

PUBLIC PROPERTY/TECHNOLOGY COMMITTEE MINUTES  
December 29, 2010

The Public Property/Technology Committee of the Grant County Board of Supervisors met in the Grant County Administration Building, Lancaster, WI Room 266 on December 29, 2010 at 9:00 a.m. pursuant to the adjournment of the November 24, 2010 meeting.

The meeting was called to order by Chair Larry Wolf, Dwight Nelson, seconded by Don Splinter moved that the meeting was in compliance with the open meeting law. Motion carried.

The following committee members were present: Larry Wolf, Don Splinter, Dwight Nelson, John Beinborn, Carol Beals and Lester Jantzen. John Patcle, County Chair was present, Vern Lewison had asked to be excused.

John Beinborn, seconded by Lester Jantzen, made a motion to approve the agenda with the addition of a line item between #6 and #7 to allow Ted Bay, Extension Office Manager to discuss an issue on equipment that has broke down in the Extension Office. No action would be taken at this. Motion carried.

Dwight Nelson, seconded by Lester Jantzen, made a motion to approve the minutes of the November 24, 2010 meeting. Motion carried.

Administration/Courthouse Maintenance: Linda Gebhard, County Clerk updated the committee on maintenance issues. Snow removal being the biggest item. The installation of the generator in the Administration Building has been completed. The Highway Department has completed the job of sealing the bottom of the Courthouse Exterior between the sidewalks and building with hot rubber to help the leakage problem. The cost of this project was \$1133.00.

Correspondence: The Art Club from the Lancaster High School sent a Thank you to the County for letting them place a banner on the Courthouse lawn to advertise for the 2010 Holiday Craft Sale.

Ted Bay: The extension office has had two unexpected equipment failures in the past few weeks that they did not anticipate, therefore; they do not have the repair or replacement cost in their budget for 2011. Their copy machine broke down and would cost too much to repair. They would like to work with Jeff Anderson to help them purchase a laser HP refurbished copy machine for \$344.00. The Extension Office could possibly find this amount of money in their 2011 budget if there are no other alternatives.

The second piece of equipment is a folding machine. This machine is used extensively in their office and they need to replace this item. The folding machine was purchased in 1996 by the Extension Office at a cost of \$3,300.00. It would cost about \$600 to \$800 to repair. There would be the option for the Extension Office to contract this job out at this time until they could include the cost in their budget for 2012. Ted has asked to be included on the agenda for the next Public Property/Technology meeting on January 26, 2011 to further discuss this issue. No action was taken at this time.

Generator: The generator that has been installed in the Administration Building with grant money from the Grant County Health Department is only being utilized up to 25% capacity. The committee received a quote from Schmidt Electrical Construction LLC to add wiring to the generator so it can function up to the fullest capacity and possibly back up other systems in the building. The main concern was to keep

the offices functional in an emergency situation and keep sufficient lighting and heat. The committee discussed concerns regarding the operation of the elevator during an electrical outage and how much emergency lighting throughout the building was necessary.

Carol Beals, seconded by Lester Jantzen, made a motion to accept the proposal from Schmidt Electrical Construction LLC of \$23,600.00 to install emergency wiring to load the generator to 90% of capacity; with the stipulation that the questions on the emergency battery lighting be clarified in the bid. The payment for this upgrade will be paid out of unused funds from the exterior building line item. Motion carried with one nay vote from John Beinborn.

Insurance: Marty Malloy, A.J. Gallagher & Company, was present to discuss some of the claims that have been reported from the County. There are no major concerns to address at this time. Marty discussed with the committee a Cyber Liability for theft of funds that he feels the County should add to their coverage.

Carol Beals, seconded by Don Splinter, made a motion to add \$500,000.00 coverage for Cyber Crime insurance for liability against theft of funds for an annual premium of \$1000.00. Motion carried.

TRICOR, Randy Peterson, also presented a Cyber Crime Liability against theft of information addition to Grant County's coverage. This policy would be endorsed through Travelers Insurance for 1 million of coverage against information theft with the premium between \$1500 and \$2000. The committee asked Randy to come back at the January Public Property/Technology committee meeting with the final costs and information of this coverage. They would assess the information at that time. Otherwise, Randy stated that the claim rate was very light and everything was fine at this time.

Sheriff Elevator Contract: John Beinborn, seconded by Lester Jantzen, made a motion go forward with the process of changing the elevator contracts to Schumacher from the current vendors and cancel the current contract with Otis Elevator Company at the Sheriff Office and sign the new contract with Schumacher for the elevator maintenance. JoAnn Millhouse, Corporation Counsel will follow up on the cancellation process and complete the contract terms with Schumacher Elevator Company. Motion carried.

Elevator Contracts: The committee was in agreement to go forward with transferring all the existing elevator maintenance contracts with current companies and sign on with Schumacher Elevator to take over all the maintenance contracts upon the existing contract expirations. This will include the county departments of Orchard Manor, The 52 Building, Administration Building and the Courthouse. JoAnn Millhouse, Corporation Counsel will send the termination letters to the existing companies when they come due and complete the new contract terms with Schumacher Elevator Company at the appropriate time.

Letter from Southwest WI Library System: Vern Lewison who was unable to attend the committee meeting had requested that this correspondence but discussed at the meeting. This item will be held over for the January meeting for further discussion.

FEMA/Friends of Platte River: The committee discussed the property in Harrison Township that had been purchased through FEMA's flood mitigation program. The Friends of Platte River have shown interest in utilizing this land for a canoe launch and to revamp the existing garage structure to use as an

outdoor shelter, (the house is due to be razed per FEMA regulation). The problem with this property is that the land closest to the river is privately owned and was not purchased by the County in the agreement with FEMA. The County has no issues with allowing the Friends of Platte River to utilize the land owned by the county for parking and recreational area for the canoe launch. The committee decided that it should be up to the Friends of Platte River to discuss the option of an easement with the land owner in order for their group to continue with the canoe launch.

County Vehicles: None

IT-Discussion for additional help for It Department: The committee discussed the options of adding more help for the IT Department. The current IT Department made up of two full time employees and an intern at this time is keeping up with the emergency type problems in the county, but there is very little time for the installation of new equipment/computers for the county departments. Department Heads are in agreement that more IT employees are needed and they do not want to go back to the previous situation of contracted services for computer work. Larry Wolf has been working with Joyce Roling, Personnel Director to post a job application in the paper to hire an LTE position. The committee was in agreement that a LTE position was not going to remedy this issue; a full time position was needed in the future.

Lester Jantzen, seconded by John Beinborn, made a motion to proceed forward to hire an LTE position using the \$6000.00 that was implemented into the IT Budget for 2011. Motion carried.

Carol Beals and John Patcle were asked to attend the Department Head meeting coming up in January to discuss this issue further with the Department Heads. Carol Beals stated that the questions she would like to address with the Department Heads were as follows:

- If the Departments could find any funds in their current budgets to help address hiring a full time position.
- From positions that have not been refilled in the county when someone retires is there a salary saving program in place?
- The Finance Director should be on board to clarify if there are any funds available in order to add a full time position.

Larry Wolf stated that he found in researching this issue that it is recommended that an IT person should handle a maximum of 60 computers, the Counties two-person IT department now oversees 600 computers. It was agreed by the committee that this would be a quick fix for this situation at this time but other options would be investigated.

Adjournment: Dwight Nelson, seconded by John Beinborn, made a motion to adjourn the meeting pursuant to the next meeting on January 26, 2011 at 9:00 a.m. Motion carried.