

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE  
MEETING MINUTES**

**DATE:** Monday, December 5, 2022  
**TIME:** 9:00 a.m.  
**PLACE:** Wood County Courthouse – Room 114

**PRESENT:** Al Breu, Dennis Polach, Bill Winch, Jeff Penzkover  
Brad Hamilton (Via WebEx)

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

1. The meeting was called to order at 9:01 a.m. by Chair Breu.
2. Public Comments: None
3. Approve minutes from the previous meetings.

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

**With no objections from the Committee, item # 7 was moved up in the agenda order.**

7. Brian Spranger with First Weber Realty shared an update on the Twelfth Street property. Discussion ensued.

**Motion (Breu/Hamilton) to stick to the original contractual purchase agreement with a closing date of December 27, 2022 with full funds payable at closing. Motion carried unanimously.**

4. (a) Supervisor Winch 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.

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

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

(b) Facilities Manager Van Tassel shared additional information and answered questions pertaining to his monthly report.

(c) Van Tassel shared information and several options for cleaning services at the Courthouse since the retirement of the past Courthouse cleaning vendor on November 30, 2022. Lengthy discussion ensued.

**Motion (Hamilton/Polach) to proceed with contractual janitorial services with changes to include contractor to complete some cleaning during business hours and for non-public department areas to be cleaned as needed by each department's staff with personal trash/recycling to be deposited into centralized or hallway containers. Services may be open to upgrades or changes as needed. Motion carried unanimously.**

6. HR Director McGrath, indicated the Violence in the Workplace Prevention Program draft will be presented at the Operations Committee Tuesday, December 6<sup>th</sup>, 2022. Discussion ensued. McGrath will report back next month with updates.

Item #7 was moved up in the agenda.

8. Van Tassel shared information regarding the Seventeenth Avenue property. Discussion ensued.

9. Agenda items for the next meeting:

- Twelfth Street Property
- Seventeenth Avenue Property
- Facility Safety Policy Update
- Parking

10. The next Committee meeting will be Tuesday, January 3, 2023 at 1:30 p.m. in meeting room 114.

11. **Pursuant to Wis. State. s. 19.85(1)(c), the Committee may go into closed session for department head performance reviews.**

**Roll call vote: Al Breu: Yes; Brad Hamilton: Yes; Dennis Poloch: Yes; Bill Winch: Yes; Jeff Penzkover: Yes. Motion carried.**

12. **Motion (Penzkover/Polach) to return to open session. Motion carried unanimously.**

13. Chair Breu declared the meeting adjourned at 11:50 a.m.

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

