

AGENDA
PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

DATE: Monday, May 6, 2024

TIME: 9:00 AM

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 CIP
5. **Maintenance Dept.**
 - a. Vouchers
 - b. Monthly Comments
 - c. Maintenance CIP
6. Future Agenda Items
7. Set date and time of next meeting
8. Adjourn

Join by phone

+1-408-418-9388 United States Toll

Meeting number (access code): 2492 362 5224

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m7fe9d1a0c5d03ad9f709d49ac50624cb>

Meeting number (access code): 2492 362 5224

Meeting password: 050624

MINUTES
PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

DATE: Monday, April 1, 2024
TIME: 9:00 a.m.
PLACE: Courthouse – Room 114

MEMBERS PRESENT: Al Breu, Jeff Penzkover, Dennis Polach, William Winch, Brad Hamilton

OTHERS PRESENT: Trent Miner, County Clerk; See attached sign-in list

1. Chairman Breu called the meeting to order at 9:00 AM.
2. There was no public comment.
3. The minutes of the March 4, 2024, meeting were reviewed. Motion by Hamilton/Penzkover to accept them as presented. Motion carried unanimously.
4. The Information Technology vouchers were reviewed with explanations given. Motion by Hamilton/Penzkover to approve as presented. Motion carried unanimously.
5. The IT Report was reviewed.
6. The Maintenance vouchers were reviewed with explanations given. Motion by Hamilton/Penzkover to approve as presented. Motion carried unanimously.
7. The Maintenance Report and project updates were reviewed.
8. The next meeting will be determined by the new committee seated.
9. Motion by Hamilton/Penzkover to go into closed session pursuant to Wis. Stats 19.85(1)(e), to discuss negotiation for the acquisition of property within the “Triangle Development”. Motion carried unanimously.
10. Motion by Hamilton/Penzkover to return to open session. Motion carried unanimously.
11. Chairman Breu declared the meeting adjourned at 10:26 AM.

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

Property & Information Technology Committee

April 1, 2024

[illegible]

MINUTES
PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

DATE: Tuesday, April 23, 2024
TIME: 9:07 AM
LOCATION: Wood County Courthouse Room 114

Members Present: Scott Brehm, Dennis Polach, Jeff Penzkover, Brad Hamilton

Member Excused: Al Breu

Also Present: Trent Miner, County Clerk; Amy Kaup; Sarah Christensen; Other County Board Supervisors

1. County Clerk Miner called the meeting to order at 9:07 AM
2. There were no public comments
3. Miner opened the floor for nominations for Chair of the PIT Committee. Penzkover nominated Breu. There being no other nominations, Breu was declared elected as Chair.
4. Miner opened the floor for nominations for Vice Chair of the PIT Committee. Hamilton nominated Polach. There being no other nominations, Polach was declared elected as Vice Chair.
5. By consensus, the committee decided to continue meeting on the 1st Monday of the month.
6. Miner adjourned the meeting at 9:08 AM.

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

Committee Report

County of Wood

Report of claims for: INFORMATION TECHNOLOGY

For the period of: APRIL 2024

For the range of vouchers: 27240121 - 27240169

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27240121	AMAZON CAPITAL SERVICES	IT STOCK LAPTOP CHARGERS	03/22/2024	\$122.28	P
27240122	AMAZON CAPITAL SERVICES	HS LAPTOP CHARGER FOR K.T.	03/25/2024	\$20.38	P
27240123	AMAZON CAPITAL SERVICES	IT - WRITING PADS	03/29/2024	\$11.66	P
27240124	AMAZON CAPITAL SERVICES	HS HEADSET FOR R.H.	03/29/2024	\$199.99	P
27240125	AT&T MOBILITY	MONTHLY CELL CHARGES	03/23/2024	\$3,507.56	P
27240126	AT&T MOBILITY	MONTHLY CELL/HOTSPOT CHARGES	03/23/2024	\$395.74	P
27240127	CDW GOVERNMENT INC	HS SIGNATURE PADS	03/20/2024	\$1,245.33	P
27240128	CDW GOVERNMENT INC	2024 KOFAX POWER PDF LICENSES	03/21/2024	\$2,112.42	P
27240129	CDW GOVERNMENT INC	2024 KOFAX POWER PDF RENEWALS	03/25/2024	\$1,154.00	P
27240130	CORE BTS INC	CORE SWITCH PROJECT	03/28/2024	\$940.00	P
27240131	FRONTIER	PHONE CHARGES	03/19/2024	\$67.90	P
27240132	INSIGHT PUBLIC SECTOR INC	IT EXTENDED WARRANTY	03/15/2024	\$169.31	P
27240133	INSIGHT PUBLIC SECTOR INC	HLTH - MONITOR FOR A.G.	03/15/2024	\$150.59	P
27240134	INSIGHT PUBLIC SECTOR INC	2024 1ST PC ORDER (2)	03/15/2024	\$883.69	P
27240135	INSIGHT PUBLIC SECTOR INC	EM 15" PORTABLE MONITOR TEST	03/15/2024	\$209.80	P
27240136	SOLARUS	PHONE CHGS ACCT 00063942-1	04/01/2024	\$2,155.69	P
27240137	SOLARUS	PHONE CHGS ACCT 00077856-5	04/01/2024	\$224.79	P
27240138	SOLARUS	PHONE CHGS ACCT 00061009-7	04/01/2024	\$69.99	P
27240139	TDS TELECOM	PHONE CHARGES	03/28/2024	\$73.12	P
27240140	TDS TELECOM	PHONE CHARGES	03/28/2024	\$59.23	P
27240141	TDS TELECOM	PHONE CHARGES	03/28/2024	\$44.87	P
27240142	TDS TELECOM	PHONE CHARGES	03/28/2024	\$58.18	P
27240143	TDS TELECOM	PHONE CHARGES	03/28/2024	\$17.45	P
27240144	US CELLULAR	CELL PHONE CHGS ACCT 277407322	03/16/2024	\$404.16	P
27240145	US CELLULAR	CELL PHONE CHGS ACCT 851710598	03/16/2024	\$90.91	P
27240146	US CELLULAR	CELL PHONE CHGS ACCT 203538532	03/20/2024	\$2,161.12	P
27240147	US CELLULAR	CELL PHONE CHGS ACCT 203391922	03/20/2024	\$13.01	P
27240148	GOLDFAX	NETWORK FAXING MAR 2024	04/03/2024	\$92.50	P
27240149	AMAZON CAPITAL SERVICES	NW CHARGERS FOR L.S.	04/02/2024	\$56.79	P
27240150	AMAZON CAPITAL SERVICES	P&Z CELL PHONE CASE FOR K.R.	04/06/2024	\$17.99	P
27240151	CDW GOVERNMENT INC	CORONER SECURE ACCESS LICENSES	03/26/2024	\$1,303.68	P
27240152	INSIGHT PUBLIC SECTOR INC	2024 1ST PC ORDER (2)	03/26/2024	\$4,042.11	P
27240153	INTER-QUEST CORP	SERVICE CALL-BR 3 AUDIO ISSUES	03/11/2024	\$374.88	P
27240154	RHYME BUSINESS PRODUCTS	PRINTER/COPIER CHARGES	04/03/2024	\$7,663.00	P

INFORMATION TECHNOLOGY - APRIL
2024

27240121 - 27240169

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27240155	VERIZON	CELL CHGS ACCT 242258062-00001	04/01/2024	\$5,358.01	P
27240156	CENTURYLINK	PHONE/LONG DISTANCE CHARGES	04/01/2024	\$2.94	P
27240157	CHARTER COMMUNICATIONS (Pittsburgh)	INTERNET PRO100	04/01/2024	\$134.99	P
27240158	CHARTER COMMUNICATIONS (Pittsburgh)	WR FIBER	04/01/2024	\$966.27	P
27240159	CHARTER COMMUNICATIONS (Pittsburgh)	MFLD FIBER	04/01/2024	\$312.93	P
27240160	CHARTER COMMUNICATIONS (Pittsburgh)	NETWORK SERVICES	04/01/2024	\$2,643.81	P
27240161	AMAZON CAPITAL SERVICES	HS FSET HEADSET	04/09/2024	\$150.99	P
27240162	AMAZON CAPITAL SERVICES	HLTH IPHONE CHARGER	04/11/2024	\$16.99	P
27240163	AMAZON CAPITAL SERVICES	UW EXT MOUSE & KEYBRD FOR KT	04/11/2024	\$22.99	P
27240164	AMAZON CAPITAL SERVICES	IT JABRA SPEAKERS	04/15/2024	\$286.47	P
27240165	CORE BTS INC	CORE SWITCH PROJECT	04/11/2024	\$737.50	P
27240166	TRUNORTH DYNAMICS	DYNAMICS GP PLAN RENEWAL	04/16/2024	\$11,638.51	P
27240167	US BANK	CONFERENCE LODGING	04/17/2024	\$1,152.06	P
27240168	AMAZON CAPITAL SERVICES	HS HEADSET FOR M.R.	04/16/2024	\$222.98	P
27240169	SINGLEWIRE SOFTWARE	2024 FUSION 1 YR RENEWAL	04/19/2024	\$8,650.50	P
Grand Total:				\$62,412.06	

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 2024

1. Wood County internet and intranet website updates are being posted continually as we work to keep employees and citizens informed.
2. IT staff work to collect and report more data needed by the Finance Department in order to meet new accounting audit requirements concerning subscription based software assets.
3. Implementation of a video conferencing solution that will allow the two highway shops to perform meetings and training together has been completed.
4. New iPads have been distributed to all County Board members. IT staff will be attending all committee meeting for a while to ensure that questions can be answered and issues addressed timely. A few of the retired iPads have been gratefully donated to local non-profits in the area.
5. IT staff conducted an afterhours computer orientation for the deputy coroners. This included the standard Wood County IT orientation which discusses the security requirements, network drives, etc. Training included the basics of the coroner's specific shared drive, how to create and access files and State applications needed to perform their duties.
6. Network staff has completed implementation of the new squad and body-worn camera system, Axon, for the Sheriff's Department. This included the configuration of the cellular network in the squads, special internet access for the camera software, and deployment of docks for uploading video from the body-wore cameras in the Sheriff's Office, Jail, and North Sheriff's Office.
7. Enhanced network connections to the Norwood location and working to provide additional connection to Edgewater to ensure minimal downtime that is due to fiber maintenance and network outages.
8. Final network preparations have been completed for the Branch I remodel that is set to begin May 1st. Migrated 3rd floor State network connections and improved security.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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9. Support for Norwood Healthcare Center and Edgewater Haven Matrix (EHR) and CART (CMS abstraction and reporting tool) software is ongoing. Priority support continues for billing staff at both facilities while the claims management vendor works to resolve a security breach that occurred in February 2024 and the EHR (electronic health records) vendor works to assist and provide services thru a provisional claims processing clearinghouse. Super user training continues and results in improved support of the EHR (electronic health record) system. Project work continues, including attending training webinars, in order to meet the latest CMS (Centers for Medicare and Medicaid) requirement for the Norwood Admissions Hospital unit transparency in pricing reporting. Project work begins, including attending informational meetings, to meet the latest WISHIN (Wisconsin Statewide Health Information Network) requirement for the Norwood Admissions Hospital unit data capture and reporting. Failure to comply and meet the deadline of July 1, 2024 and December 31, 2024, respectively, would result in reduction of CMS and DHS revenue for the Norwood Healthcare Facility and violation of the public reporting requirements.
 10. Investigation and planning for a necessary update to Sheriff's Department Citation System (TraCS) continues.
 11. Worked with the Health Department to update HealthSpace, Environmental Health Recordkeeping System that is provided by DHS to track health inspections and licensing required to maintain public health. This program also allows licensees to pay their fees online via Point and Pay.
 12. Network staff continues configuring our SIEM solution, Arctic Wolf. This will give us much needed insight into threat detection, security events, and compliance information and other useful metrics for ensuring that the Wood County network and computers are protected. Software has been installed on all Wood County clients and servers with sensors configured to monitor network traffic for malicious activity.
 13. Continued work on forms process improvement and document storage in Information Technology leveraging Laserfiche.
 14. Programming staff work to improve support documentation for the Sage HRMS, Human Resources Management System, system for employee benefit and payroll data.
 15. Continued work consolidating programming source control systems in order to organize historical and ongoing software development projects and eliminate a server as part of the Server OS update project.



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INFORMATION TECHNOLOGY

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16. Network staff continue to work with a vendor to upgrade our phone system. These upgrades will allow us to configure newer devices and ensure support beyond August 2025.
 17. IT published and continues to refine the newly developed project request form and policy. This form increases efficiency for both requestors and IT staff and helps to ensure that we provide excellent and cost-effective solutions.
 18. Support for GCS\Catalis property tax systems is ongoing. 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 is scheduled to begin in May 2024 with go-live on July 15, 2023. Migration of the property tax system will trigger the need for extensive work on multiple interfaces to systems like the Register of Deeds and Planning and Zoning permit system.
 19. IT staff continue working to restore and import 15+ years of digital archive tax roll data into Laserfiche for the Treasurer.
 20. The TimeStar, electronic timecard and time tracking software system configuration changes is ongoing. Staff works to adjust settings as change requests continue. PBJ reports are submitted to CMS (Centers for Medicare & Medicaid) using TimeStar data for both the Edgewater and Norwood Facilities. Work begins to replace and configure 3 punch timeclocks for our medical facilities before June 2024 when clocks will no longer interface with the time tracking system. TimeStar software upgrade is planned for early May and will extend functionality and address the need for updates to increase security. This need was flagged by our new security monitoring software, Arctic Wolf. Discovery project stage begins for implementing TimeStar application VPN\on-site only access restrictions.
 21. Programming staff continue support for the ESS, employee self service portal, for payroll reports and employee benefits open enrollment is ongoing.
 22. Staff has been working on configuring our on-premise Exchange servers to work with O365 (Exchange Online). These changes will allow us to run a hybrid email system and/or move to the cloud when support on our current system expires.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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23. Network staff continue to engage a consultant for assistance in the configuration of a new network core to replace existing equipment. This will support additional upgrades to the network and servers at the Courthouse. Core Switches are a critical component for access to critical infrastructure. Great care is being exercised to ensure minimal downtime when the new hardware goes into production.
 24. Network staff continue working with the Next-Gen 911 provider and various other vendors related to the Next-Gen 911 upgrade to gather information and schedule installations. This has been an active project for more than a year and is on schedule to be completed within the coming months. The project is part of a statewide effort to provide a more robust solution with redundant VoIP circuits to minimize downtime due to failed provider hardware and outdated circuit technology.
 25. The Register of Deeds work to upgrade multiple applications continues each week. IT staff escorts and assists the vendor, Fidlar Technologies, with server and application updates and maintenance on a regular basis. Work is complete to implement procedures that place significant restriction on the vendor use of a remote assistance software, Octopus. The new restriction enhances security while minimally impeding remote upgrade assistance functionality.
 26. UPS replacement and battery refresh maintenance work continues in order to protect IT network equipment from power failures and surges.
 27. IT staff continue working to organize and relocate the Information Technology network drive shared data. This is an ongoing and sizable project.
 28. IT staff work to schedule and upgrade various server operating systems and database management systems, SQL server. This ongoing project takes considerable time to plan, test, and implement.
 29. Continue to work on the project plan for the O365 migration. The current version of Office needs to be replaced with O365 by December 31, 2024. All departments will be migrated. Both IT and Emergency Management departments have been migrated to O365, with more departments scheduled to migrate soon.
 30. Programming staff attended the Central Records meeting and also the subcommittee meeting that discusses new Law Enforcement Software.



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INFORMATION TECHNOLOGY

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31. The 1st PC order for 2024 was placed and hardware has arrived and most equipment has been deployed. New devices include the update to Windows 11 and Office 365 as both products will be rolled out in 2024. The planning of the 2nd PC order as well as the 2024 & 2025 orders for the Sheriff's Department has begun.
 32. The IT Security Team continues the Security Awareness Program. Members of our team have been virtually attending mentoring meetings with leaders in the cybersecurity area, as arranged by the MS-ISAC (Multi-State Information Sharing and Analysis Center). This includes monthly update meetings with the State of Wisconsin CRT (Cyber Response Team).
 33. For the month of April, 475 helpdesk requests were created, with staff completing 464 tickets and leaving 112 open requests. In addition, there are currently 149 project requests.
 34. Continue to apply numerous security patches to servers. These updates include fixes for functionality and security patches that keep servers as secure as possible.
 35. Both Systems Technician vacancies have been filled. Jason Murgallis, former intern, has filled one of those positions. He began fulltime employment with us April 22nd. Tyler Harvey accepted our offer for the second vacancy and is scheduled to begin Monday May 6th.
 36. Staff continues to work with Maintenance, Sheriff, Samuel's Group, and various vendors on the infrastructure needs for the new Law Enforcement Center. One of the challenges is to add the new housing levels and options in the CIS Law Enforcement System.
 37. Work on updating the CIS Law Enforcement System address mapping is complete.
 38. Updated and applied code fixes for Emergency Management's BNI, Building Number Identification, inhouse system.
 39. Met with Emergency Management staff to discuss code updates and fixes needed on the inhouse Worker Tracking site.
 40. Continued work on the Central Records SharePoint site. This site will allow for improved collaboration and communication with the agencies that utilize CIS, the County-wide Law Enforcement software.

**WOOD COUNTY
CAPITAL IMPROVEMENT PLAN
2025-2029**

#1	Department #	Year	Project #	
	PROJECT #	25	-001	25-001
	PROJECT NAME:	Courthouse Switch Refresh		
	START DATE:	6/1/2025		
	END DATE:	9/30/2025		

TOTAL PROJECT COSTS: \$ 225,000

#2	DEPARTMENT	#N/A	#N/A	
	CONTACT PERSON	Amy Kaup		
	TYPE	Equipment-Network Infrastructure		
	USEFUL LIFE	5 - 10		
	CATEGORY	Major Equipment		
	PRIORITY	Urgent		

PROJECT DESCRIPTION:

Replace 15 network switches to support current and additional infrastructure. All Courthouse switches with the exception of the EOC Switch will be replaced. The EOC switch is at the current version of hardware.

PROJECT ALTERNATIVES:

This purchase includes 5 years of maintenance, if we reduce the number of years of maintenance to 3 the project cost would be \$172,500. The benefit of purchasing 5 years will be having a locked in rate for years 4 & 5, and not have to budget for annual maintenance until 2030 IT budget. Maintenance is required on this equipment, but paying for it later is an option.

RELATIONSHIP TO OTHER PROJECTS:

N/A

PROJECT JUSTIFICATION Priority from Above **Urgent**

As departments and services grow in the Courthouse network switch equipment is critical to keep current and new hardware connected to County network systems. This project will refresh equipment that has been in place running 24X7 as well as handle the growth that is occurring.

Expenditure Schedule

PRIOR TOTAL

	2025	2026	2027	2028	2029	TOTAL
Planning/Design						-
Land Improvement						-
Construction/Maintenance						-
Equip/Vehicles/Furniture	225,000					225,000
Other						-
	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000

FUTURE TOTAL

Funding Sources

PRIOR TOTAL

\$ 150,000

	2025	2026	2027	2028	2029	TOTAL
Tax Levy						-
Debt						-
State/Federal Grant						-
Departmental Rent						-
User Fees						-
Donations & Contributions						-
Other						-
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUTURE TOTAL

OPERATIONAL IMPACT/OTHER

Operating Budget Impact

PRIOR TOTAL

	2025	2026	2027	2028	2029	TOTAL
Salaries & Fringes						-
Professional Services						-
Supplies/Materials						-
Depreciation						-
Other (Insurance, Utilities)						-
Principal & Interest						-
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUTURE TOTAL

**WOOD COUNTY
CAPITAL IMPROVEMENT PLAN
2025-2029**

#1	Department #	Year	Project #	
	PROJECT #	25	-001	25-001
	PROJECT NAME: VC Courthouse & Norwood			
	START DATE:	9/1/2025		
	END DATE:	10/31/2025		

TOTAL PROJECT COSTS: \$ 98,500

#2	DEPARTMENT	#N/A	#N/A
	CONTACT PERSON	Amy Kaup	
	TYPE	Equipment-Network Infrastructure	
	USEFUL LIFE	5 - 10	
	CATEGORY	Major Equipment	
	PRIORITY	Urgent	

PROJECT DESCRIPTION:

Replace aged VC equipment at the Courthouse and Norwood facility with current equipment. Improve functionality of existing infrastructure

PROJECT ALTERNATIVES:

RELATIONSHIP TO OTHER PROJECTS:

N/A

PROJECT JUSTIFICATION Priority from Above **Urgent**

Video Conferencing is heavily relied upon to provide remote communication meetings. Keeping equipment and systems up to date and supported is critical to providing this service and using VC as a resource.

Expenditure Schedule

PRIOR TOTAL

	2025	2026	2027	2028	2029	TOTAL
Planning/Design						-
Land Improvement						-
Construction/Maintenance						-
Equip/Vehicles/Furniture	98,500					98,500
Other						-
	\$ 98,500	\$ -	\$ -	\$ -	\$ -	\$ 98,500

FUTURE TOTAL

Funding Sources

PRIOR TOTAL

	2025	2026	2027	2028	2029	TOTAL
Tax Levy						-
Debt						-
State/Federal Grant						-
Departmental Rent						-
User Fees						-
Donations & Contributions						-
Other						-
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUTURE TOTAL

OPERATIONAL IMPACT/OTHER

Operating Budget Impact

PRIOR TOTAL

	2025	2026	2027	2028	2029	TOTAL
Salaries & Fringes						-
Professional Services						-
Supplies/Materials						-
Depreciation						-
Other (Insurance, Utilities)						-
Principal & Interest						-
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUTURE TOTAL

**WOOD COUNTY
CAPITAL IMPROVEMENT PLAN
2025-2029**

#1	Department #	Year	Project #	
	PROJECT #	25	-001	25-001
	PROJECT NAME: VOIP System Upgrade			
	START DATE: 3/1/2025			
	END DATE: 4/30/2025			

TOTAL PROJECT COSTS: \$ 87,500

#2	DEPARTMENT	#N/A	#N/A
	CONTACT PERSON	Amy Kaup	
	TYPE	Equipment-Network Infrastructure	
	USEFUL LIFE	5 - 10	
	CATEGORY	Major Equipment	
	PRIORITY	Urgent	

PROJECT DESCRIPTION:

Upgrade and enhance VOIP System. This project will be paid for out of existing VOIP funds set aside to keep the Countywide VOIP infrastructure current and in good working order.

PROJECT ALTERNATIVES:

RELATIONSHIP TO OTHER PROJECTS:

N/A

PROJECT JUSTIFICATION Priority from Above **Urgent**

The VOIP system provides phone and video conferencing systems to all County facilities.

Expenditure Schedule

PRIOR TOTAL

	2025	2026	2027	2028	2029	TOTAL
Planning/Design						-
Land Improvement						-
Construction/Maintenance						-
Equip/Vehicles/Furniture	87,500					87,500
Other						-
	\$ 87,500	\$ -	\$ -	\$ -	\$ -	\$ 87,500

FUTURE TOTAL

Funding Sources

PRIOR TOTAL

\$ 75,000

	2025	2026	2027	2028	2029	TOTAL
Tax Levy						-
Debt						-
State/Federal Grant						-
Departmental Rent						-
User Fees						-
Donations & Contributions						-
Other	87,500					87,500
	\$ 87,500	\$ -	\$ -	\$ -	\$ -	\$ 87,500

FUTURE TOTAL

OPERATIONAL IMPACT/OTHER

Operating Budget Impact

PRIOR TOTAL

\$ 75,000

	2025	2026	2027	2028	2029	TOTAL
Salaries & Fringes						-
Professional Services						-
Supplies/Materials						-
Depreciation						-
Other (Insurance, Utilities)						-
Principal & Interest						-
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUTURE TOTAL

Committee Report

County of Wood

Report of claims for: MAINTENANCE

For the period of: APRIL 2024

For the range of vouchers: 19240215 - 19240295 50121074 - 50121074

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19240215	AMAZON CAPITAL SERVICES	AIR FILTERS	03/14/2024	\$34.99	P
19240216	AMAZON CAPITAL SERVICES	CH SECURITY - DOOR CHIME	03/18/2024	\$22.80	P
19240217	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	03/18/2024	\$37.69	P
19240218	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	03/19/2024	\$14.12	P
19240219	AMAZON CAPITAL SERVICES	BREAKROOM WATER FILTER	03/22/2024	\$47.99	P
19240220	AMAZON CAPITAL SERVICES	TRACTOR PARTS	03/23/2024	\$49.20	P
19240221	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING COURTHOUSE, JAIL	03/25/2024	\$6,581.65	P
19240222	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	03/25/2024	\$4,177.95	P
19240223	ASC1 INC	JAIL DISHWASHER REPAIR	03/20/2024	\$1,004.29	P
19240224	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	03/13/2024	\$605.37	P
19240225	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	03/22/2024	\$139.58	P
19240226	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	03/27/2024	\$597.05	P
19240227	NAPA CENTRAL WI AUTO PARTS	LAWN MOWER PARTS	03/22/2024	\$65.93	P
19240228	NAPA CENTRAL WI AUTO PARTS	LAWN MOWER PARTS	03/22/2024	\$6.50	P
19240229	RAPIDS RENTAL & SUPPLY	LAWN TRACTOR PARTS	03/19/2024	\$245.96	P
19240230	STEVE'S PLUMBING INC	JAIL SERVICE CALL	03/15/2024	\$371.00	P
19240231	WINSUPPLY OF WISCONSIN RAPIDS	SHOP SUPPLIES	03/11/2024	\$221.85	P
19240232	DIAMOND BUSINESS GRAPHICS	PRINTING-CJ	04/02/2024	\$60.24	P
19240233	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC MAR 2024	04/01/2024	\$4,485.34	P
19240234	CRESCENT ELECTRIC SUPPLY CO	SHOP SUPPLIES	03/19/2024	\$372.26	P
19240235	GRAINGER (Maintenance)	JAIL PLUMBING SUPPLIES	04/01/2024	\$399.28	P
19240236	NICK MICHELS & SONS	RB ROOF REPAIR	04/01/2024	\$377.00	P
19240237	RON'S REFRIGERATION & AC INC	SERVICE CALL-JAIL WALK IN COOL	03/28/2024	\$1,092.50	P
19240238	SHERWIN-WILLIAMS CO THE	PAINT	04/01/2024	\$111.01	P
19240239	TWEET GAROT MECHANICAL INC	CH SERVICE CALL	03/28/2024	\$989.16	P
19240240	VAN ERT ELECTRIC COMPANY INC	RB ELEVATOR - ELEC DISCONNECT	03/29/2024	\$15,750.48	P
19240241	WASTE MANAGEMENT	WASTE DISPOSAL FEES	04/03/2024	\$1,265.27	P
19240242	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LTS	03/27/2024	\$13.01	P
19240243	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	03/27/2024	\$160.78	P
19240244	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	03/27/2024	\$660.88	P
19240245	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	03/27/2024	\$59.10	P
19240246	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	03/27/2024	\$89.96	P
19240247	WE ENERGIES	GAS SERVICE JAIL	04/04/2024	\$583.04	P
19240248	WE ENERGIES	GAS SERVICE 441 SARATOGA ST	04/03/2024	\$103.69	P

Committee Report - County of Wood

MAINTENANCE - APRIL 2024

50121074 - 50121074 19240215 - 19240295

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19240249	WE ENERGIES	GAS SERVICE RIVER BLOCK	04/03/2024	\$838.28	P
19240250	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	04/03/2024	\$106.52	P
19240251	WE ENERGIES	GAS SERVICE COURTHOUSE	04/03/2024	\$1,156.27	P
19240252	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	04/03/2024	\$262.61	P
19240253	VENTURE ARCHITECTS	JAIL PROJECT - PROF SERVICES	03/21/2024	\$98,815.72	P
19240254	THE SAMUELS GROUP INC	JAIL PROJECT - 27TH PAYMENT	04/04/2024	\$3,759,043.46	P
19240255	AWARDS 'N MORE	COUNTY BOARD BADGE	04/10/2024	\$12.00	P
19240256	STAPLES ADVANTAGE	OFFICE SUPPLIES	04/10/2024	\$15.37	P
19240257	AMAZON CAPITAL SERVICES	CH UPDATES - CHAIR DEMO	04/05/2024	\$526.67	P
19240258	AMAZON CAPITAL SERVICES	RB LIGHT BULBS	04/10/2024	\$13.74	P
19240259	AMAZON CAPITAL SERVICES	KEYBOARD	04/11/2024	\$39.95	P
19240260	APEX ENGINEERING INC	CH HTG SYSTEM - DESIGN	03/31/2024	\$15,000.00	P
19240261	COMPLETE CONTROL	CH SECURITY - SERVICE CALL	03/31/2024	\$291.50	P
19240262	CONSTELLATION NEWENERGY-GAS DIVISION	CH, JAIL, RB GAS SERVICE	04/10/2024	\$2,903.59	P
19240263	GRAINGER (Maintenance)	SHOP SUPPLIES	04/08/2024	\$243.23	P
19240264	HOME DEPOT CREDIT SERV (Maintenance)	JAIL, CH/SHOP, UW EXT, RB	04/05/2024	\$842.60	P
19240265	JOSLIN CONCRETE	SNOW REMOVAL, CH, RB	04/06/2024	\$1,233.75	P
19240266	PBBS EQUIPMENT CORPORATION	CH BOILER INSPECTION FEES	04/05/2024	\$960.35	P
19240267	QUALITY DOOR & HARDWARE	BR Q - DRYWALL FRAME	04/03/2024	\$250.35	P
19240268	RON'S REFRIGERATION & AC INC	SVC CALL - JAIL WALK IN COOLER	04/05/2024	\$1,239.28	P
19240269	SUPERIOR CHEMICAL CORPORATION	SHOP SUPPLIES	04/03/2024	\$125.83	P
19240270	DIAMOND BUSINESS GRAPHICS	PRINTING-HIGHWAY	04/16/2024	\$60.24	P
19240271	STAPLES ADVANTAGE	OFFICE SUPPLIES-CU	04/16/2024	\$10.64	P
19240272	FREEDOM PEST CONTROL LLC	RIVER BLOCK PEST CONTROL	04/15/2024	\$42.00	P
19240273	FREEDOM PEST CONTROL LLC	COURTHOUSE PEST CONTROL	04/15/2024	\$42.00	P
19240274	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	04/16/2024	\$105.00	P
19240275	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	04/11/2024	\$3,064.20	P
19240276	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC 441 SARATOGA	04/11/2024	\$118.03	P
19240277	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	04/11/2024	\$877.12	P
19240278	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	04/11/2024	\$43.00	P
19240279	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	04/11/2024	\$53.91	P
19240280	WATER WORKS & LIGHTING COMM	RB PARKING LOT STORM SEWER	04/11/2024	\$41.10	P
19240281	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	04/11/2024	\$47.84	P
19240282	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	04/11/2024	\$8.24	P
19240283	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	04/11/2024	\$101.18	P
19240284	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	04/11/2024	\$10,765.80	P
19240285	US BANK	RB ELEV PERMIT, SHOP, AUTOCAD	04/17/2024	\$743.01	P
19240286	STAPLES ADVANTAGE	OFFICE SUPPLIES	04/23/2024	\$3.29	P
19240287	NASSCO INC	CLEANING SUPPLIES	04/23/2024	\$1,968.71	P
19240288	DIAMOND BUSINESS GRAPHICS	BUSINESS CARDS-CTY BD	04/23/2024	\$24.54	P
19240289	DIAMOND BUSINESS GRAPHICS	BUSINESS CARDS-CTY BD	04/23/2024	\$24.54	P
19240290	DIAMOND BUSINESS GRAPHICS	BUSINESS CARDS-CTY BD	04/23/2024	\$24.54	P
19240291	DIAMOND BUSINESS GRAPHICS	BUSINESS CARDS-CTY BD	04/23/2024	\$24.54	P
19240292	DIAMOND BUSINESS GRAPHICS	BUSINESS CARDS-CTY BD	04/23/2024	\$24.54	P

Committee Report - County of Wood

MAINTENANCE - APRIL 2024

50121074 - 50121074 19240215 - 19240295

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19240293	DIAMOND BUSINESS GRAPHICS	BUSINESS CARDS-CS	04/23/2024	\$31.11	P
19240294	DIAMOND BUSINESS GRAPHICS	BUSINESS CARDS-CS	04/23/2024	\$31.11	P
19240295	DIAMOND BUSINESS GRAPHICS	PRINTING	04/23/2024	\$31.11	P
50121074	STEEN MACEK PAPER COMPANY		04/10/2024	\$5,623.00	P
Grand Total:				\$3,948,652.33	

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 May 2024

Ongoing Projects and Planning

Jail Project – Overall, work continues to go well. The amount of documentation required for a project of this scale is extensive; the project team is doing a great job managing the many drawing and specification adjustments.

There are many details under review each day; this necessitates coordination of systems installation in order to keep the various contractors from interfering with each other's work. Some of the coordination effort has led to changes that will make long-term maintenance of the facility more efficient.

Courthouse – Branch 1 staff have been relocated across the hall on third floor to allow remodeling of their outdated space to begin.

HVAC engineers continue documenting existing mechanical systems as they work to provide updated estimates on Courthouse heating system replacement.

River Block – I have continued working with our power utility to coordinate replacement of the damaged power supply cable. We are making progress and expect to see this work completed later in 2024.

The contractor who will be replacing some of the roofing has given us a tentative start date in June; this work will replace all outdated roofing over the next two years.

Miscellaneous

Attended PIT, HHS, County Board, and numerous project meetings.

Continuing to work with City staff and adjacent property owners regarding accessibility improvements at the Courthouse.

**WOOD COUNTY
CAPITAL IMPROVEMENT PLAN
2025-2029**

#1	Department #	Year	Project #		
	PROJECT #	19	25	-001	1925-001
	PROJECT NAME: COURTHOUSE M.E.P. UPDATES				
	START DATE:	1/1/2025			
	END DATE:	12/31/2025			

TOTAL PROJECT COSTS: \$ 50,000

#2	DEPARTMENT	19	Maintenance
	CONTACT PERSON	REUBEN VAN TASSEL	
	TYPE	Equipment	
	USEFUL LIFE	10- 20	
	CATEGORY	Major Equipment	
PRIORITY	Urgent		

PROJECT DESCRIPTION:

COURTHOUSE M.E.P. UPDATES

PROJECT ALTERNATIVES:

RELATIONSHIP TO OTHER PROJECTS:

PROJECT JUSTIFICATION Priority from Above **Urgent**

MECHANICAL, ELECTRICAL, AND PLUMBING SYSTEMS ARE BEYOND THEIR USEFUL LIFE AND MUST BE REPLACED.

Expenditure Schedule

PRIOR TOTAL

	2025	2026	2027	2028	2029	TOTAL
Planning/Design						-
Land Improvement						-
Construction/Maintenance						-
Equip/Vehicles/Furniture	50,000					50,000
Other						-
	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

FUTURE TOTAL

Funding Sources

PRIOR TOTAL

	2025	2026	2027	2028	2029	TOTAL
Tax Levy						-
Debt						-
State/Federal Grant						-
Departmental Rent						-
User Fees						-
Donations & Contributions						-
Other	50,000					50,000
	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

FUTURE TOTAL

OPERATIONAL IMPACT/OTHER

Operating Budget Impact

PRIOR TOTAL

	2025	2026	2027	2028	2029	TOTAL
Salaries & Fringes						-
Professional Services						-
Supplies/Materials						-
Depreciation						-
Other (Insurance, Utilities)						-
Principal & Interest						-
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUTURE TOTAL

**WOOD COUNTY
CAPITAL IMPROVEMENT PLAN
2025-2029**

#1	Department #	Year	Project #		
	PROJECT #	19	25	-002	1925-002
	PROJECT NAME: COURTHOUSE UPDATES & REPAIRS				
	START DATE:	1/1/2025			
	END DATE:	12/31/2025			

TOTAL PROJECT COSTS: \$ 50,000

#2	DEPARTMENT	19	Maintenance
	CONTACT PERSON	REUBEN VAN TASSEL	
	TYPE	Building Improvements	
	USEFUL LIFE	10- 20	
	CATEGORY	Building	
PRIORITY	Necessary		

PROJECT DESCRIPTION:

COURTHOUSE UPDATES & REPAIRS

PROJECT ALTERNATIVES:

RELATIONSHIP TO OTHER PROJECTS:

PROJECT JUSTIFICATION Priority from Above **Necessary**

FACILITY OUTDATED AND MUST BE UPDATED TO MAINTAIN CURRENT OPERATION AND MEET FUTURE NEEDS.

Expenditure Schedule

PRIOR TOTAL

	2025	2026	2027	2028	2029	TOTAL
Planning/Design						-
Land Improvement						-
Construction/Maintenance	50,000					50,000
Equip/Vehicles/Furniture						-
Other						-
	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

FUTURE TOTAL

Funding Sources

PRIOR TOTAL

	2025	2026	2027	2028	2029	TOTAL
Tax Levy						-
Debt						-
State/Federal Grant						-
Departmental Rent						-
User Fees						-
Donations & Contributions						-
Other	50,000					50,000
	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

FUTURE TOTAL

OPERATIONAL IMPACT/OTHER

Operating Budget Impact

PRIOR TOTAL

	2025	2026	2027	2028	2029	TOTAL
Salaries & Fringes						-
Professional Services						-
Supplies/Materials						-
Depreciation						-
Other (Insurance, Utilities)						-
Principal & Interest						-
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUTURE TOTAL

**WOOD COUNTY
CAPITAL IMPROVEMENT PLAN
2025-2029**

#1	Department #	Year	Project #		
	PROJECT #	19	25	-003	1925-003
	PROJECT NAME: RIVER BLOCK UPDATES & REPAIRS				
	START DATE:	1/1/2025			
	END DATE:	12/31/2025			

TOTAL PROJECT COSTS: \$ 175,000

#2	DEPARTMENT	19	Maintenance
	CONTACT PERSON	REUBEN VAN TASSEL	
	TYPE	Building Improvements	
	USEFUL LIFE	10- 20	
	CATEGORY	Building	
	PRIORITY	Necessary	

PROJECT DESCRIPTION:

175

PROJECT ALTERNATIVES:

RELATIONSHIP TO OTHER PROJECTS:

PROJECT JUSTIFICATION Priority from Above **Necessary**

FACILITY OUTDATED AND MUST BE UPDATED TO MAINTAIN CURRENT OPERATION AND MEET FUTURE NEEDS.

Expenditure Schedule

PRIOR TOTAL

	2025	2026	2027	2028	2029	TOTAL
Planning/Design						-
Land Improvement						-
Construction/Maintenance	175,000					175,000
Equip/Vehicles/Furniture						-
Other						-
	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000

FUTURE TOTAL

Funding Sources

PRIOR TOTAL

	2025	2026	2027	2028	2029	TOTAL
Tax Levy						-
Debt						-
State/Federal Grant						-
Departmental Rent						-
User Fees						-
Donations & Contributions						-
Other	175,000					175,000
	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000

FUTURE TOTAL

OPERATIONAL IMPACT/OTHER

Operating Budget Impact

PRIOR TOTAL

	2025	2026	2027	2028	2029	TOTAL
Salaries & Fringes						-
Professional Services						-
Supplies/Materials						-
Depreciation						-
Other (Insurance, Utilities)						-
Principal & Interest						-
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUTURE TOTAL

**WOOD COUNTY
CAPITAL IMPROVEMENT PLAN
2025-2029**

#1	Department #	Year	Project #	
PROJECT #	19	25	-004	1925-004
PROJECT NAME:	SECURITY UPDATES			
START DATE:	1/1/2025			
END DATE:	12/31/2025			

TOTAL PROJECT COSTS: \$ 25,000

#2	DEPARTMENT	19	Maintenance
	CONTACT PERSON	REUBEN VAN TASSEL	
	TYPE	Equipment	
	USEFUL LIFE	10- 20	
	CATEGORY	Major Equipment	
	PRIORITY	Necessary	

PROJECT DESCRIPTION:

SECURITY UPDATES

PROJECT ALTERNATIVES:

RELATIONSHIP TO OTHER PROJECTS:

PROJECT JUSTIFICATION Priority from Above **Necessary**

FACILITY WAS NOT DESIGNED WITH SECURITY IN MIND. UPDATES ARE NEEDED TO MAINTAIN SAFETY AND SECURITY OF OUR FACILITY, STAFF, AND VISITORS.

Expenditure Schedule

PRIOR TOTAL

	2025	2026	2027	2028	2029	TOTAL	FUTURE TOTAL
Planning/Design						-	
Land Improvement						-	
Construction/Maintenance						-	
Equip/Vehicles/Furniture	25,000					25,000	
Other						-	
	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	

Funding Sources

PRIOR TOTAL

	2025	2026	2027	2028	2029	TOTAL	FUTURE TOTAL
Tax Levy						-	
Debt						-	
State/Federal Grant						-	
Departmental Rent						-	
User Fees						-	
Donations & Contributions						-	
Other	25,000					25,000	
	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	

OPERATIONAL IMPACT/OTHER

Operating Budget Impact

PRIOR TOTAL

	2025	2026	2027	2028	2029	TOTAL	FUTURE TOTAL
Salaries & Fringes						-	
Professional Services						-	
Supplies/Materials						-	
Depreciation						-	
Other (Insurance, Utilities)						-	
Principal & Interest						-	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

**WOOD COUNTY
CAPITAL IMPROVEMENT PLAN
2025-2029**

#1	Department #	Year	Project #	
PROJECT #	19	25	-005	1925-005
PROJECT NAME:	CH HEATING SYSTEM REPLACEMENT			
START DATE:	1/1/2025			
END DATE:	12/31/2025			

TOTAL PROJECT COSTS: \$ 3,000,000

#2	DEPARTMENT	19	Maintenance
	CONTACT PERSON	REUBEN VAN TASSEL	
	TYPE	Equipment	
	USEFUL LIFE	10- 20	
	CATEGORY	Major Equipment	
	PRIORITY	Necessary	

PROJECT DESCRIPTION:

CH HEATING SYSTEM DESIGN/ENGINEERING

PROJECT ALTERNATIVES:

RELATIONSHIP TO OTHER PROJECTS:

PROJECT JUSTIFICATION Priority from Above **Necessary**

ALL MAJOR COMPONENTS OF CURRENT HEATING SYSTEM BEYOND THEIR USEFUL LIFE AND BEING LESS RELIABLE. SYSTEM NEEDS TO BE REPLACED TO PROVIDE FACILITY WITH SAFE AND RELIABLE HEAT.

Expenditure Schedule

PRIOR TOTAL

	2025	2026	2027	2028	2029	TOTAL
Planning/Design						-
Land Improvement						-
Construction/Maintenance						-
Equip/Vehicles/Furniture	3,000,000					3,000,000
Other						-
	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000

FUTURE TOTAL

Funding Sources

PRIOR TOTAL

	2025	2026	2027	2028	2029	TOTAL
Tax Levy						-
Debt	3,000,000					3,000,000
State/Federal Grant						-
Departmental Rent						-
User Fees						-
Donations & Contributions						-
Other						-
	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000

FUTURE TOTAL

OPERATIONAL IMPACT/OTHER

Operating Budget Impact

PRIOR TOTAL

	2025	2026	2027	2028	2029	TOTAL
Salaries & Fringes						-
Professional Services						-
Supplies/Materials						-
Depreciation						-
Other (Insurance, Utilities)						-
Principal & Interest						-
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUTURE TOTAL