

## PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

**DATE:** Monday, February 7th, 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
  - c. Resolution to carryover IT Capital Projects Funding
  - d. Resolution to carryover 2021 IT Budget unspent funds
  - e. Intergovernmental Agreement with Brown County
- 5. Maintenance Dept.**
  - a. Vouchers
  - b. Monthly Comments
  - c. Resolution to carryover Capital Project Funding
6. Twelfth Street Property
7. Seventeenth Avenue Property
8. Courthouse & River Block space needs
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): 2488 237 2996

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

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=mee1fc8a8a07df9e1a2e11eab4f38c4bc>

Meeting number (access code): 2488 237 2996

Meeting password: 020722

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE  
MEETING MINUTES**

**DATE:** Monday, January 3, 2022  
**TIME:** 9:00 a.m.  
**PLACE:** Wood County Courthouse – Room 114

**PRESENT:** Al Breu, Dennis Polach, Bill Winch, Brad Hamilton

**EXCUSED:** Laura Valenstein

**OTHERS PRESENT** (for part or all of the meeting): Nicole Gessert, **See attached list.**

1. The meeting was called to order at 9:00 a.m. by Chair Breu.
2. Public Comments: None.
3. Approve minutes from the previous meeting.

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

(b) Information Technology Director, Kaup shared several projects that her department has been working on as indicated in her Monthly Letter of Comments. Discussion ensued.

(c) Kaup shared information that Jason Grueneberg from Planning and Zoning would be requesting approval from the next CEED meeting regarding an intergovernmental agreement with Brown County relating to broadband. Kaup just wanted the PIT Committee to be aware she would be working together with Grueneberg. Kaup will share the final agreement document with PIT Committee before it goes to County Board.

5. (a) Supervisors Winch, and Polach asked for clarification on items within the Maintenance vouchers. 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) Facilities Manager, Van Tassel shared information regarding projects that his department has been working on as indicated in his Monthly Letter of Comments. Discussion ensued.

6. Van Tassel indicated the tentative start date for the Courthouse elevator upgrade is set for the second week in January from the last update he received. Discussion ensued.
7. Van Tassel shared updated information regarding the Jail project. Discussion ensued.
8. Agenda items for the next meeting:
  - Twelfth Street Property

- Seventeen Avenue Property

9. The next Committee meeting will be Monday, February 7, 2022 at 9:00 a.m.

10. Chair Breu declared the meeting adjourned at 10:10 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  
January 3, 2022**

[illegible]

## Committee Report

County of Wood

Report of claims for: INFORMATION TECHNOLOGY

For the period of: JANUARY 2022

For the range of vouchers: 27210561 - 27210584 27220001 - 27220022

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27210561	AMAZON CAPITAL SERVICES	HS SCANNERS	12/22/2021	\$1,542.42	P
27210562	AMAZON CAPITAL SERVICES	ERGONOMIC KEYBOARDS	12/24/2021	\$199.96	P
27210563	AMAZON CAPITAL SERVICES	HS CABLES	12/27/2021	\$45.92	P
27210564	AMAZON CAPITAL SERVICES	HS PHONE CASE, SCRIN PROTECTOR	12/30/2021	\$21.29	P
27210565	CDW GOVERNMENT INC	NETMOTION TECH SUPPORT	12/20/2021	\$4,500.00	P
27210566	STREAMLINE HEALTHCARE SOLUTIONS LLC	HS TCM REPLACEMENT	12/23/2021	\$28,712.00	P
27210567	US CELLULAR	CELL PHONE CHGS ACCT 277407322	12/16/2021	\$618.29	P
27210568	US CELLULAR	CELL PHONE CHGS ACCT 851710598	12/16/2021	\$258.58	P
27210569	US CELLULAR	CELL PHONE CHGS ACCT 203538532	12/20/2021	\$2,182.93	P
27210570	US CELLULAR	CELL PHONE CHGS ACCT 203391922	12/20/2021	\$6.74	P
27210571	CDW GOVERNMENT INC	UW EXTENSION ADOBE INDESIGN	12/23/2021	\$252.14	P
27210572	CHARTER COMMUNICATIONS	INTERNET PRO100 ACCT 0209726	12/24/2021	\$130.00	P
27210573	CHARTER COMMUNICATIONS	WR FIBER ACCT 0294876	12/28/2021	\$1,442.05	P
27210574	GOLDFAX	NETWORK FAXING	01/05/2022	\$52.95	P
27210575	INSIGHT PUBLIC SECTOR INC	IT DOCKING STATION	12/21/2021	\$157.89	P
27210576	INSIGHT PUBLIC SECTOR INC	L&WC DOCKING STATION	12/21/2021	\$157.89	P
27210577	INSIGHT PUBLIC SECTOR INC	VETERANS GRANT PC UPGRADES	12/21/2021	\$473.67	P
27210578	INSIGHT PUBLIC SECTOR INC	HS EMH GRANT COMPUTERS	12/21/2021	\$157.89	P
27210579	INSIGHT PUBLIC SECTOR INC	IT EQUIPMENT/STOCK	12/22/2021	\$1,023.75	P
27210580	INSIGHT PUBLIC SECTOR INC	HS EMH GRANT COMPUTERS	12/28/2021	\$3,716.37	P
27210581	INTER-QUEST CORP	PROJECTOR LENSES	11/22/2021	\$1,850.90	P
27210582	US BANK	DMARCIA, DIPAW	01/18/2022	\$289.88	P
27210583	CDI (CITIES DIGITAL)	LASERFICHE LICENSES	12/28/2021	\$12,037.31	P
27210584	RHYME (Portage)	4TH QTR 2021 BILLING	12/31/2021	\$7,745.63	P
27220001	SOLARUS	PHONE CHGS ACCT 00063942-1	01/01/2022	\$2,127.03	P
27220002	SOLARUS	PHONE CHGS ACCT 00077856-5	01/01/2022	\$216.01	P
27220003	SOLARUS	PHONE CHGS ACCT 00061009-7	01/01/2022	\$69.99	P
27220004	RHYME BUSINESS PRODUCTS	PRINTER/COPIER CHARGES	01/04/2022	\$6,159.47	P
27220005	CENTURYLINK	PHONE/LONG DISTANCE CHARGES	01/01/2022	\$5.79	P
27220006	VERIZON	CELL CHGS ACCT 242258062-00001	01/01/2022	\$6,830.68	P
27220007	AMAZON CAPITAL SERVICES	J WOLF PHONE ACCESSORIES	01/06/2022	\$25.63	P
27220008	AMAZON CAPITAL SERVICES	HWY PHONE CASE	01/07/2022	\$27.98	P
27220009	CARASOFT TECHNOLOGY CORP	2022 LINKEDIN RENEWAL	01/12/2022	\$5,000.00	P
27220010	CHARTER COMMUNICATIONS	MFLD FIBER ACCT 0364818	01/09/2022	\$499.08	P

## Committee Report - County of Wood

INFORMATION TECHNOLOGY - JANUARY  
2022

27220001 - 27220022 27210561 - 27210584

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27220011	CITRIX SYSTEMS INC	2022 CITRIX MAINTENANCE	12/27/2021	\$34,575.00	P
27220012	TIME WARNER CABLE	NETWORK SERVICES	01/01/2022	\$2,264.21	P
27220013	AMAZON CAPITAL SERVICES	HS PHONE CASES, SCRIN PROTECTOR	01/15/2022	\$75.94	P
27220014	AMAZON CAPITAL SERVICES	HS HEADSET	01/15/2022	\$37.98	P
27220015	AMAZON CAPITAL SERVICES	HS HEADSET, CABLE	01/15/2022	\$82.28	P
27220016	AMAZON CAPITAL SERVICES	FSET HEADSET CABLE	01/19/2022	\$28.22	P
27220017	CENTER FOR INTERNET SECURITY INC	CIS ALBERT MONITOR MAINTENANCE	01/20/2022	\$10,680.00	P
27220018	INSIGHT PUBLIC SECTOR INC	GRANT - HS CST DOCKING STATION	01/07/2022	\$157.89	P
27220019	INSIGHT PUBLIC SECTOR INC	HEALTH DEPT DOCKING STATIONS	01/10/2022	\$358.00	P
27220020	CARAHSOFT TECHNOLOGY CORP	L&WC DOCUSIGN	01/24/2022	\$600.00	P
27220021	CARAHSOFT TECHNOLOGY CORP	HS DOCUSIGN	01/24/2022	\$450.00	P
27220022	CDI (CITIES DIGITAL)	LASERFICHE MAINTENANCE	01/22/2022	\$17,047.30	P
<b>Grand Total:</b>				<b>\$154,894.93</b>	

Signatures

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

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

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

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

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

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



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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### January 2022

1. Wood County internet and intranet website updates, especially those concerning COVID-19, are being posted continually as we work to keep employees and citizens informed.
2. Began working on development for the new WIC Breastfeeding Web Application for the Health Department.
3. Applied the latest updates to the HR and Finance Payroll System, HRMS.
4. Deployed new CAD Mapping update to Dispatchers to fix an issue with mapping software issues.
5. Attended numerous planning meetings for the Jail, Clerk of Courts and addition of the 4<sup>th</sup> Courtroom.
6. Created a new file storage server for the Sheriff's Department for the electronic interview system.
7. Continued work with the Treasurer's office on historical tax roll scanning. Set up a new Laserfiche document repository and remote access for an outside vendor to begin importing scanned documents.
8. The State of Wisconsin is requiring multifactor authentication in order to access MyWisconsin ID programs. This impacts the Child Support Department. The deadline is April 1, 2022. The County multifactor authentication meets these requirements and we were able to quickly implement this well before the deadline.
9. Completed a website migration for the Health Department's Student Experience program. The website was moved in order to solve some security issues related to its previous location.
10. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. Over the past several months Norwood and Edgewater staff turnover, especially billing and accounting positions, has had an impact increasing IT support time.
11. Migrated the Courthouse department folders to a new file server. This is to increase storage capacity, migrate to new storage, and retire the current server.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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12. Continue to work with DocuSign, the County's new eSignature provider, implementing the solution for the various Departments.
  13. Continued working with Konect Parks to implement a new Park Reservations system. Training of staff and system setup began in late November. Transition activities will continue through the 2022 camping season.
  14. Continued work with the Parks and Forestry department to update the remote gate control and monitoring systems for Dexter and Wazeecha dams. Updates are needed to the management software and its server. New controller hardware at the Dexter dam gate control building, and new server software, will be added soon. New gate level hardware will be added at a later date.
  15. Continued setup and testing of Laserfiche document management in the Human Services department. Non-clinical documents for Human Services, Norwood, and Edgewater will be migrated into the Laserfiche system over the coming months, and all related business units will begin using a paperless process as much as possible utilizing the Laserfiche software.
  16. Continued work on developing an updated internal employee web portal with a new, easier to update and easier to navigate design.
  17. 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.
  18. Support for GCS property tax systems is ongoing. New software update procedures include escorted vendor upgrade sessions as new servers are protected by DUO, dual authentication, and Sophos virus/malware. A second demo to further discuss the replacement property tax software will be scheduled for IT and Treasurer. The current property tax software version end-of-life is set for Fall of 2023.
  19. Development for adding new well water permits into the Planning & Zoning Department system continues.
  20. 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.



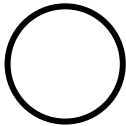


# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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21. Continue to apply numerous security patches to servers. These updates include fixes for functionality and security patches that keep servers as secure as possible. Multifactor authentication and improved virus scanning is also being added to servers to help limit potential exposure and protect County infrastructure and data.
22. 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.
23. The TimeStar, electronic time card and time tracking software is under new ownership. The TimeStar system configuration changes is ongoing. All Year-End processing was completed without issue. 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.
24. Support and upgrades for multiple departmental use of Quicken software is ongoing.
25. Legacy data migration from TCM to SmartCare continues.
26. Providing continual support of Webex Meetings Webex Room Kit. The County has been using Cisco Webex Meetings, Teams, and Room kits for video conferencing and Cisco Jabber for phone access.
27. For the month of December, 543 helpdesk requests were created, with staff completing 556 tickets and leaving 102 open requests. These numbers represent service requests from departments throughout the County. There are currently 307 project requests from departments.
28. Staff continued to implement the IT infrastructure security improvement plan.
29. Due to substantial delays in receiving hardware, the first PC replacement order for 2022 has been placed and staff has begun to collect information for the second order for 2022. Hardware ordered mid-summer is now arriving and staff is working to setup and distribute quickly.
30. Recruitment to fill a vacant PC Technician position continues.



RESOLUTION#

Introduced by  
Page 1 of 1

ITEM#  
DATE February 15, 2022  
Effective Date Upon Passage & Publication  
Property & Info. Technology and Operations Committee

Motion:

Adopted:

1<sup>st</sup>

Lost:

2<sup>nd</sup>

Tabled:

No:

Yes:

Absent:

Number of votes required:

Majority

X

 Two-thirds

Reviewed by:

, Corp Counsel

Reviewed by:

, Finance Dir.

INTENT & SYNOPSIS: To amend the 2022 Information Technology budget to include 2021 unspent funds for projects and hardware that were not able to be completed or obtained during the original budget process.

FISCAL NOTE: No cost to Wood County. The source of the funding is unspent funds from the 2021 Information Technology budget. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
51450	Information Technology		\$98,500
34300	Fund Balance	\$98,500	

WHEREAS, the Information Technology budget will have unexpended funds from the 2021 budget year, and

WHEREAS, funds budgeted for projects and hardware were not expended in 2021 due to COVID-related delays and time spent on helping other departments with needs related to COVID, and

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

THEREFORE BE IT RESOLVED to amend the Information Technology budget (51450) for 2022 by appropriating \$98,500 from Fund Balance (34300) with unspent monies from the 2021 budget year, and

BE IT FURTHER RESOLVED that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed to publish a Class 1 notice of this budget change within 10 days.

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ED WAGNER (Chair)

DONNA ROZAR

LANCE PLIML

ADAM FISCHER

MICHAEL FEIRER

ALLEN BREU

DENNIS POLACH

BRAD HAMILTON

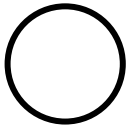
LAURA VALENSTEIN

WILLIAM WINCH

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

County Clerk

County Board Chairman



RESOLUTION#

Introduced by  
Page 1 of 1

ITEM#

DATEFebruary 15, 2022

Effective DateUpon Passage & Publication

Property & Info. Technology and Operations Committee

EPN

Motion:

Adopted:

1<sup>st</sup>

Lost:

2<sup>nd</sup>

Tabled:

No: Yes: Absent:

Number of votes required:

Majority

XTwo-thirds

Reviewed by:

, Corp Counsel

Reviewed by:

, Finance Dir.

INTENT & SYNOPSIS: To amend the 2022 Information Technologies Capital Projects budget to include expenditures for projects that were in process but not completed at December 31, 2021:

FISCAL NOTE: No cost to Wood County. The source of the funding is available unspent previously approved capital project funds. The adjustment to the budget is as follows:

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	Hahn, J			
9	Winch, W			
10	Thao, L			
11	Curry, K			
12	Valenstein, L			
13	Hokamp, J			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

Account	Account Name	Debit	Credit
57127	Capital Projects IT		\$328,482
34112	Fund Balance Capital Project	\$328,482	

WHEREAS, the Property and Information Technology Committee authorized several capital projects at a cost of \$429,000 for 2021, and

WHEREAS, the County Board authorized the borrowing of \$429,000 from the Debt Funding to fund the Information Technology projects at their meeting of August 18, 2020, and

WHEREAS, Resolution 21-2-4 was passed at the February 16, 2021 County Board meeting to amend the 2021 IT capital projects budget by appropriating \$224,170 of unexpended debt proceeds from projects that were in process but not completed at December 31, 2020, and

WHEREAS, a total of \$653,170 of the project expenditures were estimated to be incurred in 2021, and

WHEREAS, only \$324,688 was actually expended in 2021 leaving an additional unappropriated funds of \$328,482 in the capital projects fund balance, and

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

THEREFORE BE IT RESOLVED to amend the IT Capital Projects budget (57127) for 2022 by appropriating \$328,482 of unexpended debt proceeds revenues in the Capital Projects Fund (34112) for the remaining information technology projects expenditures, and

BE IT FURTHER RESOLVED that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed to publish a Class 1 notice of this budget change within 10 days.

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ED WAGNER (Chair)

DONNA ROZAR

LANCE PLIML

ADAM FISCHER

MICHAEL FEIRER

ALLEN BREU

DENNIS POLACH

BRAD HAMILTON

LAURA VALENSTEIN

WILLIAM WINCH

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

County Clerk

County Board Chairman

## Committee Report

County of Wood

Report of claims for: MAINTENANCE

For the period of: JANUARY 2022

For the range of vouchers: 19210986 - 19211030 19220001 - 19220049

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19210986	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	12/25/2021	\$4,765.30	P
19210987	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	12/21/2021	\$404.00	P
19210988	CRESCENT ELECTRIC SUPPLY CO	CH UPDATE-CLK OF CTS ELEC SUPP	12/07/2021	\$30.99	P
19210989	FERGUSON ENTERPRISES LLC	PLUMBING SUPPLIES	12/15/2021	\$162.00	P
19210990	FERGUSON ENTERPRISES LLC	SUPPLIES	12/16/2021	\$22.49	P
19210991	GRAINGER (Maintenance)	IGNITORS FOR JAIL	12/22/2021	\$39.74	P
19210992	LIBERTY CLEANERS INC	CLEANING COURTHOUSE, JAIL	12/23/2021	\$8,233.63	P
19210993	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	12/28/2021	\$537.83	P
19210994	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC 12TH ST	12/28/2021	\$506.38	P
19210995	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	12/28/2021	\$169.17	P
19210996	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	12/28/2021	\$104.82	P
19210997	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	12/28/2021	\$55.50	P
19210998	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	12/28/2021	\$12.70	P
19210999	WISCONSIN VALLEY BUILDING PRODUCTS	TOOL RENTAL	12/22/2021	\$185.00	P
19211000	DIAMOND BUSINESS GRAPHICS	PRINTING	01/05/2022	\$32.17	P
19211001	DIAMOND BUSINESS GRAPHICS	PRINTING	01/05/2022	\$35.32	P
19211002	DIAMOND BUSINESS GRAPHICS	PRINTING	01/05/2022	\$54.57	P
19211003	BAUER'S FLOOR MART	RB REPAIRS	11/30/2021	\$163.76	P
19211004	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	01/05/2022	\$4,650.82	P
19211005	CRESCENT ELECTRIC SUPPLY CO	CH UPDATE-CLK OF CTS ELEC SUPP	12/13/2021	\$1,264.34	P
19211006	GAPPA SECURITY SOLUTIONS LLC	CH SECURITY - VARIOUS INSTALLS	12/28/2021	\$3,452.76	P
19211007	GAPPA SECURITY SOLUTIONS LLC	CH SECURITY - CREDIT MEMO	12/28/2021	(\$439.00)	P
19211008	GAPPA SECURITY SOLUTIONS LLC	CH SECURITY - C8 PANEL	12/29/2021	\$545.88	P
19211009	INSIGHT FS	FUEL FOR GENERATOR	12/16/2021	\$267.76	P
19211010	K & W GLASS INC	RB WINDOW REPLACEMENT	12/17/2021	\$27,706.00	P
19211011	PBBS EQUIPMENT CORPORATION	RB HVAC SERVICE CALL	12/20/2021	\$276.00	P
19211012	PER MAR SECURITY SERVICES	RB SERVICE CALL	12/29/2021	\$272.00	P
19211013	WE ENERGIES	GAS SERVICE COMMUNICATIONS	12/31/2021	\$515.34	P
19211014	WE ENERGIES	GAS SERVICE JAIL	12/31/2021	\$656.05	P
19211015	WE ENERGIES	GAS SERVICE RIVER BLOCK	12/31/2021	\$831.98	P
19211016	WE ENERGIES	GAS SERVICE COURTHOUSE	12/31/2021	\$1,113.46	P
19211017	WE ENERGIES	GAS SERVICE 12TH STREET	12/31/2021	\$424.15	P
19211018	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	12/31/2021	\$203.47	P
19211019	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	12/31/2021	\$203.47	P

## Committee Report - County of Wood

MAINTENANCE - JANUARY 2022

19220001 - 19220049 19210986 - 19211030

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19211020	WINSUPPLY OF WISCONSIN RAPIDS	SUPPLIES	12/16/2021	\$27.22	P
19211023	ADVANCED DISPOSAL	WASTE DISPOSAL FEES	12/31/2021	\$850.20	P
19211024	COMPLETE CONTROL	SERVICE CALL - RIVER BLOCK	12/31/2021	\$65.00	P
19211025	CONSTELLATION NEWENERGY-GAS DIVISION	CH, JAIL, RB GAS SERVICE	12/23/2021	\$7,635.37	P
19211026	CRESCENT ELECTRIC SUPPLY CO	CH SECURITY UPDATES - CABLE	12/29/2021	\$973.42	P
19211027	HOME DEPOT CREDIT SERV (Maintenance)	CH,CH 3RD FLR,CH ELEVATOR,RB	01/05/2022	\$1,491.83	P
19211028	JOSLIN CONCRETE	SNOW REMOVAL AT RIVER BLOCK	12/31/2021	\$2,285.00	P
19211029	BRANDL ENTERPRISES LLC	CH SNOW REMOVAL	12/31/2021	\$3,907.50	P
19211030	US BANK	SPRING HINGE	12/31/2021	\$174.44	P
19220001	CITY OF WISCONSIN RAPIDS	3407749 SPECIAL ASSESSMENT	01/01/2022	\$1,195.91	P
19220002	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	01/06/2022	\$237.67	P
19220003	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	01/05/2022	\$302.92	P
19220004	OTIS ELEVATOR CO	2022 CH ELEVATOR SVC CONTRACT	12/16/2021	\$2,468.64	P
19220005	OTIS ELEVATOR CO	2022 RB ELEVATOR SVC CONTRACT	12/16/2021	\$4,451.52	P
19220006	AMAZON CAPITAL SERVICES	CH SECURITY UPDATES - SUPPLIES	01/07/2022	\$17.88	P
19220007	MIDWEST SECURITY PRODUCTS INC	CH SECURITY UPDATE-SEC LOCKER	01/07/2022	\$1,055.25	P
19220008	NEIS ELEVATOR SERVICE	CH ELEVATOR INSPECTION	01/04/2022	\$80.00	P
19220009	NEIS ELEVATOR SERVICE	RB ELEVATOR INSPECTION	01/04/2022	\$160.00	P
19220010	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	01/12/2022	\$2,318.78	P
19220011	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	01/12/2022	\$256.41	P
19220012	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	01/12/2022	\$864.76	P
19220013	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	01/12/2022	\$68.26	P
19220014	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	01/12/2022	\$21.68	P
19220015	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	01/12/2022	\$45.30	P
19220016	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	01/12/2022	\$9.56	P
19220017	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	01/12/2022	\$98.66	P
19220018	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	01/12/2022	\$3,150.38	P
19220019	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	01/12/2022	\$5,072.13	P
19220020	WISCONSIN VALLEY BUILDING PRODUCTS	TOOLS	01/07/2022	\$21.00	P
19220021	WISCONSIN VALLEY BUILDING PRODUCTS	CH REMODEL - CLK OF CTS TOOLS	01/11/2022	\$97.80	P
19220022	THE SAMUELS GROUP INC	JAIL PROJECT - 1ST PAYMENT	01/05/2022	\$136,111.11	P
19220023	VENTURE ARCHITECTS	JAIL PROJECT - PROF SERVICES	01/10/2022	\$62,519.33	P
19220024	STAPLES ADVANTAGE	OFFICE SUPPLIES	01/19/2022	\$11.96	P
19220025	SCHILLING SUPPLY COMPANY	CLEANING SUPPLIES	01/19/2022	\$812.20	P
19220026	KRANZ INC	CLEANING SUPPLIES	01/19/2022	\$1,455.94	P
19220027	QUALITY PLUS PRINTING INC	PRINTING	01/19/2022	\$230.00	P
19220028	QUALITY PLUS PRINTING INC	PRINTING	01/19/2022	\$760.00	P
19220029	QUALITY PLUS PRINTING INC	PRINTING	01/19/2022	\$130.00	P
19220030	QUALITY PLUS PRINTING INC	PRINTING	01/19/2022	\$185.00	P
19220031	QUALITY PLUS PRINTING INC	PRINTING	01/19/2022	\$185.00	P
19220032	QUALITY PLUS PRINTING INC	PRINTING	01/19/2022	\$230.00	P
19220033	QUALITY PLUS PRINTING INC	PRINTING	01/19/2022	\$185.00	P
19220034	ACE HARDWARE	SHOP SUPPLIES	01/11/2022	\$32.72	P
19220035	ACE HARDWARE	SHOP SUPPLIES	01/12/2022	\$4.49	P

## Committee Report - County of Wood

MAINTENANCE - JANUARY 2022

19220001 - 19220049 19210986 - 19211030

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19220036	CONSTELLATION NEWENERGY-GAS DIVISION	CH, JAIL, RB GAS SERVICE	01/12/2022	\$9,437.48	P
19220037	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	01/18/2022	\$105.42	P
19220038	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	01/19/2022	\$415.62	P
19220039	KRISS PREMIUM PRODUCTS INC	BOILER CHEMICALS	01/07/2022	\$1,164.82	P
19220040	NAPA CENTRAL WI AUTO PARTS	BULBS	01/17/2022	\$16.99	P
19220041	RIESTERER & SCHNELL INC	TRACTOR ACCESSORIES	01/14/2022	\$263.57	P
19220042	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	01/18/2022	\$90.00	P
19220043	US BANK	CHIEF ARCHITECT SOFTWARE	01/18/2022	\$525.00	P
19220044	NASSCO INC	CLEANING SUPPLIES	01/26/2022	\$816.90	P
19220045	DIAMOND BUSINESS GRAPHICS	PRINTING	01/26/2022	\$69.65	P
19220046	DIAMOND BUSINESS GRAPHICS	PRINTING	01/26/2022	\$69.65	P
19220047	DIAMOND BUSINESS GRAPHICS	PRINTING	01/26/2022	\$69.65	P
19220048	DIAMOND BUSINESS GRAPHICS	PRINTING	01/26/2022	\$69.65	P
19220049	DIAMOND BUSINESS GRAPHICS	PRINTING	01/26/2022	\$69.65	P
<b>Grand Total:</b>				<b>\$312,901.14</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

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### Letter of Comments January 2022

#### Ongoing Projects and Planning

**Jail** – The recent update to our construction cost estimate shows current market conditions have resulted in a 15 to 20 percent increase for the new Jail project. County staff are reviewing project details with the Architect and design team; we will continue to evaluate areas for potential cost savings as we proceed.

**Courthouse** – Our elevator project is underway. Other than the new finishes inside the elevator cab, most of the work for the elevator modernization will remain unseen as the controls and equipment are located in a mechanical room above the elevator. We are currently expecting the elevator to be back in service toward the end of March.

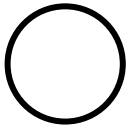
The new Clerk of Courts office space is beginning to take shape. Rough framing, electrical and mechanical, as well as drywall are complete; other finishes will take place in the coming weeks.

We are currently working with Courthouse departments to re-key office suites and private offices. The current key system is out of date and needs to be replaced in order to restore accurate records and maintain our physical security.

**River Block** – As we monitor for HVAC changes due to the replacement of all original wood-framed windows, we are finding our heating load has been substantially reduced. The original design in the early 80's used electric heat for the entire building. When Wood County renovated in 2017, a natural gas boiler system was installed as the primary source of heat; however, the original electric heating system was still used during moderate/extreme cold weather in order to reduce cold rooms along the exterior walls. Now, with the new windows, we do not have the same need for supplemental heat and should see moderate savings in our power consumption.

#### Miscellaneous

Attended PIT, HHS and Operations Committee, and numerous project meetings.



RESOLUTION#

Introduced by  
Page 1 of 1

ITEM#

DATEFebruary 15, 2022

Effective DateUpon Passage & Publication

Property & Info. Technology and Operations Committee

Motion:

Adopted:

1<sup>st</sup>

Lost:

2<sup>nd</sup>

Tabled:

No: Yes: Absent:

Number of votes required:

Majority

XTwo-thirds

Reviewed by: PAK, Corp Counsel

Reviewed by: EN, Finance Dir.

INTENT & SYNOPSIS: To amend the 2022 Maintenance Capital Projects budget to include expenditures for projects that were in process but not completed at December 31, 2021:

FISCAL NOTE: No cost to Wood County. The source of the funding is available unspent previously approved capital project funds. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
57119	Capital Projects Maintenance		\$115,244
34112	Fund Balance Capital Project	\$115,244	

WHEREAS, the Property and Information Technology Committee authorized the courthouse elevator capital project at a cost of \$275,000 for 2021, and

WHEREAS, the County Board authorized the borrowing of \$275,000 from the Debt Funding to fund the Maintenance elevator project at their meeting of August 18, 2020, and

WHEREAS, only \$159,756 was actually expended in 2021 leaving an additional unappropriated funds of \$115,244 in the capital projects fund balance, and

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

THEREFORE BE IT RESOLVED to amend the Maintenance Capital Projects budget (57119) for 2022 by appropriating \$115,244 of unexpended debt proceeds revenues in the Capital Projects Fund (34112) for the remaining maintenance projects expenditures, and

BE IT FURTHER RESOLVED that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed to publish a Class 1 notice of this budget change within 10 days.

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ED WAGNER (Chair)

DONNA ROZAR

LANCE PLIML

ADAM FISCHER

MICHAEL FEIRER

ALLEN BREU

DENNIS POLACH

BRAD HAMILTON

LAURA VALENSTEIN

WILLIAM WINCH

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

County Clerk

County Board Chairman