

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE
MEETING MINUTES**

DATE: Monday, July 6, 2020
TIME: 9:30 a.m.
PLACE: Wood County Courthouse – Room 114

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

OTHERS PRESENT (for part or all of the meeting): Trent Miner, Nicole Gessert, Reuben Van Tassel, Amy Kaup, Jason DeMarco, Bill Clendenning, Lance Pliml (via WebEx). **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 (Polach/Winch) to approve the minutes from the previous meeting. Motion carried unanimously.

4. Facilities Manager, Van Tassel introduced Tom Scharff, and Brad Menning from Consolidated Water Power Company (CWPCo). Tom shared information regarding the Verso mill closure, and what potential effects it could have related to supplying power to the River Block building. Tom stated that CWPCo is responsible for river operations for five dams and they have approximately 100 residential and commercial customers so they will need to continue operations even if the mill closes. Discussion ensued.
5. Committee agreed to move agenda item 6b regarding the Wood County Cemetery up in the order.

County Clerk, Trent Miner shared information regarding the Wood County Cemetery located on Seneca road. The Cemetery had been maintained by Emergency Management and maintenance was paid from Edgewater but recently Edgewater had indicated they were not responsible for the property. Miner is requesting the Committee to resolve who should be responsible for the upkeep of the property. Discussion ensued.

Motion (Breu/Hamilton) to have Emergency Management responsible for mowing the Wood County Cemetery and Edgewater responsible for paying for the mowing.

Motion to amend (Valenstine/Hamilton) to have Emergency Management responsible for mowing the Wood County Cemetery and Maintenance responsible for paying for the mowing until the next budget cycle at which time it will be added to the Maintenance budget for 2021. Motion to amend carried unanimously.

Amended motion was called and carried unanimously

6. Committee agreed to move agenda item 6a up in the order.

Supervisor Winch asked is the District Attorney office project was within budget. Van Tassel indicated the project was budgeted for \$225,000 and all of the money will be used up. Van

Tassel indicated simultaneous other projects are also being done in relation to the District Attorney move such as the second floor ceiling trays and upgrades to the HVAC.

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

7. (a) There were no questions regarding the Information Technology vouchers.

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

(b) Supervisor Valenstein asked for information regarding the recent security breach. Information Technology Director, Amy Kaup shared details, and added measures such as the two factor authentication, and additional training that are being done.

Supervisor Winch asked why the Planning and Zoning Sanitary Permit program was taking so long. Kaup indicated her staff is busy with other projects, and they are working with Planning and Zoning on the time frame that will work best to roll out a new program.

Kaup shared that her department has recently filled the vacant Network Analyst position with Brian Landowski who recently worked for the City of Wisconsin Rapids. Kaup wanted to make the Committee aware that she is in the preliminary stages of exploring possible collaborate measures with the City.

8. Van Tassel gave an update on the Renewable and Sustainable Committee (R&S) indicating the R&S Committee is looking for the PIT Committee to approve all three grant applications.

Motion (Valenstein/Breu) to approve all three R&S grant applications. Motion carried unanimously.

9. Van Tassel indicated the R&S Committee is recommending extending the deadline for the grant application period to the end of the year because they did not receive enough applications to use all of the grant money.

Motion (Hamilton/Valenstein) to approve the R&S grant application extension. Motion carried unanimously.

10. The next Committee meeting will be Monday, August 3, 2020 at 9:30 a.m.

11. Chair Breu declared the meeting adjourned at 10:34 a.m.

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

