

PUBLIC PROPERTY/TECHNOLOGY COMMITTEE MINUTES
JANUARY 26, 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 January 26, 2011 at 9:00 a.m. pursuant to the adjournment of the December 29, 2010 meeting.

The meeting was called to order by Vice Chair Carol Beals, Don Splinter, seconded by Vern Lewison moved that the meeting was in compliance with the open meeting law. Motion carried.

The following committee members were present: Carol Beals, Don Splinter, Vern Lewison, Dwight Nelson, John Beinborn, and Lester Jantzen.

John Beinborn, seconded by Vern Lewison, made a motion to approve the agenda. Motion carried.

Dwight Nelson, seconded by Lester Jantzen, made a motion to approve the minutes of the December 29, 2010 meeting. Motion carried.

Courthouse and Administration Maintenance: The contract for Lawn Care for the Courthouse lawn is up for renewal in 2011. Lester Jantzen, seconded by Vern Lewison, made a motion to publish a notice in the paper to go out for bids for the new contract for Lawn Care of the Courthouse lawn for 2011 and 2012. Bids will be opened at the February Public Property/Technology Meeting on February 23, 2011. Motion carried.

County Clerk reported on the progress of the new wiring and installation of emergency lighting being done by Schmitz Plumbing and Heating & Electric on the generator upgrades. There was a small issue of incomplete work done on the seals and some missing gaskets on the septic system in the basement of the Administration Building. H & N Plumbing was called back to correct the problem.

Correspondence: Vice Chair Carol Beals read a Thank you card that had been sent to the County Clerks Office by the family of Clinton B. Orton. The family was thanking the County Board of Supervisors for the plant that had been sent as a Memorial for Clinton.

Extension Equipment: Bev Doll was present in the absence of Ted Bay to inform the committee that the Extension Office would no longer be requesting any funds to purchase a folding machine or copy machine. They will be using some funds in the Pesticide Training Line Item and Administration Cost Line item to purchase a folding machine which will cost about \$4,000.00. They have been working with Jeff Anderson, IT Director, to find a used copy machine that will serve their purposes and will be able to pay for this item also out of their own budget.

Sanitation/Zoning file cabinets: Terry Loeffelholz, Sanitation/Zoning Director, requested help to purchase two new 5-drawer file cabinets for his office. Due to the increased amount of paper work for the septic systems more file space is needed. The committee asks that Terry first try some other options to purchase the file cabinets. The following suggestions were made:

- Welter Storage Equipment Co. Inc in Dubuque, IA.
- Steve Braun, Emergency Management Director goes to a Storage Company in Madison, WI for used equipment.

The committee tabled this issue at this time to be brought back at the February Meeting after Terry has had time to check into other alternatives to purchase the file cabinets.

Insurance: Marty Malloy, A.J.Gallagher & Company, was present to give the report on the insurance claims. All looks very good, low claim reporting. Marty informed the committee that he attended the Department Head Meeting and held a presentation on how the departments can go to the next level to help to continue to keep the claim levels even lower. Formal Investigation on accidents would be the next step to continue the low claim rate.

Randy Peterson, TRICOR, informed the committee about Cyber Liability Theft Insurance that he felt the County should be aware of. Through Travelers Insurance the County can add an endorsement on our current policy for Cyber Liability Coverage:

Third Party Coverage:

- Network and Information Security Wrongful Acts
 - 1.) Privacy – a hacker infiltrates the website.
 - 2.) Transmission of a Computer Virus – a county employee opens an attachment to an email that contains a computer virus.
 - 3.) Failure to provide authorized users with access.
- Communications and Media Wrongful Acts
 - 1.) Copyright or Trademark Infringement.
 - 2.) Plagiarism.

First Party Coverage:

- Security Breach Notification Expenses Coverage – first dollar reimbursement coverage for expenses incurred by county as a result of a security breach and to comply with security breach notification laws.
- Crisis Management Service Expenses Coverage – first dollar reimbursement coverage for expense incurred by county to retain a public relations firm to mitigate negative publicity generated from a wrongful act.

The coverage would be for a 1 million dollar limit with a \$5,000.00 deductible per claim costing \$1500.00 annually. Deductibles for Security Breach Notification Expense and Crisis Management Service Expense are 10% of the loss.

Donald Splinter, seconded by Dwight Nelson, made a motion to add an Endorsement to the County's current Travelers Insurance policy for Cyber Liability for one million dollars worth of coverage with a \$5,000.00 deductible per claim with an annual payment of \$1500.00. Payment to be taken out of an Insurance Carry-Over Account in the County Clerk's budget. Motion carried.

Randy also discussed the building of the new Exhibit Hall at the fair grounds insurance coverage's. It was not clear if the Contractor Todd Wolf had Builder Risk Insurance coverage for the building site. The contract by Delta 3 for the County and Contractor should be reviewed as to who should carry builder's risk coverage and how much should be carried. Lester Jantzen, who serves on the Extension/Fair Committee; was asked to bring this information back to the Public Property/ Technology Committee in February for further discussion of this issue.

Larry Bowden and Bart Straka was also present, Vice Chair Carol Beals asked them if they had anything to report to the committee. They stated that HRA trainings were still being conducted among the

County Departments to help educate the employees. The issue was being discussed in negotiations with the Unions, at this time they could not comment on the status of this issue.

Courthouse Security: Jack Johnson, Chief Deputy Sheriff, was present to ask the committee for confirmation that the Courthouse security line item in the budget was, in fact; going to be moved into the Sheriff Budget for 2012. He was told by Chair John Patcle that that was a possibility for 2012. He stated that it would be better served if the Sheriff Department had control of the account so they could update or repair security equipment in the Courthouse without having to come before Public Property first. It would be a possibility also that some of the security maintenance contracts could be consolidated to one vendor as the elevators contract had been. The committee liked the idea of having one central location designated to keep all the maintenance contracts for save keeping for reference in the future. This issue was tabled at this time until the committee could confirm this with Chair John Patcle and Finance Director Nancy Scott. This will be a line item on the February agenda.

In relation to the discussion that took place on the Courthouse Security issue, Carol Beals also requested that "Maintenance Agreement Contracts in a Central Location in the County" also be added to the February agenda for the committee to discuss.

1902 Courthouse Blue Prints: The County has a set of 1902 Blue Prints for the Courthouse that is in very bad shape. This is the only copy that the County has of the blue prints. It has been discussed that it would be to the County's best interest to have a copy of these blue prints made for future use. John Anderson, Tax Description Office has found a scanning company that would be interested in making a copy of the old blue prints. There would be a minimum charge of \$750.00, which does not include any repair process on the prints to get them to the coping stage. The committee asked that Ayres and Associated be contacted first to see if they have a copy of the blue prints on file to obtain one from them. This issue will be tabled at this time until the February meeting.

Southwest WI Library System Letter: Supervisor Vern Lewison took the floor to express his concerns on the Southwest WI Library System relocation. The Library System has down sized and does not need the all the space that their current building has. During the discussion, it was suggested by Vice Chair Carol Beals to get Wally Orzechowski, Director of the Community Action Program, involved. This issue could than be discussed at the next C.A.P. committee meeting. They can discuss the need for the building in Fennimore; C.A.P can utilize grant money to renovate buildings for other uses for the community. Vern Lewison was going to talk with Wally Orzechowski for his input. No action was taken on this matter at this time.

Fema Purchase of County Tax Property: No discussion. Include again on the February agenda so Steve Braun, Emergency Management Director can be present.

Friends of the Platte: No discussion. County Clerk was asked to include this line item on the February agenda and invite Mark Sethne, Friends of Platte spokesperson to the meeting.

Vehicle: None

LTE IT Department: Vice Chair Carol Beals told the committee that she had attended the Department Head meeting and posed the question that if any Department had extra funds to help hire another full time employee in the IT Department, they should contact Jeff Anderson, IT Director. She stated that all the Departments were in favor of hiring another IT employee, but money was the problem. Carol stated

that another full time position would be requested in 2012 by the IT Department, however; the remainder of 2011 was the problem. An LTE had been hired at this time to help ease the work load in the IT Department with only two full time employees trying to supply service to all the Departments in Grant County.

Carry over Vacation for IT Director: Dwight Nelson, seconded by John Beinborn, made a motion to allow Jeff Anderson, IT Director, to carry over into 2011, 2 ½ hours of unused vacation from 2010 that Jeff was unable to use up. Motion carried.

Adjourn: John Beinborn, seconded by Dwight Nelson, made a motion to adjourn the meeting pursuant to the next meeting on February 23, 2011 at 9:00 a.m. Motion carried.