

PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

DATE: Monday, March 1, 2021

TIME: 9:30 a.m.

LOCATION: Room 114, Wood County Courthouse

1. Call meeting to order.
2. Public Comments
3. Approve minutes from previous meetings
- 4. Information Technology**
 - a. Vouchers
 - b. Monthly Comments
- 5. Maintenance Dept.**
 - a. Vouchers
 - b. Monthly Comments
6. County owned properties
7. Future agenda items
8. Set date and time of next meeting.
9. Adjourn.

Join by phone

+1-408-418-9388 United States Toll

Meeting number (access code): 187 789 4741

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=mc7cae1f8185ec2272c2f1fc6af5294b>

Meeting number (access code): 187 789 4741

Meeting password: PIT0301

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE
MEETING MINUTES**

DATE: Monday, February 1, 2021
TIME: 9:30 a.m.
PLACE: Wood County Courthouse – Room 114

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

ABSENT: Brad Hamilton

OTHERS PRESENT (for part or all of the meeting): Nicole Gessert, Reuben Van Tassel, Lance Pliml (via WebEx), Amy Kaup (via WebEx), Bill Clendenning (via WebEx), Ed Newton (via WebEx), Peter Kastenholz, Jason DeMarco, **See attached list.**

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

Motion (Valenstein/Winch) to approve the minutes from the previous meeting. Motion carried unanimously.

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

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

(b) No questions regarding Information Technology Monthly Comments.

(c) Kaup shared information regarding a resolution to carryover CIP funds from 2020 to 2021 due to delays caused by Covid 19.

Motion (Polach/Valenstein) to approve the resolution to amend the 2021 Information Technologies Capital Projects budget to include expenditures from projects that were in process but not completed at December 31, 2020. Motion carried unanimously.

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

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

(b) Van Tassel gave an update that he had received a notice from CWPCo regarding a rate change effective February 1, 2021.

6. Van Tassel shared a Renewable & Sustainable Committee update that he had been working with Faith Technologies and Nancy Turyk on a grant application and it has been submitted to the Public Service Commission.

7. Breu indicated he had received a message from Mike Spranger regarding a contract extension for the Twelfth Street property. Breu referred it to Peter Kastenholz who counseled that it should go before the PIT Committee. Discussion ensued.

Motion (Valenstein/Winch) to approve a six month extension for the listing agreement with Spranger & Sachs for the Twelfth Street property. Motion carried unanimously.

8. No update regarding County owned properties.
9. Agenda items for the next meeting:
 - County owned properties
10. The next Committee meeting will be Monday, March 1, 2021 at 9:30 a.m.
11. Chair Breu declared the meeting adjourned at 9:58 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: FEBRUARY 2021

For the range of vouchers: 27200634 - 27200637 27210028 - 27210071

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27200634	AMAZON CAPITAL SERVICES	HLTH HEADSET CREDIT PO 56998	01/26/2021	(\$197.88)	P
27200635	INSIGHT PUBLIC SECTOR INC	HS ODAY COMPUTER UPGRADE	01/20/2021	\$1,036.35	P
27200636	RHYME (Portage)	4TH QTR 2020 BILLING	01/14/2021	\$6,765.70	P
27200637	INTER-QUEST CORP	CJC COMPUTER - WEBEX	11/09/2020	\$96.75	P
27210028	AMAZON CAPITAL SERVICES	HS WEBCAMS	01/21/2021	\$79.98	P
27210029	AMAZON CAPITAL SERVICES	MICE	01/26/2021	\$248.50	P
27210030	AMAZON CAPITAL SERVICES	CABLE LABELS	01/27/2021	\$47.77	P
27210031	CHARTER COMMUNICATIONS	INTERNET PRO100 ACCT 0209726	01/24/2021	\$130.00	P
27210032	FRONTIER COMMUNICATIONS	PHONE CHARGES	01/19/2021	\$145.64	P
27210033	INSIGHT PUBLIC SECTOR INC	HLTH VACCINE CLINIC LAPTOPS	01/14/2021	\$7,017.00	P
27210034	INTER-QUEST CORP	WEBEX LICENSING RENEWAL	01/01/2021	\$5,174.40	P
27210035	SOLARUS	PHONE CHGS ACCT 00063942-1	02/01/2021	\$1,242.34	P
27210036	SOLARUS	PHONE CHGS ACCT 00077856-5	02/01/2021	\$223.22	P
27210037	SOLARUS	PHONE CHGS ACCT 00061009-7	02/01/2021	\$69.99	P
27210038	TDS TELECOM	PHONE CHARGES	01/28/2021	\$71.17	P
27210039	TDS TELECOM	PHONE CHARGES	01/28/2021	\$58.40	P
27210040	TDS TELECOM	PHONE CHARGES	01/28/2021	\$45.20	P
27210041	TDS TELECOM	PHONE CHARGES	01/28/2021	\$58.90	P
27210042	TDS TELECOM	PHONE CHARGES	01/28/2021	\$20.80	P
27210043	TOTAL ELECTRIC SERVICE INC	ELECTRICAL-NORWOOD IT CLOSETS	01/15/2021	\$1,218.05	P
27210044	US BANK	SIGNUP GENIUS	01/26/2021	\$99.98	P
27210045	US CELLULAR	CELL PHONE CHGS ACCT 277407322	01/16/2021	\$682.74	P
27210046	US CELLULAR	CELL PHONE CHGS ACCT 851710598	01/16/2021	\$483.47	P
27210047	US CELLULAR	CELL PHONE CHGS ACCT 203538532	01/20/2021	\$1,974.09	P
27210048	US CELLULAR	CELL PHONE CHGS ACCT 203391922	01/20/2021	\$7.84	P
27210049	CARAHSOFT TECHNOLOGY CORP	2021 LINKEDIN LICENSES	01/26/2021	\$5,000.00	P
27210050	AMAZON CAPITAL SERVICES	WALL KIT - HS FAMILY ROOM	02/01/2021	\$32.29	P
27210051	CENTURYLINK	LONG DISTANCE CHARGES	02/01/2021	\$14.50	P
27210052	CHARTER COMMUNICATIONS	WR FIBER ACCT 0294876	01/28/2021	\$1,165.48	P
27210053	INSIGHT PUBLIC SECTOR INC	J DEMARCO PC	01/27/2021	\$1,198.05	P
27210054	INSIGHT PUBLIC SECTOR INC	L KELLER LAPTOP	02/01/2021	\$363.54	P
27210055	INTER-QUEST CORP	ANNUAL VOIP FLEX LICENSING	02/01/2021	\$24,600.00	P
27210056	TIME WARNER CABLE	NETWORK SERVICES	02/01/2021	\$2,263.97	P
27210057	VERIZON	CELL CHGS ACCT 242258062-00001	02/01/2021	\$6,582.10	P

Committee Report - County of Wood

INFORMATION TECHNOLOGY -
FEBRUARY 2021

27210028 - 27210071 27200634 - 27200637

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27210058	VIVIAL MEDIA	YELLOW PAGES ADVERTISING - HS	01/26/2021	\$83.80	P
27210059	VIVIAL MEDIA	YELLOW PAGES ADVERTISING - HWY	01/26/2021	\$20.95	P
27210060	CDW GOVERNMENT INC	KOFAX POWER PDF MAINT RENEWAL	02/05/2021	\$360.00	P
27210061	CHARTER COMMUNICATIONS	MFLD FIBER ACCT 0364818	02/09/2021	\$513.21	P
27210062	INTER-QUEST CORP	2021 SMARTNET CONTRACT	02/15/2021	\$94,943.94	P
27210063	RHYME BUSINESS PRODUCTS	PRINTER/COPIER CHARGES	02/03/2021	\$5,811.34	P
27210064	STREAMLINE HEALTHCARE SOLUTIONS LLC	HS TCM REPLACEMENT	01/11/2021	\$28,712.00	P
27210065	US BANK	POSTAGE,SIGNUP GENIUS,SNAGIT	02/17/2021	\$599.41	
27210066	AMAZON CAPITAL SERVICES	PARKS WEBCAM	02/17/2021	\$27.49	
27210067	AMAZON CAPITAL SERVICES	LABELS, TAPE	02/17/2021	\$60.23	
27210068	AMAZON CAPITAL SERVICES	CREDIT MEMO PO 57058	02/22/2021	(\$47.77)	
27210069	INSIGHT PUBLIC SECTOR INC	WARRANTY FOR R90N849D	02/12/2021	\$141.53	
27210070	SOURCE IT TECHNOLOGIES LLC	TWO FACTOR SUBSCRIPTION	02/23/2021	\$20,829.33	
27210071	VISTA IT GROUP	CISCO FIBER PATCH CABLES	02/18/2021	\$480.00	
Grand Total:				\$220,555.79	

Signatures

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

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



Wood County WISCONSIN

INFORMATION TECHNOLOGY

February 2021

1. Wood County internet and intranet website updates concerning COVID-19 continue to be posted rapidly and continually as we work to keep employees and citizens informed.
2. Staff assisted with a large jury trial in Branch III. This help included making sure they were able to socially distance by connecting multiple meeting rooms throughout the Courthouse via video conference. Assisted with connecting microphones to allow jury selection while everyone was socially distanced.
3. Completed work to migrate Health Clinic Staff from desktop to laptop devices in order to assist with upcoming vaccine clinics.
4. Completed improvements to the COVID-19 vaccine signup system for the Health Department, allowing for easier processing of people on the wait list.
5. Programmers begin a 4 week virtual course, Defining and Managing Business Requirements, through UW-Wisconsin School of Business.
6. Upgraded Qwestica budget software to the latest major version.
7. Several Departments have utilized grant funding to purchase laptops for staff to support a more mobile workforce. IT continues working to get these new devices setup and ready for use. Laptops purchased for Economic Support have been configured and placed. Staff is now working on configuring the additional Toughbooks purchased for the Sheriff's Department.
8. Work continues on the installation of the new video conference system at the River Block Auditorium. This system includes multiple cameras and in-ceiling microphones. The new system will provide output to multiple devices in addition to display on the screen at the front of the room.
9. Staff continue to work on upgrading the County firewalls. This upgrade will allow us to more effectively protect the County with Next Gen firewall features such as Geo blocking, advanced malware protection, and additional insight into network traffic.



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INFORMATION TECHNOLOGY

10. The IT Security Team continues to expand the Security Awareness Program. To continue to remain in compliance with the KnowBe4 guarantee simulated Phishing tests need to be completed regularly, at minimum once a month. A 2021 *Your Role: Internet Security and You* training was assigned to all staff.
11. Applied numerous updates to database servers. These updates include fixes for functionality and security patches to keep servers as secure as possible.
12. Continued development on the new in-house system for Land and Water Department's Non-Metallic Mining permitting system.
13. Improved the reliability of the eFax solution that was implemented to remove most of the analog lines in Wood County buildings.
14. In anticipation of updating Wireless at the Wood County Annex and Health Center and Edgewater, staff worked with a vendor to install new wiring that will be needed for the additional equipment being installed later this Spring.
15. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. The Norwood Health upgrade to CareAssist implementation is nearly complete. The upgrade to ePrescribing eliminates data transmission to pharmacy via fax with electronic, bidirectional, secure data transmission. ePrescribing pharmacy go-live was completed on January 19th. ePrescribing physician training will be scheduled next and should conclude the project. The Matrix vendor upgrade team is being very accommodating as the COVID regulations and vaccinations have taken staff resources and slowed the project progress.
16. ABX tracking software for Norwood Infection Control has been purchased.
17. Research is complete for a solution to meet new Centers for Medicare & Medicaid mandates concerning claim appeal data submission. This was a priority for IT and Edgewater staff. A web portal that is supplied by the Livanta Company was developed and will be used by Edgewater Haven until purchase of the Direct Secure Messaging module in Matrix is implemented in 2021. Livanta processes CMS billing appeals submitted by Edgewater Haven for patients. The Matrix Direct Secure Messaging module may be implemented for the Norwood facility.



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INFORMATION TECHNOLOGY

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18. 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.
 19. Implementation of the Monarch software for the Treasurer's Office will be complete soon when the Fidar vendor for Register of Deeds has finished converting parcel number formats. Monarch software interfaces with the Register of Deeds Fidar software and the Treasurer's GCS property tax software. Monarch allows for automated synchronization and work flow processing of deed transfers necessary for maintaining property tax parcel data.
 20. System discovery phase begins 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.
 21. The TimeStar, electronic time card and time tracking, system configuration changes is ongoing. IT works to adjust settings as change requests occur. PBJ reports are submitted to CMS (Centers for Medicare & Medicaid) using TimeStar data for both the Edgewater and Norwood Facilities. TimeStar PBJ modifications for Norwood is being manually adjusted by IT before submission to CMS. Issues are due to Norwood's CMS facility ID integration for Norwood PBJ data submissions. IT works to train and setup new staff to track, generate and submit PBJ data to CMS.
 22. Work on the Planning and Zoning Sanitary Permit system continues. Development of the sanitary service module continues. This module will allow service providers to enter pumping, maintenance and inspection data directly into the County permit system.
 23. Continue to configure Mass Communication and staff scheduling for Edgewater and Norwood. Both Edgewater and Norwood are facing challenges communicating with families and addressing staffing concerns due to COVID. IT is working with each facility to provide an automated solution to assist staff with communication and increase efficiency.
 24. Due to anticipated delays in receiving the vaccine for scheduled vaccine clinics, worked with the Health Department to setup Mass Communication in the event hundreds of people who are scheduled for a vaccine clinic would need to be notified of the need to reschedule.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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25. Continued development work on the Parks and Forestry online reservations software. Planned improvements include greater self service capability for customers and online sale of permits and passes.
 26. Assisted in scheduling and monitoring several committee meetings.
 27. Continue to attend SmartCare implementation and Business Process Analysis meetings.
 28. Continue with implementation of Two-Factor authentication, with the use of a product called Duo, to all Wood County PCs. This will require a user to not only provide a password to log onto a computer, but to provide a second factor such as a hardware token to access Wood County Resources. We work to secure websites with this technology to ensure a compromised password doesn't create a security breach. Continue to configure and install Duo Two-Factor Authentication client to end user workstations as users acquire YubiKeys. Continue formulating a plan on the implementation for North Annex and Edgewater.
 29. Preparation continues for legacy data migration from TCM to SmartCare. Currently working on writing a utility to pull client documents from IMS, convert them to PDFs, and allow them to be uploaded into SmartCare. Work also started on reviewing how to convert the client notes from TCM to PDFs.
 30. Continued progress on the state mandated Law Enforcement records conversion project. Finished the majority of CIS Law Enforcement System training for the NIBRS reporting that began September 1st for the Sheriff's department and outside Law Enforcement agencies within the County. This is State and federally mandated to have our CIS system converted to report incidents based off of NIBRS by the start of 2021. This project is currently ahead of schedule. This month municipalities were billed for project costs associated with their users. Applied for a State grant to hopefully recover costs of project, continue to work with State to recover costs associated with the project.
 31. Providing continual support of Webex Meetings Webex Room Kit. – Due to COVID-19 additional measures were taken by the IT staff to support many remote worker daily operations. This included the increased use of video conferencing software and hardware. The County has been using Cisco Webex Meetings, Teams, and Roomkits for video conferencing as well as Cisco Jabber for phone access.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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32. SharePoint migration continues and new HS network drive discussions are ongoing between IT and HS. HS has provided IT with a game plan and we are working out the details for executing it. The current version of SharePoint is very outdated and slated for removal in early 2021. IT is working with HS to migrate data from 4 current servers to one single updated server to allow for better data management, increased organization, and easier access for staff.
 33. For the month of January, 588 helpdesk requests were created, with staff completing 571 tickets and leaving 107 open requests. These numbers represent service requests from departments throughout the County. There are currently 302 project requests from departments also.
 34. Continue the replacement of Dispatch machines with new models of computers and monitors. Current hardware will be relocated to the backup dispatch center.
 35. Mobile Device Management has been implemented for all new cellular devices, Health Contact Tracers, and devices like iPads. This allows us to easily keep devices up to date and secure. We are also able to track and lock these devices in case they are lost. The new solution ties in with our cell provider to automatically enroll devices in the new solution. This will help protect County data on mobile devices such as cell phones and iPads.
 36. Conducted walkthrough of Treasurer's Department with Printer Management vendor to gather information as the current contract for equipment is expiring soon. Will work with Treasurer to obtain and place new equipment under the Countywide Printer Management solution.

Committee Report

County of Wood

Report of claims for: MAINTENANCE

For the period of: FEBRUARY 2021

For the range of vouchers: 19201170 - 19201171 19210043 - 19210126 50121041 - 50121042

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19201170	EAGLE CONSTRUCTION CO INC	RB WINDOW REPLACEMENT	12/31/2020	\$24,482.00	P
19201171	EAGLE CONSTRUCTION CO INC	RB WINDOW REPLACEMENT	12/31/2020	\$6,129.00	P
19210043	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	01/25/2021	\$4,854.80	P
19210044	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	01/21/2021	\$204.80	P
19210045	BRANDL ENTERPRISES LLC	CH SNOW PLOWING	01/17/2021	\$400.00	P
19210046	CRESCENT ELECTRIC SUPPLY CO	LED BULBS	01/21/2021	\$225.00	P
19210047	NEIS ELEVATOR SERVICE	ELEVATOR INSPECTION	01/19/2021	\$160.00	P
19210048	NEIS ELEVATOR SERVICE	ELEVATOR INSPECTION	01/19/2021	\$80.00	P
19210049	QUALITY DOOR & HARDWARE	CH UPDATES - SIDELITE FRAME	01/19/2021	\$740.00	P
19210050	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC 12TH ST	01/26/2021	\$480.56	P
19210051	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	01/26/2021	\$458.95	P
19210052	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	01/26/2021	\$279.92	P
19210053	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	01/26/2021	\$104.64	P
19210054	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	01/26/2021	\$62.92	P
19210055	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	01/26/2021	\$12.36	P
19210056	WISCONSIN VALLEY BUILDING PRODUCTS	SHOP SUPPLIES	01/19/2021	\$8.12	P
19210057	AIR FILTRATION SPECIALISTS LLC	AIR FILTERS	01/19/2021	\$2,616.32	P
19210058	BAUER'S FLOOR MART	CH UPDATES-BREAKROOM FLOORING	01/05/2021	\$745.00	P
19210059	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	02/02/2021	\$5,424.83	P
19210060	DIRECT SUPPLY INC	CH SIGNAGE	02/01/2021	\$58.94	P
19210061	ECON ELECTRIC	RB UPDATES & REPAIRS	01/29/2021	\$100.00	P
19210062	GAPPA SECURITY SOLUTIONS LLC	CH SECURITY - LOCKSETS, CORES	01/27/2021	\$577.00	P
19210063	HAZARD SKATES AND SPORTS LLC	UNIFORMS	01/01/2021	\$105.96	P
19210064	JOSLIN CONCRETE	SNOW PLOWING RIVER BLOCK	01/01/2021	\$1,558.75	P
19210065	WE ENERGIES	GAS SERVICE COMMUNICATIONS	01/29/2021	\$282.68	P
19210066	WE ENERGIES	GAS SERVICE JAIL	01/29/2021	\$1,521.38	P
19210067	WE ENERGIES	GAS SERVICE 12TH ST	01/31/2021	\$154.71	P
19210068	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	01/31/2021	\$329.14	P
19210069	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	01/31/2021	\$125.26	P
19210070	WE ENERGIES	GAS SERVICE RIVER BLOCK	01/31/2021	\$1,256.72	P
19210071	WISCONSIN VALLEY BUILDING PRODUCTS	TOOLS	01/29/2021	\$73.01	P
19210072	STATE OF WISCONSIN	ELEVATOR PERMITS	01/28/2021	\$50.00	P
19210073	STATE OF WISCONSIN	ELEVATOR PERMITS	01/28/2021	\$100.00	P
19210074	STAPLES ADVANTAGE	OFFICE SUPPLIES	02/09/2021	\$35.02	P

Committee Report - County of Wood

MAINTENANCE - FEBRUARY 2021

50121041 - 50121042 19210043 - 19210126 19201170 - 19201171

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19210075	NASSCO INC	CLEANING SUPPLIES	02/09/2021	\$613.31	P
19210076	ACE HARDWARE	SHOP SUPPLIES	02/03/2021	\$21.57	P
19210077	ADVANCED DISPOSAL	WASTE DISPOSAL FEES	01/31/2021	\$731.64	P
19210078	AMAZON CAPITAL SERVICES	JAIL TOOLS	02/03/2021	\$94.27	P
19210079	BRANDL ENTERPRISES LLC	CH SNOW PLOWING	01/31/2021	\$882.50	P
19210080	COMPLETE CONTROL	CH & JAIL FIRE INSPECTIONS	01/31/2021	\$2,388.50	P
19210081	CRESCENT ELECTRIC SUPPLY CO	CH UPDATES - LED LAMPS	01/29/2021	\$5,156.00	P
19210082	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	02/03/2021	\$269.71	P
19210083	GAPPA SECURITY SOLUTIONS LLC	KEYS	02/03/2021	\$66.50	P
19210084	GAPPA SECURITY SOLUTIONS LLC	CH SECURITY - TECH INSTALL	02/04/2021	\$950.00	P
19210085	NAPA CENTRAL WI AUTO PARTS	BATTERY - 2001 FORD RANGER	02/09/2021	\$148.28	P
19210086	RAPIDS SIGN INC	CH SUPPLIES	01/29/2021	\$88.00	P
19210087	SUPERIOR CHEMICAL CORPORATION	ICE MELT	02/05/2021	\$1,029.64	P
19210088	ULINE	ORGANIZING BINS FOR SHOP	02/01/2021	\$900.48	P
19210089	WISCONSIN VALLEY BUILDING PRODUCTS	TOOLS	02/04/2021	\$39.01	P
19210090	DIAMOND BUSINESS GRAPHICS	OFFICE SUPPLIES	02/16/2021	\$54.98	P
19210091	DM STAMPS & SPECIALTIES	OFFICE SUPPLIES	02/16/2021	\$92.90	P
19210092	STAPLES ADVANTAGE	OFFICE SUPPLIES	02/16/2021	\$15.73	P
19210093	STAPLES ADVANTAGE	OFFICE SUPPLIES	02/16/2021	\$7.92	P
19210094	STAPLES ADVANTAGE	OFFICE SUPPLIES	02/16/2021	\$51.09	P
19210095	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	02/05/2021	\$163.80	
19210096	ERON & GEE/HERMAN'S PLUMBING & HEATING	CH PLUMBING REPAIRS	02/09/2021	\$2,262.87	
19210097	FERGUSON ENTERPRISES LLC	SUPPLIES	02/10/2021	\$18.30	
19210098	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	02/16/2021	\$92.58	
19210099	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	02/17/2021	\$337.54	
19210100	HOME DEPOT CREDIT SERV (Maintenance)	SHOP, CH UPDATES BATHRM, ELEC	02/05/2021	\$635.33	
19210101	INTEGRITY FIRE PROTECTION INC	ANNUAL SPRINKLER SYSTEM INSPEC	02/10/2021	\$249.00	
19210102	INTEGRITY FIRE PROTECTION INC	ANNUAL SPRINKLER SYSTEM INSPEC	02/10/2021	\$249.00	
19210103	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	02/16/2021	\$120.00	
19210104	SUPERIOR CHEMICAL CORPORATION	ICE MELT	02/09/2021	\$1,029.64	
19210105	SUPERIOR CHEMICAL CORPORATION	CLEANING SUPPLIES	02/15/2021	\$640.26	
19210106	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	02/10/2021	\$1,900.64	
19210107	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	02/10/2021	\$294.26	
19210108	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	02/10/2021	\$1,125.40	
19210109	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	02/10/2021	\$68.96	
19210110	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	02/10/2021	\$50.34	
19210111	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	02/10/2021	\$43.37	
19210112	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	02/10/2021	\$9.15	
19210113	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	02/10/2021	\$94.45	
19210114	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	02/10/2021	\$3,351.94	
19210115	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	02/10/2021	\$4,342.56	
19210116	US BANK	TRAINING, SHOP SUPPLIES	02/17/2021	\$211.28	
19210117	STAPLES ADVANTAGE	OFFICE SUPPLIES	02/24/2021	\$98.56	
19210118	STAPLES ADVANTAGE	OFFICE SUPPLIES	02/24/2021	\$53.98	

Committee Report - County of Wood

MAINTENANCE - FEBRUARY 2021

50121041 - 50121042 19210043 - 19210126 19201170 - 19201171

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19210119	STAPLES ADVANTAGE	OFFICE SUPPLIES	02/24/2021	\$26.99	
19210120	STAPLES ADVANTAGE	SANITIZER SUPPLIES	02/24/2021	\$109.26	
19210121	NASSCO INC	CLEANING SUPPLIES	02/24/2021	\$42.00	
19210122	DIAMOND BUSINESS GRAPHICS	PRINTING	02/24/2021	\$291.80	
19210123	DIAMOND BUSINESS GRAPHICS	PRINTING	02/24/2021	\$32.50	
19210124	DIAMOND BUSINESS GRAPHICS	PRINTING	02/24/2021	\$475.13	
19210125	DIAMOND BUSINESS GRAPHICS	PRINTING	02/24/2021	\$427.80	
19210126	DIAMOND BUSINESS GRAPHICS	PRINTING	02/24/2021	\$2,025.93	
50121041	STAPLES ADVANTAGE		02/09/2021	\$17.28	P
50121042	DASH MEDICAL GLOVES		02/09/2021	\$411.60	P
Grand Total:				\$88,703.32	

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 February 2021

1. Ongoing Projects and Planning

- a) Courthouse – Both of the ADA accessible restrooms are now updated and offer increased maneuverability and privacy. The previously mentioned room near the Veteran’s Department is nearly transformed into a small employee breakroom. Working on updating interior signage and office/room numbering.
- b) River Block – Looking into space needs/changes for departments that are experiencing a shift in typical operations due to COVID and remote work.
- c) Jail – Continuing to investigate challenges with systems that are near or beyond the end of their useful life; many of these have been discussed in recent years and were deferred until a decision is made regarding a new/updated Jail facility.
- d) Parking Lot – Continuing to work with Highway and others on design and layout for the south Courthouse parking lot. Some changes and improvements will be incorporated into the reconstruction project.
- e) Elevator – Reviewing activities that will be affected by the upcoming elevator modernization at the Courthouse. I will be working with departments to minimize any disruption to services offered and activities held during the project.
- f) 12th Street Property – A non-profit group contacted me about using/renting some square footage in the old Unified Services building for weekly youth activities. I will gather more information for review if the committee would like to consider this.

2. Miscellaneous

- a. Attended PIT, HHS, County Board, Jail Study AdHoc, Operations Committee, and Department Head meetings.
- b. Received a request from one of our software vendors to provide feedback for them to use in a marketing campaign.