

MINUTES

PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

DATE: Monday, September 2, 2025

TIME: 8:00 a.m.

PLACE: Courthouse – Room 302

MEMBERS PRESENT: Al Breu, Jeff Penzkover, Dennis Polach, Scott Brehm, Brad Hamilton

OTHERS PRESENT: Trent Miner, County Clerk; See attached sign-in list

1. Chairman Breu called the meeting to order at 8:00 AM.
2. Under public comment, Brehm brought up a concern of security as it relates to contractors.
3. The minutes of the previous meeting were reviewed. Motion by Hamilton/Penzkover to accept them as presented. Motion carried unanimously.
4. The Information Technology vouchers were reviewed. Motion by Hamilton/Polach to approve as presented. Motion carried unanimously.
5. The IT Report was reviewed and discussed.
6. IT Director Kaup presented the 2026 IT budget to the committee, highlighting an additional FTE request, as well as other financial implications within her budget. Motion by Hamilton/Brehm to approve the budget as presented and forward to the Finance Department. Motion carried unanimously.
7. The Maintenance vouchers were reviewed. Motion by Hamilton/Penzkover to approve as presented. Motion carried unanimously.
8. The Maintenance Report was reviewed and discussed.
9. Facilities Manager Van Tassel presented the 2026 Maintenance budget to the committee. He highlighted an additional FTE request as well as increased costs due to the new facility. Motion by Brehm/Penzkover to approve the budget as presented and forward to the Finance Dept. Motion carried unanimously.
10. Van Tassel presented a proposal for engineering and design for the parking improvements in front of the courthouse, now that the agreement for the parcels and Market St. have been received. This is the next step needed to comply with that agreement. Motion by Hamilton/Penzkover to approve the contract from Venture Architects for \$109,100. Motion carried unanimously.

11. The next meeting will be held on Tuesday, October 6th at 9:00 AM.

12. Chairman Breu declared the meeting adjourned at 9:24 AM.

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

Property & Information Technology Committee
September 2, 2025

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