

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE  
MEETING MINUTES**

**DATE:** Tuesday, September 6, 2022  
**TIME:** 1:00 p.m.  
**PLACE:** Wood County Courthouse – Room 114

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

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

1. The meeting was called to order at 1:00 p.m. by Chair Breu.
2. Public Comments: None
3. Approve minutes from the previous meetings. Supervisor Polach indicated the Seventeenth property should be listed as Seventeenth Avenue. It was incorrectly listed in the minutes as Seventeenth Street.

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

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

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

(b) IT Director Kaup highlighted her monthly report and answered questions.

(c) IT Director Kaup presented the IT 2023 Budget. Discussion ensued.

**Motion (Hamilton/Penzkover) to approve the IT Budget and to move it on to the Operations Committee. Motion carried unanimously.**

(d) Kaup shared information regarding the anticipated disruption the Jail construction is going to cause to her department. She indicated a request to relocate her department. Discussion ensued.

**Motion (Breu/Hamilton) to direct IT Director Kaup to create a Resolution to negotiate a potential lease for office space at a special meeting prior to County Board on 9/20/2022. Motion carried unanimously.**

- Item 8 was moved up in the agenda with no objection.

8. Planning & Zoning Director, Jason Grueneberg, shared information regarding the Seventeenth Avenue property and its potential use to the County. Highway Commissioner, Rowland Hawk, shared his space needs as it relates to the Seventeenth Avenue property. Discussion ensued.

- Item 6 was moved up in the agenda with no objection.

6. Jason Hausler, Area Extension Director, shared background information regarding a Resolution for the sale of former 4-H Meadowbrook property.

**Motion (Hamilton/Penzkover) to approve the Resolution to authorize the sale of former 4-H property for \$7,500 and to allocate the sale proceeds to the 4-H program. Motion carried unanimously.**

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

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

(b) There were no questions or comments regarding the maintenance monthly report.

(c) Facilities Manager Van Tassel presented the Maintenance 2023 Budget. Discussion ensued.

**Motion (Hamilton/Penzkover) to approve the Maintenance Budget and to move it on to the Operations Committee. Motion carried unanimously.**

7. Twelfth Street property was discussed earlier in the agenda as part of 4(d) – Disruption to IT operations due to construction.

9. Agenda items for the next meeting:

- Kaup indicated the need for a special meeting before County Board on 9/21/22 regarding a resolution authorizing the IT Director to negotiate a potential lease for office space.
- Twelfth Street Property
- Seventeenth Avenue Property

10. The next Committee meeting will be Tuesday, October 3, 2022 at 9:00 a.m. in meeting room 114.

11. Chair Breu declared the meeting adjourned at 3:20 p.m.

Minutes recorded and prepared by Nicole Gessert. Minutes in draft form until approved at the next PIT meeting.

**Property & Information Technology Committee Meeting  
September 6, 2022**

[illegible]