

## PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

**DATE:** Wednesday, September 8, 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
  - c. IT Budget
- 5. Maintenance Dept.**
  - a. Vouchers
  - b. Monthly Comments
  - c. Maintenance Budget
6. Courthouse Parking
7. CIP
8. Jail project update
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): 2491 529 1552

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

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=mb9e76032efff374436450b0af09b3a0f>

Meeting number (access code): 2491 529 1552

Meeting password: PIT0908

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE  
MEETING MINUTES**

**DATE:** Monday, August 2, 2021  
**TIME:** 9:30 a.m.  
**PLACE:** Wood County Courthouse – Conference Room 114

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

**OTHERS PRESENT** (for part or all of the meeting, in person or via Webex): **See attached list.**

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

**Motion (Polach/Valenstein) to approve the minutes of the previous meeting. Motion carried unanimously.**

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

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

(b) Kaup explained to the Committee that the internet connection speeds needed to be increased throughout the County due to the increase of County staff returning to the office, but still attending virtual meetings. Kaup stated that this change will result in an increase in the budget. Kaup provided additional information pertaining to projects in her department.

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

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

(b) Van Tassel explained to the Committee that he is reallocating funds that were budgeted for the south parking lot at the Courthouse that is no longer needed due to the jail construction to the project to replace windows at River Block. The cost is roughly \$85,000 and the project will be completed in 2021. This will result in the River Block window project being removed from the 2022 CIP. Van Tassel provided additional information pertaining to projects in his department.

6. (a) Peter Kastenholz provided information to the Committee regarding the process of developing the contracts between the County and Venture Architects and The Samuels Group for the construction of the new jail. Kastenholz suggested that the Committee give Van Tassel the authority to enter into contracts for the jail construction. Nick Flugaur provided information to the Committee regarding property and liability insurance. Van Tassel explained that there is a staff work group consisting of himself, the Safety & Risk Specialist, Corporation Counsel, the Sheriff, and the Planning & Zoning Director that will likely work for at least the next year with

more individuals coming into the group as the project goes forward. Discussion ensued at length.

**Motion (Valenstein/Breu) to authorize Reuben Van Tassel, Facilities Manager, to enter into professional service contracts for the establishment of a new jail and to work with other parties to initiate other processes necessary to move the project forward. Motion carried. Voting no: Winch.**

Van Tassel discussed the parking lots at the Courthouse. He stated that the south parking lot is the most utilized parking lot and will be eliminated with the construction of the new jail. He explained that the Baker Street lot provides more than enough parking, however, Baker Street is busy and several County employees have had close calls when crossing Baker Street from the parking lot to the Courthouse. Van Tassel asked the Committee for permission to have a conversation with the City of Wisconsin Rapids in regards to the parcels located directly across Market Street from the Courthouse. Discussion ensued. The consensus of the Committee was to place this topic on the agenda for the next regular meeting and to allow Van Tassel to have initial discussions with the City of Wisconsin Rapids regarding the parcels.

(b) Resolution – Jail Construction Committee

**Motion (Hamilton/Valenstein) to approve the resolution for the Jail Construction Committee as presented. Motion carried. Voting no: Winch.**

7. (a) Van Tassel explained that the current listing contract for the 12<sup>th</sup> Street property expired on July 31<sup>st</sup>, 2021, so the contract included in the packet is no longer valid. The Committee discussed the length of the contract and the asking price.

**Motion (Hamilton/Valenstein) to renew the listing contract for the 12<sup>th</sup> Street property under the same parameters as presented, with revised dates. Motion carried unanimously.**

8. Agenda items for the next meeting:
  - Courthouse Parking
  - Budget
  - CIP
9. The September Committee meeting date and time will be determined by the County Clerk due to the usual meeting date falling on Labor Day.
10. Chair Breu declared the meeting adjourned at 11:05 a.m.

Minutes recorded and prepared by Kelli Quinnell. Minutes in draft form until approved at the next meeting.

**Property & Information Technology Meeting Sign-In**  
**Monday, August 2, 2021**  
**9:30 a.m.**

Name	Department/District/Organization
Bill Clandonig	WCB #15
DENNIS POLACH	WCB - #14 (PROP-INF-TECH)
REUBEN VAN TASSEL	WC MAINT.
AMY KAVP	IT
JASON DEMARCO	IT
M. V. MEHL	WCB #9
Laura Valenstein	WCB #12
AL BRED	WCB #6
SHAW Becken	WCSD
QUENTIN ELLIS	WCSD
Via WebEx:	
Lance Pliml	WCB #10
Brad Hamilton	WCB #18
Nick Flugavr	HR - Safety + Risk

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE  
MEETING MINUTES**

**DATE:** Tuesday, August 17, 2021  
**TIME:** 10:30 a.m.  
**PLACE:** Wood County Courthouse – Room 105

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

**OTHERS PRESENT** (for part or all of the meeting): Nicole Gessert, Reuben Van Tassel, Bill Clendenning.

1. The meeting was called to order at 10:37 a.m. by Chair Breu.
2. Public Comments: None.
3. Reuben Van Tassel shared he was contacted by the Mead-Witter Foundation with a request regarding an additional electrical circuit outside River Block to serve the abutting park. Van Tassel stated as part of the original agreement to lease the River Block property, Wood County is responsible to provide the electric to the walking path along the River Block building. Van Tassel shared the new request to allow the additional circuit would not cost the County because the Mead-Witter Foundation would be paying for the installation and the cost of consumption.

**Motion (Hamilton/Winch) to approve the request from the Mead-Witter Foundation to allow an additional electrical circuit outside River Block to serve the abutting park. Motion carried unanimously.**

4. Chair Breu declared the meeting adjourned at 10:41 a.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: AUGUST 2021

For the range of vouchers: 27210319 - 27210359

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27210319	EAU CLAIRE COUNTY	BUSINESS REQUIREMENTS CLASS	07/26/2021	\$4,500.00	P
27210320	FRONTIER COMMUNICATIONS	PHONE CHARGES	07/19/2021	\$141.36	P
27210321	INSIGHT PUBLIC SECTOR INC	2021 1ST PC ORDER - HR	07/15/2021	\$2,072.70	P
27210322	INSIGHT PUBLIC SECTOR INC	REPLACEMENT EMAIL FILTER	07/16/2021	\$6,037.06	P
27210323	INSIGHT PUBLIC SECTOR INC	REPLACEMENT EMAIL FILTER	07/19/2021	\$4,649.40	P
27210324	SOLARUS	PHONE CHGS ACCT 00063942-1	08/01/2021	\$2,432.25	P
27210325	SOLARUS	PHONE CHGS ACCT 00077856-5	08/01/2021	\$222.18	P
27210326	SOLARUS	PHONE CHGS ACCT 00061009-7	08/01/2021	\$69.99	P
27210327	TDS TELECOM	PHONE CHARGES	07/28/2021	\$58.65	P
27210328	TDS TELECOM	PHONE CHARGES	07/28/2021	\$44.98	P
27210329	TDS TELECOM	PHONE CHARGES	07/28/2021	\$63.05	P
27210330	TDS TELECOM	PHONE CHARGES	07/28/2021	\$26.40	P
27210331	TDS TELECOM	PHONE CHARGES	07/28/2021	\$71.42	P
27210332	US CELLULAR	CELL PHONE CHGS ACCT 277407322	07/16/2021	\$632.96	P
27210333	US CELLULAR	CELL PHONE CHGS ACCT 851710598	07/16/2021	\$406.56	P
27210334	US CELLULAR	CELL PHONE CHGS ACCT 203538532	07/20/2021	\$2,144.61	P
27210335	US CELLULAR	CELL PHONE CHGS ACCT 203391922	07/20/2021	\$10.59	P
27210336	VERIZON	CELL CHGS ACCT 242258062-00001	08/01/2021	\$5,680.67	P
27210337	AMAZON CAPITAL SERVICES	HS DROP IN HEADSET	08/02/2021	\$232.32	P
27210338	AMAZON CAPITAL SERVICES	HEALTH WIC HEADSET	08/02/2021	\$190.00	P
27210339	AMAZON CAPITAL SERVICES	CLK OF CTS KEYBOARD, MOUSE	08/08/2021	\$24.99	P
27210340	AT&T MOBILITY	IT & COMM WIRELESS	08/01/2021	\$971.28	P
27210341	CDW GOVERNMENT INC	CB KOFAX POWER PDF	07/26/2021	\$131.01	P
27210342	CENTURYLINK	PHONE/LONG DISTANCE CHARGES	08/01/2021	\$10.84	P
27210343	CHARTER COMMUNICATIONS	INTERNET PRO100 ACCT 0209726	07/24/2021	\$130.00	P
27210344	CHARTER COMMUNICATIONS	WR FIBER ACCT 0294876	07/28/2021	\$1,077.09	P
27210345	GOLDFAX	NETWORK FAXING	08/05/2021	\$72.60	P
27210346	RHYME BUSINESS PRODUCTS	PRINTER/COPIER CHARGES	08/04/2021	\$6,159.47	P
27210347	AMAZON CAPITAL SERVICES	EMH WEBCAMS, HEADSETS	08/12/2021	\$548.84	P
27210348	AMAZON CAPITAL SERVICES	NW G MELNYK PHONE CASE	08/12/2021	\$16.19	P
27210349	INSIGHT PUBLIC SECTOR INC	2ND PC ORDER 2021	07/29/2021	\$36.07	P
27210350	TIME WARNER CABLE	NETWORK SERVICES	08/01/2021	\$2,264.21	P
27210351	US BANK	LODGING, CONFERENCE FEE	08/17/2021	\$2,114.84	P
27210352	AMAZON CAPITAL SERVICES	R VAN TASSEL PHONE CASE	08/18/2021	\$18.85	P

INFORMATION TECHNOLOGY - AUGUST  
2021

27210319 - 27210359

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27210353	AMAZON CAPITAL SERVICES	HS FIW PHONE CASE	08/19/2021	\$16.19	P
27210354	AMAZON CAPITAL SERVICES	HS K OLSON CHARGER	08/20/2021	\$24.49	P
27210355	AMAZON CAPITAL SERVICES	HS EMH GRANT SURGE PROTECTORS	08/22/2021	\$26.46	P
27210356	CORE BTS INC	SUPPORT SERVICES	08/19/2021	\$333.38	P
27210357	AMAZON CAPITAL SERVICES	JAIL LIBRARY VC TV-COVID GRANT	08/12/2021	\$953.95	P
27210358	CHARTER COMMUNICATIONS	MFLD FIBER ACCT 0364818	08/06/2021	\$523.78	P
27210359	ISI TELEMAGEMENT SOLUTIONS INC	INFORTEL CLOUD RENEWAL	06/22/2021	\$4,680.00	P
<b>Grand Total:</b>				<b>\$49,821.68</b>	

Signatures

Committee Chair:

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Committee Member:

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# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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### August 2021

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. Continued work with Qwestica budget software to assist Finance staff with preparing the 2022 budget.
3. Working on the next version of the Non-Metallic Mining system for Land and Water Department. IT and Land is planning for a full release of the new system by October of 2021.
4. Started the process to upgrade the Sheriff's Department Citation System, TraCS, to the latest version. This upgrade will expand the features of the system and make operations easier for the administration and patrol crew within the department.
5. Completed work at Edgewater moving computers as requested and terminating network connections for the addition of a security camera at their location. An on-premise video server was configured for this purpose.
6. Register of Deeds Fidler AVID software and workstation upgrades were completed.
7. Staff continue to work on finalizing the wireless upgrade project. This included configuring/combining some of our wireless networks, improving the reliability of our wireless infrastructure, and configuring monitoring of the wireless networks.
8. Development for adding new well water permits into the Planning & Zoning Department system continues.
9. Continued working with Konect Parks to implement a new Park Reservations system starting in fall 2021. Transition activities will continue through the 2022 camping season.
10. Network staff continue to work on multiple projects that include moving all PCs onto the latest version of virus scan software, automating security patching of desktops and servers, moving network drives onto new servers with improved security features, and installing better network infrastructure monitoring.





# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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11. 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.
  12. Completed updates to the GIS system at the Courthouse. Work was done in-house and our GIS and IT staff gained a lot of valuable experience. The system is now running the latest GIS and operating system software, and system security was improved for public-facing services.
  13. 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.
  14. Applied numerous updates to database servers. These updates include fixes for functionality and security patches that keep servers as secure as possible.
  15. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing.
  16. 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.
  17. Support for GCS property tax systems is ongoing. Two property tax software upgrades were performed in August. The property tax web server was rebuilt completely and deployed. Discovery started for migration and upgrade of the property tax application server in preparation of decommission of end-of-life Citrix application server.
  18. 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.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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19. The TimeStar, electronic time card and time tracking, system configuration changes is ongoing. IT works to adjust settings as change requests occur. Additions this month include adding EW casual holiday worked pay, discovery for contracted staff clock punch time tracking only, PBJ job code updates, PBJ CMS export file adjustments. PBJ reports are submitted to CMS (Centers for Medicare & Medicaid) using TimeStar data for both the Edgewater and Norwood Facilities.
  20. Legacy data migration from TCM to SmartCare continues.
  21. Print servers at all locations have been updated in order to provide uninterrupted print functionality during a network outage.
  22. Providing continual support of Webex Meetings Webex Room Kit. The County has been using Cisco Webex Meetings, Teams, and Roomkits for video conferencing as well as Cisco Jabber for phone access.
  23. For the month of July, 453 helpdesk requests were created, with staff completing 456 tickets and leaving 129 open requests. These numbers represent service requests from departments throughout the County. There are currently 321 project requests from departments.
  24. Continued migration of countywide antivirus to a new platform that will provide better insight into possible compromises and safeguards on devices. This month included migrating all workstations and servers to the new platform.
  25. Continue to migrate to the new Mobile Device Management (MDM) platform. This has been implemented for all new cellular devices, Health Contact Tracers, and devices like iPads. All users have been moved off Airwatch and onto Desktop Central. Currently working on contacting all users that have email on their phone but are not on the new MDM platform yet.
  26. Experienced a hardware failure at River Block that resulted in unavailable servers at the location. Wood County IT staff worked over the weekend to get the critical servers up before employees return on Monday morning. Other servers have remained offline until new hardware arrives so that we can rebuild the system. Some systems which were recently configured as a failover worked as expected, allowing computers and telephones to remain on the network without connectivity problems.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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27. Facilitated demos for an E-Signature application that will be used by multiple departments.
  28. Provide various reports and quotes to assist Departments in 2022 budgets.
  29. Completed 2022 IT, VOIP, and PC Replacement Budgets.
  30. Staff continued to roll out more security to the IT infrastructure. This includes installing our advanced threat detections software, dual factor authentication, and Desktop Central agent on Wood County server infrastructure.
  31. A web server was defaced by outside threat actors. Wood County staff along with the MS-ISAC were able to determine how the breach occurred confirm that there was no data loss, and implement practices that will help to prevent this from happening in the future. Remediation of the defacement included building a new server with updated vendor software, two factor authentication, and the latest virus scan software with artificial intelligence to help prevent zero-day attacks. Windows updates will also occur on an automatic schedule to ensure proper patching of the operating systems. Several Counties in Wisconsin that used the same software were impacted by this defacement.
  32. Staff has worked to add the UW-Extension back onto the Wood County domain. Their access was originally removed at the beginning of the pandemic when they needed access to a video conferencing software that was not very secure. The video software has since improved the security posture and it will now be easier to take care of the department's technical needs.
  33. Performed training for Highway Department staff on the use of their video conferencing unit.
  34. Due to substantial delays in receiving hardware, final PC replacement surveys for 2021 have now been sent to departments so the hardware order can be placed. In effort to receive equipment when needed, IT staff has also reached out to departments about the replacement needs for 2022.



# Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2022 Budget	% Change	2021 Budget	2021 Actual	2021 Estimate
<b>27 - Information Technology</b>					
<b>2701 - IT</b>					
<u>Revenue / Funding Source</u>					
2701-47415 - Local Dept Charges-Systems					
47 - Intergovernmental Charges for Services	0	0.00%	0	0	0
2701-47415 - Local Dept Charges-Systems Total	0	0.00%	0	0	0
Revenue / Funding Source Total	0	0.00%	0	0	0
<u>Expense / Expenditure</u>					
2701-51450 - Information Systems					
100 - Personnel Services	1,237,677	+13.10%	1,094,348	663,736	1,098,286
200 - Contractual Services	478,064	-1.13%	483,517	352,055	483,535
300 - Supplies and Expense	81,515	+0.93%	80,765	8,709	79,093
500 - Fixed Charges	126,124	+2.56%	122,981	83,721	120,697
800 - Capital Outlay	0	-100.00%	55,900	0	55,900
2701-51450 - Information Systems Total	1,923,380	+4.67%	1,837,511	1,108,220	1,837,511
Expense / Expenditure Total	1,923,380	+4.67%	1,837,511	1,108,220	1,837,511
<b>2701 - IT Total</b>	<b>1,923,380</b>	<b>+4.67%</b>	<b>1,837,511</b>	<b>1,108,220</b>	<b>1,837,511</b>
<b>2702 - IT-Voice Over IP</b>					
<u>Revenue / Funding Source</u>					
2702-47415 - Local Dept Charges-Systems					
47 - Intergovernmental Charges for Services	117,200	-19.89%	146,300	86,294	136,300
2702-47415 - Local Dept Charges-Systems Total	117,200	-19.89%	146,300	86,294	136,300
Revenue / Funding Source Total	117,200	-19.89%	146,300	86,294	136,300
<u>Expense / Expenditure</u>					
2702-51451 - Voice Over IP					
200 - Contractual Services	38,200	-26.11%	51,700	18,849	32,196
300 - Supplies and Expense	53,770	-29.16%	75,900	26,063	61,800
2702-51451 - Voice Over IP Total	91,970	-27.92%	127,600	44,912	93,996
Expense / Expenditure Total	91,970	-27.92%	127,600	44,912	93,996
<b>2702 - IT-Voice Over IP Total</b>	<b>(25,230)</b>	<b>-34.92%</b>	<b>(18,700)</b>	<b>(41,381)</b>	<b>(42,304)</b>
<b>2703 - IT-PC Replacement</b>					
<u>Revenue / Funding Source</u>					
2703-47415 - Local Dept Charges-Systems					
47 - Intergovernmental Charges for Services	197,640	+1.18%	195,330	132,945	199,417
2703-47415 - Local Dept Charges-Systems Total	197,640	+1.18%	195,330	132,945	199,417
Revenue / Funding Source Total	197,640	+1.18%	195,330	132,945	199,417



# Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2022 Budget	% Change	2021 Budget	2021 Actual	2021 Estimate
<u>Expense / Expenditure</u>					
2703-51452 - PC Replacement					
300 - Supplies and Expense	137,600	+66.99%	82,399	8,216	82,399
800 - Capital Outlay	5,000	-78.72%	23,500	0	23,500
2703-51452 - PC Replacement Total	<b>142,600</b>	<b>+34.66%</b>	<b>105,899</b>	<b>8,216</b>	<b>105,899</b>
Expense / Expenditure Total	<b>142,600</b>	<b>+34.66%</b>	<b>105,899</b>	<b>8,216</b>	<b>105,899</b>
<b>2703 - IT-PC Replacement Total</b>	<b>(55,040)</b>	<b>+38.46%</b>	<b>(89,431)</b>	<b>(124,729)</b>	<b>(93,518)</b>
<b>27 - Information Technology Total</b>	<b>1,843,110</b>	<b>+6.58%</b>	<b>1,729,380</b>	<b>942,110</b>	<b>1,701,689</b>



# Department Operating Budget Summary

<u>Department: 27 - Information Technology</u>	2022 Budget Summary					
	2701 - IT	2702 - IT-Voice Over IP	2703 - IT-PC Replacement	2022 Total	Change %	2021 Budget
Revenue / Funding Source						
47 - Intergovernmental Charges for Services	0	117,200	197,640	<b>314,840</b>	-7.84%	341,630
Total Operating Revenues	0	117,200	197,640	<b>314,840</b>	-7.84%	341,630
Revenue / Funding Source Total	0	117,200	197,640	<b>314,840</b>	-7.84%	341,630
Expense / Expenditure						
100 - Personnel Services	1,237,677			<b>1,237,677</b>	+13.10%	1,094,348
200 - Contractual Services	478,064	38,200		<b>516,264</b>	-3.54%	535,217
300 - Supplies and Expense	81,515	53,770	137,600	<b>272,885</b>	+14.15%	239,064
500 - Fixed Charges	126,124			<b>126,124</b>	+2.56%	122,981
Total Operating Expenditures	1,923,380	91,970	137,600	<b>2,152,950</b>	+8.10%	1,991,610
800 - Capital Outlay	0		5,000	<b>5,000</b>	-93.70%	79,400
Expense / Expenditure Total	1,923,380	91,970	142,600	<b>2,157,950</b>	+4.20%	2,071,010
<b>27 - Information Technology Total</b>	<b>1,923,380</b>	<b>(25,230)</b>	<b>(55,040)</b>	<b>1,843,110</b>	<b>+6.58%</b>	<b>1,729,380</b>



# Department Operating Budget Summary

<b>Department: 27 - Information Technology</b>	<b>2021 Budget Summary</b>			
	2701 - IT	2702 - IT-Voice Over IP	2703 - IT-PC Replacement	2021 Budget
Revenue / Funding Source				
47 - Intergovernmental Charges for Services	0	146,300	195,330	<b>341,630</b>
Total Operating Revenues	0	146,300	195,330	<b>341,630</b>
Revenue / Funding Source Total	0	146,300	195,330	<b>341,630</b>
Expense / Expenditure				
100 - Personnel Services	1,094,348			<b>1,094,348</b>
200 - Contractual Services	483,517	51,700		<b>535,217</b>
300 - Supplies and Expense	80,765	75,900	82,399	<b>239,064</b>
500 - Fixed Charges	122,981			<b>122,981</b>
Total Operating Expenditures	1,781,611	127,600	82,399	<b>1,991,610</b>
800 - Capital Outlay	55,900		23,500	<b>79,400</b>
Expense / Expenditure Total	1,837,511	127,600	105,899	<b>2,071,010</b>
<b>27 - Information Technology Total</b>	<b>1,837,511</b>	<b>(18,700)</b>	<b>(89,431)</b>	<b>1,729,380</b>

## Committee Report

County of Wood

Report of claims for: MAINTENANCE

For the period of: AUGUST 2021

For the range of vouchers: 19210579 - 19210653

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19210579	US BANK	CHAIN HOIST, SUPPLIES	07/19/2021	\$273.91	P
19210580	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	07/25/2021	\$4,765.30	P
19210581	AMAZON CAPITAL SERVICES	CH SECURITY - CAMERA TRIPOD	07/25/2021	\$14.99	P
19210582	AMAZON CAPITAL SERVICES	CH SECURITY - HARDWARE	07/26/2021	\$34.24	P
19210583	AMAZON CAPITAL SERVICES	LIGHT BULBS FOR JAIL	07/28/2021	\$66.16	P
19210584	AMAZON CAPITAL SERVICES	CH SECURITY - USB CABLES	07/28/2021	\$15.90	P
19210585	APPLIED INDUSTRIAL TECHNOLOGY	BELTS - JAIL	07/19/2021	\$16.32	P
19210586	GRAINGER (Maintenance)	SELF DUMPING HOPPER	07/28/2021	\$963.56	P
19210587	SCOTT CONSTRUCTION INC	CH PARKING LOT - SEAL COAT	07/22/2021	\$13,060.00	P
19210588	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	07/28/2021	\$610.23	P
19210589	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC 12TH ST	07/28/2021	\$555.39	P
19210590	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	07/28/2021	\$249.95	P
19210591	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	07/28/2021	\$95.64	P
19210592	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	07/28/2021	\$42.27	P
19210593	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	07/28/2021	\$12.36	P
19210594	WINSUPPLY OF WISCONSIN RAPIDS	CH UPDATES-EVIDENCE RM SUPPLY	07/12/2021	\$231.61	P
19210595	WINSUPPLY OF WISCONSIN RAPIDS	CREDIT-CH UPDATES EVIDENCE RM	07/15/2021	(\$92.39)	P
19210596	STAPLES ADVANTAGE	Office Supplies	07/29/2021	\$21.52	P
19210597	ARROW PRECISION ASPHALT MAINTENANCE	CH PARKING LOT - ASPHALT	07/31/2021	\$24,585.00	P
19210598	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	08/03/2021	\$6,571.21	P
19210599	CRESCENT ELECTRIC SUPPLY CO	ELECTRICAL SUPPLIES	07/26/2021	\$96.79	P
19210600	CRESCENT ELECTRIC SUPPLY CO	ELECTRICAL SUPPLIES	07/26/2021	\$38.22	P
19210601	FASTENAL COMPANY	JAIL SUPPLIES	07/22/2021	\$1,015.80	P
19210602	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	08/03/2021	\$92.58	P
19210603	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	08/04/2021	\$342.54	P
19210604	OFFICE ENTERPRISES INC	CH UPDATES-MT OFFICE FURNITURE	07/29/2021	\$6,810.06	P
19210605	T & C SERVICES LLC	CH PARKING LOT - SWEEP LOT	07/27/2021	\$660.00	P
19210606	WE ENERGIES	GAS SERVICE COMMUNICATIONS	07/30/2021	\$10.23	P
19210607	WE ENERGIES	GAS SERVICE JAIL	07/30/2021	\$444.82	P
19210608	WE ENERGIES	GAS SERVICE RIVER BLOCK	07/30/2021	\$936.44	P
19210609	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	07/30/2021	\$10.23	P
19210610	WE ENERGIES	GAS SERVICE COURTHOUSE	07/30/2021	\$261.40	P
19210611	WE ENERGIES	GAS SERVICE 12TH STREET	07/30/2021	\$10.23	P
19210612	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	07/30/2021	\$10.23	P



## Committee Report - County of Wood

MAINTENANCE - AUGUST 2021

19210579 - 19210653

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19210613	DM STAMPS & SPECIALTIES	STAMPS	08/11/2021	\$127.50	P
19210614	FLAGS USA	FLAGS	08/11/2021	\$306.00	P
19210615	ADVANCED DISPOSAL	WASTE DISPOSAL FEES	07/31/2021	\$731.64	P
19210616	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	07/30/2021	\$159.03	P
19210617	AKITABOX INC	QR CODES	08/02/2021	\$15.00	P
19210618	AMAZON CAPITAL SERVICES	WIRELESS MOUSE	08/11/2021	\$86.69	P
19210619	BADGER-LAND SURVEYING INC	SURVEY JACKSON ST LOT	07/29/2021	\$600.00	P
19210620	BDT INC	SHOP SUPPLIES	08/03/2021	\$245.66	P
19210621	GROUND'S DETAIL SERVICE LLC	GROUND'S CARE COURTHOUSE	08/02/2021	\$258.50	P
19210622	QUALITY DOOR & HARDWARE	DOOR HARDWARE	07/30/2021	\$23.55	P
19210623	QUEST CIVIL ENGINEERS LLC	ENVIRONMENTAL SERVICES 3401000	07/09/2021	\$2,979.00	P
19210624	TOOL SHED	SHOP SUPPLIES	08/02/2021	\$87.80	P
19210625	WISCONSIN VALLEY BUILDING PRODUCTS	HOLE SAW	08/06/2021	\$42.68	P
19210626	WAVE COMMUNICATIONS INC	CH MEP UPDATE-INSTALL GUY WIRE	07/30/2021	\$2,000.00	P
19210627	KRANZ INC	CLEANING SUPPLIES	08/17/2021	\$421.64	P
19210628	NASSCO INC	CLEANING SUPPLIES	08/17/2021	\$867.20	P
19210629	SCHILLING SUPPLY COMPANY	CLEANING SUPPLIES	08/17/2021	\$1,120.35	P
19210630	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	08/09/2021	\$147.36	P
19210631	CRESCENT ELECTRIC SUPPLY CO	CH UPDATES - ELECTRICAL SUPPLY	08/03/2021	\$377.55	P
19210632	FERGUSON ENTERPRISES LLC	CH PLUMBING SUPPLIES	08/04/2021	\$260.94	P
19210633	FIRST SUPPLY	RB TOILET, GASKETS	08/16/2021	\$148.57	P
19210634	FIRST SUPPLY	RB TOILET SEAT	08/17/2021	\$29.58	P
19210635	FREEDOM PEST CONTROL LLC	RIVER BLOCK PEST CONTROL	08/16/2021	\$40.00	P
19210636	FREEDOM PEST CONTROL LLC	COURTHOUSE PEST CONTROL	08/16/2021	\$40.00	P
19210637	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	08/18/2021	\$274.71	P
19210638	HOME DEPOT CREDIT SERV (Maintenance)	CH, CH UPDATES, MAINT OFFICE	08/05/2021	\$773.05	P
19210639	QUALITY DOOR & HARDWARE	CH UPDATES-3RD FLR ACCESS PANL	08/11/2021	\$121.35	P
19210640	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	08/17/2021	\$60.00	P
19210641	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	08/12/2021	\$2,125.08	P
19210642	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	08/12/2021	\$302.84	P
19210643	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	08/12/2021	\$1,328.12	P
19210644	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	08/12/2021	\$54.93	P
19210645	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	08/12/2021	\$37.21	P
19210646	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	08/12/2021	\$43.37	P
19210647	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	08/12/2021	\$9.15	P
19210648	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	08/12/2021	\$94.45	P
19210649	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	08/12/2021	\$3,126.08	P
19210650	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	08/12/2021	\$9,155.58	P
19210651	WISCONSIN VALLEY BUILDING PRODUCTS	HOLE SAW	08/12/2021	\$49.43	P
19210652	US BANK	CHAIN HOIST, WEED CONTROL	08/17/2021	\$209.98	P
19210653	STAPLES ADVANTAGE	office supplies	08/25/2021	\$5.13	P
<b>Grand Total:</b>				<b>\$91,719.44</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 August 2021

#### Ongoing Projects and Planning

- 1) Jail – Contracts for professional services have been signed. The Sheriff's Department is currently reviewing the program developed by Venture Architects to ensure current and future needs for department operations will be met as the new facility is designed in the coming months.

Corporation Counsel and Planning & Zoning have submitted requests to Wisconsin Rapids for vacating Avon Street and rezoning the south parking lot to accommodate a new jail. The City Planning Commission will discuss the rezoning request at a public hearing on Monday, September 13, 2021 at 5:30 pm.

A site survey has been completed for the Courthouse campus to identify public and private utilities that may need to be relocated during the project and to provide other site information required by the design team.

- 2) Courthouse – Continuing to work through many details regarding the upcoming remodeling to relocate Clerk of Courts and create a fourth courtroom on the third floor.

We have been given a tentative start date of November 15<sup>th</sup> for the Courthouse elevator modernization/upgrade. I will be working with affected departments to minimize impact on their operations and employees during this project.

- 3) River Block – Some of the materials have arrived for our window replacement project; we are hoping the remaining materials are delivered in the next couple weeks so our contractor can begin replacing the remaining original windows.

#### Miscellaneous

- 1) Attended PIT, Operations, J&L, Public Safety, County Board, and HHS meetings.
- 2) Continuing to review CIP with Norwood, Edgewater, and Finance to identify adjustments that may be considered by the County Board.



# Department Operating Budget Summary

<b>Department: 19 - Maintenance</b>	<b>2022 Budget Summary</b>								
	1901 - Maintenance- Courthouse & Jail	1903 - Maintenance- Unified Building	1904 - Maintenance - Joint Use Building	1905 - Maintenance- Sheriff Lockup	1906 - Maintenance- CBRFs	1908 - Maintenance - River Block	2022 Total	Change %	2021 Budget
Revenue / Funding Source									
47 - Intergovernmental Charges for	908,643	0	8,000	16,000		600,708	<b>1,533,351</b>	0.00%	1,533,351
48 - Miscellaneous Revenues	750				0	0	<b>750</b>	0.00%	750
Total Operating Revenues	909,393	0	8,000	16,000	0	600,708	<b>1,534,101</b>	0.00%	1,534,101
Revenue / Funding Source Total	909,393	0	8,000	16,000	0	600,708	<b>1,534,101</b>	0.00%	1,534,101
Expense / Expenditure									
100 - Personnel Services	278,593					141,627	<b>420,220</b>	+9.77%	382,817
200 - Contractual Services	417,995	10,500	11,200	7,300	0	224,700	<b>671,695</b>	+1.02%	664,895
300 - Supplies and Expense	76,180		200	150	0	32,000	<b>108,530</b>	+0.09%	108,430
500 - Fixed Charges	36,249	1,384	1,384	1,384	0	9,165	<b>49,567</b>	+9.17%	45,404
600 - Debt Service	240						<b>240</b>	0.00%	240
Total Operating Expenditures	809,258	11,884	12,784	8,834	0	407,492	<b>1,250,252</b>	+4.03%	1,201,786
800 - Capital Outlay	150,000	50,000				75,000	<b>275,000</b>	+5.77%	260,000
900 - Other Financing Uses	(58,714)	(61,884)	(4,784)	7,166	0	118,216	<b>0</b>	-100.00%	63,313
Expense / Expenditure Total	900,544	0	8,000	16,000	0	600,708	<b>1,525,252</b>	+0.01%	1,525,099
Beginning Carryover	<b>825,280</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>825,280</b>	+8.54%	760,379
Ending Carryover	<b>834,129</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>834,129</b>	+8.42%	769,381
<b>19 - Maintenance Total</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>	<b>0.00%</b>	<b>(0)</b>