

PUBLIC PROPERTY/TECHNOLOGY COMMITTEE MINUTES  
APRIL 27, 2011

The Public Property/Technology Committee of the Grant County Board of Supervisors met in the Grant County Administration Building, Lancaster, WI Room 266 on April 27, 2011 at 9:00 a.m. pursuant to the adjournment of the March 23, 2011 meeting.

The meeting was called to order by Chair Larry Wolf. The County Clerk verified that the meeting was in compliance with the open meeting law being published in the County's designated newspaper, the Herald Independent, posted in two places, and published on the County Web Site. Motion carried.

The following committee members were present: Larry Wolf, Don Splinter, John Beinborn, and Lester Jantzen. Vern Lewison was absent. Carol Beals arrived at 9:10.

Dwight Nelson, seconded by Don Splinter, made a motion to approve the amended agenda. Motion carried.

John Beinborn, seconded by Lester Jantzen motioned to approve the March 23<sup>rd</sup> minutes. Motion carried.

Lancaster Chamber of Commerce: Angie Day, Executive Director of Lancaster Chamber, requested the use of the Courthouse Square for the Night on the Square, July 21<sup>st</sup> starting at 5:00 p.m. The City would also like to utilize the square for "Deals and Steals Day" on July 29<sup>th</sup> including music in the evening with beer sales in the alley between the administration building and Country Flowers.

Kyle Vesperman also was present to request the use of the Courthouse lawn the evening of June 8<sup>th</sup> or June 15<sup>th</sup> for Strawberry Festival (weather would determine which day). Dwight Nelson motioned to grant usage of the Courthouse Lawn for the events listed, seconded by John Beinborn. Motion carried. In addition, the Chamber would like to put banners up on the lawn announcing these events. Motion made by John Beinborn, seconded by Lester Jantzen to grant this request. Motion carried.

Focus on Energy: Jennifer Everhart with focus on energy was present. She informed the committee of a staffing grant available, but felt the energy project incentives currently being performed by county staff was more beneficial than applying for this grant. Jennifer needs to be included in any projects to county buildings in order to help with energy issues. She recently became aware there was changes being made at Orchard Manor and could have assisted in the bid process. Committee wanted to be sure our maintenance staff knew what proper steps were to be followed when making energy changes. It makes it difficult for Jennifer to be a resource for the County when she is not kept informed. Each facility director needs to complete a list of projects and follow through with Jennifer, committee advised her to make needed contacts.

Administration and Courthouse Maintenance: Brenda Halverson presented a proposal from WHV for the chiller in administration building. No leaks after inspection. Will be cleaned, flushed and glyco will be placed in the chiller which will last forever at a cost of \$3,828.00. Carol motioned to approve this process utilizing building maintenance budget, seconded by Don. Motion carried.

The roof drain area on the west side of the administration building needs to be diverted away from the building. Brenda has been in touch with Al Klaas for options, his suggestion is to remove the metal plate and put stone and mortar behind this plate to divert the drainage away. Time & material would be approximately \$200.00. Two vertical cracks have been found in the elevator room and rain water ran

into this area. It was vacuumed up Tuesday morning, dry today. Brenda will look further to correct the problem.

Courthouse has some exterior peeling happen to the building. This will have to be addressed.

Correspondence: None

Bids: Two quotes were received as an insurance consultant; one from T.E. Brennan Company at a rate of \$5,000.00 to \$7,000.00 and one from Gander Consulting Group, LLC at a rate of \$7,500.00 - \$10,000.00. The County currently has some on-going liability claims that could create an issue when attempting to collect any insurance quotes. Committee discussed bid schedule and determined to hold off going out for bids at this time.

Insurance: Marty Malloy, A.J. Gallagher & Company, indicated there are some air quality claims outstanding. Unified had a worker's comp issue, not the Counties responsibility. Low claims.

Randy Peterson, TRICOR, advised the committee there had been some employment practice issues that took place recently. Recommended drills are practiced at all county buildings on a regular basis. Check is made by insurance company every two years.

Brent Straka, TRICOR, informed the committee that Tricor will be handling any insurance issues on behave of AFLAC.

1902 Blue Prints: The County Clerk was in contact with Wisconsin Historical Society to gain their opinion on restoration of said blueprints. A couple of options were received ranging from \$200.00 to digitally image them to \$1,000.00 treating, flatten and mend the blueprints. Motion made by John Beinborn, seconded by Dwight Nelson to have John Anderson take the blue prints to the state historical society so they could be viewed first hand and receive a firm price for restoration and include this amount in next year's budget. Motion carried.

County Vehicles/Equipment: None

Maintenance reorganization: Three options were presented for consideration of this committee regarding the Counties maintenance staff. Option 2, establishing a "Facilities Manager" to oversee projects, order supplies and have higher supervisory skills was the choice of this committee on a motion by Carol Beals, seconded by Lester Jantzen. Motion carried. Discussion was held as to the best location for this Manager, options suggested, Corporation Counsel Office, Ag Building, Jail or Third Floor Administration Building. Question raised who this manager would answer to.

Committee recessed at 10:45 a.m.

Reconvened at 10:55 a.m.

LTE Maintenance: Committee was informed Mark Udelhofen, Courthouse Maintenance, would be on health related leave for approximately 10 weeks starting May 4<sup>th</sup>. There is a need to cover 24 hours per week at the courthouse with Brenda Halverson covering the remaining hours along with her duties in the Administration Building. It has come to the attention of this committee that Brenda has covered some hours at the Youth & Agriculture Building recently and felt the Ag & Extension committee should refund the County Clerk's budget for time used. Carol Beals made a motion to hire an LTE at this time to

cover Mark's time away and reconcile budget shortfall at the end of the year, seconded by Don Splinter. Motion carried.

Committee Size: Discussion on committee size, need to review dollar savings by having a committee of 5 vs 7, reduce per diem paid, eliminate number of meetings held, possibly use teleconferencing. This committee vote as 2 members felt 5 committee members could work and 4 members felt 7 is better.

Laptop: Request received from Dolores Schwantes, Fair Secretary, to purchase a laptop for \$880.71 using money from gravel budget. Public property committee controls gravel fund. John Beinborn motioned to allow the purchase of laptop using gravel budget, seconded by Lester Jantzen. Motion carried.

Register of Deeds Electronic Records: Phone calls have been received from realtors having difficulty accessing land records in the Register of Deeds computer program. At the current time the GCS program does not allow outside access, the capability is there to complete this process, however the company seems to be dragging their feet. Carol Beals motioned to give GCS until June 1, 2011 to upgrade needed programming to allow availability of land records on website and July 1, 2011 to implement, seconded by John Beinborn. Motion carried. Public property committee recommended Deeds office purchase three new computers and to take this request to Land Info Committee.

IT Update: Internet connection has not changed. Jeff Anderson has made contact on several occasions and continues to receive the run around. Last word was the switch was scheduled for April 26<sup>th</sup>, it did not happen and was still not completed at 10:00 a.m. today.

Adjournment: John Beinborn motioned to adjourn, seconded by Dwight Nelson pursuant to the next meeting on May 25, 2011 at 9:00 a.m. Motion carried.