

## PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

**DATE:** Monday, October 3, 2022

**TIME:** 9:00 a.m.

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

1. Call meeting to order
2. Public Comments
3. Approve minutes from previous meetings
4. **Information Technology**
  - a. Vouchers
  - b. Monthly Comments
5. **Maintenance Dept.**
  - a. Vouchers
  - b. Monthly Comments
6. Twelfth St. Property Update
7. Discuss 17<sup>th</sup> Ave. Property
8. Update on acquisition of real property adjacent to County property.
9. Future Agenda Items
10. Set date and time of next meeting
11. Adjourn

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### **Join by phone**

+1-408-418-9388 United States Toll

Meeting number (access code): 2492 979 0617

### **Join by WebEx App or Web**

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m12323d31f947f998a6d0dac645ed9a06>

Meeting number (access code): 2492 979 0617

Meeting password: 100322

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE  
MEETING MINUTES**

**DATE:** Tuesday, September 6, 2022  
**TIME:** 1:00 p.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 1:00 p.m. by Chair Breu.
2. Public Comments: None
3. Approve minutes from the previous meetings. Supervisor Polach indicated the Seventeenth property should be listed as Seventeenth Avenue. It was incorrectly listed in the minutes as Seventeenth Street.

**Motion (Hamilton/Polach) to approve the minutes from the previous meetings. Motion carried unanimously.**

4. (a) Supervisors Winch, and Polach, 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) IT Director Kaup highlighted her monthly report and answered questions.

(c) IT Director Kaup presented the IT 2023 Budget. Discussion ensued.

**Motion (Hamilton/Penzkover) to approve the IT Budget and to move it on to the Operations Committee. Motion carried unanimously.**

(d) Kaup shared information regarding the anticipated disruption the Jail construction is going to cause to her department. She indicated a request to relocate her department. Discussion ensued.

**Motion (Breu/Hamilton) to direct IT Director Kaup to create a Resolution to negotiate a potential lease for office space at a special meeting prior to County Board on 9/20/2022. Motion carried unanimously.**

- Item 8 was moved up in the agenda with no objection.

8. Planning & Zoning Director, Jason Grueneberg, shared information regarding the Seventeenth Avenue property and its potential use to the County. Highway Commissioner, Rowland Hawk, shared his space needs as it relates to the Seventeenth Avenue property. Discussion ensued.

- Item 6 was moved up in the agenda with no objection.

6. Jason Hausler, Area Extension Director, shared background information regarding a Resolution for the sale of former 4-H Meadowbrook property.

**Motion (Hamilton/Penzkover) to approve the Resolution to authorize the sale of former 4-H property for \$7,500 and to allocate the sale proceeds to the 4-H program. Motion carried unanimously.**

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

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

(b) There were no questions or comments regarding the maintenance monthly report.

(c) Facilities Manager Van Tassel presented the Maintenance 2023 Budget. Discussion ensued.

**Motion (Hamilton/Penzkover) to approve the Maintenance Budget and to move it on to the Operations Committee. Motion carried unanimously.**

7. Twelfth Street property was discussed earlier in the agenda as part of 4(d) – Disruption to IT operations due to construction.

9. Agenda items for the next meeting:

- Kaup indicated the need for a special meeting before County Board on 9/21/22 regarding a resolution authorizing the IT Director to negotiate a potential lease for office space.
- Twelfth Street Property
- Seventeenth Avenue Property

10. The next Committee meeting will be Tuesday, October 3, 2022 at 9:00 a.m. in meeting room 114.

11. Chair Breu declared the meeting adjourned at 3:20 p.m.

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

**Property & Information Technology Committee Meeting  
September 6, 2022**

[illegible]

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

**DATE: Wednesday, September 21, 2022**

**TIME: 9:00 AM**

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

Members Present: Dennis Polach, Brad Hamilton, Jeff Penzkover, William Winch

Member Excused: Al Breu

Other Present: Trent Miner, County Clerk; other supervisors & department heads in the county board room

1. Vice Chair Polach called the meeting to order at 9:00 AM.
2. There was no public comment
3. The resolution to allow for the IT Director to negotiate for rental space was presented. Motion by Hamilton/Penzkover to approve the resolution and forward to the county board for their consideration. It was noted that this is for negotiation only and any final agreement would need further county board approval. Motion carried unanimously.
4. Polach declared the meeting adjourned at 9:03 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: SEPTEMBER 2022

For the range of vouchers: 27220426 - 27220490

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27220426	AMAZON CAPITAL SERVICES	IT KEYBOARD COMBO, SSD ADAPTER	08/23/2022	\$59.55	P
27220427	AMAZON CAPITAL SERVICES	CREDIT MEMO - SSD ADAPTER	08/23/2022	(\$24.56)	P
27220428	AMAZON CAPITAL SERVICES	114 VC SCREEN, ACCESSORIES	08/25/2022	\$524.61	P
27220429	APPLE INC	CORONER IPADS	08/20/2022	\$1,495.00	P
27220430	FRONTIER	PHONE CHARGES	08/19/2022	\$142.98	P
27220431	SOLARUS	PHONE CHGS ACCT 00063942-1	09/01/2022	\$2,141.83	P
27220432	SOLARUS	PHONE CHGS ACCT 00077856-5	09/01/2022	\$223.76	P
27220433	SOLARUS	PHONE CHGS ACCT 00061009-7	09/01/2022	\$69.99	P
27220434	STREAMLINE HEALTHCARE SOLUTIONS LLC	HS SOW #52 AND #59	08/08/2022	\$2,230.00	P
27220435	STREAMLINE HEALTHCARE SOLUTIONS LLC	HS SOW #63	08/11/2022	\$1,087.50	P
27220436	TDS TELECOM	PHONE CHARGES	08/28/2022	\$71.82	P
27220437	TDS TELECOM	PHONE CHARGES	08/28/2022	\$59.01	P
27220438	TDS TELECOM	PHONE CHARGES	08/28/2022	\$44.79	P
27220439	TDS TELECOM	PHONE CHARGES	08/28/2022	\$61.06	P
27220440	TDS TELECOM	PHONE CHARGES	08/28/2022	\$17.60	P
27220441	CHARTER COMMUNICATIONS	INTERNET PRO100 ACCT 0209726	08/24/2022	\$134.99	P
27220442	AMAZON CAPITAL SERVICES	COMM LAPTOP CHARGERS	08/29/2022	\$53.00	P
27220443	AMAZON CAPITAL SERVICES	HS PHONE CASE, SCR N PROTECTOR	09/01/2022	\$25.83	P
27220444	CDW GOVERNMENT INC	KOFAX POWER PDF ADVANCED	08/15/2022	\$690.00	P
27220445	CDW GOVERNMENT INC	HS SNAGIT	08/18/2022	\$152.61	P
27220446	INSIGHT PUBLIC SECTOR INC	4TH PC ORDER 2022	08/20/2022	\$2,371.59	P
27220447	VICTORY APPAREL	EMPLOYEE APPAREL	08/18/2022	\$260.00	P
27220448	VICTORY APPAREL	EMPLOYEE APPAREL	08/24/2022	\$74.00	P
27220449	US CELLULAR	CELL PHONE CHGS ACCT 277407322	08/16/2022	\$599.16	P
27220450	US CELLULAR	CELL PHONE CHGS ACCT 851710598	08/16/2022	\$164.46	P
27220451	US CELLULAR	CELL PHONE CHGS ACCT 203538532	08/20/2022	\$2,188.44	P
27220452	US CELLULAR	CELL PHONE CHGS ACCT 203391922	08/20/2022	\$7.39	P
27220453	RHYME BUSINESS PRODUCTS	PRINTER/COPIER CHARGES	09/05/2022	\$6,159.47	P
27220454	VERIZON	CELL CHGS ACCT 242258062-00001	09/01/2022	\$7,102.18	P
27220455	AT&T MOBILITY	IT COMMUNICATIONS EM CELL CHGS	08/23/2022	\$356.78	P
27220456	CHARTER COMMUNICATIONS	WR FIBER ACCT 0294876	08/28/2022	\$1,292.00	P
27220457	AMAZON CAPITAL SERVICES	P&Z - TV AND WALL MOUNT	09/04/2022	\$344.99	P
27220458	AMAZON CAPITAL SERVICES	NW - M TAYLOR DOCK	09/06/2022	\$198.00	P
27220459	CENTURYLINK	PHONE/LONG DISTANCE CHARGES	09/01/2022	\$10.25	P

INFORMATION TECHNOLOGY -  
SEPTEMBER 2022

27220426 - 27220490

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27220460	GOLDFAX	NETWORK FAXING	09/11/2022	\$64.75	P
27220461	INSIGHT PUBLIC SECTOR INC	DATALOCKER DRIVES	08/24/2022	\$342.26	P
27220462	INSIGHT PUBLIC SECTOR INC	DRUG COURT MONITORS	08/24/2022	\$350.18	P
27220463	INSIGHT PUBLIC SECTOR INC	GRANT - HS PCS	08/25/2022	\$388.34	P
27220464	INSIGHT PUBLIC SECTOR INC	4TH PC ORDER 2022	08/25/2022	\$582.51	P
27220465	INSIGHT PUBLIC SECTOR INC	PE INTERN PCS	08/25/2022	\$388.34	P
27220466	INSIGHT PUBLIC SECTOR INC	PE INTERN PCS	08/27/2022	\$2,941.06	P
27220467	INTER-QUEST CORP	CJC WEBEX LICENSE	09/09/2022	\$161.25	P
27220468	TWEET GAROT MECHANICAL INC	DATACTR AC PREVENT MAINT 2022	08/29/2022	\$1,254.00	P
27220469	INSIGHT PUBLIC SECTOR INC	DATALOCKER DRIVES	08/31/2022	\$359.44	P
27220470	INSIGHT PUBLIC SECTOR INC	NW - M TAYLOR MONITOR	09/02/2022	\$175.09	P
27220471	TIME WARNER CABLE	NETWORK SERVICES	09/01/2022	\$2,326.75	P
27220472	CDW GOVERNMENT INC	KOFAX LICENSES	09/08/2022	\$690.00	P
27220473	CDW GOVERNMENT INC	ADOBE SUBSCRIPTION RENEWALS	09/13/2022	\$2,717.95	P
27220474	CHARTER COMMUNICATIONS	MFLD FIBER ACCT 0364818	09/09/2022	\$445.42	P
27220475	INSIGHT PUBLIC SECTOR INC	DATALOCKER DRIVES	09/06/2022	\$1,449.90	P
27220476	INSIGHT PUBLIC SECTOR INC	HS DICTATION HEADSETS	09/13/2022	\$206.69	P
27220477	INSIGHT PUBLIC SECTOR INC	DATALOCKER DRIVES	09/13/2022	\$237.04	P
27220478	INSIGHT PUBLIC SECTOR INC	ARPA HS HEADSET	09/13/2022	\$174.41	P
27220479	US BANK	GIPAW CONFERENCE, PARKING	09/19/2022	\$455.40	
27220480	AMAZON CAPITAL SERVICES	ARPA HS WIRED HEADSETS	09/19/2022	\$549.26	
27220481	AMAZON CAPITAL SERVICES	HS LAPTOP CHARGER	09/24/2022	\$19.99	
27220482	FRONTIER	PHONE CHARGES	09/19/2022	\$142.86	
27220483	INSIGHT PUBLIC SECTOR INC	3RD PC ORDER 2022 - DESKTOPS	09/14/2022	\$4,743.18	
27220484	INSIGHT PUBLIC SECTOR INC	L&WC SECURE FLASH DRIVE	09/14/2022	\$233.25	
27220485	INSIGHT PUBLIC SECTOR INC	RB UPDATES - SIP INTERCOM	09/15/2022	\$1,094.18	
27220486	TDS TELECOM	PHONE CHARGES	09/28/2022	\$71.82	
27220487	TDS TELECOM	PHONE CHARGES	09/28/2022	\$59.01	
27220488	TDS TELECOM	PHONE CHARGES	09/28/2022	\$44.79	
27220489	TDS TELECOM	PHONE CHARGES	09/28/2022	\$59.51	
27220490	TDS TELECOM	PHONE CHARGES	09/28/2022	\$17.40	
<b>Grand Total:</b>				<b>\$53,136.11</b>	

Signatures

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

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

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

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# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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### September 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. Completed development on automation of Incident Based Reporting (IBR) file acquisition for all law enforcement agencies.
3. Resolved a long standing issue in dispatch with CAD not connecting to ProQA. ProQA is a program that interfaces with CAD that is used on medical calls and provides dispatchers with a list of questions they need to ask.
4. Resolved a jail issue that was preventing Guard1 software from being able to upload data. Guard1 is timekeeping software that guards use to update inmate information when doing rounds. A jail employee was also trained on the guard1 backup process to avoid complications with the State.
5. Development began on creating an application to aid jail staff in identifying faulty hardware.
6. The Register of Deeds application server work is scheduled with IT staff and the Fidler Technologies vendor for early October. The new configurations will improve security.
7. Completed work with the Parks and Forestry department to update the remote gate control and monitoring systems for Dexter and Wazeecha dams. New equipment was installed and commissioned at Dexter dam in September. A new management server and software is fully operational. Over the course of this project IT staff provided testing, troubleshooting, programming changes, system support, and coordination between management, control system vendor staff, electrical contractor staff, and Parks and Forestry dam operations staff.
8. Continued work on developing an updated internal employee web portal with a new, easier to update and easier to navigate design.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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9. In preparation for 2023 PC Replacement orders, new laptop models are being reviewed and compared to ensure we receive the best price for the models selected and department's needs are being met.
  10. Information technology staff continue to assist the Communications Center, Sheriff's Department and several municipalities with their CJIS audits.
  11. Worked on several projects related to the Laserfiche document management system:
    - a) Continued setup and testing of Laserfiche document management in the Human Services department. We are currently training and converting units at River Block and Norwood.
    - b) 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.
    - c) Began work on replacing PermitScan permit document scanning & storage system in Planning & Zoning with Laserfiche.
    - d) Began work on forms process improvement and document storage in Information Technology leveraging Laserfiche.
  12. The State of Wisconsin changed the addressing of video conferencing units. Staff updated phonebooks to ensure Wood County devices could still communicate with state owned facilities.
  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.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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16. Updated licensing for Kofax Power PDF and Adobe Products.
  17. Network refresh efforts have continued with the replacement of the router and switches at the Powers Bluff and Marshfield Highway tower locations.
  18. Support for GCS property tax systems is ongoing. IT and Wood County Treasurer staff attended the GCS LandNav, now Caltalis company, second demo to further discuss the upgrade of the property tax software. 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. System migration will be scheduled for late August, September, and early October of 2023.
  19. Development for adding new well water permits into the Planning & Zoning Department system continues.
  20. 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.
  21. 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.
  22. Support and upgrades for multiple departmental use of Quicken software is ongoing.
  23. Equipment continues to arrive from previous PC Replacement orders. Deployment of devices continues to be a priority.
  24. 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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25. 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.
  26. Staff was on site to assist with the power outage created with the moving of utilities in preparation for the new jail project.
  27. 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.
  28. For the month of August, 542 helpdesk requests were created, with staff completing 526 tickets and leaving 166 open requests. Staff processed 61 new user or termination requests. So far in 2022 there have been 529 new user or termination requests. In addition, there are currently 376 project requests.
  29. Continue to apply numerous security patches to servers. These updates include fixes for functionality and security patches that keep servers as secure as possible.
  30. Notable time has also been spent working with the Maintenance Department on the Branch 4 courtroom audio video needs and space requirements, as well as preparations for of the new Jail. This includes review of specs and IT needs for the Jail and the physical relocation of vendor provided connections.
  31. Connectivity to Port Edwards was established which will allow for staff to complete important IT functions remotely.
  32. In late August two of the three IT summer intern contracts concluded. We began recruitment early in September for additional IT Internships, to date we have zero applicants.
  33. IT Programmers Analyst team works to train the new Programmer Analyst and Programmer Analyst intern.
  34. Staff attended the Fall GIPAW IT Conference. This conference provided valuable information and best practices in subjects, such as cybersecurity, Office 365, Broadband implementation in Wisconsin, and challenges facing public IT staff recruitment.

## Committee Report

County of Wood

Report of claims for: MAINTENANCE

For the period of: SEPTEMBER 2022

For the range of vouchers: 19220722 - 19220863 50121059 - 50121062

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19220722	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	08/25/2022	\$4,765.30	P
19220723	APPLIED INDUSTRIAL TECHNOLOGY	BELTS	08/12/2022	\$10.40	P
19220724	GRAINGER (Maintenance)	CH UPDATES - CORONER CABINETS	08/17/2022	\$1,647.16	P
19220725	ULINE	JANITORIAL SUPPLIES	08/10/2022	\$112.35	P
19220726	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/25/2022	\$87.54	P
19220727	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/26/2022	\$636.02	P
19220728	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/26/2022	\$33.91	P
19220729	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/26/2022	\$22.53	P
19220730	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/26/2022	\$592.37	P
19220731	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/26/2022	\$89.33	P
19220732	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELEC CREDIT MEMO	08/24/2022	(\$527.25)	P
19220733	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELEC CREDIT MEMO	08/26/2022	(\$89.33)	P
19220734	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/30/2022	\$418.46	P
19220735	ACE HARDWARE	SHOP SUPPLIES	08/17/2022	\$2.66	P
19220736	ACE HARDWARE	SHOP SUPPLIES	08/29/2022	\$11.96	P
19220737	ACE HARDWARE	SHOP SUPPLIES	08/29/2022	\$2.99	P
19220738	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	08/24/2022	\$47.39	P
19220739	ASCENT CONSTRUCTION LLC	BR 4 - CARPENTRY WORK	08/25/2022	\$2,126.14	P
19220740	BAUER'S FLOOR MART	BR 4 - FLOORING	08/25/2022	\$25,000.00	P
19220741	CRESCENT ELECTRIC SUPPLY CO	CH SECURITY - SUPPLIES	08/17/2022	\$24.69	P
19220742	CRESCENT ELECTRIC SUPPLY CO	CH MEP UPDATES - SUPPLIES	08/18/2022	\$33.02	P
19220743	GAPPA SECURITY SOLUTIONS LLC	RB UPDATES - DOOR HARDWARE	08/30/2022	\$347.25	P
19220744	LIBERTY CLEANERS INC	CLEANING COURTHOUSE, JAIL	08/31/2022	\$8,398.30	P
19220745	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	08/29/2022	\$653.44	P
19220746	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC 12TH ST	08/29/2022	\$363.49	P
19220747	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	08/29/2022	\$237.31	P
19220748	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	08/29/2022	\$98.82	P
19220749	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	08/29/2022	\$48.07	P
19220750	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	08/29/2022	\$12.36	P
19220751	WISCONSIN VALLEY BUILDING PRODUCTS	SHOP SUPPLIES	08/26/2022	\$37.50	P
19220752	CURRENT TECHNOLOGIES INC	JAIL PROJ - UTILITY RELOCATION	08/26/2022	\$7,316.59	P
19220753	NIEMAN'S SERVICE INC	JAIL PROJ - UTILITY RELOCATION	08/26/2022	\$412.50	P
19220754	UNITED RENTALS NORTH AMERICA INC	JAIL PROJ - UTILITY RELOCATION	08/28/2022	\$4,129.00	P
19220755	VENTURE ARCHITECTS	JAIL PROJECT - PROF SERVICES	08/29/2022	\$125,744.51	P

## Committee Report - County of Wood

MAINTENANCE - SEPTEMBER 2022

50121059 - 50121062 19220722 - 19220863

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19220756	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/30/2022	\$819.80	P
19220757	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/30/2022	\$89.33	P
19220758	VIKING ELECTRIC SUPPLY	JAIL PROJECT - CREDIT MEMO	08/24/2022	(\$2,777.94)	P
19220759	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/31/2022	\$1,342.26	P
19220760	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/31/2022	\$604.01	P
19220761	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/31/2022	\$11.36	P
19220762	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	08/31/2022	\$500.46	P
19220763	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	09/01/2022	\$3,180.10	P
19220764	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	09/01/2022	\$872.47	P
19220765	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	09/02/2022	\$201.34	P
19220766	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	09/02/2022	\$2,227.81	P
19220767	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	09/02/2022	\$1,751.92	P
19220768	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	09/02/2022	\$466.87	P
19220769	COMPLETE CONTROL	SERVICE CALL - AIR HANDLER	08/31/2022	\$362.31	P
19220770	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	09/02/2022	\$8,914.56	P
19220771	FERGUSON ENTERPRISES LLC	PIPE WRENCH	08/24/2022	\$64.99	P
19220772	FERGUSON ENTERPRISES LLC	CH MEP UPDATES - SUPPLIES	08/26/2022	\$44.53	P
19220773	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	08/31/2022	\$427.94	P
19220774	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	08/31/2022	\$105.42	P
19220775	POWER PAC INC	TRACTOR PARTS/SUPPLIES	08/26/2022	\$1,151.87	P
19220776	WASTE MANAGEMENT	WASTE DISPOSAL FEES	09/01/2022	\$850.21	P
19220777	WE ENERGIES	GAS SERVICE COMMUNICATIONS	08/31/2022	\$9.57	P
19220778	WE ENERGIES	GAS SERVICE JAIL	08/31/2022	\$212.38	P
19220779	WE ENERGIES	GAS SERVICE RIVER BLOCK	08/31/2022	\$343.11	P
19220780	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	08/31/2022	\$9.57	P
19220781	WE ENERGIES	GAS SERVICE COURTHOUSE	08/31/2022	\$268.55	P
19220782	WE ENERGIES	GAS SERVICE 12TH ST	08/31/2022	\$67.54	P
19220783	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	08/31/2022	\$9.57	P
19220784	WISCONSIN VALLEY BUILDING PRODUCTS	SHOP SUPPLIES	08/31/2022	\$205.00	P
19220785	CRESCENT ELECTRIC SUPPLY CO	JAIL PROJ - UTILITY RELOCATION	08/24/2022	\$2.34	P
19220786	CRESCENT ELECTRIC SUPPLY CO	JAIL PROJ - UTILITY RELOCATION	08/24/2022	\$36.38	P
19220787	CRESCENT ELECTRIC SUPPLY CO	JAIL PROJ - UTILITY RELOCATION	08/25/2022	\$8.24	P
19220788	CRESCENT ELECTRIC SUPPLY CO	JAIL PROJ - UTILITY RELOCATION	08/26/2022	\$74.10	P
19220789	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	09/07/2022	\$276.84	P
19220790	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	09/07/2022	\$49.69	P
19220791	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	09/07/2022	\$15.60	P
19220792	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	09/07/2022	\$123.37	P
19220793	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	09/07/2022	\$24.78	P
19220794	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	09/08/2022	\$944.51	P
19220795	WE ENERGIES	JAIL PROJECT - UTILITY WORK	09/09/2022	\$1,382.66	P
19220796	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	09/09/2022	\$1,264.86	P
19220797	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	09/09/2022	\$16.47	P
19220798	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	09/13/2022	\$696.96	P
19220799	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	09/13/2022	\$367.43	P

## Committee Report - County of Wood

MAINTENANCE - SEPTEMBER 2022

50121059 - 50121062 19220722 - 19220863

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19220800	DM STAMPS & SPECIALTIES	STAMPS	09/14/2022	\$25.33	P
19220801	KRANZ INC	CLEANING SUPPLIES	09/14/2022	\$59.59	P
19220802	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	09/07/2022	\$398.70	P
19220803	APPLIED INDUSTRIAL TECHNOLOGY	BELTS	09/02/2022	\$202.19	P
19220804	CONSTELLATION NEWENERGY-GAS DIVISION	CH, JAIL, RB GAS SERVICE	09/14/2022	\$2,080.83	P
19220805	HOME DEPOT CREDIT SERV (Maintenance)	CH, SEC/MEP/CH UPDATES, BR 4	09/05/2022	\$1,027.65	P
19220806	QUALITY DOOR & HARDWARE	BR 4 - DOOR HARDWARE	09/08/2022	\$1,033.21	P
19220807	QUALITY DOOR & HARDWARE	BR 4 - DOOR HARDWARE	09/08/2022	\$867.00	P
19220808	QUALITY DOOR & HARDWARE	BR 4 - DOOR HARDWARE	09/08/2022	\$343.00	P
19220809	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	09/14/2022	\$2,432.55	P
19220810	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	09/14/2022	\$94.09	P
19220811	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	09/14/2022	\$1,219.52	P
19220812	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	09/14/2022	\$41.25	P
19220813	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	09/14/2022	\$34.99	P
19220814	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	09/14/2022	\$45.30	P
19220815	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	09/14/2022	\$9.56	P
19220816	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	09/14/2022	\$98.66	P
19220817	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	09/14/2022	\$3,664.76	P
19220818	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	09/14/2022	\$10,141.11	P
19220819	FIRST SUPPLY	JAIL PROJ - UTILITY RELOCATION	09/19/2022	\$5,026.74	P
19220820	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	09/15/2022	\$458.94	P
19220821	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	09/15/2022	\$162.96	P
19220822	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	09/15/2022	\$1,272.04	P
19220823	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	09/19/2022	\$436.58	P
19220824	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	09/19/2022	\$275.41	P
19220825	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	09/20/2022	\$410.19	P
19220826	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	09/20/2022	\$59.21	P
19220827	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/21/2022	\$26.99	P
19220828	KRANZ INC	CLEANING SUPPLIES	09/21/2022	\$461.10	P
19220829	NASSCO INC	CLEANING SUPPLIES	09/21/2022	\$58.08	P
19220830	NASSCO INC	CLEANING SUPPLIES	09/21/2022	\$1,656.87	P
19220831	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	09/22/2022	\$4.67	P
19220832	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	09/22/2022	\$313.92	P
19220833	AMAZON CAPITAL SERVICES	SUPPLIES	09/15/2022	\$6.98	P
19220834	AMAZON CAPITAL SERVICES	LANYARDS	09/16/2022	\$17.88	P
19220835	AMAZON CAPITAL SERVICES	SUPPLIES	09/16/2022	\$8.99	P
19220836	AMAZON CAPITAL SERVICES	CLEANING SUPPLIES	09/16/2022	\$29.76	P
19220837	AMAZON CAPITAL SERVICES	CLEANING SUPPLIES	09/16/2022	\$7.99	P
19220838	AMAZON CAPITAL SERVICES	SUPPLIES	09/21/2022	\$7.99	P
19220839	ARROW PRECISION ASPHALT MAINTENANCE	12TH ST PARKING LOT	09/19/2022	\$7,650.00	P
19220840	BATTERIES PLUS BULBS	RB 12V BATTERIES	09/21/2022	\$65.00	P
19220841	BAUER'S FLOOR MART	CH UPDATES - VINYL BASE	09/12/2022	\$175.00	P
19220842	BAUER'S FLOOR MART	CH UPDATES - GLUE	09/13/2022	\$175.00	P
19220843	COMPLETE CONTROL	RB UPDATES - ADDL ACCESS CNTRL	09/14/2022	\$6,500.00	P

## Committee Report - County of Wood

MAINTENANCE - SEPTEMBER 2022

50121059 - 50121062 19220722 - 19220863

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19220844	COMPLETE CONTROL	CH MEP UPDATES - NETWORK ADDS	09/14/2022	\$3,500.00	
19220845	FREEDOM PEST CONTROL LLC	RIVER BLOCK PEST CONTROL	09/19/2022	\$42.00	
19220846	FREEDOM PEST CONTROL LLC	COURTHOUSE PEST CONTROL	09/19/2022	\$42.00	
19220847	KRISS PREMIUM PRODUCTS INC	BOILER CHEMICALS	09/09/2022	\$1,273.99	
19220848	QUALITY DOOR & HARDWARE	BR 4 - DOOR HARDWARE	09/15/2022	\$2,593.30	
19220849	RUESCH DRYWALL	BR 4 - DRYWALL	09/09/2022	\$15,098.40	
19220850	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	09/20/2022	\$150.00	
19220851	WISCONSIN VALLEY BUILDING PRODUCTS	SHOP SUPPLIES	09/13/2022	\$15.98	
19220852	US BANK	FILE CABINET KEY	09/19/2022	\$10.97	
19220853	ETCO ELECTRIC SUPPLY INC	JAIL PROJ - UTILITY RELOCATION	09/07/2022	\$3,325.00	
19220854	ELECTROLINE INC	LIEBERT BATTERY SERVICE	07/15/2022	\$4,506.00	
19220855	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	09/23/2022	\$2,132.68	
19220856	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	09/26/2022	\$1,171.47	
19220857	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/27/2022	\$6.30	
19220858	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/27/2022	\$5.67	
19220859	SCHILLING SUPPLY COMPANY	CLEANING SUPPLIES	09/27/2022	\$903.80	
19220860	SCHILLING SUPPLY COMPANY	CLEANING SUPPLIES	09/27/2022	\$457.74	
19220861	SCHILLING SUPPLY COMPANY	CLEANING SUPPLIES	09/27/2022	\$35.68	
19220862	VIKING ELECTRIC SUPPLY	JAIL PROJECT-ELECTRICAL SUPPLY	09/27/2022	\$579.39	
19220863	VIKING ELECTRIC SUPPLY	JAIL PROJECT-CREDIT MEMO	09/27/2022	(\$2,518.98)	
50121059	SCHILLING SUPPLY COMPANY		09/14/2022	\$210.98	P
50121060	DASH MEDICAL GLOVES		09/07/2022	\$81.80	P
50121061	STEEN MACEK PAPER COMPANY		09/20/2022	\$3,282.05	P
50121062	STEEN MACEK PAPER COMPANY		09/20/2022	\$3,289.05	P
<b>Grand Total:</b>				<b>\$299,750.77</b>	

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 September 2022

#### Ongoing Projects and Planning

**Jail** – Bids have been received and are currently under review for conformance to all bidding requirements. Low bidders will be invited to share additional thoughts with the project team regarding opportunities for value engineering – a process that may lead to cost savings.

Demolition of the “Red Owl” building in the Avon Street parking lot should begin in the next few weeks; all Courthouse parking will be redirected to the north (Baker Street) parking lot at that time. As a reminder, related project information has been posted on the employee intranet.

**Courthouse** – Utility relocation continues. There have been challenges related to material availability and existing site conditions; however, County staff continue working in conjunction with utility providers and contractors to resolve issues and ensure the new jail project is not delayed by this preliminary work.

**River Block** – Some materials for the access and security update at River Block have arrived; hopefully the remaining materials become available in the next few weeks as we begin working on the approved changes.

While we have been fortunate up to this point that equipment delays have not led to any major operational shutdowns, I am reminded almost daily that we could be one phone call away from a significant delay that will impact one of our facility’s mechanical infrastructure. Many of our critical systems have been designed with an operational backup plan that includes redundancy such as alternating circulation pumps for heating and/or cooling; however, some of our aging systems were not designed this way and could pose a greater risk of service disruption if they experience a failure of any single component. I say this simply as a reminder of the importance for us to include redundancy in critical infrastructure projects as it becomes seemingly more important given the ongoing supply chain volatility.

#### Miscellaneous

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