

PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

DATE: Monday, May 3, 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. Consider request from city of Wisconsin Rapids to purchase portions of County-owned property adjacent to East Jackson St. and West Jackson St. to accommodate road reconstruction
7. County owned properties
8. Future agenda items
9. Set date and time of next meeting.
10. Adjourn.

Join by phone

+1-408-418-9388 United States Toll

Meeting number (access code): 187 254 5567

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m4a85d198da8b23e2fc0225bfa564e99b>

Meeting number (access code): 187 254 5567

Meeting password: PIT0503

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE
MEETING MINUTES**

DATE: Monday, April 5, 2021
TIME: 9:30 a.m.
PLACE: Wood County Courthouse – Room 114

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

OTHERS PRESENT (for part or all of the meeting): Nicole Gessert, Lance Pliml (via WebEx), Jason Grueneberg (via WebEx), Chad Schooley (via WebEx), Heather Gehrt (via WebEx), Janel Krueger (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/Polach) to approve the minutes from the previous meeting. Motion carried unanimously.

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

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

(b) Supervisors Winch, and Valenstein asked for clarification on items within the Information Technology Monthly Letter of Comments. Kaup provided information pertaining to projects listed in her Letter of Comments.

Committee consensus agreed to move items #6, #7, and #8 up on the agenda order.

6. Reuben Van Tassel shared information pertaining to additional cost involved with usage of the Twelfth Street property, one night a week by a local church organization. Discussion ensued.

Motion (Polach/Valenstein) to allow a \$50.00 per week usage fee for the County owned building on Twelfth Street for a local church group. Motion carried unanimously.

Van Tassel also shared information regarding potential use in the future for the Twelfth Street property. Brian Spranger from First Weber shared market trend information and suggestions. Criminal Justice Coordinator, Janel Krueger, shared information regarding her space needs for potential future programs. Discussion ensued. Committee consensus agreed to have Maintenance update the property as time allows.

7. Planning and Zoning Director, Jason Grueneberg, shared information regarding the past request for rezoning of the County owned Seventeenth Avenue property. Lance Pliml indicated he could set up a meeting with the Mayor to discuss potential rezoning. Highway Commission, Roland

Hawk, indicated the Highway Department could have a potential need for part of the property for future expansion as they are experiencing space needs. Discussion ensued.

8. Grueneberg presented information on several County owned properties for discussion regarding possible sale or potential County needs. Discussion ensued. Hawk and Grueneberg will continue to gather information on the various properties, discuss some possible sale needs with adjacent landowners, and will bring back their findings to the Committee.

- 4 (c) Kaup presented the IT Capital Improvement Projects for the upcoming 2022 budget.

Motion (Hamilton/Winch) to accept the Capital Improvement Projects for the IT Department and to pass along to the Operations Committee. Motion carried unanimously.

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

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

- (b) Van Tassel provided information pertaining to the parking lot resurfacing project.

- (c) Van Tassel presented the Maintenance Capital Improvement Projects for the upcoming 2022 budget.

Motion (Hamilton/Polach) to accept the Capital Improvement Projects for the Maintenance Department and to pass along to the Operations Committee. Motion carried unanimously.

9. Agenda items for the next meeting:
 - County owned properties

10. The next Committee meeting will be Monday, May 3, 2021 at 9:30 a.m.

11. Chair Breu declared the meeting adjourned at 12:04 p.m.

Minutes recorded and prepared by Nicole Gessert. 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: APRIL 2021

For the range of vouchers: 27210122 - 27210180

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27210122	AMAZON CAPITAL SERVICES	HS PHONE ACCESSOREIS	03/24/2021	\$21.98	P
27210123	AMAZON CAPITAL SERVICES	GRANT - NW PRIVACY SCREEN	03/27/2021	\$39.99	P
27210124	CDW GOVERNMENT INC	HS YOUTH MENTOR MS OFFICE LIC	03/18/2021	\$264.77	P
27210125	CHARTER COMMUNICATIONS	INTERNET PRO100 ACCT 0209726	03/24/2021	\$130.00	P
27210126	FRONTIER COMMUNICATIONS	PHONE CHARGES	03/19/2021	\$145.70	P
27210127	INSIGHT PUBLIC SECTOR INC	WARRANTY	03/17/2021	\$72.84	P
27210128	INSIGHT PUBLIC SECTOR INC	HS YOUTH MENTOR PC	03/18/2021	\$297.89	P
27210129	INSIGHT PUBLIC SECTOR INC	GRANT - NW MONITORS	03/23/2021	\$437.89	P
27210130	SOLARUS	PHONE CHGS ACCT 00063942-1	04/01/2021	\$1,527.23	P
27210131	SOLARUS	PHONE CHGS ACCT 00077856-5	04/01/2021	\$221.52	P
27210132	SOLARUS	PHONE CHGS ACCT 00061009-7	04/01/2021	\$69.99	P
27210133	TDS TELECOM	PHONE CHARGES	03/28/2021	\$71.42	P
27210134	TDS TELECOM	PHONE CHARGES	03/28/2021	\$58.65	P
27210135	TDS TELECOM	PHONE CHARGES	03/28/2021	\$45.20	P
27210136	TDS TELECOM	PHONE CHARGES	03/28/2021	\$58.85	P
27210137	TDS TELECOM	PHONE CHARGES	03/28/2021	\$23.30	P
27210138	US CELLULAR	CELL PHONE CHGS ACCT 277407322	03/16/2021	\$729.10	P
27210139	US CELLULAR	CELL PHONE CHGS ACCT 851710598	03/16/2021	\$487.07	P
27210140	US CELLULAR	CELL PHONE CHGS ACCT 203538532	03/20/2021	\$1,974.09	P
27210141	US CELLULAR	CELL PHONE CHGS ACCT 203391922	03/20/2021	\$7.54	P
27210142	AMAZON CAPITAL SERVICES	MICE	03/31/2021	\$75.96	P
27210143	CHARTER COMMUNICATIONS	WR FIBER ACCT 0294876	03/28/2021	\$1,224.69	P
27210144	CORE BTS INC	FIREPOWER SUPPORT SERVICES	03/31/2021	\$797.50	P
27210145	INSIGHT PUBLIC SECTOR INC	NORWOOD AP CASES	03/22/2021	\$789.12	P
27210146	INSIGHT PUBLIC SECTOR INC	WOOD CO WIRELESS PROJECT	03/25/2021	\$3,855.80	P
27210147	INSIGHT PUBLIC SECTOR INC	DRUG CRT COMPUTER ACCESSORIES	03/29/2021	\$280.00	P
27210148	INSIGHT PUBLIC SECTOR INC	DRUG CRT COMPUTER ACCESSORIES	03/26/2021	\$315.78	P
27210149	INSIGHT PUBLIC SECTOR INC	LANDOWSKI PC	03/28/2021	\$1,198.05	P
27210150	RHYME (Portage)	NORWOOD TONER	01/28/2021	\$52.42	P
27210151	VERIZON	CELL CHGS ACCT 242258062-00001	04/01/2021	\$6,838.59	P
27210152	CENTURYLINK	PHONE/LONG DISTANCE CHARGES	04/01/2021	\$11.07	P
27210153	INSIGHT PUBLIC SECTOR INC	FIREWALL REPLACEMENT 27-20-001	01/31/2021	\$11,316.00	P
27210154	INSIGHT PUBLIC SECTOR INC	FIREWALL REPLACEMENT 27-20-001	02/28/2021	\$11,260.00	P
27210155	AMAZON CAPITAL SERVICES	HUMAN SERVICES WEBCAM	04/14/2021	\$27.47	P

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27210156	AMAZON CAPITAL SERVICES	HUMAN RESOURCES SCANNER	04/12/2021	\$879.99	P
27210157	AMAZON CAPITAL SERVICES	HUMAN SERVICES ROLLER KIT	04/16/2021	\$49.48	P
27210158	AMAZON CAPITAL SERVICES	HUMAN SERVICES WEBCAM	04/20/2021	\$27.47	P
27210159	AMAZON CAPITAL SERVICES	PLANNING & ZONING WEBCAM	04/20/2021	\$27.47	P
27210160	CHARTER COMMUNICATIONS	MFLD FIBER ACCT 0364818	04/09/2021	\$514.20	P
27210161	CORE BTS INC	NETWORK SUPPORT SERVICES	04/15/2021	\$116.25	P
27210162	INSIGHT PUBLIC SECTOR INC	HEALTH DEPT DOCKING STATION	04/05/2021	\$157.89	P
27210163	RHYME BUSINESS PRODUCTS	PRINTER/COPIER CHARGES	04/05/2021	\$5,811.34	P
27210164	TIME WARNER CABLE	NETWORK SERVICES	04/01/2021	\$2,264.21	P
27210165	VIVIAL MEDIA	YELLOW PAGES ADVERTISING - HS	03/26/2021	\$108.80	
27210166	US BANK	EXTERNAL HARD DRIVE	04/18/2021	\$94.00	
27210167	AMAZON CAPITAL SERVICES	HEALTH DEPT POWER ADAPTOR	04/20/2021	\$27.00	
27210168	AMAZON CAPITAL SERVICES	J HERMAN HD	04/20/2021	\$44.99	
27210169	AMAZON CAPITAL SERVICES	LABELS, BATTERIES	04/20/2021	\$40.77	
27210170	EO JOHNSON COMPANY INC	PAPERCUT BILLING 1ST QTR 2021	03/24/2021	\$883.71	
27210171	FRONTIER COMMUNICATIONS	PHONE CHARGES	04/19/2021	\$146.14	
27210172	INSIGHT PUBLIC SECTOR INC	HEALTH DEPT MONITOR	04/08/2021	\$153.20	
27210173	INSIGHT PUBLIC SECTOR INC	WARRANTY	04/08/2021	\$231.63	
27210174	INSIGHT PUBLIC SECTOR INC	C MARTIN PC	04/16/2021	\$473.67	
27210175	INSIGHT PUBLIC SECTOR INC	2021 1ST PC ORDER - HR	04/18/2021	\$473.67	
27210176	PAGEFREEZER SOFTWARE INC	SOCIAL MEDIA COMPLIANCE SUB	03/24/2021	\$4,788.00	
27210177	RHYME BUSINESS PRODUCTS	TREASURER EQUIPMENT	04/07/2021	\$348.13	
27210178	VIVIAL MEDIA	YELLOW PAGES ADVERTISING - HWY	03/26/2021	\$20.95	
27210179	CORE BTS INC	FIREPOWER SUPPORT SERVICES	04/29/2021	\$555.00	
27210180	RHYME (Portage)	1ST QTR 2021 BILLING	04/21/2021	\$7,955.46	
Grand Total:				\$70,920.89	

Signatures

Committee Chair: _____
 Committee Member: _____
 Committee Member: _____
 Committee Member: _____
 Committee Member: _____

Committee Member: _____
 Committee Member: _____
 Committee Member: _____
 Committee Member: _____



Wood County WISCONSIN

INFORMATION TECHNOLOGY

April 2021

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. Determined and defined ongoing needs for Parks Management and Reservations software and reviewed two commercial software solutions for suitability compared to the current in-house software.
3. Continued setup 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.
4. Worked with the Wood County Breastfeeding Coalition to move their website to a cloud-based service provider, resolving some security risks associated with local hosting.
5. Upgraded the Payroll and HR software, HRMS, with the latest updates for taxes and security.
6. Several Departments have utilized grant funding to purchase laptops for staff to support a more mobile workforce. IT has completed deploying these devices.
7. Transition of the Treasurer's department from EOJ to Rhyme for Printer Management is complete. Reduced the number of devices from six to three, with an estimated savings of \$1500 per year for the Treasurer's department. Implemented other changes, so less items need to be printed, which will increase the cost savings and save time.
8. Worked with Crisis manager to run reports for a spam caller that is disrupting the Crisis center.
9. Updated County Board Supervisor voting and email application on iPads. Migrated all devices to the County's new Mobile Management System. This will allow improved management of the device and easier remote assistance.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

10. 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.
11. Applied numerous updates to database servers. These updates include fixes for functionality and security patches to keep servers as secure as possible.
12. Continued development on the new in-house system for Land and Water Department's Non-Metallic Mining permitting system.
13. In anticipation of updating Wireless at the Wood County Annex and Health Center and Edgewater, staff continue to work with a vendor to install new wiring for the additional equipment being installed later this Spring.
14. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. The Norwood Health upgrade to CareAssist implementation completion is scheduled for early May. The upgrade to ePrescribing eliminates data transmission to pharmacy via fax with electronic, bidirectional, secure data transmission. ePrescribing physician training is in nearly complete and the final signature portion go-live is scheduled for May 3. The Matrix vendor upgrade team is being very accommodating as the COVID regulations and vaccinations have taken staff resources and slowed the project progress.
15. 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. Network staff performed upgrades on kiosks used for RtVision time reporting system.
16. Implementation of the Monarch software for the Treasurer's Office is complete. Monarch software interfaces with the Register of Deeds Fidler 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.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

-
17. Discovery phase continues 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.
 18. 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. IT works to train and setup new staff to track, generate and submit PBJ data to CMS.
 19. 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 reviewing how to convert the client notes from TCM to PDFs.
 20. Completed the state mandated Law Enforcement records conversion project. This was State and Federally mandated to have our CIS system converted to report incidents based off of NIBRS by the start of 2021. The State approved the grant to recover costs of project. Once payment is received, all agencies will be reimbursed.
 21. 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.
 22. 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 2021. IT is working with HS to migrate data from 4 current servers to one single updated server to allow for better data management, increased organization, and easier access for staff. Most items have been removed from SharePoint, with only a few items left that need to be moved to the new network drive. This project is nearing completion and only the Norwood facility remains.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

23. For the month of March, 634 helpdesk requests were created, with staff completing 593 tickets and leaving 111 open requests. These numbers represent service requests from departments throughout the County. There are currently 305 project requests from departments.
24. Assisted in scheduling and monitoring several committee meetings.
25. Continue to attend SmartCare implementation and Business Process Analysis meetings.
26. Began migrating Countywide Antivirus to a new platform to allow us better insight into possible compromises and better safeguard devices.
27. Completed an update to the firewalls that greatly improved performance. Currently undergoing an independent review of firewall configuration to ensure we are setup for peak performance.
28. Continued Exchange patching to ensure we are not at risk for the many vulnerabilities that have been exposed in the last several months.
29. Increased redundancy by adding a server to aid in business continuity in the event a primary server fails at any County location.
30. 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 and secure. 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.
31. Began recruitment for an IT Intern.

Committee Report

County of Wood

Report of claims for: MAINTENANCE

For the period of: APRIL 2021

For the range of vouchers: 19210228 - 19210316 50121044 - 50121044

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19210228	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	03/25/2021	\$4,854.80	P
19210229	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	03/19/2021	\$163.80	P
19210230	AMAZON CAPITAL SERVICES	ID PRINTER RIBBONS	03/18/2021	\$62.28	P
19210231	AMAZON CAPITAL SERVICES	CH BREAKROOM - SUPPLIES	03/25/2021	\$23.99	P
19210232	COMPLETE CONTROL	SERVICE CALL	03/18/2021	\$405.00	P
19210233	CRESCENT ELECTRIC SUPPLY CO	SHOP SUPPLIES	03/19/2021	\$264.44	P
19210234	ERON & GEE/HERMAN'S PLUMBING & HEATING	WATER SOFTENER SERVICE CALL	03/17/2021	\$2,781.39	P
19210235	GRAINGER (Maintenance)	CH BREAKROOM - SIGNAGE	03/23/2021	\$9.76	P
19210236	GRAINGER (Maintenance)	CH BREAKROOM - MICROWAVE	03/24/2021	\$317.46	P
19210237	LIBERTY CLEANERS INC	CLEANING COURTHOUSE, JAIL	03/24/2021	\$8,072.19	P
19210238	QUALITY COUNTERTOPS	CH UPDATES - BREAKROOM, DA	03/16/2021	\$263.17	P
19210239	RON'S REFRIGERATION & AC INC	RB HVAC SERVICE CALL	03/18/2021	\$194.00	P
19210240	WISCONSIN VALLEY BUILDING PRODUCTS	TOOLS	03/16/2021	\$54.53	P
19210241	WISCONSIN VALLEY BUILDING PRODUCTS	CH UPDATES - MAINT OFFICE SUPP	03/17/2021	\$35.75	P
19210242	WISCONSIN VALLEY BUILDING PRODUCTS	TOOLS	03/18/2021	\$28.12	P
19210243	DASH MEDICAL GLOVES	GLOVES	03/31/2021	\$347.60	P
19210244	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	03/24/2021	\$163.80	P
19210245	FOUNDATION BUILDING MATERIALS	CH UPDATES-MT OFFICE SUPPLIES	03/16/2021	\$417.50	P
19210246	MENARDS - PLOVER	CH UPDATES-MT OFFICE SUPPLIES	03/22/2021	\$665.07	P
19210247	SHERWIN-WILLIAMS CO THE	CH UPDATES-MT OFFICE PAINT	03/30/2021	\$165.05	P
19210248	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	03/26/2021	\$204.60	P
19210249	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	03/25/2021	\$479.91	P
19210250	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC 12TH ST	03/25/2021	\$457.42	P
19210251	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	03/25/2021	\$215.76	P
19210252	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	03/25/2021	\$100.32	P
19210253	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	03/25/2021	\$56.70	P
19210254	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	03/25/2021	\$12.36	P
19210255	WE ENERGIES	GAS SERVICE COMMUNICATIONS	03/30/2021	\$201.78	P
19210256	WE ENERGIES	GAS SERVICE JAIL	03/30/2021	\$1,371.14	P
19210257	WE ENERGIES	GAS SERVICE RIVER BLOCK	03/30/2021	\$772.47	P
19210258	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	03/30/2021	\$55.18	P
19210259	WE ENERGIES	GAS SERVICE 12TH STREET	03/30/2021	\$51.37	P
19210260	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	03/30/2021	\$180.74	P
19210261	NASSCO INC	SUPPLIES	04/07/2021	\$284.85	P

Committee Report - County of Wood

MAINTENANCE - APRIL 2021

50121044 - 50121044 19210228 - 19210316

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19210262	ACE HARDWARE	SHOP SUPPLIES	04/05/2021	\$21.99	P
19210263	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	03/31/2021	\$119.81	P
19210264	AMAZON CAPITAL SERVICES	SHOP SUPPLIES	04/02/2021	\$9.98	P
19210265	AMAZON CAPITAL SERVICES	PEST CONTROL SUPPLIES	04/04/2021	\$165.97	P
19210266	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	04/02/2021	\$7,061.11	P
19210267	DIRECT SUPPLY INC	CH UPDATES - SIGNAGE	03/29/2021	\$4,286.00	P
19210268	FIRST SUPPLY	PLUMBING SUPPLIES	03/29/2021	\$61.09	P
19210269	FREEDOM PEST CONTROL LLC	RIVER BLOCK PEST CONTROL	04/06/2021	\$40.00	P
19210270	FREEDOM PEST CONTROL LLC	COURTHOUSE PEST CONTROL	04/06/2021	\$40.00	P
19210271	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	03/31/2021	\$269.71	P
19210272	GAPPA SECURITY SOLUTIONS LLC	ACCESS CARDS	04/01/2021	\$360.50	P
19210273	GRAINGER (Maintenance)	CH UPDATES - BREAKROOM SIGNAGE	03/31/2021	\$9.76	P
19210274	JOSLIN CONCRETE	SNOW PLOWING RIVER BLOCK	04/01/2021	\$113.75	P
19210275	NAPA CENTRAL WI AUTO PARTS	OIL & FILTER	04/05/2021	\$20.36	P
19210276	QUALITY DOOR & HARDWARE	INSTALLATION SERVICE CALL	03/31/2021	\$100.00	P
19210277	QUALITY DOOR & HARDWARE	CH UPDATES - MAINT OFFICE	03/31/2021	\$635.32	P
19210278	STOCOR PORTABLE STORAGE	RELOCATE STORAGE POD	04/06/2021	\$180.00	P
19210279	WE ENERGIES	GAS SERVICE COURTHOUSE	04/05/2021	\$4,361.33	P
19210280	WISCONSIN VALLEY BUILDING PRODUCTS	TOOLS	03/31/2021	\$26.66	P
19210281	DM STAMPS & SPECIALTIES	STAMP	04/13/2021	\$32.73	P
19210282	ADVANCED DISPOSAL	CH UPDATES - DISPOSAL FEES	03/31/2021	\$93.48	P
19210283	ADVANCED DISPOSAL	WASTE DISPOSAL FEES	03/31/2021	\$731.64	P
19210284	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	04/07/2021	\$70.12	P
19210285	BRANDL ENTERPRISES LLC	CH SNOW PLOWING	03/31/2021	\$382.50	P
19210286	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	04/13/2021	\$92.58	P
19210287	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	04/14/2021	\$337.54	P
19210288	GAPPA SECURITY SOLUTIONS LLC	SERVICE CALL	04/07/2021	\$450.00	P
19210289	HAZARD SKATES AND SPORTS LLC	UNIFORMS	04/09/2021	\$118.00	P
19210290	HOME DEPOT CREDIT SERV (Maintenance)	JAIL,SHIP,MT OFFICE,BRKROOM,RB	04/05/2021	\$2,167.69	P
19210291	NAPA CENTRAL WI AUTO PARTS	SHOP SUPPLIES	04/09/2021	\$34.95	P
19210292	QUALITY DOOR & HARDWARE	CH UPDATES - MAINT OFFICE	04/13/2021	\$646.12	P
19210293	SCHMITT ACOUSTICS LLC	CH UPDATES - MT OFFICE CEILING	04/14/2021	\$463.50	P
19210294	SHERWIN-WILLIAMS CO THE	CH UPDATES - MT OFFICE PAINT	04/08/2021	\$211.12	P
19210295	SHERWIN-WILLIAMS CO THE	CH UPDATES - HALLWAY PAINT	04/13/2021	\$160.35	P
19210296	SHERWIN-WILLIAMS CO THE	CH UPDATES - PAINT	04/13/2021	\$32.95	P
19210297	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	04/13/2021	\$2,074.40	P
19210298	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	04/13/2021	\$271.86	P
19210299	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	04/13/2021	\$1,183.32	P
19210300	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	04/13/2021	\$60.87	P
19210301	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	04/13/2021	\$44.08	P
19210302	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	04/13/2021	\$43.37	P
19210303	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	04/13/2021	\$9.15	P
19210304	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	04/13/2021	\$94.45	P
19210305	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	04/13/2021	\$3,352.77	P

Committee Report - County of Wood

MAINTENANCE - APRIL 2021

50121044 - 50121044 19210228 - 19210316

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19210306	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	04/13/2021	\$5,721.15	P
19210307	WINSUPPLY OF WISCONSIN RAPIDS	SHOP SUPPLIES	03/29/2021	\$28.89	P
19210308	MIDLAND PAPER	GLOVES	04/20/2021	\$2,138.40	P
19210309	1000 BULBS	RB UPDATES - LED LIGHTS	04/07/2021	\$422.98	
19210310	COMPLETE CONTROL	JAIL ALARM SYSTEM SERVICE CALL	04/16/2021	\$202.50	
19210311	CRESCENT ELECTRIC SUPPLY CO	SHERIFF IMPOUND - SUPPLIES	04/08/2021	\$17.83	
19210312	DIRECT SUPPLY INC	CH UPDATES - SIGNAGE	04/19/2021	\$54.95	
19210313	DOORWORKS INC	JOINT USE BLDG - PARTS	04/09/2021	\$292.50	
19210314	RON'S REFRIGERATION & AC INC	RB UPDATES - A/C REPAIRS	04/19/2021	\$24,879.00	
19210315	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	04/20/2021	\$90.00	
19210316	US BANK	CH SUPPLIES, SOFTWARE	04/18/2021	\$542.70	
50121044	DASH MEDICAL GLOVES		03/31/2021	\$521.40	P
Grand Total:				\$89,689.48	

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 April 2021

1. Ongoing Projects and Planning

- a) Jail – I am continuing to participate in discussions surrounding a potential Jail project. If a project is approved, there will need to be collaboration between Wood County and Wisconsin Rapids regarding some of the details; I have been in contact with City staff and will encourage an ongoing dialogue in an effort to avoid unnecessary problems.
- b) Edgewater Haven – One of this year’s approved projects is replacing the nurse call system at Edgewater; I have been assisting with project document preparation and the bidding process for this needed improvement. The new system will provide increased reliability, compliance, and safety for our facility residents.
- c) Capital Improvement Planning – Continuing to review and refine CIP. Outside of assessing the future needs at our Courthouse, Jail, and River Block, I have been reviewing some of our needs at Norwood and Edgewater. Our Human Services Director, the Facility Administrators, and Maintenance staff have all been great to work with; the collaborative effort is sure to make our long-term planning more successful.
- d) Courthouse – I have been working with our Judges and the District Court Administrator to begin developing plans for an additional courtroom; as the planning for a fourth judge continues, we will talk more about required remodeling, as well as some opportunities to improve our infrastructure for long-term efficiency and reliability.

2. Miscellaneous

- a) Attended PIT, HHS, County Board, Jail Study AdHoc, and Public Safety meetings
- b) Attended APWA Facility Management webinar
- c) Attended Focus on Energy Efficiencies in Healthcare webinar
- d) Attended Strategic Capital Planning webinar