

**PROPERTY & INFORMATION TECHNOLOGY COMMITTEE
MEETING MINUTES**

DATE: Monday, February 6, 2023
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Room 114

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

OTHERS PRESENT (for part or all of the meeting, in person or via Webex): Bill Clendenning, Reuben Van Tassel, Amy Kaup, Jason DeMarco, Jason Grueneberg, Jeff Mrozek, Kim Stimac, Kelli Francis

1. The meeting was called to order at 9:01 a.m. by Chair Breu.
2. Public Comments: Supervisor Clendenning asked a question regarding recycling sustainability. Chair Breu stated that he has had conversations with Facilities Manager Van Tassel in regards to this. Van Tassel explained that the PIT Committee was noted on the resolution when the Renewable and Sustainable Committee was disbanded as handling the former committee's responsibilities. Discussion ensued regarding if CEED is a more appropriate committee for those responsibilities. It was noted that this may need to be a future agenda item.
3. Approve minutes from previous meetings.

Motion (Hamilton/Polach) to approve the minutes from the previous meetings. 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) Kaup explained that the County is fully moved to .gov email addresses and it was a long project, but went very well.

(c)(d) Kaup presented a resolution to amend the 2022 PC Replacement Fund and a resolution for 2023 CIP Carryover. Kaup explained that expenditures for replacement PC's has been higher than anticipated due to many employees moving from PC's to laptops. Kaup explained that the money is in escrow, it just needs to be moved with the resolution. Kaup explained that the 2023 CIP Carryover resolution is to include expenses for projects that were in process but not completed by December 31, 2022.

Motion (Hamilton/Polach) to approve the PC Replacement Fund resolution. Motion carried unanimously.

Motion (Hamilton/Penzkover) to approve the IT 2023 CIP Carryover resolution. Motion carried unanimously.

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

(b) Van Tassel provided additional information pertaining to his monthly report. Van Tassel stated that he may be requesting the Committee to consider a future agenda item in which his department staffing levels can be discussed.

(c) Van Tassel presented a resolution for 2023 CIP carryover. Van Tassel explained that this resolution is for a carryover from the Branch 4 project due to delays in getting materials and contractors completing their work.

Motion (Hamilton/Penzkover) to approve the Maintenance 2023 CIP Carryover resolution. Motion carried unanimously.

(d) Van Tassel shared information with the Committee about current Courthouse cleaning procedures. He then shared information on what the requests on cleaning are from Courthouse departments as opposed to what is currently being done. Discussion ensued.

6. Van Tassel explained that the facility safety policy agenda item was inadvertently left on the agenda from the previous month. He stated that the Operations Committee will be reviewing a resolution for the policy at their February meeting where they will be able to act on it and forward it to the County Board.
7. Planning & Zoning Director Grueneberg provided the Committee with information on the 17th Avenue property. Grueneberg explained that there are conversations that need to happen with internal departments to determine future space needs and a wetland determination on the property that needs to be made before any recommendations or decisions on selling it can be made. Discussion ensued. Chair Breu asked Grueneberg to bring the layouts from a proposal for the property that was made in previous years to the next meeting.

Chair Breu asked for an update on the 12th Street property and if the new owners are occupying it. Van Tassel confirmed that the new owners are occupying it and said that Wood County received a bill from Water Works & Lighting Commission that should have been sent to the new occupants. Van Tassel worked with the realtor to get the bill passed along to the occupants to be taken care of. Supervisor Hamilton asked for this to be put on the next agenda to ensure that it was taken care of.

8. Agenda items for the next meeting:
 - Maintenance Department Staffing
 - Courthouse Cleaning
 - 17th Avenue Property Updates
 - 12th Street Property Updates
9. The next Committee meeting will be Monday, March 6, 2023 at 9:00 a.m. in meeting room 114.
10. Chair Breu declared the meeting adjourned at 10:25 a.m.

Minutes recorded and prepared by Kelli Francis. Minutes in draft form until approved at the next meeting.