

PUBLIC PROPERTY/TECHNOLOGY COMMITTEE MINUTES
FEBRUARY 23, 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 February 23, 2011 at 9:00 a.m. pursuant to the adjournment of the January 26, 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. Motion carried.

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

John Beinborn, seconded by Dwight Nelson, made a motion to approve the agenda. Motion carried.

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

Maintenance: Schmidt Electric has completed the generator additional electrical work on the emergency back ups. Clerk reported that one of Schmidt's men fell off a county ladder fracturing his leg. All the insurances had been notified of the incident and all the details of the accident were documented to protect the county.

There had been some water leaking in to the basement of the Administration Building in the Clerk's storage area. This has always been a problem in the spring of the year.

The trees in the Courthouse lawn had been trimmed and the limbs were to be picked up over the weekend.

Lawn mowing bids: The County advertised to receive bids for a two year contract for the lawn mowing. The only bid received was from Bob Blindert, Oak Street Curb Appeal. The quote was for \$45.00 a mowing plus, bagging and disposing of the lawn clippings and weed whipping. He submitted a disclaimer that the rate would be increased to \$48.00 if gas prices would rise above \$4.00 per gallon. Vern Lewison, seconded by John Beinborn, made a motion to accept this bid for the lawn care for the Courthouse lawn. Motion carried.

Banner: Rick Sanson, WGLR, was present to ask permission to place a banner in the Courthouse Lawn to advertise the Home & Garden Show on March 26. John Beinborn, seconded by Don Splinter, made a motion to approve the request to let WGLR put up the banner. Motion carried.

File Cabinets: Terry Loeffelholz, Sanitation Director, requested help in the purchase of two file cabinets. Terry stated that they could purchase the file cabinets from Welters Storage Equipment Company in Dubuque, IA for \$250.00 total. Carol Beals, seconded by Vern Lewison, made a motion that Public Property would pay \$125.00 and Sanitation would pay \$125.00 to purchase the file cabinets. Motion carried.

Marty Malloy, A.J.Gallagher & Company, reported that there were a few more claims last month due to slipping on ice, not out of the ordinary due to the weather. He reiterated that it was important for the county to take the next step to start investigating these claims to get to the root of the problem to help keep the claim history down. Joyce Roling, Personnel Director will work with Marty to start this process

and she stated that the County had a Safety Committee in place to also keep these claims down. They agreed that consistency throughout the county was the best; the committee is made up of Department Heads and employees.

Randy Peterson, TRICOR was not able to attend the meeting this month. The Contractor Risk Insurance for the new Extension Building was talked about. To the Extension Committees knowledge all insurance papers were on file at Delta 3.

The committee asked the Clerk to give them copies of the Local Government Insurance Funds covered items within the county. There may be some items on the list that can be deleted because the county did not own those items any more. John Beinborn, seconded by Lester Jantzen, made a motion to have the clerk send a copy of this list to the Department Heads so they could make sure they were up to date. Motion carried.

Courthouse Security Line Item: Lester Jantzen, seconded by John Beinborn, made a motion to approve the transfer of the \$5,000.00 from the Courthouse Security fund to the Sheriff budget in 2012 as a carry over account only to be used for security maintenance and up-keep in the Courthouse and Administration Building. Motion carried.

Maintenance Contracts: Carol Beals, seconded by John Beinborn, made a motion that all contracts relating to maintenance, service, elevator contracts, lawn care contracts, etc., with the exception of software/technology contracts, be electronically sent to the County Clerk's Office so they can be stored in one central location for future reference. Motion carried.

Blue Prints: No action at this time, waiting for a response from Ayres and Associates.

Focus on Energy Training: There are two trainings coming up, one on March 31, 2011 by Focus On Energy for a more technical training in energy conservation and on May 4 a more general training for day to day methods to conserve energy in the County buildings. John Patcle would talk to a couple of the Grant County employees who may be interested in the more complex training and let the County Clerk know who may attend. Carol Beals, seconded by Dwight Nelson made a motion to send a memo out to all the County Departments to encourage the Department Heads to send as many of their maintenance workers to the general training on May 4, 2011. The fee of \$99.00 per registrant would be paid by the Public Property, being reimbursed through energy incentive pay back by Focus on Energy. Motion carried.

Library Letter: Vern Lewison had contacted the Southwest Library Director and stated that they were not interested in utilizing the third floor of the Administration Building and the county was under no obligation for the building that houses Southwest Library System at this time. It was felt that back in the late 80's an agreement had been made that the County was no longer responsible for the upkeep of their building.

FEMA Purchased Land and Friends of the Platte River: These two line items were combined because, Steve Braun, Emergency Government and Mark Sethney, Friends of the Platte River were present to discuss the land that was purchased through FEMA by the county. Friends of the Platte River are interested in utilizing this kind of land to enhance the recreation aspect for Grant County and Steve Braun is also in favor of trying to use this land instead of seeing it lay abandoned. Mark Sethney asked what Grant County could contribute to the cause of the Friends of the Platte River. John Patcle stated that there could be no promise of a contribution at this time. Mark Sethney and John agreed that if Grant County could donate land like this to the Friends of the Platte to make something useful out of it,

that would be acceptable. Steve Braun and Mark Sethney agreed to work together to see what can be agreed upon to use this land to enhance Grant County recreational status. They would come back before the committee in June to give an update of the progress.

County Vehicles: None at this time.

IT LTE: Jeff Anderson, IT Director introduced intern Deanna Steines, Technology/Networking Technician to the committee. She started with the County on January 19, 2011 as an intern, Jeff was very happy with her progress.

Additional IT Help: It was agreed that additional help is needed in the IT Department. Committee discussed the availability of money to pay for the extra help, numbers based on the per capita of the number of employees needed to service all of Grant County's equipment and systems; time spent in minor computer issues verses larger work stopping issues. No action was taken at this time.

Shared County Equipment: It was discussed if Grant County needed a policy to clarify the sharing of county equipment among the Departments. Sometime departments do not want to share their equipment or they charge for the use of it. It was felt at this time, until there had been an issue regarding the sharing of computers, projectors, etc., among department, a policy will not be set in place at this time.

Internet Connection for Admin Bldg: It was discussed that the internet connection for the Administration Building was very slow and was starting to affect the public in accessing land records. Carol Beals, seconded by John Beinborn, made a motion to approve changing the Internet connection from the current DSL to an SDI connection from TDS at \$395/mo. Motion carried.

Larry Wolf called a short break at 11:07 a.m., returned to session 11:15 a.m.

John Beinborn, seconded by Don Splinter made a motion to go into closed session per state statute 19.85 (1) (c) regarding personnel matters. Motion carried.

Roll call for closed session taken, all present.

John Patcle, seconded by Vern Lewison, moved to come out of closed session. Motion carried.

John Beinborn, seconded by Dwight Nelson, moved to recommend to the executive committee funding for the remainder of this year for an LTE at 40 hours per week plus any cost for possible WRS contributions that may be required. Motion carried. A summary of the exact cost and plan for the immediate future, including the intent of IT budgeting for a full-time permanent position for 2012, will be sent to the Executive Committee with their agenda. The departments that are willing to allocate money towards this position can do so and work through the Finance Director as to the transfer of funds.

Adjournment: John Beinborn, seconded by Dwight Nelson, made a motion to adjourn the meeting pursuant to the next meeting of March 23, 2011. Motion carried.