

MINUTES
PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

DATE: Monday, June 6, 2022

TIME: 9:00 a.m.

LOCATION: Room 114, Wood County Courthouse

Members present: Chairman Al Breu, Brad Hamilton, Jeff Penzkover, William Winch, Dennis Polach

Others present: See attached list

1. Chairman Breu called the meeting to order at 9:00 AM.
2. Public Comments – There were no public comments.
3. Motion by Hamilton/Polach to approve the minutes of the previous meeting. Motion carried unanimously.
4. Supervisors Winch, and Polach asked for clarification on items within the Information Technology vouchers. Amy Kaup answered general questions pertaining to her department's vouchers. Motion by Hamilton/Penzkover to approve the vouchers as presented. Motion carried unanimously.

Kaup then highlighted and answered questions related to her monthly comments.

5. Supervisors Winch and Polach asked for clarification on items within the Maintenance department's vouchers. Motion by Hamilton/Winch to approve the vouchers as presented. Motion carried unanimously.

VanTassel then highlighted a couple of items within his letter of comments. He stated that Corp Counsel is drafting a resolution to exempt the county from having to bid out certain functions related to utility relocation from under Avon St. This will save a lot of time and money and keep the entire jail project on time. This resolution will be acted on at a meeting prior to the county board meeting on June 21st.

6. The letter sent out by the County Board Chair, Operations Committee Chair, and Finance Director pertaining to the initial CIP request was discussed. Chairman Pliml stated that what they are looking for from committees and departments is a prioritization of projects so that the Operations Committee can review them. Currently, there is \$6.8 million in borrowing requests for CIP and this number needs to get down to \$3.5 million.

7. Space Needs - VanTassel reported that there was a request for an office for a floating court reporter position. As of now, this person could use an office in the Corporation Counsel suite of offices and will be of little cost to set up. Discussion ensued on the 12th Street property and the ongoing space needs of the Courthouse & River Block. It is possible that there might a preliminary floor plan available at the next meeting.
8. After-hour access to the Courthouse was discussed as it relates to the security policy currently in place. IT is looking for clarification as it relates to after-hours access for their staff to able to come into the building without screening. Hamilton requested this be placed on the Public Safety Committee agenda. Miner will coordinate that placement.
9. Future agenda items
 - County Facility Security & Access (Public Safety Committee)
 - Resolution – Bidding Exemption (prior to County Board meeting)
10. The next meeting will be held on Tuesday, July 5th at 9:00 AM in Room 114.
11. Chairman Breu declared the meeting adjourned at 10:46 AM.

Minutes taken by Trent Miner, County Clerk and are in draft form until approved at next meeting.

