

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE
MEETING MINUTES**

DATE: Monday, February 7, 2022
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Room 114

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

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

1. The meeting was called to order at 9:00 a.m. by Chair Breu.
2. Public Comments: None.
3. Approve minutes from the previous meeting.

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

(b) Information Technology Director, Kaup shared she is holding off having IT staff attend the PIT meetings due to COVID but will plan to have them attend in the future. Polach asked for clarification on the file storage server for the Sheriff's Department. Jason DeMarco provided more information.

(c) Kaup shared information relating to carryover Resolutions for the IT Department. Chair Breu approved taking both Resolutions together.

Motion (Hamilton/Polach) to approve the Resolution to amend the 2022 Information Technology budget to include 2021 unspent funds for projects and hardware that were not able to be completed or obtained during the original budget process and the Resolution to amend the 2022 Information Technologies Capital Projects budget to include expenditures for projects that were in process but not completed at December 31, 2021. Motion carried unanimously.

(d) Kaup shared information regarding the intergovernmental agreement with Brown County. She indicated the agreement will allow Wood County to utilize the experience Brown County has already established especially as related to broadband. Kaup indicated funds are available in the IT budget to pay for the agreement.

Motion (Hamilton/Breu) to approve IT Director Kaup entering into an intergovernmental agreement with Brown County. Motion carried unanimously.

5. (a) Supervisors Winch, and Polach asked for clarification on items within the Maintenance vouchers. 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) Facilities Manager, Van Tassel shared information regarding projects that his department has been working on as indicated in his Monthly Letter of Comments. Discussion ensued.

(c) A resolution to carryover Capital Project Funding from 2021 for the Maintenance Department was presented.

Motion (Valenstein/Hamilton) to approve the Resolution to amend the 2022 Maintenance Capital Projects budget to include expenditures for projects that were in process but not completed at December 31, 2021. Motion carried unanimously.

6. Brian Spranger from First Weber Realty shared information and potential options relating to the sale of the Twelfth Street property. Lengthy discussion ensued. Jason Grueneberg will check into zoning options and report back to the Committee. Van Tassel will schedule a time to walk-thru the property with Spranger prior to the next meeting to discuss additional options. The PIT Committee will plan to tour the building and schedule next month's meeting at the property to discuss further.
7. Jason Grueneberg shared history regarding the Seventeenth Avenue property. Discussion ensued. Van Tassel shared information regarding potential space needs for the Highway Department and the proximity to the property. Van Tassel will bring more information back to the Committee as future space needs arise.
8. Van Tassel shared information about upcoming space needs at the Courthouse and River Block properties. Discussion ensued. Van Tassel indicated space need discussions will be ongoing.
9. Agenda items for the next meeting:
 - Twelfth Street Property
 - Village of Port Edwards – IT Agreement

Supervisor Clendenning asked about discussions regarding solar and the new jail. Discussion ensued. Valenstein will follow up with the Jail AdHoc Committee.

10. The next Committee meeting will be Monday, March 7, 2022 at 9:00 a.m. Location is yet to be determined. The Committee is tentatively planning on meeting at the Twelfth Street property.

11. Chair Breu declared the meeting adjourned at 10:32 a.m.

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

