

PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

DATE: Monday, January 4, 2021

TIME: 9:30 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. Renewable & Sustainable Committee Update
7. Soil boring update
8. County owned properties
9. Update on Courthouse elevator bids
10. Potential utility rate increase
11. Future agenda items
12. Set date and time of next meeting.
13. Adjourn.

Join by phone

+1-408-418-9388 United States Toll

Meeting number (access code): 146 432 5824

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m40c4aad04da8c287afcb395f6b5a640b>

Meeting number (access code): 146 432 5824

Meeting password: PIT0104

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE
MEETING MINUTES**

DATE: Monday, December 7, 2020
TIME: 9:30 a.m.
PLACE: Wood County Courthouse – Room 114

PRESENT: Al Breu (via WebEx), Brad Hamilton (via WebEx), Dennis Polach, Laura Valenstein, Bill Winch

OTHERS PRESENT (for part or all of the meeting): Nicole Gessert, Reuben Van Tassel, Lance Pliml , Amy Kaup (via WebEx), Bill Clendenning, Jason Grueneberg, Kim McGrath, Jason DeMarco, Rowland Hawk (via WebEx), Paul Bernard, Chad Schooley (via WebEx), Shawn Becker (via WebEx). **See attached list.**

1. The meeting was called to order at 9:30 a.m. by Chair Breu.
2. Public Comments: None.
3. Approve minutes from the previous meeting.

Motion (Hamilton/Valenstein) to approve the minutes from the previous meeting. Motion carried unanimously.

4. (a) Supervisor Winch asked for clarification on items within the Information Technology vouchers. Amy Kaup answered general questions pertaining to her department's vouchers.

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

5. (a) No questions regarding Maintenance vouchers.

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

(b) Van Tassel shared information regarding the modernization necessary in 2021 for the Courthouse elevator. Van Tassel also shared that the soil borings were completed last week and he is waiting for results.

6. Van Tassel indicated he had reached out to Finance for some numbers the Committee requested last month regarding the various costs associated with the current jail. With year-end duties the Finance Department has not been able to complete the request yet but should be able to start working on it in January. Pliml indicated he has been in contact with various departments and will be requesting an AdHoc Committee be created regarding the jail study. Discussion ensued.
7. Van Tassel shared information regarding a potential electric rate increase and a request from the Water Works and Lighting Commission to sign a petition in support of potentially tax rolling delinquent electric bills.

Motion (Hamilton/Breu) to allow Facilities Director, Van Tassel to sign a petition in support of Water Works & Lighting Commission potentially tax rolling delinquent electric bills. Motion carried. Voting no: Winch.

8. Jason Grueneberg and Paul Bernard from Planning and Zoning shared a virtual presentation and some history of various County owned properties. Discussion ensued. Paul will prepare a short list of properties with descriptions and current zoning and send to the Committee.

9. Motion (Valenstein/Hamilton) to go into closed session pursuant to Wis. Stat. s. 19.85(1)© to conduct performance evaluations for the Information Technology Director and Facilities Manager.

Roll call vote: Al Breu: Yes; Brad Hamilton: Yes; Dennis Poloch: Yes; Laura Valenstein: Yes; Bill Winch: Yes. Motion carried

10. Motion (Valenstein/Hamilton) to return to open session at 11:05 a.m. Motion carried unanimously.

11. Agenda items for the next meeting:

- Soil boring update
- County owned properties
- Update on Courthouse elevator bids
- Potential rate increase

12. The next Committee meeting will be Monday, January 4, 2021 at 9:30 a.m.

13. Chair Breu declared the meeting adjourned at 11:10 a.m.

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

Property & Information Technology Committee Meeting

December 7, 2020

[illegible]

Committee Report

County of Wood

Report of claims for: INFORMATION TECHNOLOGY

For the period of: DECEMBER 2020

For the range of vouchers: 27200532 - 27200611

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27200532	COMPUTER INFORMATION SYSTEMS INC	CIS IBR & MCS - PAYMENT 2	09/09/2020	\$15,713.50	P
27200533	CHARTER COMMUNICATIONS	INTERNET PRO100 ACCT 0209726	11/24/2020	\$130.00	P
27200534	FRONTIER COMMUNICATIONS	PHONE CHARGES	11/19/2020	\$143.62	P
27200535	INSIGHT PUBLIC SECTOR INC	NETWORK REFRESH 27-20-002	11/17/2020	\$3,146.97	P
27200536	INSIGHT PUBLIC SECTOR INC	NETWORK REFRESH 27-20-002	11/18/2020	\$389.67	P
27200537	INSIGHT PUBLIC SECTOR INC	GRANT-ECON SUPP PC UPGRADES	11/18/2020	\$6,473.49	P
27200538	INSIGHT PUBLIC SECTOR INC	CW SOLUTIONS PC	11/19/2020	\$157.89	P
27200539	SOLARUS	PHONE CHGS ACCT 00063942-1	12/01/2020	\$2,025.90	P
27200540	SOLARUS	PHONE CHGS ACCT 00077856-5	12/01/2020	\$219.56	P
27200541	SOLARUS	PHONE CHGS ACCT 00061009-7	12/01/2020	\$69.99	P
27200542	TDS TELECOM	PHONE CHARGES	11/28/2020	\$70.53	P
27200543	TDS TELECOM	PHONE CHARGES	11/28/2020	\$57.95	P
27200544	TDS TELECOM	PHONE CHARGES	11/28/2020	\$44.60	P
27200545	TDS TELECOM	PHONE CHARGES	11/28/2020	\$59.70	P
27200546	TDS TELECOM	PHONE CHARGES	11/28/2020	\$23.60	P
27200547	US CELLULAR	CELL PHONE CHGS ACCT 277407322	11/16/2020	\$935.44	P
27200548	US CELLULAR	CELL PHONE CHGS ACCE 851710598	11/16/2020	\$530.29	P
27200549	US CELLULAR	CELL PHONE CHGS ACCT 203538532	11/20/2020	\$1,973.09	P
27200550	US CELLULAR	CELL PHONE CHGS ACCT 203391922	11/20/2020	\$10.89	P
27200551	WEIS ELECTRIC INC	NW WIRING - PRINTERS	11/18/2020	\$411.71	P
27200552	AMAZON CAPITAL SERVICES	CABLES/STORAGE	11/24/2020	\$141.67	P
27200553	AMAZON CAPITAL SERVICES	HS PHONE CASE	11/27/2020	\$24.97	P
27200554	AMAZON CAPITAL SERVICES	HLTH HEADSETS AND KEYBOARDS	12/01/2020	\$1,374.33	P
27200555	AMAZON CAPITAL SERVICES	HS PHONE CASE	12/04/2020	\$21.94	P
27200556	AMAZON CAPITAL SERVICES	HS HEADSETS	12/06/2020	\$199.90	P
27200557	CDW GOVERNMENT INC	NETMOTION MAINTENANCE	11/20/2020	\$4,200.00	P
27200558	CHARTER COMMUNICATIONS	WR FIBER ACCT 0294876	11/28/2020	\$1,391.05	P
27200559	CDI (CITIES DIGITAL)	HS LASERFICHE LICENSING	11/18/2020	\$26,358.60	P
27200560	FREVVO INC	2021 SUBSCRIPTION RENEWALS	12/03/2020	\$6,776.54	P
27200561	INSIGHT PUBLIC SECTOR INC	NORWOOD RECEIPT PRINTER	12/01/2020	\$224.74	P
27200562	INSIGHT PUBLIC SECTOR INC	VMWARE 7 LICENSING	12/01/2020	\$29,054.20	P
27200563	TIME WARNER CABLE	NETWORK SERVICES	12/01/2020	\$2,263.97	P
27200564	US BANK	CREDIT CARD CHARGES	11/25/2020	\$179.97	P
27200565	VERIZON	CELL CHGS ACCT 242258062-00001	12/01/2020	\$5,815.94	P

INFORMATION TECHNOLOGY -
DECEMBER 2020

27200532 - 27200611

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27200566	AMAZON CAPITAL SERVICES	HS HEADSTS, COC PHONE, JDP SUP	12/07/2020	\$284.92	P
27200567	AMAZON CAPITAL SERVICES	PROJECTOR LAMP	12/08/2020	\$65.99	P
27200568	AMAZON CAPITAL SERVICES	EW PHONE CASE	12/08/2020	\$15.99	P
27200569	AMAZON CAPITAL SERVICES	COC HEADSET FITKIT	12/09/2020	\$15.00	P
27200570	AMAZON CAPITAL SERVICES	CREDIT DISPATCH MONITOR 56851	12/10/2020	(\$558.83)	P
27200571	CDW GOVERNMENT INC	COMMVault TAPES EOY 2020	12/03/2020	\$120.90	P
27200572	CENTURYLINK	LONG DISTANCE CHARGES	12/01/2020	\$6.24	P
27200573	INSIGHT PUBLIC SECTOR INC	GRANT-ECON SUPP PC UPGRADES	12/07/2020	\$8,260.00	P
27200574	INSIGHT PUBLIC SECTOR INC	CW SOLUTIONS PC	12/07/2020	\$140.00	P
27200575	INSIGHT PUBLIC SECTOR INC	CW SOLUTIONS LAPTOP	12/07/2020	\$140.00	P
27200576	ISI TELEMAGEMENT SOLUTIONS INC	INFOTEL UPGRADE	06/16/2020	\$1,300.00	P
27200577	RHYME BUSINESS PRODUCTS	PRINTER/COPIER CHARGES	12/04/2020	\$5,811.34	P
27200578	VISTA IT GROUP	CORE NIM CARDS	12/10/2020	\$3,923.57	P
27200579	VIVIAL MEDIA	YELLOW PAGES ADVERTISING-HWY	11/26/2020	\$87.85	P
27200580	CHARTER COMMUNICATIONS	MFLD FIBER ACCT 0364818	12/09/2020	\$501.60	P
27200581	INSIGHT PUBLIC SECTOR INC	PHONE SYSTEM UPGRADE 27-20-006	07/31/2020	\$880.00	P
27200582	INSIGHT PUBLIC SECTOR INC	COVID LOANER REPLACEMENTS	09/15/2020	\$700.00	P
27200583	INSIGHT PUBLIC SECTOR INC	CW SOLUTIONS LAPTOP	12/06/2020	\$157.89	P
27200584	INSIGHT PUBLIC SECTOR INC	2020 5TH PC ORDER - 2	12/08/2020	\$1,750.72	P
27200585	INSIGHT PUBLIC SECTOR INC	FIREWALL REPLACEMENT	12/08/2020	\$17,522.50	P
27200586	INSIGHT PUBLIC SECTOR INC	HS ODAY COMPUTER UPGRADE	12/08/2020	\$297.89	P
27200587	INSIGHT PUBLIC SECTOR INC	2020 5TH PC ORDER - 2	12/09/2020	\$389.79	P
27200588	INSIGHT PUBLIC SECTOR INC	JAIL VIDEO CONFERENCE UNITS	12/14/2020	\$5,984.41	P
27200589	INTER-QUEST CORP	COURTROOM VIDEO CONF PROJ	12/21/2020	\$62.48	P
27200590	INTER-QUEST CORP	COURTROOM VIDEO CONF PROJ	12/21/2020	\$4,732.58	P
27200591	EO JOHNSON COMPANY INC	PAPERCUT BILLING 3RD QTR 2020	09/29/2020	\$1,220.37	P
27200592	US BANK	SALES TAX CREDIT	12/17/2020	(\$27.45)	
27200593	AMAZON CAPITAL SERVICES	HS BORTH HEADSET	12/15/2020	\$54.95	
27200594	AMAZON CAPITAL SERVICES	HS ERGO KEYBOARD	12/16/2020	\$39.99	
27200595	AMAZON CAPITAL SERVICES	HS DICTATION HEADSET OPTIONS	12/21/2020	\$75.89	
27200596	AMAZON CAPITAL SERVICES	CALENDAR	12/21/2020	\$11.40	
27200597	AMAZON CAPITAL SERVICES	EW PHONE CASES/PROTECTORS	12/21/2020	\$37.33	
27200598	AMAZON CAPITAL SERVICES	CJC PHONE CASES	12/21/2020	\$26.87	
27200599	AMAZON CAPITAL SERVICES	HEALTH HEADSET CABLES	12/23/2020	\$301.86	
27200600	AMAZON CAPITAL SERVICES	CREDIT - HS HEADSET	12/18/2020	(\$174.95)	
27200601	FRONTIER COMMUNICATIONS	PHONE CHARGES	12/19/2020	\$143.44	
27200602	INSIGHT PUBLIC SECTOR INC	JAIL VIDEO CONF UNITS	12/16/2020	\$633.36	
27200603	TDS TELECOM	PHONE CHARGES	12/28/2020	\$70.53	
27200604	TDS TELECOM	PHONE CHARGES	12/28/2020	\$57.95	
27200605	TDS TELECOM	PHONE CHARGES	12/28/2020	\$44.60	
27200606	TDS TELECOM	PHONE CHARGES	12/28/2020	\$59.95	
27200607	TDS TELECOM	PHONE CHARGES	12/28/2020	\$24.70	
27200608	US CELLULAR	CELL PHONE CHGS ACCT 277407322	12/16/2020	\$842.43	
27200609	US CELLULAR	CELL PHONE CHGS ACCT 851710598	12/16/2020	\$491.43	

INFORMATION TECHNOLOGY -
DECEMBER 2020

27200532 - 27200611

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27200610	US CELLULAR	CELL PHONE CHGS ACCT 203538532	12/20/2020	\$1,974.09	
27200611	US CELLULAR	CELL PHONE CHGS ACCT 203391922	12/20/2020	\$11.09	
Grand Total:				\$169,128.87	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:



Wood County WISCONSIN

INFORMATION TECHNOLOGY

December 2020

1. Wood County internet and intranet website updates concerning COVID-19 continue to be posted rapidly and continually as we work to keep employees and citizens informed.
2. Staff worked to mitigate the effects of the Solarwinds hack on our network and continue to apply the most current server security patches.
3. Built a scheduling system for the IT department to help manage events, trainings, on site visits, etc. This system will help keep all of the various IT events in order and will send reminders when an event is approaching.
4. Finished post migration cleanup for the HR and Payroll system to our newer servers. The HR and Payroll system upgrade to new servers keeps us up to date and makes it easier to maintain these servers.
5. Applied various data fixers and maintenance updates to CIS, the countywide law enforcement system. These updates fix some duplicate records in the system and also prepare the system for the new year rollover.
6. Work has started on installing the new Video Conference system at the River Block Auditorium. This system will include multiple cameras and in ceiling microphones. The new system can provide output to multiple devices in addition to display on the screen in the front of the room.
7. Staff worked with our phone-billing vendor to upgrade software to the latest cloud version. This maintains the latest version of software with minimal assistance from the IT team.
8. The IT Security Team continues to expand the Security Awareness Program. To continue to remain in compliance with the KnowBe4 guarantee simulated Phishing tests need to be completed regularly, at minimum once a month. All staff were assigned the 2020 Insider Threats for End Users training.
9. DS Smart equipment at Norwood was purchased, placed and configured to connect to the electronic healthcare record system, Matrix. DS Smart equipment includes equipment for blood pressure, weight/scales, and thermometers.



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INFORMATION TECHNOLOGY

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10. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. Cross training between Norwood and Edgewater billing staff for the Matrix claims management module was completed. The Norwood Health upgrade to CareAssist implementation continues and progress is affected by COVID. ePrescribing training for nursing staff was completed and physician Matrix accounts have been created or updated. The upgrade to ePrescribing will eliminate data transmission to pharmacy via fax with electronic, bidirectional, secure data transmission. ePrescribing physician training and pharmacy go-live is planned for early January. The Matrix vendor and new Matrix upgrade team is being very accommodating as the COVID regulations and processes have taken staff resources and slowed the project progress.
 11. ABX tracking software for Norwood Infection Control has been purchased.
 12. Research is complete for a solution to meet new Centers for Medicare & Medicaid mandates concerning claim appeal data submission. This was a priority for IT and Edgewater staff. A web portal that is supplied by the Livanta Company was developed and will be used by Edgewater Haven until purchase of the Direct Secure Messaging module in Matrix is implemented in 2021. Livanta processes CMS billing appeals submitted by Edgewater Haven for patients. The Matrix Direct Secure Messaging module may be implemented for the Norwood facility.
 13. Implementation of the RtVision OneGov permit system for additional permit types for the Highway Department continues. This permit system is available for public applications and payment processing on the Wood County website.
 14. Implementation of the Monarch software for the Treasurer's Office was nearly complete and has now encountered more issues. IT is working with the GCS vendor to get this implementation completed. Implementation delays have been due to novice vendor staff that is not familiar with the required configurations. Monarch software interfaces with the Register of Deeds Fidar software and the Treasurer's GCS property tax software. Monarch allows for automated synchronization and work flow processing of deed transfers necessary for maintaining property tax parcel data.
 15. Upgrades to the GCS property tax software and servers are complete. The upgrades meet new GCS server specs and requirements. Software and service preparation for the upcoming property tax bill season is complete. Planning for Citrix server upgrade impact on the GCS Property Tax system has started.



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INFORMATION TECHNOLOGY

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16. The TimeStar, electronic time card and time tracking, system configuration changes is ongoing. IT works to adjust settings as change requests occur. Migration and upgrade of the database and web server was successfully completed. PBJ reports are submitted to CMS (Centers for Medicare & Medicaid) using TimeStar data for both the Edgewater and Norwood Facilities. TimeStar PBJ modifications for Norwood is being manually adjusted by IT before submission to CMS. Issues are due to Norwood's CMS facility ID integration for Norwood PBJ data submissions.
 17. Configured Mass Communication and staff scheduling for Edgewater. Both Edgewater and Norwood are facing challenges communicating with families and addressing staffing concerns due to COVID. This provides an automated solution to assist staff with communication and increase efficiency. Norwood staff is working to provide the setup information. Once this is received, Norwood will also be able to utilize the system.
 18. Continued development work on the Parks and Forestry online reservations software. Planned improvements include greater self service capability for customers, and online sale of permits and passes.
 19. An End of Year push has been put on to remove the remaining Windows 7 machines from our network. This included replacing 14 of our oldest loaner computers that are currently being used for telework.
 20. Staff rolled our eFax solution to the rest of the departments who currently have internal fax lines.
 21. Purchased a replacement Firewall. Current hardware is reaching end of life, and the new Firewall provides enhanced security features, such as Geo-Fencing. Geo-fencing is a feature that allows us to protect our network from being accessed by specific locations. Foreign Countries, for instance, since there is no need for them to access our network, we will have the ability to block any attempts to access our systems.
 22. Assisted in scheduling and monitoring several committee meetings.
 23. Continue to work with several departments to provide information needed for grant submissions and to purchase IT related equipment. Staff is working to get the additional equipment setup as time allows.
 24. Continue to attend SmartCare implementation and Business Process Analysis meetings.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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25. We continue with implementation of Two-Factor authentication, with the use of a product called Duo, to all Wood County PCs. This will require a user to not only provide a password to log onto a computer, but to provide a second factor such as a hardware token to access Wood County Resources. We work to secure websites with this technology to ensure a compromised password doesn't create a security breach. Continue to configure and install Duo Two-Factor Authentication client to end user workstations as users acquire YubiKeys. Continue formulating a plan on the implementation for North Annex and Edgewater.
26. Preparation continues for legacy data migration from TCM to SmartCare. Currently working on writing a utility to pull client documents from IMS, convert them to PDFs, and allow them to be uploaded into SmartCare. Work also started on reviewing how to convert the client notes from TCM to PDFs.
27. Continued work on the state mandated Law Enforcement records conversion project. Finished the majority of CIS Law Enforcement System training for the NIBRS reporting that began September 1st for the Sheriff's department and outside Law Enforcement agencies within the County. This is state and federally mandated to have our CIS system converted to report incidents based off of NIBRS by the start of 2021. This project is currently ahead of schedule. This month municipalities were billed for project costs associated with their users. Applied for a State grant to hopefully recover costs of project.
28. Providing continual support of Webex Meetings Webex Room Kit. – Due to COVID-19 additional measures were taken by the IT staff to support many remote worker daily operations. This included the increased use of video conferencing software and hardware. The County has been using Cisco Webex Meetings, Teams, and Roomkits for video conferencing as well as Cisco Jabber for phone access.
29. SharePoint migration continues and new HS network drive discussions are ongoing between IT and HS. HS has provided IT with a game plan and we are working out the details for executing it. The current version of SharePoint is very outdated and slated for removal in early 2021.
30. For the month of November, 601 helpdesk requests were created, with staff completing 600 tickets and leaving 124 open requests. These numbers represent service requests from departments throughout the County. There are currently 305 project requests from departments also.
31. Continue the replacement of Dispatch machines with new models of computers and monitors. Current hardware will be relocated to the backup dispatch center.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

32. Worked with a vendor, InterQuest, to finish the install of the new video conference system in Branch II. All branches are now complete. This is replacing older equipment to enhance features and improve functional stability.
33. Mobile Device Management has been implemented for all new cellular devices, Health Contact Tracers, and devices like iPads. This allows us to easily keep devices up to date, secure, and with the needed software. We are also able to track and lock these devices in case they are lost. The new solution ties in with our cell provider to automatically enroll devices in the new solution. This will help protect County data on mobile devices such as cell phones and iPads.
34. Began migration development and testing for Laserfiche document management in the Human Services department. Human Services, Norwood, and Edgewater documents in the IMS21 document system related to administrative and fiscal functions will be migrated into the Laserfiche system over the coming months. All related business units will begin using a paperless process as much as possible utilizing the Laserfiche software.
35. Completed a wireless assessment for the Edgewater location. Last month, a wireless assessment was completed at the North Wood County Annex. Working with Administration at both locations to review recommendations and pricing to enhance wireless at both locations.
36. Migrated Sheriff's Department to the Wood County Business Facebook.
37. Configured and placed ten iPads for Human Services Behavioral Health Services division.

Committee Report

County of Wood

Report of claims for: MAINTENANCE

For the period of: DECEMBER 2020

For the range of vouchers: 19201061 - 19201132

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19201061	BAUER'S FLOOR MART	CH UPDATES - CORP COUNSEL	11/17/2020	\$30.00	P
19201062	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	11/23/2020	\$92.58	P
19201063	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	11/24/2020	\$337.54	P
19201064	GRAYBAR	CH UPDATES - CABLE	11/11/2020	\$363.40	P
19201065	GRAYBAR	CH UPDATES - ELEC SUPPLIES	11/16/2020	\$214.96	P
19201066	KRISS PREMIUM PRODUCTS INC	BOILER CHEMICALS	11/13/2020	\$599.61	P
19201067	QUALITY DOOR & HARDWARE	CH UPDATES - CORP COUNSEL	11/20/2020	\$1,871.88	P
19201068	RON'S REFRIGERATION & AC INC	CH UPDATES - CORP COUNSEL	11/19/2020	\$8,210.00	P
19201069	SUPERIOR CHEMICAL CORPORATION	CLEANING SUPPLIES	11/18/2020	\$105.47	P
19201070	KRANZ INC	Cleaning Supplies	12/02/2020	\$66.62	P
19201071	ACE HARDWARE	SHOP SUPPLIES	11/20/2020	\$4.99	P
19201072	ACE HARDWARE	SHOVELS	11/24/2020	\$119.96	P
19201073	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	11/25/2020	\$4,765.30	P
19201074	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	11/20/2020	\$286.76	P
19201075	AMAZON CAPITAL SERVICES	JANITORIAL SUPPLIES	11/25/2020	\$11.28	P
19201076	AMAZON CAPITAL SERVICES	COVID CLEANING SUPPLIES	12/02/2020	\$455.80	P
19201077	AMAZON CAPITAL SERVICES	COVID SUPPLIES	12/02/2020	\$4.49	P
19201078	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	12/02/2020	\$4,798.91	P
19201079	FIRST SUPPLY	WATER COOLER FREIGHT CHARGES	11/30/2020	\$12.50	P
19201080	GRAINGER (Maintenance)	VALVE ACTUATOR	12/01/2020	\$138.05	P
19201081	OTIS ELEVATOR CO	ELEVATOR SVC 11/1/20-12/31/20	10/05/2020	\$10.68	P
19201082	OTIS ELEVATOR CO	ELEVATOR SVC 11/1/20-12/31/20	11/10/2020	\$7.14	P
19201083	QUALITY DOOR & HARDWARE	CH UPDATES-CORP COUNSEL HDWR	11/30/2020	\$580.90	P
19201084	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC 12TH ST	11/24/2020	\$499.56	P
19201085	WATER WORKS & LIGHTING COMM	WATERS/SEWER/ELEC SVC JT USE	11/24/2020	\$214.93	P
19201086	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	11/24/2020	\$60.50	P
19201087	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	11/24/2020	\$12.36	P
19201088	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	11/24/2020	\$508.37	P
19201089	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	11/24/2020	\$103.32	P
19201090	WE ENERGIES	GAS SERVICE JAIL	11/30/2020	\$1,464.33	P
19201091	WE ENERGIES	GAS SERVICE COMMUNICATIONS	11/30/2020	\$184.96	P
19201092	WE ENERGIES	GAS SERVICE 12TH ST	11/30/2020	\$209.88	P
19201093	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	11/30/2020	\$247.91	P
19201094	WE ENERGIES	GAS SERVICE RIVER BLOCK	11/30/2020	\$1,501.44	P

MAINTENANCE - DECEMBER 2020

19201061 - 19201132

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19201095	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	11/30/2020	\$44.57	P
19201096	WE ENERGIES	GAS SERVICE COURTHOUSE	11/30/2020	\$2,756.36	P
19201097	KRANZ INC	CLEANING SUPPLIES	12/08/2020	\$863.42	P
19201098	STAPLES ADVANTAGE	CLEANING SUPPLIES	12/08/2020	\$110.72	P
19201099	STAPLES ADVANTAGE	OFFICE SUPPLIES	12/08/2020	\$3.60	P
19201100	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	12/10/2020	\$268.98	P
19201101	AMAZON CAPITAL SERVICES	CH UPDATES - DOORBELL	12/05/2020	\$16.62	P
19201102	BRANDL ENTERPRISES LLC	CH SNOW PLOWING	11/30/2020	\$615.00	P
19201103	DIRECT SUPPLY INC	CH UPDATES - RESTROOM SIGNS	12/07/2020	\$114.00	P
19201104	FERGUSON ENTERPRISES LLC	PARTS FOR JAIL	12/01/2020	\$17.19	P
19201105	EAGLE CONSTRUCTION CO INC	RB WINDOW REPLACEMENT	12/01/2020	\$63,840.00	P
19201106	GAPPA SECURITY SOLUTIONS LLC	CH UPDATES-CORP COUNSL LOCKSET	11/24/2020	\$269.75	P
19201107	GRAYBAR	CABLE	11/09/2020	\$153.34	P
19201108	LIBERTY CLEANERS INC	CLEANING COURTHOUSE, JAIL	12/08/2020	\$8,072.19	P
19201109	KRANZ INC	CLEANING SUPPLIES	12/15/2020	\$44.42	P
19201110	NASSCO INC	CLEANING SUPPLIES	12/15/2020	\$257.76	P
19201111	NASSCO INC	CLEANING SUPPLIES	12/15/2020	\$509.76	P
19201112	ADVANCED DISPOSAL	WASTE DISPOSAL FEES	11/30/2020	\$643.50	P
19201113	COMPLETE CONTROL	CH HVAC SERVICE CALL	11/30/2020	\$769.75	P
19201114	CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	12/11/2020	\$186.26	P
19201115	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	12/09/2020	\$269.71	P
19201116	GRAINGER (Maintenance)	SUPPLIES	12/11/2020	\$9.97	P
19201117	HAZARD SKATES AND SPORTS LLC	UNIFORMS	12/10/2020	\$30.00	P
19201118	HOME DEPOT CREDIT SERV (Maintenance)	CH, CORP COUNSEL	12/05/2020	\$879.88	P
19201119	NORTHSTAR ENVIRONMENTAL TESTING LLC	TESTING - 411 E JACKSON LOT	06/02/2020	\$350.00	P
19201120	QUALITY DOOR & HARDWARE	CH UPDATE - CORP COUNSEL	12/09/2020	\$376.04	P
19201121	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	12/15/2020	\$60.00	P
19201122	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	12/10/2020	\$5,215.51	P
19201123	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	12/10/2020	\$3,001.71	P
19201124	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	12/10/2020	\$1,676.14	P
19201125	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	12/10/2020	\$919.34	P
19201126	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	12/10/2020	\$259.51	P
19201127	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	12/10/2020	\$81.30	P
19201128	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	12/10/2020	\$63.88	P
19201129	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	12/10/2020	\$47.26	P
19201130	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	12/10/2020	\$37.33	P
19201131	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	12/10/2020	\$7.88	P
19201132	US BANK	RB LIGHTS	12/17/2020	\$319.98	
Grand Total:				\$121,259.01	

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 December 2020

1. Ongoing Projects and Planning

This past year has been a whirlwind of many planned and unplanned projects, most of which presented unique challenges due to supply chain disruption or other delays. Despite the difficult circumstances, the great resolve shown by Wood County departments was encouraging and I am optimistic that 2021 will be another successful year.

There are many improvements planned for the coming year, some of them more visible than others. We will be continuing some exterior repairs and improvements that will include another phase of windows for River Block, as well as some minor restoration to the Courthouse and Jail. There are also some mechanical updates planned that will help improve reliability for multiple systems in our facilities.

- a) Soil Boring – The engineer’s report from our recent soil testing shows that both locations (existing Jail site & south parking lot) would be suitable for construction. Further analysis is recommended if a project is approved.
- b) Elevator Upgrade – Bids have been received; I will be working with the selected contractor to schedule the project as soon as they are available.
- c) Courthouse Parking Lot Reconstruction – Continuing to work with the Highway Department on design improvements for the Avon Street parking lot.
- d) Electric Utility Rate – The Committee recently passed a motion in support of a petition asking the Wisconsin Rapids Common Council to create an ordinance which would place delinquent payments for electricity on the tax roll, as opposed to raising rates for other customers in good standing. The petition was sent to the Common Council who subsequently approved an electric tax roll ordinance; this will help stabilize the cost of electricity for the Courthouse and Jail.

2. Miscellaneous

- a) Attended PIT, County Board, R&S, and HHS Committee meetings.
- b) Vacation 12/21-12/23 & 12/28-12/30