

**MINUTES**  
**PROPERTY & INFORMATION TECHNOLOGY COMMITTEE**

**DATE:** Monday, April 1, 2025  
**TIME:** 9:00 a.m.  
**PLACE:** Courthouse – Room 302

**MEMBERS PRESENT:** Al Breu, Jeff Penzkover (arrived 9:35 AM), 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 9:00 AM.
2. There was no public comment.
3. The minutes of the previous meeting were reviewed. Motion by Hamilton/Brehm to accept them as presented. Motion carried unanimously.
4. The Information Technology vouchers were reviewed. Motion by Hamilton/Brehm to approve as presented. Motion carried unanimously.
5. The IT Report was reviewed.
6. IT Director Kaup presented her department 2026-2030 CIP. Motion by Hamilton/Polach to approve the CIP as presented. Motion carried unanimously.
7. The Maintenance vouchers were reviewed. Motion by Hamilton/Brehm to approve as presented. Motion carried unanimously.
8. The Maintenance Report and project updates were reviewed.
9. Facilities Director Van Tassel presented a resolution to transfer funds from the Jail contingency to finance the Courthouse HVAC upgrade. Motion by Hamilton/Brehm to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.
10. The Wood County Employees Credit Union is going through a process of a merger with another credit union. The new entity would like to negotiate a lease for space in the courthouse, which would most likely be the same space currently occupied by the current credit union. Motion by Brehm/Hamilton to authorize the Facilities Director to negotiate a lease with the appropriate entities. Motion carried unanimously.
11. Van Tassel reviewed the current timeline for demolition of the jail and of the properties across the road from the courthouse. The old jail will be taken down in May with the other buildings to follow.

12. The next meeting will be held on Monday, May 5<sup>th</sup> at 9:00 AM.

13. Chairman Breu declared the meeting adjourned at 9:49 AM.

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

