

MINUTES
PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

DATE: Monday, April 6, 2026
TIME: 8:30 AM
PLACE: Courthouse – Room 302

MEMBERS PRESENT: Al Breu, Jeff Penzkover, Dennis Polach, Brad Hamilton, Scott Brehm (WebEx, arrived at 9:17 AM)

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

1. Chairman Breu called the meeting to order at 8:30 AM.
2. There was no public comment.
3. The minutes of the March 2, 2026, meeting were reviewed. Motion by Hamilton/Polach to accept them as presented. Motion carried unanimously.
4. The Information Technology vouchers were reviewed. Motion by Hamilton/Penzkover to approve as presented. Motion carried unanimously.
5. The IT Report was reviewed and discussed.
6. IT Director Kaup presented her 2027-2031 CIP Plan and reviewed the various projects within the plan. Motion by Hamilton/Polach to approve the IT CIP as presented and forward to the Finance Dept. Motion carried unanimously.
7. Kaup reviewed the IT Employee Survey Summary with the committee and discussed the highlights and opportunities.
8. The Maintenance vouchers were reviewed. Motion by Hamilton/Polach to approve as presented. Motion carried unanimously.
9. The Maintenance Report was reviewed and discussed.
10. Facilities Manager Van Tassel presented the 2027-2031 Maintenance CIP and reviewed the projects within the plan. Motion by Hamilton/Penzkover to approve the Maintenance CIP as presented and forward to the Finance Dept. Motion carried unanimously.
11. Van Tassel reviewed the current condition of the egress stairs in front of the courthouse and would like to include the designing of their replacement along with the parking lot design in front of the courthouse since all the machinery would be in place at one time to complete the job as efficiently and cost saving as possible. Motion by Hamilton/Breu to add the design of the egress stairs to the design plan for the parking and the front of the courthouse. Motion carried unanimously.

12. We have received a request from two of the contractors of the jail project for permission for allocation of the tax deduction incentive under Sec 179D of the Internal Revenue Code regarding the Energy Policy Act of 2005, whereby allowing for tax breaks to those organizations. The county would then get monetary credit from those entities based on the total amount allowed by the IRS. Motion by Hamilton/Penzkover to authorize the Facilities Manager to approve and sign off on the request once a mutually agreeable percentage credit to the county can be obtained. Motion carried unanimously.

13. The next meeting will be determined at a later date.

14. Chairman Breu declared the meeting adjourned at 9:38 AM.

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

