	\$196.93	P
27230043	AT&T MOBILITY	MONTHLY CELL/HOTSPOT CHARGES	01/23/2023	\$363.24	P
27230044	CHARTER COMMUNICATIONS (IL Address)	INTERNET PRO100 ACCT 0209726	01/24/2023	\$134.99	P
27230045	CHARTER COMMUNICATIONS (IL Address)	WR FIBER ACCT 0294876	01/28/2023	\$1,237.33	P
27230046	GOLDFAX	NETWORK FAXING JAN 2023	02/05/2023	\$67.50	P
27230047	INSIGHT PUBLIC SECTOR INC	IT - DOCKING STATION	01/24/2023	\$357.00	P
27230048	INSIGHT PUBLIC SECTOR INC	P&Z - RAM	01/25/2023	\$139.20	P
27230049	INTER-QUEST CORP	WEBEX ANNUAL SUBSCRIPTIONS	01/01/2023	\$5,174.40	P
27230050	INTER-QUEST CORP	BR 4 VC & COURTROOM AUDIO	01/03/2023	\$4,069.45	P
27230051	INTER-QUEST CORP	BR 4 VC AUDIO	01/31/2023	\$284.95	P
27230052	INTER-QUEST CORP	BR 4 VC & COURTROOM AUDIO	01/31/2023	\$1,062.09	P
27230053	US CELLULAR	CELL PHONE CHGS ACCT 203538532	01/20/2023	\$2,142.89	P
27230054	US CELLULAR	CELL PHONE CHGS ACCT 203391922	01/20/2023	\$6.74	P
27230055	AMAZON CAPITAL SERVICES	IT HARDWARE	02/06/2023	\$331.87	P
27230056	CARAHSOFT TECHNOLOGY CORP	HS DOCUSIGN SUBSCRIPTION	02/02/2023	\$450.00	P
27230057	CENTER FOR INTERNET SECURITY INC	2023 ALBERT SENSOR MONITORING	02/06/2023	\$10,680.00	P

Committee Report - County of Wood

INFORMATION TECHNOLOGY -
FEBRUARY 2023

27230026 - 27230070 27220635 - 27220636

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27230058	INTER-QUEST CORP	2023 VOIP FLEX SUBSCRIPTION	02/01/2023	\$24,600.00	P
27230059	RHYME BUSINESS PRODUCTS	PRINTER/COPIER CHARGES	02/03/2023	\$6,159.47	P
27230060	CARASOFT TECHNOLOGY CORP	LWC DOCUSIGN SUBSCRIPTION	02/06/2023	\$450.00	P
27230061	CDW GOVERNMENT INC	ADOBE CAPTIVATE	01/26/2023	\$220.63	P
27230062	CENTURYLINK	PHONE/LONG DISTANCE CHARGES	02/01/2023	\$9.11	P
27230063	HEARTLAND BUSINESS SYSTEMS LLC	WEBEX PHONE SYSTEM INTEGRATION	02/06/2023	\$16,650.00	P
27230064	INSIGHT PUBLIC SECTOR INC	EW LAPTOP WARRANTY	01/31/2023	\$156.42	P
27230065	CHARTER COMMUNICATIONS (PA Address)	NETWORK SERVICES	02/01/2023	\$2,329.29	P
27230066	VERIZON	CELL CHGS ACCT 242258062-00001	02/01/2023	\$6,739.52	P
27230067	US BANK	SQUAD PROG,GODADDY,SIGNUP,SNAG	02/17/2023	\$4,238.32	
27230068	AMAZON CAPITAL SERVICES	HS HEADSET BATTERY	02/16/2023	\$35.88	
27230069	HEARTLAND BUSINESS SYSTEMS LLC	CISCO DUO MAINTENANCE RENEWAL	02/15/2023	\$42,432.00	
27230070	INSIGHT PUBLIC SECTOR INC	IT DOCKING STATION	02/09/2023	\$304.26	
Grand Total:				\$136,520.53	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____



Wood County WISCONSIN

INFORMATION TECHNOLOGY

February 2023

1. Wood County internet and intranet website updates are being posted continually as we work to keep employees and citizens informed.
2. Continued migration of public web services to a new web server as part of the move to the woodcountywi.gov domain. Most web sites and services are now accessible through the new domain.
3. Continued work on forms process improvement and document storage in Information Technology leveraging Laserfiche.
4. Resumed work with the Treasurer's and Finance departments to begin using Electronic Funds Transfer (EFT) rather than paper checks for some accounts payable.
5. Continued work on developing an updated internal employee web portal with a new, easier to update and easier to navigate design.
6. Setup a new Call Handler and Hunt Group for Edgewater Reception.
7. Continued work on setting up Coroner iPads. This includes configuring a secure way to access files and creating instructions.
8. Major updates applied to the Cyber Recruiter system to get the county on the most current version.
9. Update applied to the Emergency Management's BNI, Building Number Index, site to allow for ease of use.
10. Applied quarterly updates to systems running Sage HRMS, Payroll and HR software.
11. Discovery phase for replacing the Norwood Facility Infection Control software is progressing. Investigation into the current electronic patient record (EHR) system's infection tracking functionality is being conducted for due diligence.



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INFORMATION TECHNOLOGY

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12. Resolved ongoing issue with Dispatch Medical Question Software (ProQA) not working properly with CIS Law Enforcement System
 13. System analysis, server build, testing, and production application configuration is complete for a project to meet another new and extremely detailed reporting requirement of Centers for Medicare & Medicaid Services (CMS). Workstation installations, deployment and system training and implementation is complete. Norwood staff have begun using the new CART application. Work extending data import and export functionality continues. Failure to meet the new Inpatient Psychiatric Facilities Quality Reporting Program (IPFQR) requirements deadline of July 1, 2023 would result in a 2% reduction of CMS revenue for the Norwood Healthcare Facility, loss of estimated \$100K annually, and violation of the public reporting requirements. IPFQR collected data is also presented on the CMS Care Compare website for the public to research and select medical providers.
 14. 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 replacements will be scheduled for 2023.
 15. Support for GCS\Catalis property tax systems is ongoing. 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 is progressing. System migration will now be scheduled to begin in May 2024 and we do prefer this later timeframe.
 16. 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. Network and hardware punching clock configuration updates for TimeStar and the new .gov domain are complete.
 17. IT staff has started restoring and importing 15+ years of digital archive tax roll data into Laserfiche for the Treasurer.
 18. Continue work on the Health WIC Breastfeeding application to update and fix various issues.
 19. Troubleshoot SmartCare, Human Services Electronic Health Record System, login issue.



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INFORMATION TECHNOLOGY

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20. Network staff continue to research SIEM (Security Information and Event Management) software. This would give our team a better ability to sort through the logs created by our security appliances and track attempted attacks on our network infrastructure.
 21. Staff have worked with a third-party vendor to identify what is needed to better integrate our video conferencing units into our telephone system and add functionality to our Webex conferencing software. This will allow us to remove an analog phone system currently being used in our Courtrooms and have been causing ongoing issues in Branch 1.
 22. In 2025 our current Microsoft Office Suite will no longer be supported. In effort to begin this massive change to Microsoft's Office 365 (O365), IT staff are already working to get O365 setup using best practices and to ensure ample time to test, train and plan. This change at it will affect all staff. We continue to work to implement O365 to a small group of users which includes the Coroner and IT staff.
 23. Reviewing Email Distribution groups to ensure these are setup properly and all group members are receiving emails.
 24. Our Network Analyst, who has taken on the cybersecurity role for IT, attended an On-Demand SANS training. He was able to secure this training for free through the Wisconsin CRT (Cyber Response Team). Through the SANS training site, this training would normally cost \$8,275.
 25. Continue to investigate all cyber threats that are reported by security infrastructure alerts or County employees.
 26. Continued work on developing an updated internal employee web portal with a new, easier to update and easier to navigate design.
 27. The first order for PC Replacement was placed, and hardware is already beginning to arrive. This is a big improvement over hardware delivery delays seen in previous years.
 28. Worked with Highway Staff to review video conference needs.
 29. Conducted interviews for the vacated System Technician position.



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INFORMATION TECHNOLOGY

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30. 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. This month a 2023 Internet Security Training was assigned to all employees.
 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. This month included troubleshooting and updating Webex licensing in order for basic users to be able to host small meetings.
 32. For the month of January, 674 helpdesk requests were created, with staff completing 659 tickets and leaving 107 open requests. In addition, there are currently 72 project requests.
 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. The printer refresh has begun and a lot of time was spent in February planning for these updates and initial installations.
 35. Networking staff have implemented a new backup solution for the Village of Port Edwards. The new solution will provide a large cost savings to the Village.
 36. Documentation has continued on Information Technology programs and processes. Some of the major systems being documented include PortBlocker, password manager, phone system processes, tablets/iPads and print management.
 37. Training interns is ongoing. Currently the IT Department has two interns.
 38. Work continues on several security related projects including the implementation of PortBlocker, encrypted storage devices, and a new password manager that allows users to securely store passwords.
 39. Working with vendor to resolve issues with latest update to end point protection software. This software is causing issues with some departments accessing specific business related websites. There is currently a workaround until a permanent resolution can be put in place.

Committee Report

County of Wood

Report of claims for: MAINTENANCE

For the period of: FEBRUARY 2023

For the range of vouchers: 19221224 - 19221226 19230054 - 19230133 50121063 - 50121064

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19221224	WATER WORKS & LIGHTING COMM	JAIL PROJ - INSTALL WATER SVC	12/31/2022	\$7,625.89	P
19221225	WATER WORKS & LIGHTING COMM	JAIL PROJ-H2O MAIN ABANDONMENT	12/31/2022	\$5,148.79	P
19221226	JOSLIN CONCRETE	SNOW REMOVAL AT RIVER BLOCK	01/01/2023	\$3,476.25	
19230054	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING COURTHOUSE, JAIL	01/25/2023	\$6,581.65	P
19230055	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	01/25/2023	\$4,765.30	P
19230056	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	01/20/2023	\$48.75	P
19230057	APPLIED INDUSTRIAL TECHNOLOGY	BELTS - CH & RB	01/19/2023	\$12.56	P
19230058	ASCENT CONSTRUCTION LLC	RB UPDATES - DRYWALL	01/23/2023	\$4,523.00	P
19230059	CONSTELLATION NEWENERGY-GAS DIVISION	CH, JAIL, RB GAS SERVICE	01/23/2023	\$12,764.79	P
19230060	GAPPA SECURITY SOLUTIONS LLC	BR 4 - CORES	01/25/2023	\$213.50	P
19230061	GRAINGER (Maintenance)	JAIL PLUMBING SUPPLIES	01/23/2023	\$592.55	P
19230062	NICK MICHELS & SONS	RB ROOF REPAIRS	01/18/2023	\$210.00	P
19230063	QUALITY COUNTERTOPS	RB UPDATES - COUNTERTOPS	01/18/2023	\$431.72	P
19230064	SHERWIN-WILLIAMS CO THE	BR 4 - STAIN	01/19/2023	\$26.47	P
19230065	ULINE	CH SMOKERS RECEPTACLES	01/16/2023	\$182.06	P
19230066	WISCONSIN VALLEY BUILDING PRODUCTS	RB UPDATES - ACCESS UPGRADE	01/16/2023	\$6.36	P
19230067	WISCONSIN VALLEY BUILDING PRODUCTS	CH TOOLS	01/24/2023	\$6.30	P
19230068	WISCONSIN VALLEY BUILDING PRODUCTS	RB TOOLS	01/24/2023	\$154.55	P
19230069	STAPLES ADVANTAGE	OFFICE SUPPLIES	01/31/2023	\$8.11	P
19230070	QUALITY PLUS PRINTING INC	BUSINESS CARDS	01/31/2023	\$981.75	P
19230071	AMAZON CAPITAL SERVICES	CLIPBOARDS	01/30/2023	\$8.85	P
19230072	GAPPA SECURITY SOLUTIONS LLC	KEYS	01/27/2023	\$32.25	P
19230073	GRAYBAR	ZIP TIES	01/24/2023	\$109.28	P
19230074	GRAINGER (Maintenance)	JAIL PLUMBING SUPPLIES	01/26/2023	\$355.53	P
19230075	GRAINGER (Maintenance)	SOAP DISPENSER	01/27/2023	\$8.60	P
19230076	MCMaster-CARR SUPPLY CO	HARDWARE - JAIL	01/30/2023	\$22.43	P
19230077	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	01/26/2023	\$12.36	P
19230078	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	01/26/2023	\$295.58	P
19230079	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	01/26/2023	\$581.04	P
19230080	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	01/26/2023	\$65.65	P
19230081	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	01/26/2023	\$112.02	P
19230082	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC JAN 2023	02/02/2023	\$3,984.46	P
19230083	MENARDS - PLOVER	SHOP SUPPLIES	01/27/2023	\$435.83	P
19230084	QUALITY DOOR & HARDWARE	BR 4 - DOOR HARDWARE	01/30/2023	\$763.30	P

Committee Report - County of Wood

MAINTENANCE - FEBRUARY 2023

50121063 - 50121064 19230054 - 19230133 19221224 - 19221226

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19230085	QUALITY DOOR & HARDWARE	BR 4 - DOOR HARDWARE	01/31/2023	\$3,611.80	P
19230086	QUALITY DOOR & HARDWARE	BR 4 - DOORS	01/31/2023	\$4,099.64	P
19230087	JOSLIN CONCRETE	SNOW REMOVAL AT RIVER BLOCK	02/04/2023	\$1,463.75	P
19230088	WE ENERGIES	GAS SERVICE JAIL	01/31/2023	\$735.06	P
19230089	WE ENERGIES	GAS SERVICE RIVER BLOCK	01/31/2023	\$1,037.36	P
19230090	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	01/31/2023	\$302.16	P
19230091	WE ENERGIES	GAS SERVICE COURTHOUSE	01/31/2023	\$1,336.64	P
19230092	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	01/31/2023	\$593.32	P
19230093	WE ENERGIES	GAS SERVICE 441 SARATOGA ST	01/31/2023	\$165.78	P
19230094	THE SAMUELS GROUP INC	JAIL PROJECT - 13TH PAYMENT	02/03/2023	\$1,249,418.21	P
19230095	VENTURE ARCHITECTS	JAIL PROJECT - PROF SERVICES	01/31/2023	\$108,600.81	P
19230096	WASTE MANAGEMENT	WASTE DISPOSAL FEES	02/03/2023	\$994.61	P
19230098	DIAMOND BUSINESS GRAPHICS	printing	02/15/2023	\$345.00	P
19230099	DIAMOND BUSINESS GRAPHICS	printing	02/15/2023	\$733.75	P
19230100	DIAMOND BUSINESS GRAPHICS	PRINTING	02/15/2023	\$2,878.50	P
19230101	DIAMOND BUSINESS GRAPHICS	PRINTING	02/15/2023	\$2,122.90	P
19230102	AMAZON CAPITAL SERVICES	F350 TRUCK ACCESSORIES	02/15/2023	\$322.18	
19230103	ACE HARDWARE	SHOP SUPPLIES	02/07/2023	\$26.36	
19230104	AUTO XTRAS LLC	2022 F350 RUNNING BOARDS	02/02/2023	\$615.00	
19230105	BRANDL ENTERPRISES LLC	CH SNOW REMOVAL	01/31/2023	\$168.75	
19230106	COMPLETE CONTROL	SERVICE CALL - COURTHOUSE HVAC	01/27/2023	\$486.25	
19230107	COMPLETE CONTROL	CH JAIL ANNUAL FIRE INSPECTION	01/31/2023	\$3,350.00	
19230108	CRESCENT ELECTRIC SUPPLY CO	BR 4 - ELECTRICAL SUPPLIES	01/26/2023	\$40.69	
19230109	CRESCENT ELECTRIC SUPPLY CO	CH MEP UPDATES-ELEC SUPPLIES	02/03/2023	\$318.19	
19230110	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	02/01/2023	\$463.05	
19230111	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	02/01/2023	\$88.66	
19230112	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	02/15/2023	\$541.61	
19230113	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	02/15/2023	\$88.66	
19230114	GAPPA SECURITY SOLUTIONS LLC	ACCESS CARDS	02/10/2023	\$375.00	
19230115	GRAINGER (Maintenance)	MOTOR FOR BRANCH 3	02/13/2023	\$191.68	
19230116	HOME DEPOT CREDIT SERV (Maintenance)	CH, BR 4, RB, RB UPDATES	02/05/2023	\$981.99	
19230117	INTEGRITY FIRE PROTECTION INC	RB SPRINKLER SYSTEM INSPECTION	02/02/2023	\$310.00	
19230118	INTEGRITY FIRE PROTECTION INC	JAIL SPRINKLER SYSTEM INSPECT	02/02/2023	\$310.00	
19230119	QUALITY DOOR & HARDWARE	BR 4 - WALL BUMPERS	02/07/2023	\$11.85	
19230120	QUALITY DOOR & HARDWARE	SHOP - WIRELESS SENSOR	02/07/2023	\$208.32	
19230121	QUALITY DOOR & HARDWARE	SHOP - CLOSER	02/07/2023	\$166.73	
19230122	ULINE	RB SHOP SUPPLIES	01/24/2023	\$293.78	
19230123	ULINE	RB SHOP SUPPLIES	01/30/2023	\$71.63	
19230124	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	02/14/2023	\$2,512.19	
19230125	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC 441 SARATOGA	02/14/2023	\$81.67	
19230126	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	02/14/2023	\$872.00	
19230127	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	02/14/2023	\$50.14	
19230128	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	02/14/2023	\$57.45	
19230129	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	02/14/2023	\$45.30	

Committee Report - County of Wood

MAINTENANCE - FEBRUARY 2023

50121063 - 50121064 19230054 - 19230133 19221224 - 19221226

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19230130	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	02/14/2023	\$9.56	
19230131	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	02/14/2023	\$98.66	
19230132	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	02/14/2023	\$8,996.61	
19230133	US BANK	CHIEF ARCH SOFTWARE,F350 HITCH	02/17/2023	\$639.98	
50121063	BATTERIES PLUS BULBS		01/31/2023	\$26.40	P
50121064	BATTERIES PLUS BULBS		01/31/2023	\$26.40	P
Grand Total:				\$1,455,833.56	

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 March 2023

Ongoing Projects and Planning

Jail Project – Although our recent weather has been less cooperative for construction, contractors have continued taking steps forward and are now beginning to set some of the structural steel. I continue to be busy with review of project documentation and the myriad of details that must be coordinated among all contractors working on the new jail.

Courthouse – Branch 4 continues to see slow progress; while I expect to have the courtroom ready before the State's deadline, the delays are further evidence of the ongoing supply chain issues and material shortages we will continue dealing with in the foreseeable future.

One of the next steps in the long-range plan for the third floor of the Courthouse is to relocate the Register in Probate offices. The new location, which was approved a few years ago, is between the District Attorney and Clerk of Courts; the work for this relocation will begin this summer.

A recently approved position for the IT Department will require an alteration to their office space; we are working with IT to provide adequate accommodations.

River Block – The changes to access inside River Block will include the relocation of some shared items, including a safe, department mail bins, and vending machines. Similar to initiating security and screening at the Courthouse, we will experience some minor inconvenience as we acclimate to the changes. I will work with departments to make adjustments if needed to ensure their needs are met.

Equipment for the upcoming elevator control replacement has been ordered. With two elevators in the building, the contractor should be able to keep one elevator in service throughout the project; this will help minimize inconvenience for staff and visitors who are unable to utilize the stairs.

Miscellaneous

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

Continuing to update CIP documents in preparation for the next budget cycle.