

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE
MEETING MINUTES**

DATE: Monday, October 3, 2022
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Room 114

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

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
3. Approve minutes from the previous meetings.

Motion (Hamilton/Penzkover) to approve the minutes from the previous meetings. Motion carried unanimously.

4. (a) Supervisors Winch, Polach, and Breu asked for clarification on items within the Information Technology vouchers. IT Director 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) IT Director Kaup highlighted her monthly report and answered questions.

5. (a) Supervisors Winch, Polach, and Penzkover asked for clarification on items within the Maintenance vouchers. Facilities Manager Van Tassel answered general questions pertaining to his department's vouchers.

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

(b) Facilities Manager Van Tassel answered questions pertaining to his monthly report.

6. Van Tassel gave an update that the Twelfth Street property is a potential option for temporary space needs during the Jail construction. Kaup shared she is in the process of negotiating regarding a property for lease to accommodate the IT department during construction. She will come back before the committee with more information. Supervisor Pliml indicated he will need significant discussions before supporting a lease option for the IT department due to the extra cost and loss of rent revenue.
7. Van Tassel shared updates regarding the Seventeenth Avenue property and its potential use to the County. Discussion ensued. Van Tassel indicated more discussions will follow.

8. Van Tassel shared information regarding ongoing discussions relating to properties adjacent to the Courthouse. He indicated there will be more discussion October 4th, 2023 at the Jail AdHoc Committee relating to the desire to acquire a property on Saratoga Street for the new Jail construction. Discussion ensued.

Van Tassel also shared progress on discussions with the City relating to the triangle lot. He indicated he is encouraged by the conversations and they will be ongoing.

9. Agenda items for the next meeting:

- Twelfth Street Property
- Seventeenth Avenue Property
- Acquisition of real property adjacent to County property
- IT Relocation

10. The next Committee meeting will be Monday, November 7, 2022 at 9:00 a.m. in meeting room 114.

Kaup shared that the Operations Committee requested additional information regarding the new FTE position she had requested in her budget documents so she will be presenting information at the Operations Committee meeting October 4th, 2023.

11. Chair Breu declared the meeting adjourned at 9:49 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
October 3, 2022**

[illegible]