

PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

DATE: Monday, October 5, 2020

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. 12th St. Property Status
5. **Information Technology**
 - a. Vouchers
 - b. Monthly Comments
6. **Maintenance Dept.**
 - a. Vouchers
 - b. Monthly Comments
 - c. Child Support square footage
7. **R&S Committee Report**
8. Jail Study
9. Review list of County properties
 - a. Discuss Jackson street property (Ebsen)
 - b. Discuss West Jackson street reconstruction
10. Future agenda items
11. Set date and time of next meeting.
12. Adjourn.

Join by phone

+1-408-418-9388 United States Toll

Meeting number (access code): 146 134 0355

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=mdb50363f9eebf1bb3d0bdb3b24226c15>

Meeting number (access code): 146 134 0355

Meeting password: PIT1005

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE
MEETING MINUTES**

DATE: Tuesday, September 8, 2020
TIME: 9:30 a.m.
PLACE: Wood County Courthouse – Room 114

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

OTHERS PRESENT (for part or all of the meeting): Nicole Gessert, Lance Pliml (via WebEx), Amy Kaup (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 (Polach/Valenstein) to approve the minutes from the previous meeting. Motion carried unanimously.

4. Peter Kastenholz shared background information regarding County Board Rule #42 and its original intent. Kastenholz indicated it was being brought up due to the fact of the new formed PIT Committee to see if anything should be amended to reflect the PIT Committee in the rule. Discussion ensued. Kastenholz will draft a resolution to amend Rule #42 to include the PIT Committee and will present it at a meeting of the PIT Committee before the County Board meeting on September 15, 2020.
5. (a) Supervisor Winch asked for clarification on items within the Information Technology vouchers. Jason DeMarco and Amy Kaup answered general questions pertaining to their department's vouchers.

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

(b) Supervisor Winch asked for information regarding the recent addition of the external email banner on all County email accounts. Amy Kaup shared details of how the added measures help to aid in email security, by giving a visual reminder to know the sender of emails before opening them.

(c) Kaup gave an overview of the Information Technology budget for 2021 indicating the reason for any increases in the budget. Discussion ensued

Motion (Hamilton/Valenstein) to approve the Information Technology budget and send it to the Operations Committee. Motion carried unanimously.

6. (a) Supervisor Winch asked for clarification on items within the Maintenance vouchers. Reuben Van Tassel answered general questions pertaining to his department's vouchers.

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

(b) Supervisor Winch asked for information regarding the upcoming project for the River Block windows. Discussion ensued.

(c) Van Tassel gave an overview of the Maintenance budget for 2021 indicating the reason for any increases in the budget. Discussion ensued.

Motion (Valenstein/Hamilton) to approve the Maintenance budget and send it to the Operations Committee. Motion carried unanimously.

7. The next Committee meeting will be Monday, October 5, 2020 at 9:30 a.m.

8. Agenda items for the next meeting:

- Discuss Child Support square footage.
- Review a list of County properties
- Discuss the Jackson street property. (Ebsen)
- Sheriff Becker to discuss the Jail study.

9. Chair Breu declared the meeting adjourned at 10:50 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
September 8, 2020**

[illegible]

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE
MEETING MINUTES**

DATE: Tuesday, September 15, 2020
TIME: 9:15 a.m.
PLACE: Wood County Courthouse – County Board Room

PRESENT: Al Breu, Dennis Polach, Laura Valenstein, Bill Winch, Brad Hamilton

OTHERS PRESENT (for part or all of the meeting): Trent Miner, County Clerk;

The meeting was called to order at 9:15 a.m. by Chair Breu.

There were no public comments.

The resolution amending Rule #42 was presented. Moved by Hamilton/Valenstein to approve the resolution and forward it to county board for their consideration. Motion carried unanimously.

Chair Breu declared the meeting adjourned at 9:16 a.m.

Minutes recorded by Trent Miner, County Clerk. Minutes in draft form until approved at the next PIT meeting.

Committee Report

County of Wood

Report of claims for: INFORMATION TECHNOLOGY

For the period of: SEPTEMBER 2020

For the range of vouchers: 27200365 - 27200420

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27200365	SOLARUS	PHONE CHGS ACCT 00063942-1	08/01/2020	(\$761.86)	P
27200366	AMAZON CAPITAL SERVICES	HEALTH DEPT LABEL PRINTER	08/19/2020	\$76.14	P
27200367	AMAZON CAPITAL SERVICES	CART & TVS HS & IT	08/19/2020	\$1,173.96	P
27200368	AMAZON CAPITAL SERVICES	HS PHONE ACCESSORIES	08/19/2020	\$11.98	P
27200369	AMAZON CAPITAL SERVICES	CELL PHONE CASE	08/24/2020	\$20.04	P
27200370	AMAZON CAPITAL SERVICES	HS CELL PHONE CASE	08/25/2020	\$13.58	P
27200371	CDW GOVERNMENT INC	CREDIT MEMO - PO 56763	07/09/2020	(\$92.90)	P
27200372	CDW GOVERNMENT INC	COMMVault REPLACE DRIVES	08/20/2020	\$848.96	P
27200373	CHARTER COMMUNICATIONS	INTERNET PRO100 ACCT 0209726	08/24/2020	\$130.00	P
27200374	INSPIRITY BUSINESS SERVICES LP	TIMESTAR ADD'L LICENSES	01/31/2020	\$4,334.75	P
27200375	INSIGHT PUBLIC SECTOR INC	HEALTH DEPT PC ORDER	08/20/2020	\$1,518.30	P
27200376	INSIGHT PUBLIC SECTOR INC	NEW HS PCS	08/25/2020	\$1,028.06	P
27200377	INTER-QUEST CORP	COURTROOM VIDEO CONF PROJ	08/31/2020	\$25,245.63	P
27200378	SOLARUS	PHONE CHGS ACCT 00063942-1	09/01/2020	\$1,485.31	P
27200379	SOLARUS	PHONE CHGS ACCT 00077856-5	09/01/2020	\$219.75	P
27200380	SOLARUS	PHONE CHGS ACCT 00061009-7	09/01/2020	\$69.99	P
27200381	SOLARWINDS	DAMEWARE RENEWAL	08/26/2020	\$495.00	P
27200382	TDS TELECOM	PHONE CHARGES	08/28/2020	\$70.44	P
27200383	TDS TELECOM	PHONE CHARGES	08/28/2020	\$57.90	P
27200384	TDS TELECOM	PHONE CHARGES	08/28/2020	\$44.54	P
27200385	TDS TELECOM	PHONE CHARGES	08/28/2020	\$59.60	P
27200386	TDS TELECOM	PHONE CHARGES	08/28/2020	\$21.15	P
27200387	US BANK	CREDIT CARD CHARGES	08/25/2020	\$109.97	P
27200388	US CELLULAR	CELL PHONE CHGS ACCT 277407322	08/16/2020	\$1,129.40	P
27200389	US CELLULAR	CELL PHONE CHGS ACCT 851710598	08/16/2020	\$600.13	P
27200390	US CELLULAR	CELL PHONE CHGS ACCT 203538532	08/20/2020	\$1,977.28	P
27200391	US CELLULAR	CELL PHONE CHGS ACCT 203391922	08/20/2020	\$15.64	P
27200392	AMAZON CAPITAL SERVICES	HS HEADSETS/CASES/WEBCAMS	08/22/2020	\$1,379.10	P
27200393	AMAZON CAPITAL SERVICES	HS HEADSETS AND WEBCAMS	08/25/2020	\$1,324.56	P
27200394	AMAZON CAPITAL SERVICES	NORWOOD WFH EQUIPMENT	09/01/2020	\$873.88	P
27200395	AMAZON CAPITAL SERVICES	CREDIT MEMO - PO 56882	09/01/2020	(\$369.90)	P
27200396	AMAZON CAPITAL SERVICES	HS CREDIT MEMO - PO 56882	08/29/2020	(\$351.78)	P
27200397	AMAZON CAPITAL SERVICES	CABLE, SUPPLIES	09/02/2020	\$58.97	P
27200398	AMAZON CAPITAL SERVICES	CREDIT MEMO - PO 56899	09/05/2020	(\$3.99)	P

INFORMATION TECHNOLOGY -
SEPTEMBER 2020

27200365 - 27200420

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27200399	AMAZON CAPITAL SERVICES	CREDIT MEMO - PO 56899	09/05/2020	(\$32.98)	P
27200400	CENTURYLINK	LONG DISTANCE CHARGES	09/01/2020	\$6.27	P
27200401	CHARTER COMMUNICATIONS	WR FIBER ACCT 0294876	08/28/2020	\$1,547.91	P
27200402	TIME WARNER CABLE	NETWORK SERVICES	09/01/2020	\$2,263.97	P
27200403	VIVIAL MEDIA	YELLOW PAGES ADVERTISING-HS	07/26/2020	\$83.80	P
27200404	VIVIAL MEDIA	YELLOW PAGES ADVERTISING-HS	08/26/2020	\$108.80	P
27200405	VERIZON	CELL CHGS ACCT 242258062-00001	09/01/2020	\$9,343.14	P
27200406	CDW GOVERNMENT INC	KOFAX PDF LICENSES	08/31/2020	\$605.50	P
27200407	CDW GOVERNMENT INC	AIRWATCH RENEWAL	09/01/2020	\$3,050.00	P
27200408	INSIGHT PUBLIC SECTOR INC	NEW HS PCS	08/26/2020	\$649.65	P
27200409	INSIGHT PUBLIC SECTOR INC	BRIANS LAPTOP	08/27/2020	\$2,196.96	P
27200410	INSIGHT PUBLIC SECTOR INC	BRIANS LAPTOP	08/31/2020	\$139.84	P
27200411	INSIGHT PUBLIC SECTOR INC	NW WFH HARDWARE, IT KEYBRDS	09/02/2020	\$1,207.69	P
27200412	RHYME BUSINESS PRODUCTS	PRINTER/COPIER CHARGES	09/04/2020	\$3,560.11	P
27200413	AMAZON CAPITAL SERVICES	HS PHONE CASE	09/16/2020	\$13.00	P
27200414	AMAZON CAPITAL SERVICES	ADAPTER	09/21/2020	\$39.90	P
27200415	CHARTER COMMUNICATIONS	MFLD FIBER ACCT 0364818	09/09/2020	\$598.30	P
27200416	INSIGHT PUBLIC SECTOR INC	HS LAPTOPS	09/11/2020	\$1,559.16	P
27200417	INSIGHT PUBLIC SECTOR INC	COVID LOANER REPLACEMENTS	09/13/2020	\$5,382.25	P
27200418	INSIGHT PUBLIC SECTOR INC	COVID LOANER REPLACEMENTS	09/14/2020	\$7,535.15	P
27200419	INSIGHT PUBLIC SECTOR INC	RB 130 ROOM KIT	09/15/2020	\$10,512.33	P
27200420	KNOWBE4 INC	CYBER SECURITY TRNG RENEWAL	09/21/2020	\$30,996.00	P
Grand Total:				\$124,180.33	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:



Wood County WISCONSIN

INFORMATION TECHNOLOGY

September 2020

1. Responded to two attempts from the Internet to gain unauthorized access to our public web server. These attacks were detected by our “Albert” sensor provided through the Center for Internet Security (CIS). Network staff, Programmer Analysts, and the CIS Multi-State Information Sharing & Analysis Center (MS-ISAC) worked together to identify the nature of the attacks and were able to determine neither of the attacks were successful thanks to security updates we had in place.
2. 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.
3. 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.
4. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. The Norwood Health upgrade to CareAssist implementation continues and progress is affected by COVID. Train the trainer employee group for CareAssist, POC and eMAR is complete. CareAssist training will be revisited and describing training will be scheduled. New Matrix accounts for all Norwood employees have been created, tested and implemented. 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. Additional training for MDS data tracking and submission to CMS (Centers for Medicare & Medicaid), which is not part of the Norwood upgrade project, is scheduled for new staff.
5. Research for a solution to meet new Centers for Medicare & Medicaid mandates concerning claim appeal data submission to a QIO (Quality Improvement Organization) is a priority for IT and Edgewater staff. CMS has allowed only 4 days to comply with new mandates.
6. Implementation of the RtVision OneGov permit system for the first group of permit types for the Highway Department is complete. This permit system is available to for public applications and payment processing on the Wood County website. Additional permit types will be available in the future.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

7. The TimeStar, electronic time card and time tracking, system configuration changes is ongoing. IT 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. 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. PBJ data generation has been updated and tested and new instruction documentation has been created.
8. 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. Software and service upgrade for the GCS property tax system is scheduled for October, 2020.
9. Support and upgrades for multiple departmental use of Quicken software is ongoing. Implementation and data conversion for one department with 4 database files is complete. Software upgrade and implementation for 1 remaining department will be scheduled as soon as the Human Services department is able to schedule.
10. Fidar, software used by the Register of Deeds office, upgrades of the Laredo Connect and Avid products is complete.
11. Work on the Planning and Zoning Sanitary Permit system continues. Development of the sanitary service module continues. This module will allow service providers to enter pumping, maintenance and inspection data directly into the County permit system.
12. 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.
13. Completed work on COVID-19 related public website functions for the Health Department, including a mask mandate complaint submission system and the gating metrics page which can be updated through a web app by Health Department staff.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

14. Obtained project estimates for a historical tax roll scanning and document management project. The project would include scanning, indexing, and digitally storing thousands of handwritten tax roll books that are currently stored in the Treasurer's vault.
15. Prepared a new Fax server to provide an enhanced document transmission solution for the departments still relying on faxes to communicate with outside agencies. During this project old analog fax lines were converted to a VOIP (Voice Over IP) fax server. This provides the ability to implement fax services without the need to run additional wiring. Efax also allows for users to fax directly from their email and can direct received faxes to specific copiers, or email them to specific people. This solution will also eliminate the need to maintain and replace some hardware devices that support the County phone system. Human Services, IT, and HR departments fax lines have all been migrated to the new eFax Solution.
16. Assisted in scheduling and monitoring several committee meetings.
17. Completed work on the Laserfiche, document scanning software, implementation for the Jail. This replaced their current IMS21 system. This included new setup for Jail users, training, and migrating documents.
18. We continue with implementation of Two-Factor authentication, with the use of a product called Duo, for all Wood County PCs. This will require a user to provide a password and a second factor, like a hardware token (Yubikey), in order to log onto a computer and access Wood County Resources. We have also started to secure some of our websites with this technology to ensure a compromised password doesn't create a security breach. Continue to configure and install the Duo Two-Factor Authentication client user workstations as users acquire YubiKeys. Created documentation for technicians to assist users with the new process. By week end, Friday, October 2, there will be only a few departments left that will need the Duo client installed. Working to formulate a plan for the implementation for North Annex and Edgewater.
19. Continue to attend SmartCare implementation and Business Process Analysis meetings.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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20. 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.
 21. 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.
 22. 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.
 23. Continued development of the new Electronic Benefit Enrollment within Employee Self Service, ESS. This development will allow employees to review and make changes to benefits during the open enrollment period. Any elections or modifications to existing benefits will be completed online and will simplify both new enrollment and annual open enrollment. Worked with HR and Finance to set a deployment date for the new electronic benefit election system. Enrollment will be moving from paper to electronic within ESS.
 24. Completed the Human Services printer refresh project. 35 machines were placed, with the majority going to HS. IT and HS were able to reduce the number of machines in the county as well as save HS roughly \$27,000 for 2021 printing costs.
 - a) Rhyme and IT provided training the day of installs for the new machines, along with extra training the week after to answer any questions users may have.
 - b) Rhyme will come back on site for any training as HS feels it is needed.
 - c) IT has been dedicated to answer questions as they come in on the new machines, to make sure HS can continue to work uninterrupted.
 - d) New solutions have been put in place to help save users from printing and then scanning documents back to themselves for saving.
 - e) New machines to be placed at the Annex are on hold until the building is no longer under quarantine.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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25. SharePoint migration 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.
 26. Continue to work with departments to clean up file servers. This includes creating unique network drive letters to simplify file sharing and provide more clarity when referencing network shares.
 27. For the month of August, 548 helpdesk requests were created, with staff completing 534 tickets and leaving 191 open requests. These numbers represent service requests from departments throughout the County.
 28. Updated new hire orientation with a new order format and Duo information. All new hires are now required to attend orientation, including contracted, interns, and students.
 29. Continued looking into new phone accounting software, currently demoing a solution.
 30. Planning and preparation for the Digital Audio Recording upgrade continues. Previously CCAP performed a site walk-through of all courtrooms and provided requirements documentation specific to each courtroom. Continue to meet with Courthouse Maintenance and Clerk of Courts developing a project plan for the Digital Audio Recording system install and on a vendor proposal for the DAR cable installation.

Committee Report

County of Wood

Report of claims for: MAINTENANCE

For the period of: SEPTEMBER 2020

For the range of vouchers: 19200782 - 19200893

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19200782	ACE HARDWARE	TOOLS	08/18/2020	\$23.98	P
19200783	ACE HARDWARE	SUPPLIES	08/21/2020	\$17.97	P
19200784	ADVANCED DISPOSAL	WASTE DISPOSAL FEES	07/31/2020	\$43.24	P
19200785	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	08/14/2020	\$250.77	P
19200786	AMAZON CAPITAL SERVICES	COVID SUPPLIES	08/20/2020	\$99.95	P
19200787	AMAZON CAPITAL SERVICES	SHOP SUPPLIES	08/25/2020	\$26.99	P
19200788	AMAZON CAPITAL SERVICES	SHOP SUPPLIES	08/25/2020	\$49.33	P
19200789	AMAZON CAPITAL SERVICES	SHOP SUPPLIES	08/25/2020	\$10.99	P
19200790	EAGLE CONSTRUCTION CO INC	RB UPDATES-NORTH STAIR REPLACE	08/20/2020	\$16,505.00	P
19200791	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	08/19/2020	\$244.06	P
19200792	HAZARD SKATES AND SPORTS LLC	UNIFORMS	08/20/2020	\$98.65	P
19200793	K & W GLASS INC	PLEXIGLASS	08/21/2020	\$79.10	P
19200794	QUALITY DOOR & HARDWARE	SHERIFF DEPT DOOR HARDWARE	08/19/2020	\$64.54	P
19200795	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	08/18/2020	\$150.00	P
19200796	ULINE	CART	08/14/2020	\$349.50	P
19200797	VAN ERT ELECTRIC COMPANY INC	RB LIGHTING	08/18/2020	\$537.63	P
19200798	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	08/25/2020	\$4,765.30	P
19200799	EAGLE CONSTRUCTION CO INC	CH UPDATES - DA REMODEL CHGS	08/25/2020	\$2,891.00	P
19200800	GAPPA SECURITY SOLUTIONS LLC	KEYS	08/25/2020	\$50.25	P
19200801	QUALITY DOOR & HARDWARE	DOOR HARDWARE	08/26/2020	\$376.04	P
19200802	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC 12TH ST	08/26/2020	\$425.11	P
19200803	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	08/26/2020	\$202.88	P
19200804	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	08/26/2020	\$43.57	P
19200805	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	08/26/2020	\$10.30	P
19200806	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	08/26/2020	\$557.79	P
19200807	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	08/26/2020	\$93.42	P
19200808	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	09/01/2020	\$251.97	P
19200809	SCHILLING SUPPLY COMPANY	OFFICE SUPPLIES	09/01/2020	\$3,136.77	P
19200810	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/01/2020	\$10.54	P
19200811	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/01/2020	\$9.44	P
19200812	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/01/2020	\$4.28	P
19200813	STAPLES ADVANTAGE		09/01/2020	\$11.90	P
19200814	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/01/2020	\$19.49	P
19200815	SCHILLING SUPPLY COMPANY	OFFICE SUPPLIES	09/02/2020	\$87.81	P

MAINTENANCE - SEPTEMBER 2020

19200782 - 19200893

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19200816	SCHILLING SUPPLY COMPANY	OFFICE SUPPLIES	09/02/2020	\$87.81	P
19200817	SCHILLING SUPPLY COMPANY	OFFICE SUPPLIES	09/02/2020	\$297.84	P
19200818	ACE HARDWARE	SHOP SUPPLIES	08/28/2020	\$13.18	P
19200819	ACE HARDWARE	SUPPLIES	08/27/2020	\$13.98	P
19200820	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	08/25/2020	\$458.57	P
19200821	AMERICAN TIME	CLOCKS	08/27/2020	\$194.88	P
19200822	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	09/02/2020	\$5,917.36	P
19200823	CRESCENT ELECTRIC SUPPLY CO	LED LIGHTS - JAIL	08/17/2020	\$194.24	P
19200824	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	09/01/2020	\$92.58	P
19200825	KRISS PREMIUM PRODUCTS INC	BOILER CHEMICALS	08/26/2020	\$599.61	P
19200826	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	08/31/2020	\$10.56	P
19200827	WE ENERGIES	GAS SERVICE 12TH ST	08/28/2020	\$9.90	P
19200828	WE ENERGIES	GAS SERVICE RIVER BLOCK	08/31/2020	\$805.67	P
19200829	WE ENERGIES	GAS SERVICE JAIL	08/28/2020	\$236.38	P
19200830	WE ENERGIES	GAS SERVICE COMMUNICATIONS	08/28/2020	\$9.90	P
19200831	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	08/28/2020	\$9.90	P
19200832	WISCONSIN VALLEY BUILDING PRODUCTS	TOOLS	08/28/2020	\$37.67	P
19200833	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	09/02/2020	\$311.89	P
19200834	WE ENERGIES	GAS SERVICE COURTHOUSE	08/28/2020	\$218.21	P
19200835	NASSCO INC	CLEANING SUPPLIES	09/09/2020	\$485.97	P
19200836	KRANZ INC	CLEANING SUPPLIES	09/09/2020	\$252.79	P
19200837	ACE HARDWARE	SHOP SUPPLIES	09/03/2020	\$2.59	P
19200838	ACE HARDWARE	SHOP SUPPLIES	09/04/2020	\$14.99	P
19200839	ACE HARDWARE	PLUMBING SUPPLIES	09/08/2020	\$22.74	P
19200840	DOORWORKS INC	DOOR CABLES	08/27/2020	\$13.68	P
19200841	FOUNDATION BUILDING MATERIALS	CH UPDATES - CORP COUNSEL	08/24/2020	\$159.50	P
19200842	GAPPA SECURITY SOLUTIONS LLC	KEY TRACKING CARDS	09/02/2020	\$72.00	P
19200843	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE 12TH ST	09/01/2020	\$202.50	P
19200844	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE RIVER BLOCK	09/01/2020	\$348.50	P
19200845	MCMASTER-CARR SUPPLY CO	SHOP SUPPLIES	09/08/2020	\$111.89	P
19200846	PBBS EQUIPMENT CORPORATION	HYDRO TEST BOILER	08/31/2020	\$327.50	P
19200847	PBBS EQUIPMENT CORPORATION	COMBUSTION TEST BOILER	08/31/2020	\$589.00	P
19200848	RAPIDS RENTAL & SUPPLY	SHOP SUPPLIES	09/04/2020	\$18.97	P
19200849	WISCONSIN VALLEY BUILDING PRODUCTS	TOOLS	09/04/2020	\$10.34	P
19200850	DIAMOND BUSINESS GRAPHICS	OFFICE SUPPLIES	09/15/2020	\$191.31	P
19200851	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/15/2020	\$4.74	P
19200852	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/15/2020	(Voided)	P
19200852R	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/15/2020	\$3.99	P
19200853	ACE HARDWARE	SUPPLIES	09/09/2020	\$29.99	P
19200854	ADVANCED DISPOSAL	WASTE DISPOSAL FEES	08/31/2020	\$643.50	P
19200855	BDT INC	SHOP SUPPLIES	09/10/2020	\$3.52	P
19200856	FREEDOM PEST CONTROL LLC	RIVER BLOCK PEST CONTROL	09/14/2020	\$40.00	P
19200857	FREEDOM PEST CONTROL LLC	COURTHOUSE PEST CONTROL	09/14/2020	\$40.00	P
19200858	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	09/16/2020	\$244.06	P

MAINTENANCE - SEPTEMBER 2020

19200782 - 19200893

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19200859	HOME DEPOT CREDIT SERV (Maintenance)	CH, JAIL, RB, SHERIFF DEHUMID	09/04/2020	\$1,049.57	P
19200860	NAPA CENTRAL WI AUTO PARTS	SHOP SUPPLIES	09/10/2020	\$15.36	P
19200861	QUALITY DOOR & HARDWARE	DOOR CLOSER	09/10/2020	\$376.04	P
19200862	RAPIDS RENTAL & SUPPLY	TIRES	09/10/2020	\$212.10	P
19200863	RON'S REFRIGERATION & AC INC	MED UPDATES - ION UNITS CH/RB	09/10/2020	\$45,200.00	P
19200864	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	09/15/2020	\$150.00	P
19200865	TOTAL ENERGY SYSTEMS LLC	GENERATOR SERVICE CALL	09/11/2020	\$1,539.00	P
19200866	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	09/14/2020	\$50.50	P
19200867	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	09/14/2020	\$34.88	P
19200868	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	09/14/2020	\$320.45	P
19200869	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	09/14/2020	\$1,725.56	P
19200870	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	09/14/2020	\$1,011.12	P
19200871	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	09/14/2020	\$7.88	P
19200872	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	09/14/2020	\$81.30	P
19200873	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	09/14/2020	\$37.33	P
19200874	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	09/14/2020	\$8,118.05	P
19200875	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	09/14/2020	\$3,208.60	P
19200876	WISCONSIN VALLEY BUILDING PRODUCTS	SUPPLIES	09/11/2020	\$534.00	P
19200877	WISCONSIN VALLEY BUILDING PRODUCTS	TOOLS	09/11/2020	\$79.75	P
19200878	WI DEPT OF NATURAL RESOURCES	SOLID WASTE TRANSPORT PERMIT	09/17/2020	\$110.00	P
19200879	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/22/2020	\$58.34	P
19200880	STAPLES ADVANTAGE	OFFICE SUPPLIES	09/22/2020	\$11.40	P
19200881	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	09/16/2020	\$286.13	
19200882	AMAZON CAPITAL SERVICES	DISPATCH DIVIDERS - COVID19	08/24/2020	\$37.96	
19200883	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	09/17/2020	\$7.59	
19200884	FERGUSON ENTERPRISES LLC	CH MEP UPDATES - SUPPLIES	09/15/2020	\$63.58	
19200885	FERGUSON ENTERPRISES LLC	CH MEP UPDATES - SUPPLIES	09/15/2020	\$88.16	
19200886	GAPPA SECURITY SOLUTIONS LLC	KEYS	09/11/2020	\$14.55	
19200887	HAZARD SKATES AND SPORTS LLC	UNIFORMS	09/14/2020	\$126.20	
19200888	STAPLES ADVANTAGE	CH UPDATES - FILE CABINETS	09/03/2020	\$3,275.80	
19200889	WISCONSIN VALLEY BUILDING PRODUCTS	SUPPLIES	09/17/2020	\$27.00	
19200890	WISCONSIN VALLEY BUILDING PRODUCTS	SPRAYERS, HOLE SAW	09/17/2020	\$573.50	
19200891	WISCONSIN VALLEY BUILDING PRODUCTS	DRILL RENTAL	09/17/2020	\$75.00	
19200892	US BANK	COVID 19 SUPPLIES	09/17/2020	\$1,861.22	
19200893	LIBERTY CLEANERS INC	CLEANING COURTHOUSE, JAIL	08/20/2020	\$8,072.19	

Grand Total:**\$123,293.87**

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 2020

1. Ongoing Projects and Planning

- a. COVID Projects – Some of the mitigation projects the committee discussed have been completed, most notably the air handler purification systems have been installed at the Courthouse, Jail, and River Block. Several other County facilities are scheduled to have systems installed in the coming weeks as well. Some of the products/materials ordered for additional projects are delayed due to overwhelming demand.
- b. River Block Windows – The first phase of window replacements is scheduled to begin the third week of October. I am working with building occupants to minimize disruption and accommodate what is required for the project.
- c. Corporation Counsel Remodel/Relocation – Mechanical updates are underway in the space on the third floor of the Courthouse where Corp. Counsel will relocate.
- d. Jail Study – The recent completion of a jail study has shown some deficiencies in our existing jail design and infrastructure. Recommendations for updates and new facility options were shared with County Board Supervisors at a special meeting on July 31st. Sheriff Becker is planning to attend the October PIT Committee meeting to discuss facility options.

2. Miscellaneous

- a. Attended a product demo for an add-on to our current asset management software that could streamline our facility inspection and documentation process. I expect to be talking more with the vendor, as this software is still in development but could provide a benefit for our Norwood and Edgewater facilities.
- b. Attended a virtual seminar regarding indoor air quality and HVAC systems.
- c. Our 12th Street property, while it is still for sale, has been useful over the past few months as a couple departments have found a need to meet clients at a location with fewer occupants. This property will be discussed at the next PIT Committee meeting.
- d. Attended Operations, PIT, County Board, HHS, and J & L meetings.



ENGINEERING DEPARTMENT
444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
Engineering (715) 421-8205 FAX (715) 421-8291

September 25, 2020

COUNTY OF WOOD
P.O. BOX 8095
WISCONSIN RAPIDS, WI 54495

RECEIVED
SEP 28 2020
WOOD COUNTY
PLANNING AND ZONING OFFICE

Subject: **ID 6999-11-08**
City of Wisconsin Rapids
West Jackson Street; West Riverview
Expressway to Jackson Street Bridge
Local Street
Wood County

The City of Wisconsin Rapids, in conjunction with the Wisconsin Department of Transportation (WisDOT), is preparing drawings and specifications for the reconstruction of West Jackson Street in the City of Wisconsin Rapids under Project ID 6999-11-08. The project extends approximately 2,100 feet along West Jackson Street from the West Riverview Expressway to the Jackson Street bridge. A project location map is enclosed.

The purpose of the project is to improve pavement condition and to provide multimodal accommodations.

We would like your input on the project and the conceptual alternative developed that includes reconstruction of the existing roadway with the following elements:

1. Reduction of West Jackson Street to one travel lane in each direction east of 6th Avenue North.
2. Conversion of the West Jackson Street, West Grand Avenue, and 6th Avenue North intersection to an all-way stop.
3. Conversion of the West Jackson Street and 4th Avenue North intersection to either a tee-intersection or a single-lane roundabout.
4. Pavement reconstruction, curb and gutter replacement, street lighting, new pavement marking, new signs, new sidewalk, Americans with Disabilities Act (ADA) compliant curb ramps, and bicycle accommodations in the form of a shared-use path along the south and west sides of the roadway.
5. Replacement or rehabilitation of storm sewer, sanitary sewer, and water main as needed.

Right of way acquisition is anticipated for the project; however, it is anticipated to be primarily in the form of temporary limited easements to match in construction.



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Wisconsin Rapids, WI 54495-2780
Engineering (715) 421-8205 FAX (715) 421-8291

Project Web Site

Please visit <https://www.wirapids.org/wjackson.html> to visit the project Web site for additional information, including an exhibit showing the conceptual alternative. Also, we encourage you to share this information with others that may be affected by or have an interest in this project.

The project is currently in the preliminary design phase with design completion scheduled for November 2021 and construction scheduled for 2022.

Your input will help us deliver a successful project that will serve the transportation needs of the area and **we encourage you to provide comments by October 16, 2020** to either of the project staff listed below:

Eric D. Hanson, P.E.
Consultant Project Manager
Strand Associates, Inc.®
910 West Wingra Street
Madison, WI 53715
Phone: (608) 251-4843
E-Mail: eric.hanson@strand.com

Joe Eichsteadt, P.E.
City Engineer
City of Wisconsin Rapids
444 West Grand Avenue
Wisconsin Rapids, WI 54495
Phone: (715) 421-8251
E-Mail: jeichsteadt@wirapids.org

Persons with a concern for or knowledge about historic buildings and structures and archaeological sites are encouraged to provide comments.

We look forward to talking with you.

Sincerely,

Joe Eichsteadt, P.E.
City Engineer

Encl. – Project Location Map

c/encl: Jason Schaeffer, WisDOT North Central Region Local Program
Eric Hanson, P.E., Strand Associates, Inc.®

CITY OF WISCONSIN RAPIDS



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WISDOT/CADDs SHEET 42