

PUBLIC PROPERTY/TECHNOLOGY COMMITTEE MINUTES

August 24, 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 August 24, 2011 at 9:00 a.m. pursuant to the adjournment of the June 22, 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.

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

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

John Beinborn, seconded by Lester Jantzen, made a motion to approve the June 22, 2011 minutes. Larry Wolf asked that the words "motion carried" after the verification of the meeting for compliance with the open meeting law be taken out. That statement is not a motion. Motion carried.

Correspondence: The County Clerk, Linda K. Gebhard received the following information to present to the governing body of Grant County. Sheriff Keith Govier has approved Grant County's participation in this remembrance. The County Clerk submitted this to the Public Property/IT Committee for their approval to send on to the full County Board.

United States Senator Frank Lautenberg of New Jersey has sponsored and received unanimous support for his resolution, S. R. 237, "A National Moment of Remembrance at 12:00 p.m., on September 11, 2011" to stop and remember those we lost in the September 11th attacks. The senator calls for counties, cities and towns across America to sound sirens and ring bells at 12:00 p.m.

Both Senator Lautenberg and NACo are asking all our counties to participate and pay tribute to those we lost. Carol Beals, seconded by John Beinborn, made a motion to submit the Resolution on to the Full County Board for their approval for Grant County to participate in The National Moment of Remembrance on September 11, 2011. Motion carried.

The County Clerk passed around a Thank you received from Angie Day, The Director of the Lancaster Chamber of Commerce thanking the committee for allowing the Chamber to use the Courthouse Lawn for the Night on the Square and Music Around the Square in July.

The County Clerk informed the committee that the 1902 Blue Prints of the Courthouse have been successfully copied by Master Graphics in Madison for \$75.00 and are back in the County Clerks office to be used for future reference.

The Grant County Clerk's office received a call from Steve Zabel, acting Police Chief of Lancaster. He would like to ask permission from the committee to use the first floor court room in the Courthouse for the purpose of holding a "mock court" for a youth related grant they are applying for.

The city, along with the Extension office; are in the process of writing a grant for the Youth Court, to apply for money to help educate Grant County Youth on the process of a court proceedings. One of the requirements is to hold a "mock court session".

The Lancaster City police have a key to access the Courthouse in case of an emergency which could be used by them to use the courtroom. The day they would need to hold this mock court would be on a Saturday once a month in order to make this exercise assessable to the Youth of Grant County. They would be responsible for clean up; on a leave as they found basis.

Dwight Nelson, seconded by Lester Jantzen, made a motion to approve this request for the Youth Court to use the first floor courtroom on designated Saturdays. Motion carried.

Tiffany Kramer of the Lancaster JC's would like to ask permission from the committee to hold a bake sale on the Courthouse Lawn for the Harvest Festival on October 1, 2011. All proceeds will go to Badger Camp. John Beinborn, seconded by Lester Jantzen made a motion to approve this request. Motion carried. Carol Beals abstained from voting for conflict of interest.

Maintenance Facilities Manager: Carla McAndrew reported on the Maintenance issues. She stated that the coils for the air handler on the Administration Building are scheduled to be replaced by WHV when the coils are delivered. They would like to replace the Courthouse coils at the same time. This will mean that the air conditioning for both building will have to be turned off for two days. Larry Wolf asked if this installation will help on the cold and hot spots within the offices, Carla stated that she felt this would take care of that issue.

Carla also reported that there are some cracked windows in the Courthouse that will be addressed now that the fair is done.

Insurance: Marty Malloy, A.J. Gallagher & Company, reported to the committee that out of two months of claims, there was nothing unusual, a couple of the claims were reported late. The committee asked that Joyce Roling, Personnel Director send out a reminder to the Department Heads to submit any claims immediately. The committee asked Marty if he felt there would be much of an increase in the rates for 2012. He stated that it would depend on the payroll numbers because that is what the rate is calculated on. Grant County experience modification is as low as it can get so he felt this would be a plus in helping keep that rate down. He did state that in the future he felt the rates will be going up because of the changes in the Insurance Industry; this was something the County should be prepared for.

Brent Straka, TRICOR, was present to explain the concept of the HRA to the committee. He reiterated the savings to the county would be in the neighborhood of \$5,330,000.00 by implementing the HRA Program in the County. Carol Beals is not sure that this Program will work for all the employees of Grant County; she stated that "as an employer, Grant County needs to see that our lowest paid employees can afford the cost of the insurance." Larry Wolf stated that this Program will give the employees an incentive to strive for "good health" by working harder to meet those rewards the Program will offer.

Brent stated that now that the HRA Program has been implemented in the County, more training sessions would be scheduled to help inform the employees how the Incentive Programs work.

Agent of Record: Brent Straka is Grant County's Agent of Record for Dean Health Insurance; the Committee discussed the possibility of appointing Brent to be the Agent of Record for Medical Associates Health Insurance. Greg Hermanson is currently the Agent, Joyce Roling and Larry Wolf have discussed this change with him and he was not opposed to this change, he has worked with Brent in the past and would continue to work with Brent on this and Greg will not lose compensation from Medical Associates by relinquishing this duty to Brent. There would be no additional costs to the County by appointing Brent as the Agent of Record for the County, the costs would be spread out in the

Administrative Costs to the County and would be minimal, probably about \$1500.00. This would give the County a local contact on questions that arise with Medical Associates for both the County and the employees.

Dwight Nelson, seconded by Carol Beals, made a motion to approve the appointment of Brent Straka, TRICOR, as the Agent of Record for Medical Associated Health Insurance for the County on the contingency that there will be no hidden additional costs to the premium. Motion carried.

Renewal of the Life and AD&D Insurance for the County: Brent Straka, TRICOR, stated that if the County would be going out for bids for Life and AD&D that TRICOR would like the opportunity to submit a bid. John Beinborn, seconded by Carol Beals, made a motion to have Joyce Roling, Personnel Director and Linda K. Gebhard, County Clerk, work on the RFP and Bid Process to go out for bids for the Life & AD&D for the County. Motion carried.

Public Property 2012 Requests: Dwight Nelson, seconded by Carol Beals, made a motion to approve the following Public Property 2012 Department requests:

- ADRC requested \$19,870.00 for purchase of a 2012 Food Van for the South Route.

APPROVED BY COMMITTEE: \$10,000.00 toward the purchase.

- Extension requested \$300.00 for receptionist shelving.

DENIED BY COMMITTEE: *Committee requested that Extension go to the Corporation Counsel vacated office and see if any of the shelving units in that office could work for them.*

- Maintenance for Extension, Carla McAndrew requested total of \$4,401.62.

\$1325.00 for a permanent electric projector screen (7' x 9') mounting installation from Lifeline for Eckstein Building.

DENIED BY COMMITTEE: *Extension has a screen in the Auditorium which can be used for now.*

\$1,756.62 for Sound System for Eckstein Building from Uncle Ike's Music and Sound.

DENIED BY COMMITTEE: *Extension has a system in Auditorium which can be used for now.*

\$1,320.00 for mulch.

APPROVED BY COMMITTEE: \$1,320.00 mulch.

- Fair requested \$5,000 for road care and \$700.00 for paint.

APPROVED BY COMMITTEE: \$5,700.00 Road Care and Paint.

- Health Department requested \$2,223.00 for LeadCare II Analyzer, \$400.00 for a Child/Infant Pulse Oximeter, \$170.00 for a heavy duty shredder. Total \$2,793.00.

**APPROVED BY COMMITTEE: \$2,223.00 LeadCare II Analyzer.
 \$400.00 Child/Infant Pulse Oximeter.
 TOTAL Approved \$2,623.00**

DENIED BY COMMITTEE: \$170.00 Heavy Duty Shredder.

- Social Services requested 5 air conditioners for \$895.00.

APPROVED BY COMMITTEE: \$895.00 Air Conditioners.

- Sheriff requested 3 rifles w/scope, sling, grip \$3,000.00, 1 Ballistic Blanket \$9,000.00, 3 Light Bars LED \$3,900.00, 2 Radars \$2,500.00, TOTAL REQUEST \$18,400.00.

APPROVED BY COMMITTEE: ***\$3,000.00 Rifles, scope, sling, grip.
\$9,000.00 Ballistic Blanket
TOTAL approved \$12,000.00.***

DENIED BY COMMITTEE: ***3 Light Bars \$3,900.00, 2 Radars \$2,500.00.***

- Maintenance Sheriff requested Air Conditioning unit \$3,610.00 and Emergency generator \$55,725.00, TOTAL Request \$59,335.00.

APPROVED BY COMMITTEE: ***\$3,610.00 Air Conditioning Unit.***

DENIED BY COMMITTEE: ***\$55,725.00 Generator. But to set aside
\$25,000.00 to \$50,000.00 for a generator for Sheriff Dept.***

- Courthouse Maintenance requested \$27,803.59 for Tuck pointing, patching, installing weeps for exterior building.

APPROVED BY COMMITTEE: ***\$27,803.59 to be put aside in Public
Property for future use when it is decided what process will work better to preserve the
exterior materials.***

- Youth and Ag Maintenance requested \$2,000.00 Focus on Energy repairs, \$255.00 three electric refrigerators, and \$170.00 two electric range stoves, \$40.00 Washer and Dryer, \$1,763.00 twenty one Resin Folding Banquet Tables, TOTAL requested \$4,228.00.

APPROVED BY COMMITTEE: ***\$255.00 three refrigerators, \$170.00 two
electric stoves, \$40.00 washer and dryer, \$1,763.00 Banquet tables.***

DENIED BY COMMITTEE: ***\$2,000.00 Focus on Energy Upgrades.***

TOTAL approved \$2,228.00.

Motion is to approve \$66,179.59 plus \$50,000.00 set aside for Sheriff Generator for a total of \$116,179.59 for the Public Property portion of the 2012 requests. Motion approved.

County Vehicles: None

Creating a full time position for the IT Department: The LTE position in the IT Department will soon be coming to an end; Carol Beals, seconded by John Beinborn, made a motion to send to the Executive Committee a recommendation to create a full time position in the IT Department making the IT Department a three person department. Motion carried.

2012 IT Requests: **2012 Computer Purchases**

The following are approximate values for each item:

\$1,130	HP Desktop Computer
\$1,530	HP Laptop
\$400	B&W Laser Printer

The approximate cost per machine (2012)

\$600.00	Computer with 19" LCD Monitor
\$329.84	Microsoft Office (Word, Excel, PowerPoint, Etc.)

\$929.84 Total Approximate Cost

Last year's cost per machine (2011)

\$536.96 Computer with 19" LCD Monitor

\$316.41 Microsoft Office (Word, Excel, PowerPoint, Etc.)

\$853.37 Total Cost

Cost per machine two years ago (2010)

\$635.98 Computer with 19" LCD Monitor

\$301.34 Microsoft Office (Word, Excel, PowerPoint, Etc.)

\$937.32 Total Cost

Cost per machine three years ago (2009)

\$623.37 Computer with 19" LCD Monitor

\$297.38 Microsoft Office (Word, Excel, PowerPoint, Etc.)

\$920.75 Total Cost

1. Social Services

▪ Requested from home committee

- New Desktop Computer(s) 5 [813]

Requested: \$5,650

Approved: \$5,650

- New Printer 1 [813]

Requested: \$1,385.39

Approved: \$1,385.39

TOTAL REQUESTED: \$7,035.39

TOTAL APPROVED: \$7,035.39

2. Fair

▪ Requested from home committee

- New Printer [813]

Requested: \$300

Approved: \$300

- New Desktop Computer(s) 1 [813]

Requested: \$1,130

Approved: \$1,130

TOTAL REQUESTED: \$1,430

TOTAL APPROVED: \$1,430

3. Zoning & Sanitation

▪ Requested from home committee

- Service Contracts/Software
 - GCS software updates & technical support [248]

Requested: \$3,940

Approved: \$3,940

- New Desktop Computer(s) 1 [813]

Requested: \$1,130

Approved: \$1,130

TOTAL REQUESTED: \$5,070

TOTAL APPROVED: \$5,070

4. Finance Department

▪ Requested from home committee

• Service Contracts/Software

- Springbrook Software (final payment due 30June12) [816]

Requested: \$72,430

Approved: \$72,430

- Springbrook software travel [816]

Requested: \$4,000

Approved: \$4,000

TOTAL REQUESTED: \$76,430

TOTAL APPROVED: \$76,430

5. Health

▪ Requested from home committee

• New Desktop Computer(s) 2 [813]

Requested: \$2,260

Approved: \$2,260

• New Tablet Computer(s) 2 [813]

Requested: \$3,900

Approved: \$3,900

TOTAL REQUESTED: \$6,160

TOTAL APPROVED: \$6,160

6. UW-Extension

▪ Requested from home committee

• New Laptop Computer(s) 1 [813]

Requested: \$1,200

Approved: \$1,200

• Microphone(s) 1 [813]

Requested: \$600

Approved: \$600

• New Projector Bulb(s) 1 [813]

Requested: \$450

Approved: \$450

• New Projector(s) 1 (includes ceiling mounting) [813]

Requested: \$1,525

Approved: \$1,525

TOTAL REQUESTED: \$3,775

TOTAL APPROVED: \$3,775

7. Treasurer

▪ Requested from home committee

• GCS software updates & technical support (includes Tax Lister office) [248]

Requested: \$12,730

Approved: \$12,730

TOTAL REQUESTED: \$12,730

TOTAL APPROVED: \$12,730

8. Personnel

- Requested from home committee
 - New Laptop Computer(s) 1 [813]

Requested: \$1,500

Approved: \$1,500

TOTAL REQUESTED: \$1,500

TOTAL APPROVED: \$1,500

9. Sheriff's Office

- NOT Requested from home committee
 - New Desktop Computer(s) 1 [813]

Requested: \$1,130

Approved: \$1,130

- New Laptop Computer(s) 3 [813]

Requested: \$4,590

Approved: \$4,590

TOTAL REQUESTED: \$5,720

TOTAL APPROVED: \$5,720

10. Emergency Management

- NOT Requested from home committee
 - Office License(s) 2 [813]

Requested: \$659.68

Approved: \$659.68

TOTAL REQUESTED: \$659.68

TOTAL APPROVED: \$659.68

11. IT

- Backup software
 - Total to be backed up:
 - 2 VMWare servers [813]
 - \$4,198
 - Replication Licenses [813]
 - \$3,192
 - Total Maintenance
 - Gold (includes all purchased licenses) [248]
 - \$5,346.60
 - Total cost for backup software: \$12,736.60
- Barracuda Archiver renewal (Due August 2012) [248]
 - \$1,300
- Cisco Smartnet renewal (Due January 2012) [248]

- **\$1,100**
 - Website hosted by State [248]
 - **\$780**
 - Internet Connection (Admin Bldg) [248]
 - **\$6,300**
 - Server for Social Services 1 [813]
 - **\$6,000**
 - Miscellaneous Supplies [813]
 - **\$2,000**
 - Switch for Highway 1 [813]
 - **\$2,500**
 - Additional Office Licenses [813]
 - \$329.84ea.
 - 5
 - **\$1,649.20**
 - Additional Windows Licenses [813]
 - \$121.32ea.
 - 5
 - **\$606.60**
- TOTAL REQUESTED: \$34,972.40**
- TOTAL APPROVED: \$34,972.40**

• **TOTAL REQUESTED: \$155,482.47**

1. **2011: \$154,076.03**
2. **2010: \$95,081.54**
3. **2009: \$114,457**
4. **2008: \$47,979.25**
5. **2007: \$52,731**

• **TOTAL APPROVED: \$155,482.47**

Carol Beals, seconded by Lester Jantzen, made a motion to approve the 2012 IT Request with a total of \$155,482.47 contingent on two committee's approval. Motion carried.

IT Budget for 2012: Carol Beals, seconded by Lester Jantzen, made a motion to send the IT Budget to the Finance/Executive committee to approve for IT Department made up of three full time employees. Motion carried.

Adjournment: John Beinborn, seconded by Dwight Nelson, made a motion to adjourn the meeting pursuant to the next meeting on September 28, 2011. Motion carried.