

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE
MEETING MINUTES**

DATE: Monday, April 3, 2023
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Room 114

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

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

1. The meeting was called to order at 9:00 a.m. by Chair Breu.
2. Public Comments: None

With no objections, Chair Breu moved item #8 up in the agenda.

8. Jeremy Solin with UW Extension shared information regarding his staff's involvement with Renewable and Sustainable initiatives. Solin indicated CEED also has this topic on their agenda for later in the week. Discussion ensued.

3. Approve minutes from the previous meetings.

Motion (Hamilton/Penzkover) 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) IT Director Kaup highlighted her monthly report and answered questions.

5. (a) Supervisors Winch 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) Facilities Manager Van Tassel shared additional information and answered questions pertaining to his monthly report.

(c) Human Resources Director, Kim McGrath shared a draft of a proposed Maintenance Supervisor job description. Van Tassel shared information regarding the supervisor needs pertaining to his department. Discussion ensued.

Motion (Penzkover/Hamilton) to approve the draft version of the Maintenance Supervisor job description and for the HR Director and Facilities Manager to bring a resolution and final job description to the next Committee meeting for final approval. Motion carried. Voting No: Winch.

(d) Van Tassel shared information pertaining to Capital Improvement Plans for 2024-2028. Discussion ensued.

Motion (Hamilton/Penzkover) to approve and forward on the Operation Committee, the proposed Capital Improvement Plans for the Maintenance Department. Motion carried unanimously.

6. Van Tassel shared information regarding an outstanding invoice for the Twelfth Street property. Discussion ensued.
7. No new updates regarding County owned properties.
9. Chair Breu shared information regarding his efforts to research the status of the broadband grants cosponsored by Wood County. Breu stated there appears to be no oversight or accountability relating to Bug Tussel and implementation of the project. Discussion ensued. IT Director Kaup will facilitate a meeting between her contact at Brown County thru the intergovernmental agreement and the Chair.

Supervisor Penzkover inquired about the County's responsibility relating to Marshfield Fair Grounds. Penzkover stated he had been contacted regarding the poor state of the campground. Discussion ensued. Supervisor Pliml indicated he believes that property is owned by the City and is part of the Marshfield Fairgrounds Commission.

10. Agenda items for the next meeting:

- Twelfth Street Property
- Broadband Provider
- Marshfield Fair Grounds

11. The next Committee meeting will be Monday, May 1st, 2023 at 9:00 a.m. in meeting room 114.

12. Chair Breu declared the meeting adjourned at 11:14 a.m.

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

