

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE  
MEETING MINUTES**

**DATE:** Monday, December 6, 2021  
**TIME:** 9:00 a.m.  
**PLACE:** Wood County Courthouse – Room 114

**PRESENT:** Al Breu, Dennis Polach, Bill Winch, Brad Hamilton  
**EXCUSED:** Laura Valenstein

**OTHERS PRESENT** (for part or all of the meeting): Ed Newton (via WebEx), **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) 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 (Hamilton/Polach) to approve the vouchers for the Information Technology Department. Motion carried unanimously.**

(b) Information Technology Director, Kaup shared several projects that her department has been working on as indicated in her Monthly Letter of Comments. Discussion ensued.

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.

6. Van Tassel indicated the tentative start date for the Courthouse elevator upgrade is December, 27<sup>th</sup>, 2021. Emails have been sent to affected departments as well as numerous County staff. Wisconsin Rapids City Council chambers has been reserved starting in January for County Board meetings.
7. Van Tassel shared updated information regarding the Jail project. There are three phases and phase one; the schematic phase, has just been completed. Discussion ensued.
8. Agenda items for the next meeting:
  - Jail Project Update
  - Courthouse Elevator Status
  - Twelfth Street property update

9. The next Committee meeting will be Monday, January 3, 2021 at 9:00 a.m.

**10. Motion (Hamilton/Winch) to go into closed session pursuant to Wis. Stat. s. 19.85(1)© to conduct performance reviews of department heads.**

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

**11. Motion (Hamilton/Polach) to return to open session at 11:51 a.m. Motion carried unanimously.**

12. Chair Breu declared the meeting adjourned at 11:52 a.m.

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

# Property & Information Technology Committee Meeting December 6, 2021

NAME (PLEASE PRINT)	REPRESENTING
REUBEN VAN TASSEL	WC MAINT.
DENNIS POLACH	WCB #14 (PROP- INF- TECH)
<del>WILL WOOD</del>	<del>WC #7</del>
AL BREV	WC #6
AMY KAUP	IT
Jason Demarco	IT
Bill Clendinning	WCB #15
Lance Piumi	WCB #16
NICOLE GESSERT	wc maintenance