

## PUBLIC PROPERTY COMMITTEE

July 22, 2015

The Public Property Committee of the Grant County Board of Supervisors met on Wednesday, July 22, 2015 at 9:00 a.m. in Room 266 of the Administration Building, Lancaster, WI pursuant to the previous meeting of June 24, 2015.

The meeting was called to order by Carol Beals. The County Clerk, Linda K. Gebhard verified that the meeting was in compliance with the open meeting law posted in three places and published on the County Web Site.

Members present: Carol Beals, Donald Splinter, Vern Lewison, Dale Hood, Lester Jantzen, John Beinborn and Dwight Nelson. Robert Keeney, County Board Chair was also present.

Agenda: Dwight Nelson, seconded by Dale Hood, made a motion to approve the amended agenda as written. Carol Beals stated to the committee the Cintas Representative may be delayed because of traffic in Madison, so agenda item 12 may have to be set back as the meeting goes on. Motion carried.

Minutes: Vern Lewison, seconded by John Beinborn, moved to approve the June 24, 2015 minutes as written. Motion carried.

Correspondence: Grant County Clerk's Office received a Thank you from Debra Reukauf, Lancaster Jaycees, thanking the County for letting them use the Courthouse Lawn for the Annual Easter Egg Hunt during the Easter Holiday.

Maintenance: Mark Udelhofen reported all is going well. Due to the ongoing construction the building is dusty, but the dry walling is done and the painters are due to come on Friday. Landscaping should also be completed within the week.

Mark reported that the cost for the backup boiler will be about \$34,000.00; he feels that this would be a benefit if the county could implement this cost in the 2016 budget. The old unit is obsolete and will be difficult to find parts for it; the computer does not control the functions unless manually operated. Mark will work with WHV for the final cost; the local plumbing service will work with WHV on the installation.

Terry Clark, Administration Building Maintenance was on vacation.

Insurance: Jenna Goodrich from A.J. Gallagher reported that that all was going well, have been very few claims; only one lost time claim. The Safety Survey has been complete at Highway and Social Services. All went well, A.J. Gallagher Representative has made recommendation of some things that need to be fixed, general training can be offered if the county would request it

Randy Peterson, TRICOR, the major governing body of Insurance companies have now come out with an endorsement that will give coverage on general liability policies so next year TRICOR can offer an endorsement which can be added so a special policy will not have to be purchased.

American Appraisal will start their appraisal interviews at the end of July into August with the County Departments. End of August they will report back to Public Property/Technology Committee.

Randy touched on the K-9 Dog issue that had to be put down because it bit the handler. The incident could not be claimed as a loss because the County had to put it down, this was an expensive unfortunate incident.

Fair insurance issues are all on track, Amy Olson, Fair Director has done a very good job in getting the Certificate of Insurances from all the vendors. The loss control visit will be planned a few days prior to the fair; all is going well at this time.

Brent Straka, TRICOR, had no reporting to do; all was going well at this time.

Donation of benches for the Courthouse Lawn: Dottie Alcorn has contacted the county to donate a stone bench in honor of her late husband Carson Alcorn. Carson was a long term Lancaster citizen and employee with the Lancaster State Bank as a Trust Fund Officer; he was a big promoter on many Fair and livestock projects. He was involved with the Community Grant Program.

There has been talk of the Courthouse staff making a bench out of some of the left over rock that came from the Courthouse for a bench in honor of Kim Kohn and Todd Infield.

The committee felt that the benches should be constructed by the same monument company for uniformity. Placement was discussed.

Don Splinter, seconded by Dale Hood, made a motion to accept the donation of the bench from the Alcorn family with design and placement to be determined. Motion carried.

Updates on Courthouse Renovation Project: Robert Keeney updated the committee on the Courthouse project. There has been discussion on installing at each corner of the Courthouse lawn green box ground level outlets instead of a pole outlet making them easier to protect, easier to mow around and blending better with the landscaping. The need for these outlets may not be a big demand at this time but for future use this could prove to be more efficient. Phil Baus, Electrician stated that he felt for a cost of \$200.00 each his company could install them. The committee suggested that an amount of \$1000.00 be added to the Ground Maintenance account for 2016 to complete this project.

The date for the Courthouse dedication celebration is set for August 26<sup>th</sup>.

Handicap stalls in Courthouse Parking Lot: Robert Keeney handed out a map to show how more and bigger handicap stalls could possibly be added to the parking lot. There was discussion on also adding bicycle stalls or a rack.

John Beinborn, seconded by Dale Hood, made a motion to adopt the proposal as presented to add bigger and more handicap parking stalls in the Courthouse Parking lot and to incorporate space for bicycle parking. Motion carried.

Courthouse Flag Update: Randy Oyen has been contacted to put a bid together for the materials needed to install the flag from the blue prints supplied by the Pierce Engineering Company. Installation costs were discussed and possible crane use might be needed which would be very costly.

IT Intern: Jeff Anderson, Information Technology Director introduced the new intern, Kelly Flynn (KJ). He is a student at Southwest Wisconsin Technical College; he is interning with Grant County for 216 hours, 4 days a week. He has been working on learning the county networks.

Air Conditioner: The air conditioner for the server room has not been completed yet. There has not been a definite cost defined; other installers are being contacted to see what other options there may be. The cost for the install of the electrical wiring which is already located in the ceiling would be \$700.00. Projected cost could be from \$7,000 to \$11,000. The servers have been removed from the server room and are in the IT office space to help keep the temperature remain cooler.

IT Technician: The Executive Committee has postponed the approval for IT to hire a full time technician until August to see how the numbers look for the 2016 budget. John Beinborn stated that the Executive Committee they were made aware that there was another department questioning the need for another IT Technician. Therefore the decision was postponed at that time so further discussion could take place via closed session.

Administration Building Internet Connection: On June 9 or 10 the internet connection was turned on to test, the Administration Building was then added and all seems to be working fine. The install took about an hour, reconfiguration had to be done. Orchard Manor was then set up to be connected which made their service much faster. The internet is running across the point to point wireless; now there is a back up if something should go down. The biggest complaint that was stated was the communication between Orchard Manor and Grant Regional which had been a big challenge. The added speed will hopefully correct this issue. Carol Beals directed Jeff to inquire at the next department head meeting to see if they are aware that the new system is working faster. Jeff should get some feedback from the department heads.

A short break was taken.

Carol Beals called the meeting back to order at 9:50 a.m.

County website: Jeff Anderson has wanted to install a better website for the county. Jeff got input from the department heads and all were in favor of having a more user friendly web site. We currently have a managed website from the state at a cost of \$65.00 per month, but the website has not proven to be very user friendly and is very cumbersome to use. Updates are very difficult to do, in Jeff's opinion the current web site needs to be changed. Jeff introduced a web site by Civic Plus. There were three cost levels for the packages. Premium Package costing \$34,619, CORE Package-negotiated at \$14,946 (being Jeff's preference) and the CORE Package at \$9,949.

Jeff was asked if he had looked into other vendors to supply this service, he stated that he had but did not have any time to follow up with them on their cost.

Vern Lewison, seconded by John Beinborn, to give Jeff Anderson approval to go forward with Civic Plus to update the county web site with the CORE Package-negotiated for \$14,946 paid for by IT carryover money; paying for the first two years of service and then negotiate with all Grant County Department Heads for future cost sharing. Motion carried.

Presentation Cintas Corporation—Austin Durham: Cintas is a Group Purchasing Organization for non-profit facilities who can leverage buying power to get competitive pricing. They are experts in helping local companies maintain a positive identity and a clean, safe, productive environment. They have no up-front inventory investment; delivering on a weekly, two week, three week, etc. basis delivering fresh, clean products, refill services, removes soiled products, taking them to their facility to be professionally cleaned and inspected for quality assurance. The services they offer are work apparel programs, floor mat, cleaning chemicals, restroom supplies, deep clean services, linens, and housekeeping products.

After the presentation the committee gave Linda K. Gebhard, County Clerk permission to meet with the company representative, Austin Durham to establish a cost for the services in the Administration

Building and Courthouse, we would need to become a member of Cintas. This information will be brought back to the August Committee meeting for further consideration.

Closed Session: Motion was made by Dwight Nelson, seconded by Dale Hood to go into closed session per state statute 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the Governmental body has jurisdiction or exercises responsibility as it relates to the performance evaluation of the Information Technology Director. Roll Call vote was taken, motion passed unanimously.

Motion was made by Vern Lewison, seconded by Dale Hood to go back into open session. Motion carried.

Public Comments: None

Adjournment: Dwight Nelson, seconded by John Beinborn, made a motion to adjourn the committee meeting pursuant to the next meeting on August 26, 2015 at 9:00 a.m. Motion carried.