

## PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

**DATE:** Monday, December 5, 2022

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

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

1. Call meeting to order
2. Public Comments
3. Approve minutes from previous meetings
4. **Information Technology**
  - a. Vouchers
  - b. Monthly Comments
5. **Maintenance Dept.**
  - a. Vouchers
  - b. Monthly Comments
  - c. Courthouse Cleaning Service
6. Discuss facility safety policy
7. Twelfth St. Property Update
8. Seventeenth Ave. Property Update
9. Future Agenda Items
10. Set date and time of next meeting
11. Pursuant to Wis. Stat. s. 19.85(1)(c), the Committee may go into closed session for department head performance reviews.
12. Return to open session.
13. Adjourn

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### **Join by phone**

+1-408-418-9388 United States Toll

Meeting number (access code): 2493 535 2537

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

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=mec54e4cef9c0c9c09f6ceb1ce5f7eff8>

Meeting number (access code): 2493 535 2537

Meeting password: 120522

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE  
MEETING MINUTES**

**DATE:** Monday, November 6, 2022  
**TIME:** 9:00 a.m.  
**PLACE:** Wood County Courthouse – Room 114

**PRESENT:** Al Breu, Dennis Polach, Bill Winch, Jeff Penzkover  
Brad Hamilton (Via WebEx)

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

1. The meeting was called to order at 9:01 a.m. by Chair Breu.
2. Public Comments: None
3. Approve minutes from the previous meetings.

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

4. (a) Supervisors Winch, Polach, and Penzkover asked for clarification on items within the Information Technology vouchers. IT Director 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) IT Director Kaup highlighted her monthly report and answered questions.
- (c) Kaup shared information regarding the Wood County website and emails domain name change. Discussion ensued
- (d) Kaup shared information regarding the Information Technology departments search for temporary relocation space. Discussion ensued.
5. (a) Supervisor Winch asked for clarification on items within the Maintenance vouchers. Facilities Manager Van Tassel answered general questions pertaining to his department's vouchers.

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

- (b) Facilities Manager Van Tassel answered questions pertaining to his monthly report.
- (c) Van Tassel shared information regarding the retirement of the current vendor for Courthouse cleaning services at the end of November and possible options going forward. Discussion ensued. Van Tassel indicated he is comfortable there will be no lapse in service and he will report back with more information next month.

6. HR Director McGrath, shared information regarding the Workplace Violence Prevention Policy and ongoing discussions pertaining to possible amendments to the policy. Discussion ensued. McGrath will report back next month with developments.
7. Van Tassel indicated no new updates regarding the Twelfth Street property.
8. Van Tassel shared updates regarding the Seventeenth Avenue property. Van Tassel indicated more discussions will follow.
9. Van Tassel indicated the County will take ownership of the Saratoga Street property on January 1<sup>st</sup>, 2023. The property will replace one or both of the Samuels Group's trailers. Long term, further discussion will need to be held to determine if the property will be retained to include in the Jail design or to be sold.

Van Tassel also indicated discussions with the City relating to the triangle lot are ongoing.

10. Agenda items for the next meeting:

- Department Head Evaluations
- Twelfth Street Property
- Seventeenth Avenue Property
- Courthouse Cleaning Services
- Facility Safety Policy Update

11. The next Committee meeting will be Monday, December 5, 2022 at 9:00 a.m. in meeting room 114.

Questions were raised regarding the Courthouse Security Policy. Discussion ensued. Discussions will continue with future agenda items relating to safety and security.

12. Chair Breu declared the meeting adjourned at 10:40 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**  
**November 7, 2022**

[illegible]

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

**DATE: Tuesday, November 15, 2022**  
**TIME: 8:30 a.m.**  
**LOCATION: Room 114, Wood County Courthouse**

Members present: Al Breu, Dennis Polach, William Winch, Brad Hamilton, Jeff Penzkover

Others present: Lance Pliml, Adam Fischer, Bill Clendenning, Peter Kastenholz, Trent Miner, Reuben Van Tassel, Brian Spranger.

1. Chairman Breu called the meeting to order at 8:30 AM.
2. There were no public comments
3. Motion by Hamilton/Polach to go into closed session pursuant to WIs. Stats. 19.85 (1)(e) to review offer for sale of 12<sup>th</sup> St. Property. Roll call vote resulted in all ayes and the motion carried.
4. Motion by Hamilton/Polach to return to open session. Motion carried unanimously.
5. The resolution delegating authority for the sale of the 12<sup>th</sup> St. property was reviewed. Motion by Hamilton/Winch to approve the resolution and forward onto county board for their consideration. Motion carried unanimously.
6. Chairman Breu declared the meeting adjourned at 9:01 AM.

Minutes taken by Trent Miner, County Clerk, and are in draft form until approved at the next meeting.

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

**DATE: Monday, November 21, 2022**

**TIME: 2:00 PM**

**LOCATION: Room 115, Wood County Courthouse**

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

Others Present: Trent Miner, Lance Pliml, Peter Kastenholz, Joseph Zurfluh, Reuben Van Tassel, Brian Spranger

1. Chairman Breu called the meeting to order at 2:00 PM
2. There was no public comment.
3. Motion by Hamilton/Penzkover to go into closed session pursuant to Wis. Stats. 19.85 (1)(e) to review offer for sale of 12th St. Property.
4. Motion by Hamilton/Polach to return to open session.
5. Chairman Breu declared the meeting adjourned at 2:36 PM.

Minutes taken by Trent Miner, County Clerk and are in draft form until approved at next meeting.

## Committee Report

County of Wood

Report of claims for: INFORMATION TECHNOLOGY

For the period of: NOVEMBER 2022

For the range of vouchers: 27220529 - 27220564

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27220529	AMAZON CAPITAL SERVICES	UWEX HEADSET, KEYBOARD COMBO	10/30/2022	\$72.60	P
27220530	INSIGHT PUBLIC SECTOR INC	THUNDERBOLT DOCK	10/17/2022	\$302.59	P
27220531	INSIGHT PUBLIC SECTOR INC	STORAGE/BACKUP SYSTEMS 3	10/17/2022	\$3,232.83	P
27220532	SOLARUS	PHONE CHGS ACCT 00063942-1	11/01/2022	\$2,136.85	P
27220533	SOLARUS	PHONE CHGS ACCT 00077856-5	11/01/2022	\$222.22	P
27220534	SOLARUS	PHONE CHGS ACCT 00061009-7	11/01/2022	\$69.99	P
27220535	TDS TELECOM	PHONE CHARGES	10/28/2022	\$71.26	P
27220536	TDS TELECOM	PHONE CHARGES	10/28/2022	\$58.62	P
27220537	TDS TELECOM	PHONE CHARGES	10/28/2022	\$44.28	P
27220538	TDS TELECOM	PHONE CHARGES	10/28/2022	\$57.82	P
27220539	TDS TELECOM	PHONE CHARGES	10/28/2022	\$17.50	P
27220540	US CELLULAR	CELL PHONE CHGS ACCT 277407322	10/16/2022	\$547.09	P
27220541	US CELLULAR	CELL PHONE CHGS ACCT 851710598	10/16/2022	\$164.46	P
27220542	US CELLULAR	CELL PHONE CHGS ACCT 203538532	10/20/2022	\$2,142.52	P
27220543	US CELLULAR	CELL PHONE CHGS ACCT 203391922	10/20/2022	\$6.74	P
27220544	AT&T MOBILITY	IT COMMUNICATIONS EM CELL CHGS	10/23/2022	\$617.54	P
27220545	CENTURYLINK	PHONE/LONG DISTANCE CHARGES	11/01/2022	\$11.34	P
27220546	CHARTER COMMUNICATIONS (IL Address)	INTERNET PRO100 ACCT 0209726	10/24/2022	\$134.99	P
27220547	CHARTER COMMUNICATIONS (IL Address)	WR FIBER ACCT 0294876	10/28/2022	\$1,243.17	P
27220548	INSIGHT PUBLIC SECTOR INC	PASSWORDSTATE LICENSE	10/24/2022	\$6,630.04	P
27220549	INSIGHT PUBLIC SECTOR INC	P&Z GIS COMPUTER	10/25/2022	\$1,574.09	P
27220550	INSIGHT PUBLIC SECTOR INC	STORAGE/BACKUP SYSTEMS 3	10/25/2022	\$5,487.11	P
27220551	INSIGHT PUBLIC SECTOR INC	HEALTH - MONITOR	10/27/2022	\$175.09	P
27220552	INSIGHT PUBLIC SECTOR INC	RANGER STATION APS	10/28/2022	\$2,136.10	P
27220553	RHYME BUSINESS PRODUCTS	PRINTER/COPIER CHARGES	11/04/2022	\$6,159.47	P
27220554	CHARTER COMMUNICATIONS (PA Address)	NETWORK SERVICES	11/01/2022	\$2,326.75	P
27220555	VERIZON	CELL CHGS ACCT 242258062-00001	11/01/2022	\$6,704.70	P
27220556	AMAZON CAPITAL SERVICES	HS HEADSETS	11/04/2022	\$119.98	P
27220557	AMAZON CAPITAL SERVICES	IT ERGO KEYBRDS,PENS,SUPPLIES	11/12/2022	\$139.78	P
27220558	CHARTER COMMUNICATIONS (IL Address)	MFLD FIBER ACCT 0364818	11/09/2022	\$455.38	P
27220559	GOLDFAX	NETWORK FAXING	11/11/2022	\$97.45	P
27220560	INSIGHT PUBLIC SECTOR INC	P&Z GIS COMPUTER	11/04/2022	\$2,170.53	P
27220561	INSIGHT PUBLIC SECTOR INC	HPE MSA STORAGE REPLACEMENT	11/07/2022	\$35,207.74	P
27220562	INTER-QUEST CORP	BR 4 VC & COURTROOM AUDIO	11/14/2022	\$12,919.95	P

## Committee Report - County of Wood

INFORMATION TECHNOLOGY -  
NOVEMBER 2022

27220529 - 27220564

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27220563	RHYME (Portage)	UW EXT - PRINTER	09/13/2022	\$795.00	
27220564	US BANK	QUICKEN MEMBERSHIP RENEWAL	10/26/2022	\$63.17	
<b>Grand Total:</b>				<b>\$94,316.74</b>	

Signatures

Committee Chair:

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Committee Member:

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Committee Member:

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Committee Member:

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# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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### November 2022

1. Wood County internet and intranet website updates are being posted continually as we work to keep employees and citizens informed. Multiple website updates are being performed by our newly trained programmer analyst intern.
2. Wood County's primary domain name is changing from co.wood.wi.us to woodcountywi.gov. The most notable change will be email and County website addresses. The cutover date for all County staff to move to the .gov domain is January 31<sup>st</sup>, 2023. IT, Register of Deeds, Communication, Corporation Counsel, UW Extension, Emergency Management, Human Resources, Treasurer's Department and the County Clerk's office have migrated to the new domain. Information on when County Board email addresses will change is forthcoming.
3. Analysis discovery phase begins for a project to meet another new and extremely detailed reporting requirement of Centers for Medicare & Medicaid Services (CMS). Failure to meet the new Inpatient Psychiatric Facilities Quality Reporting Program (IPFQR) requirements deadline of July 1, 2023 would result in a 2% reduction of CMS revenue for the Norwood Healthcare Facility, loss of estimated \$100K annually, and violation of the public reporting requirements. IPFQR collected data is also presented on the CMS Care Compare website for the public to research and select medical providers.
4. IT staff will be assisting the Treasurer staff with restoring and importing 15+ years of digital archive tax roll data into Laserfiche.
5. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. New hire Electronic Health Record (E.H.R.) system user accounts are being created by our newly trained programmer analyst intern. System support documentation has been created and improved by our programmer analyst intern. Super user accounts have been refreshed and training documentation updated and resent to Super users in order to provide the best possible E.H.R. system support.
6. RtVision, Highway Department time and material tracking system, has been migrated to RtVision's AWS. The RtVision servers that are currently in the Wood County data center are scheduled for decommission.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

7. Support for GCS\Catalis property tax systems is ongoing. Server and application updates and configurations continue in preparation for generating the 2022 property tax bills. The current property tax software version end-of-life is set for Fall of 2023. The existing property tax system is on-prem, servers at Wood County, the upgraded version will be cloud based. System migration will be scheduled for late August, September, and early October of 2023.
8. Network and programming staff met to discuss and review our MicroSoft SQL licensing model to ensure that we are operating at the highest cost efficiency.
9. The TimeStar, electronic time card and time tracking software system configuration changes is ongoing. Staff works to adjust settings as change requests occur. PBJ reports are submitted to CMS (Centers for Medicare & Medicaid) using TimeStar data for both the Edgewater and Norwood Facilities.
10. Development for adding new well water permits into the Planning & Zoning Department system is complete, deployed and permits are being entered in the system.
11. The Register of Deeds work to upgrade multiple applications continues each week. Software modifications were complete to support the migration of ROD email to the woodcountyiwi domain. IT staff escorts and assists the vendor, Fidlar Technologies, with server and application work. Preparations continue before the conversion of the ROD scanning application that is scheduled for early December.
12. Preparation for the Printer refresh in 2023 continues. The Sheriff's Department and Child Support will be moving to the County's main Printer management program. Reviewing reports on device usage with various departments in effort to reduce ongoing costs associated with low use devices. Installed a printer for UW Extension that was on backorder.
13. Met with Court staff to review current Courtroom technology and discuss ideas for training documents and identify common issues. IT will be developing a manual to be kept in each Courtroom as well as procedures to prep Courtroom technology prior to trials as well as routine maintenance in effort to reduce issues that can occur during trials.
14. Assisted Maintenance with configuring and installing a new camera and some intercom devices at River Block to enhance building security.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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15. Created a form for when users request mobile applications that allows managers to electronically approve a request before sending it to IT.
  16. The five new iPads for the Coroner's office have been received and setup. IT continues to work with the Coroner to finalize the new workflow to electronically share information between Coroner Department staff.
  17. Continue to investigate all cyber threats that are reported by security infrastructure alerts or County employees.
  18. Began identifying devices for the first round of PC Replacements for 2023. Once the 1<sup>st</sup> order is identified, IT will work with Departments to review device needs and allow for any changes prior to placing order.
  19. All 2022 PC Replacement equipment has arrived and is configured and awaiting deployment. Deployment of devices continues to be a priority. There are only a few device left to be replaced and those will be completed in early December.
  20. Documentation is being updated and created for various procedures and specialty software that is implemented throughout the County. During this time staff is reviewing current checklists and procedures to update as necessary.
  21. Staff continue to work on implementing PortBlocker, a software that will stop unapproved storage devices from being used on County hardware. Portable storage drives, like USB Drives, are a very easy and common method for viruses and other malicious software to infect our network. Implementation includes meeting with managers to understand why USB drives are used and look for alternative ways to securely transport data. Deployed a utility to the Sheriff's department PC's to provide a means for staff to scan all USB devices before USB devices are introduced to the County network.
  22. 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.
  23. Providing continual support of Webex Meetings and Webex Room Kit. The County has been using Cisco Webex Meetings, Teams, and Room kits for video conferencing and Cisco Jabber for phone access.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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24. For the month of October, 501 helpdesk requests were created, with staff completing 492 tickets and leaving 136 open requests. In addition, there are currently 359 project requests.
25. Worked on several projects related to the Laserfiche document management system:
- a) Continued setup and testing of Laserfiche document management in the Human Services department. Fiscal documents have all been migrated and we are continuing to move over administrative files and train additional staff.
  - b) Continued work on forms process improvement and document storage in Information Technology leveraging Laserfiche.
26. Continue to apply numerous security patches to servers. These updates include fixes for functionality and security patches that keep servers as secure as possible.
27. Continued work on developing an updated internal employee web portal with a new, easier to update and easier to navigate design.
28. Wood County IT has two new interns that have started November 28<sup>th</sup>. Jason Murgallis and Michael Thao are both attending school for Cybersecurity. The Information Technology department is committed to providing an opportunity to students to gain knowledge and experience as they prepare to enter the workforce. We have had several former interns who have gone on to positions in local government.
29. Staff attended a two-day virtual work shop on M365 (Microsoft 365). This was an information packed work shop that explained licensing, best practices and key features.
30. Hardware for the backup project and additional network storage has finally arrived. In December staff will work to put the new devices in place. This will enhance our disaster recovery plan as well as provide more redundant storage which should allow for a quicker recovery.
31. Several Staff attended the Digital Government Summit held in Madison November 30<sup>th</sup>. This event is focused on IT best practices and innovation specifically for the public sector.

## Committee Report

County of Wood

Report of claims for: MAINTENANCE

For the period of: NOVEMBER 2022

For the range of vouchers: 19220988 - 19221070

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19220988	ACE HARDWARE	SHOP SUPPLIES	10/24/2022	\$20.78	P
19220989	AMAZON CAPITAL SERVICES	CH UPDATES - CABLE RACEWAY	10/21/2022	\$29.99	P
19220990	AMAZON CAPITAL SERVICES	CH SECURITY - SUPPLIES	10/26/2022	\$31.05	P
19220991	CRESCENT ELECTRIC SUPPLY CO	SHOP SUPPLIES	10/13/2022	\$18.44	P
19220992	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	10/12/2022	\$407.58	P
19220993	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	10/26/2022	\$503.69	P
19220994	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	10/26/2022	\$122.32	P
19220995	GAPPA SECURITY SOLUTIONS LLC	RB UPDATES - CORES	10/21/2022	\$108.25	P
19220996	GRAINGER (Maintenance)	CH SECURITY-PUSH TO EXIT BUTTN	10/25/2022	\$431.92	P
19220997	LIBERTY CLEANERS INC	CLEANING COURTHOUSE, JAIL	10/23/2022	\$8,398.30	P
19220998	NAPA CENTRAL WI AUTO PARTS	SHOP SUPPLIES	10/21/2022	\$9.38	P
19220999	NICK MICHELS & SONS	RB ROOF REPAIRS	10/17/2022	\$326.00	P
19221000	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC-FINAL BILL	10/26/2022	\$2,546.39	P
19221001	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC-FINAL BILL	10/26/2022	\$1,298.61	P
19221002	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	10/26/2022	\$653.44	P
19221003	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC 12TH ST	10/26/2022	\$352.47	P
19221004	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	10/26/2022	\$227.19	P
19221005	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	10/26/2022	\$103.38	P
19221006	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	10/26/2022	\$63.56	P
19221007	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	10/26/2022	\$41.27	P
19221008	WISCONSIN VALLEY BUILDING PRODUCTS	BR 4 - MORTAR	10/21/2022	\$48.99	P
19221009	CRESCENT ELECTRIC SUPPLY CO	JAIL PROJ - UTILITY RELOCATION	10/11/2022	\$80.50	P
19221010	CURRENT TECHNOLOGIES INC	JAIL PROJ - UTILITY RELOCATION	10/19/2022	\$28,994.82	P
19221011	UNITED RENTALS NORTH AMERICA INC	JAIL PROJ - UTILITY RELOCATION	10/17/2022	\$2,188.00	P
19221012	WERNER ELECTRIC SUPPLY	JAIL PROJ - UTILITY RELOCATION	10/04/2022	\$3,628.92	P
19221013	WERNER ELECTRIC SUPPLY	JAIL PROJ - UTILITY RELOCATION	10/07/2022	\$29.22	P
19221014	WERNER ELECTRIC SUPPLY	JAIL PROJ - UTILITY RELOCATION	10/07/2022	\$41.99	P
19221015	WERNER ELECTRIC SUPPLY	JAIL PROJ - UTILITY RELOCATION	10/11/2022	\$98.71	P
19221016	WERNER ELECTRIC SUPPLY	JAIL PROJ - UTILITY RELOCATION	10/14/2022	\$952.76	P
19221017	BDT INC	CH SECURITY - ALUMINUM TUBE	10/27/2022	\$16.05	P
19221018	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	11/02/2022	\$4,928.05	P
19221019	NAPA CENTRAL WI AUTO PARTS	2013 F250 OIL CHANGE SUPPLIES	10/31/2022	\$47.25	P
19221020	PBBS EQUIPMENT CORPORATION	RB - REPLACE GAS VALVE	10/25/2022	\$5,259.09	P
19221021	PBBS EQUIPMENT CORPORATION	CH - BOILER REPAIR	10/25/2022	\$327.25	P

MAINTENANCE - NOVEMBER 2022

19220988 - 19221070

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19221022	RON'S REFRIGERATION & AC INC	RB HVAC REPAIRS	10/28/2022	\$1,884.32	P
19221023	SUPERIOR CHEMICAL CORPORATION	ICE MELT	10/25/2022	\$1,240.48	P
19221024	WE ENERGIES	GAS SERVICE JAIL	10/31/2022	\$375.31	P
19221025	WE ENERGIES	GAS SERVICE RIVER BLOCK	10/31/2022	\$472.48	P
19221026	WE ENERGIES	GAS SERVICE COURTHOUSE	10/31/2022	\$678.08	P
19221027	WE ENERGIES	GAS SERVICE 12TH ST	10/31/2022	\$50.15	P
19221028	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	10/31/2022	\$77.43	P
19221029	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	10/31/2022	\$9.24	P
19221030	WISCONSIN VALLEY BUILDING PRODUCTS	TOOLS	10/27/2022	\$20.88	P
19221031	SOLARUS	JAIL PROJ - UTILITY RELOCATION	09/30/2022	\$18,238.46	P
19221032	VENTURE ARCHITECTS	JAIL PROJECT - PROF SERVICES	10/26/2022	\$118,759.72	P
19221033	BATTERIES PLUS BULBS	JANITORIAL SUPPLIES	11/09/2022	\$83.60	P
19221034	STAPLES ADVANTAGE	OFFICE SUPPLIES	11/09/2022	\$10.72	P
19221035	STAPLES ADVANTAGE	OFFICE SUPPLIES	11/09/2022	\$28.23	P
19221036	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	10/25/2022	\$4,765.30	P
19221037	CONSTELLATION NEWENERGY-GAS DIVISION	CH, JAIL, RB GAS SERVICE	11/10/2022	\$4,801.85	P
19221038	CRESCENT ELECTRIC SUPPLY CO	CH SECURITY - SUPPLIES	10/26/2022	\$81.73	P
19221039	CRESCENT ELECTRIC SUPPLY CO	CH MEP UPDATES - SUPPLIES	10/26/2022	\$226.59	P
19221040	CRESCENT ELECTRIC SUPPLY CO	CH SECURITY - SUPPLIES	10/31/2022	\$67.50	P
19221041	K & W GLASS INC	CH UPDATES - GLASS	10/05/2022	\$201.76	P
19221042	MENARDS - PLOVER	CH UPDATES - STEEL PANELS	10/31/2022	\$107.16	P
19221043	NAPA CENTRAL WI AUTO PARTS	2013 F250 AIR FILTER, BATTERY	11/01/2022	\$100.85	P
19221044	OTIS ELEVATOR CO	CH ELEVATOR IMPACT FEE	10/21/2022	\$225.00	P
19221045	OTIS ELEVATOR CO	RB ELEVATOR IMPACT FEE	10/21/2022	\$250.00	P
19221046	WASTE MANAGEMENT	WASTE DISPOSAL FEES	11/01/2022	\$191.00	P
19221047	ERON & GEE/HERMAN'S PLUMBING & HEATING	JAIL PROJ - UTILITY RELOCATION	10/31/2022	\$11,935.12	P
19221048	THE SAMUELS GROUP INC	JAIL PROJECT - 10TH PAYMENT	11/07/2022	\$201,261.47	P
19221049	STAPLES ADVANTAGE	OFFICE SUPPLIES	11/15/2022	\$21.59	P
19221050	COMPLETE CONTROL	BR 4 - PAYMENT 3	11/09/2022	\$4,739.60	
19221051	HOME DEPOT CREDIT SERV (Maintenance)	CH, BR 4, CH & RB UPDATES, RB	11/04/2022	\$1,681.96	
19221052	KRISS PREMIUM PRODUCTS INC	BOILER CHEMICALS	11/10/2022	\$1,289.60	
19221053	QUALITY DOOR & HARDWARE	CH SECURITY - 1/2 DOOR	11/11/2022	\$2,548.51	
19221054	QUALITY DOOR & HARDWARE	JAIL PROJ - UTILITY RELOCATION	11/11/2022	\$2,336.48	
19221055	QUALITY DOOR & HARDWARE	BR 4 - GRAB BARS	11/11/2022	\$278.06	
19221056	QUALITY DOOR & HARDWARE	BR 4 - FRAME	11/11/2022	\$345.00	
19221057	SHERWIN-WILLIAMS CO THE	CH PAINT	11/10/2022	\$171.35	
19221058	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	11/15/2022	\$60.00	
19221059	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	11/14/2022	\$2,389.11	
19221060	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	11/14/2022	\$900.96	
19221061	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	11/14/2022	\$45.91	
19221062	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	11/14/2022	\$35.40	
19221063	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	11/14/2022	\$45.30	
19221064	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	11/14/2022	\$9.56	
19221065	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	11/14/2022	\$98.66	

MAINTENANCE - NOVEMBER 2022

19220988 - 19221070

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19221066	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	11/14/2022	\$6,996.91	
19221067	OTIS ELEVATOR CO	ELEVATOR SVC 12/1/22-12/31/22	11/09/2022	\$7.42	
19221068	US BANK	BRANCH 4 CHANDELIER	11/17/2022	\$803.99	
19221069	QUALITY DOOR & HARDWARE	CREDIT MEMO - BR 4 GRAB BAR	11/18/2022	(\$59.81)	
19221070	QUALITY DOOR & HARDWARE	BR 4 - GRAB BAR	11/18/2022	\$46.62	
<b>Grand Total:</b>				<b>\$453,272.22</b>	

Signatures

Committee Chair:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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### Letter of Comments December 2022

#### Ongoing Projects and Planning

**Jail Project** – Additional site work and preparation is underway. The construction will require us to make a temporary change to the second floor Courthouse evacuation plan; I have reviewed the change with our local Fire Marshal and uploaded some related information to the employee intranet for staff to review.

Our project team is reviewing detailed specifications related to jail equipment and hardware; this process will continue for several months.

**Courthouse** – Construction is nearing completion in the new Branch 4 Courtroom space; some of the work that will continue over the next few months includes installation of the many required technology systems, furniture, and wood paneling.

The Air Conditioning system in the Courthouse will be getting new circulating pumps this winter. Existing pumps are at end of life and need to be replaced; we will be reconfiguring the piping and controls for chilled water circulation that will provide more reliability for the remaining life of the existing rooftop chiller.

As we reviewed last month, the cleaning contractor who has been serving the Courthouse for many years is retiring; we made arrangements with another contractor for cleaning service to continue and will provide cost comparison information for the PIT Committee to review regarding service level as well as direct hire vs independent contractor options.

**River Block** – One of the approved projects in 2023 is an update to the controls for both elevators at River Block. I am preparing bid documents for this upgrade and should have a contract awarded sometime in January. Many of you will recall the long lead times on elevator equipment as the recent Courthouse elevator modernization took several months for the materials to arrive.

#### Miscellaneous

Attended PIT, Operations, HIRC, HHS, County Board, Wis. Rapids Council, and numerous project meetings.