

PUBLIC PROPERTY/TECHNOLOGY COMMITTEE MINUTES

July 24, 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 July 24, 2013 at 9:00 a.m. pursuant to the adjournment of the June 26, 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, Lester Jantzen, Don Splinter, Robert Keeney and Vincent Loeffelholz. Carol Beals and Vern Lewison asked to be excused. Larry Wolf, County Board Chair was also present as was Joyce Roling, Personnel Director.

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

Minutes: Dwight Nelson, seconded by Robert Keeney, made a motion to approve the minutes. Motion carried.

Correspondence: None

Quote for Veterans Service Office: Tim Murphy, Veterans Service Officer submitted two quotes he received to build a petition in the outer office area which he has requested to move into. The first quote was for \$8,300.00 from Dan Klein, K&L Construction, S.W., LLC. The second quote was \$3,398.07 from Klaas Construction LLC. There may have to be an additional amount added to the Klaas Construction quote to include some electrical and lighting costs.

Tim stated that the specs are all ADA approved to meet all regulations for Counseling and Handicap accessibility. He went on to say that his office has been in the process of scanning the files so there would not be a need to expand the space for more file cabinets in the future.

Don Splinter, seconded by Lester Jantzen made a motion to accept the bid from Klaas Construction LLC for \$3,398.07, with the possibility of additional electrical and lighting costs; to construct a petition in room 141 in the Administration Building for the Veterans Department and pay for the project out of the Public Property Carryover Acct. Motion carried.

Personal Cell Phone Reimbursement Policy: Joyce Roling, Personnel was asked to survey department heads regarding a phone policy within their departments. At the June committee meeting, the Emergency Management Department requested a policy be adopted to allow reimbursement to their personal cell phone account due to the need to have a smart phone with e-mail and internet access. Joyce stated that she had checked with the Insurance Company and their recommendation was not to adopt a policy because it can cause some liability issues for the county. If the employee is using their personal phone on the job and the county would reimburse them for the use of their phone; their personal messages can be considered open record information. Many of the Department Heads did not see any urgency in having a reimbursement policy; if their employee chose to use their personnel phone to receive a business call that was their decision the county was not mandating that they carry a phone for work.

No action was taken on this issue at this time.

Maintenance: Mark Udelhofen, Courthouse Maintenance, informed the committee that he had contacted Steve Fritz to order the second boiler for the Courthouse. A new rope had been installed on the flag pole.

Terry Clark, Administration Building Maintenance, informed the committee on a moisture issue that has been crumbling the outer ceiling in the entrance of the Administration Building doorway. The committee suggested having Klaas Construction, LLC look at the damage when they were here to install the wall in the Veterans Office so they could submit a quote for the job.

Insurance: Marty Malloy, A.J. Gallagher and Company, was not present to report.

Randy Peterson, TRICOR, reported that the fair insurance coverage's were all in place, Insurance Certification have all been reviewed and in place, all was going well. Larry Wolf brought up the liability issue if someone would become sick from contact with the animals. Randy stated that the burden of proof would be on the person who claimed to have gotten sick and he did not feel that this would be easy to prove. The County has all their liability policies in place; in any liability issue the County would be covered. TRICOR has an insurance Specialist walk through the fair grounds prior to the fair to make sure all the safe guards are in place and to help trouble shot any thing that may cause a liability issue.

Brent Straka, TRICOR, gave the committee an update on an issue that had happened with one of the Health Insurance carriers regarding overpayments. The problem has been corrected with the vendor; the Grant County Employees who were affected by this issue have been notified and met with. Steps have been taken to correct this problem for 2014 so this issue will not happen again. TRICOR will continue to hold trainings for the employees to help them through the HRA processes as we go forward.

Brent has suggested to the carrier that the HRA audits be completely done before any payments are given out to the employees in the future.

IT Office Assistant: Jeff Anderson, Information Services Director, introduced Shelley Reuter to the committee. They both agreed that all was going well and Shelley was learning many new things in the IT Department. She has been trained in preparing the IT payroll and general vouchers. She has also helped in running wire at the Land Conservation Building for the addition of Sanitation and Zoning Office.

Wiring Demonstration: Jeff Anderson, Information Services Director gave the committee a demonstration on what is needed when his department has to install new wiring to add more computers and phone access ports for the county departments. He explained what materials were needed, the process it takes to run the wiring and demonstrated the equipment that could test the wiring to make sure it worked.

Adjournment: Dwight Nelson, seconded by Robert Keeney made a motion to adjourn the meeting pursuant to the next meeting on August 28, 2013 at 9:00 a.m. Motion carried.