

PUBLIC PROPERTY/TECHNOLOGY COMMITTEE MINUTES

May 22, 2013

The Public Property/Technology Committee of the Grant County Board of Supervisors met in the Grant County Administration Building, Lancaster, WI Room 266 on May 22, 2013 at 9:00 a.m. pursuant to the adjournment of the April 24, 2013 meeting.

The meeting was called to order by Chair Vincent Loeffelholz. The County Clerk, Linda K. Gebhard verified that the meeting was in compliance with the open meeting law posted in two places, published in the Lancaster Herald Independent and published on the County Web Site.

The following committee members were present: Dwight Nelson, Carol Beals, Lester Jantzen, Don Splinter, Robert Keeney, Vincent Loeffelholz, and Vern Lewison. Larry Wolf, County Board Chair was also present.

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

Minutes: Vern Lewison, seconded by Robert Keeney, made a motion to approve the minutes as written of April 24, 2013. Motion carried.

Correspondence: Linda Gebhard, County Clerk, informed the committee that a Thank you note had been received by the Ivan Farness family thanking the County Board of Supervisors for sending a plant to the funeral of Ivan Farness.

County Building Signage: The County Clerk, Linda Gebhard had compiled the number of "No Carry Weapon" signs that will be needed for the county buildings. At the previous meeting Randy Peterson, TRICOR stated that he would contact Travelers Insurance, they used to supply free signs to their clients at one time. Randy had contacted the County Clerk's Office and stated that this service had been discontinued. The Executive Committee has approved the cost of \$1,218.50 be taken from the Project Capital Funds Account to pay for the signs. Wolf's Grantland Graphics will make the signs measuring 7" x 10". The County will need 74 metal signs and 49 cling on transparent window signs for the no carry weapon disclaimer. The County will need 6 cling on transparent window signs for the disclaimer "All persons, including their personal belongings, may be searched upon entrance into this building". Wolf's Grantland Graphic quoted a price of \$5.00 per cling on sign and \$12.75 per metal sign. Lester Jantzen, seconded by Vern Lewison made the motion to approve the purchase of the signs. Motion carried.

Maintenance: Mark Udelhofen, Courthouse Maintenance, reported that Giese from Dubuque had completed the sealing of the dome; so far there has been no leakage. Todd Sanger will be contracted to seal and paint the Blue Boy Fountain. They have been working on cleaning up some trees in the Courthouse Lawn.

Mark did not feel the flag pole needed to be painted at this time. However, he would look into having the rope replaced.

Larry Wolf, County Board Chair had some literature available on a tour that some of the Board Members took to Kenosha to inspect some buildings that had been restored by InSite Consulting Architects who have been contracted to work on the Courthouse.

After discussion, Vern Lewison, seconded by Don Splinter made a motion to make a recommendation to send to the Administrative Committee that the Public Property Committee is in agreement to go

forward with InSite Consulting Architect's plan to correct the moisture issues in the Courthouse. Motion carried.

It was also discussed, that at present; having Giese come twice a year to inspect the dome and roof for leakage issues may not be enough in the future, a quarterly contract with them may have to be addressed.

Terry Clark, Administration Building maintenance informed the committee that the control panel for the chiller has been damaged due to weathering and will need to be replaced. The chiller is working but can not be regulated at this time. WHV quoted a price of \$3,230.00 to replace the unit. The committee discussed the possibility of constructing a housing unit around the control panel to protect it from the weather or working with WHV to change the wiring so the unit can be housed inside the Administration Building to insure this issue will not happen again in the future.

Carol Beals, seconded by Lester Jantzen made a motion to approve the purchase of the new control unit for the chiller to be paid for out of the Building/Maintenance Acct. Motion carried.

Insurance: Marty Malloy, A.J. Gallagher and Company, stated that every thing looks good, no late claims reported, no loss of time claims at this time. He reiterated that in the future the most important factor is that the County work hard in getting an employee back to work as fast as possible. This may mean to have them working at a different type of work as their health issues can warrant.

Randy Peterson, TRICOR, stated that every thing looks good also. There are a few open claims, all normal claims but nothing outstanding. There was some discussion on a large claim that has been pending; Randy stated that he feels it is coming to an end in the near future.

Brent Straka, TRICOR, updated the board on the update of the Employee Benefit issues working through the changes that have been mandated from Act 10. They are still working on the HRA rollover audit; numbers seem to be very close to the budgeted amounts. All employees seem to be very happy with the transition to the HRA program.

New issues that will be up for discussion in the future will be a tobacco surcharge and double coverage per spouse surcharges.

Sharing of Office Assistant Position: Jeff Anderson, Information Technology Director. The IT Department would like to have 16 hours a week shared position with Treasurer Office who could use the remaining 24 hours per week. The position is currently in the Sanitation/Zoning budget which will be combining with Land Conservation in the near future. This existing position possibly will not be needed in the merge of the two departments.

Treasurer Department and IT Department will go through their home committees to receive the approval to transfer this open position to their budgets for the remaining of this year. In 2014 they would then add these costs into their budgets for the future.

The position in question has already been shared with the Treasurer Office duties, IT is asking for a person to help with research, inventory, clerical duties, billing, payroll and licensing issues. By taking on these duties, Jeff Anderson could spend more time doing the technical issues for the county offices.

Robert Keeney asked if Land Conservation decided that they do need this position to stay on longer than the June cut off target date would that cause an issue for Treasurer and IT. They both stated that this would not be an issue for them, the starting time of this position for them could be versatile.

Larry Wolf, County Board Chair asked if IT and Treasurer felt these positions were needed or if the County was just creating a position to keep on an employee. Both Department Head stated that the current employee is a very good worker which would be a shame to loss but they felt that the hours they were asking for were needed to improve the work flow of their offices.

Carol Beals, seconded by Lester Jantzen, made a motion to recommend to the Executive Committee the approval for Jeff Anderson, Information Technology Director to add the 16 hour position to his office as a shared position with Treasurer for 24 hour. ***(Treasurer's Department will ask for approval for the 24 hour position per her home committee)***. Motion carried.

2014 Desktop Upgrade: Jeff Anderson, Information Technology Director has not finalized any costs for the desktop upgrade; he will have this process done for the 2014 budget planning. He stated that he feels the costs will be between \$22,000.00 and \$85,000.00 depending on what software and licensing is needed. Virtualization for the desktops is still his goal. Other discussion involved questions on the CLOUD method and Cisco, Jeff stated all are being reviewed but no plans have been made.

Adjournment: Carol Beals, seconded by Dwight Nelson made a motion to adjourn the meeting pursuant to the next meeting on June 26, 2013 at 9:00 a.m. Motion carried.