

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE
MEETING MINUTES**

DATE: Monday, March 6, 2023
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Room 114

PRESENT: Al Breu, Dennis Polach, Jeff Penzkover, Brad Hamilton, Bill Winch (via WebEx)

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/Polach) to approve the minutes from the previous meetings. Motion carried unanimously.

4. (a) Supervisor Polach 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 Hamilton and Polach asked for clarification on items within the Maintenance vouchers. Facilities Manager Van Tassel answered general questions pertaining to his department's vouchers.

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

(b) Facilities Manager Van Tassel shared additional information and answered questions pertaining to his monthly report.

(c) Van Tassel shared information regarding current work load within his department and potential changes. Discussion ensued.

Supervisor Clendenning inquired about the status of recycling sustainability. Van Tassel indicated he has a meeting scheduled for Wednesday with staff from Extension to discuss recycling. Van Tassel will report the results of this meeting to the Committee next month.

(d) Van Tassel shared cost figures for a couple option changes to cleaning services at the Courthouse. Discussion ensued.

Motion (Hamilton/Penzkover) to approve an increase in contracted cleaning services to include office common areas. Motion carried unanimously.

6. Van Tassel shared information regarding the Seventeenth Avenue property. Discussion ensued.
7. Van Tassel shared information regarding an outstanding invoice for the Twelfth Street property. Discussion ensued. Van Tassel will follow up with the utilities.
8. Supervisor Penzkover requested attendance at an upcoming legislative meeting at Mid-State Technical College (MSTC).

Motion (Hamilton/Polach) to approve attendance at the upcoming MSTC legislative meeting for Supervisor Penzkover. Motion carried unanimously.

9. Agenda items for the next meeting:

- Twelfth Street Property
- County Owned Properties
- Renewable & Sustainable Initiatives

10. The next Committee meeting will be Monday, April 3rd, 2023 at 9:00 a.m. in meeting room 114.

Motion (Hamilton/Penzkover) to go into closed session pursuant to Wis. State. 19.85(1)(c) to consider performance evaluation data of any public employee.

Motion by roll call vote: Al Breu: Yes, Brad Hamilton: Yes, Dennis Polach: Yes, Jeff Penzkover: Yes, Bill Winch: Yes.

Supervisor Winch left the meeting.

Motion (Hamilton/Penzkover) to return to open session, at 10:44 a.m.

Motion by roll call vote: Al Breu: Yes, Brad Hamilton: Yes, Dennis Polach: Yes, Jeff Penzkover: Yes.

Motion (Hamilton/Polach) for Facilities Manager and HR Director to draft and present a Maintenance Supervisor job description at the next regular meeting. Motion carried unanimously.

11. Chair Breu declared the meeting adjourned at 10:47 a.m.

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

