

PUBLIC PROPERTY/TECHNOLOGY COMMITTEE

March 22, 2017

The Public Property/Technology Committee of the Grant County Board of Supervisors met on Wednesday, March 22, 2017 at 9:00 a.m. in Room 266 of the Administration Building, Lancaster, WI pursuant to the previous meeting of February 22, 2017.

The meeting was called to order by Chair Carol Beals at 9:00 a.m. Karla Schwantes, Deputy County Clerk 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, Dwight Nelson, Donald Splinter, Dale Hood, Lester Jantzen, John Beinborn, and Dan Timmerman.

Agenda: Dale Hood, seconded by Dwight Nelson made a motion to approve the amended agenda as presented. Motion carried.

Minutes: Don Splinter, seconded by John Beinborn made a motion to approve the minutes of February 22, 2017 as presented. Motion carried.

Correspondence: Kate Reuter, Lancaster Council Member and Heather Bontreger, Lancaster Chamber made a request on behalf of the "City beautification committee" for lighting to be placed on the Courthouse Dome. They have been checking into grant funding for this project. Felt it was a good time to pursue this with the flag raising taking place this spring. Currently they do not have any cost projections. Carol Beals indicated this would be a future item that the committee would talk about when costs are presented.

Insurance: Randy Peterson filled in the committee on workers compensation; they have managed to lower the experience modification factor even lower than in the past which helps on the costs. With the new construction coming up Randy has been working on Builders risk coverage and foundation liability. TRICOR will be available to review certificates of insurance during the building progress. Dan questioned employee numbers vs active payroll numbers which was asked in this committee but currently is covered in Executive. Randy stated the numbers that were submitted were correct; a few modification regarding part-time workers not currently working on a regular basis were made.

Maintenance: Mark would like to know the plans for repairing the courtroom and hallway damage caused by rain leak. The leaks were fixed by Giese; looking at approximately \$2,000.00 to repair wall issue. Mark also informed the committee the landscaping around the Courthouse needs attention. Robert Keeney said he would check with the Contractors who worked on the Courthouse regarding that issue.

John Beinborn made a motion to use outside maintenance budget to repair the damage to the walls caused by the rain leak and contingent on what information is received regarding the landscaping, second made by Dale Hood. Motion carried.

Mark updated the committee on the mower from Orchard Manor. Mark feels he should have something available to him in the winter that protects him from the elements and also keep the snow blower because it works better for quick snow removal but is not effective in wet snow. The Committee felt a respectable price for reimbursement to Orchard Manor for the lawn mower they fixed for use at the Courthouse would be an amount up to \$800.00.

Terry informed the committee we still have a leak problem in the lower level, northwest corner when we have considerable rain. Rain water seeps through under the wall at foundation; able to control without creating a problem. Window at front door has been repaired. Nothing more can be done with stained floor grout, floors should never have been waxed.

Bid Opening: Chair, Carol Beals, opened bid received from Bob Blindert (Oak Street Curb Appeal) for mowing Courthouse Lawn. Bid was \$55.00 per mowing; all clippings are bagged and removed.

Motion by John Beinborn, second by Dwight Nelson to accept bid from Bob Blindert, Oak Street Curb Appeal. Motion carried.

Facility Dude: Update presented, Departments are not buying into the process; Orchard Manor is using a product from Dude Solutions called Works Hub because it can monitor the fire extinguishers and fire alarms for the facility. Sheriff a fair amount; Fair Grounds used it very little; not being used by Administration & Courthouse; Highway not at all. Not getting full benefit. Bob has created a charter worksheet for a lean project to be presented at next lean meeting. Discussion continued regarding this issue. Joyce suggested we have a County centralized maintenance and/or facility supervisor. Tracking what has been done with facilities & equipment. Jeff Anderson stated as County Board Members they should look at reinforcing the lean project, be a sponsor. With people retiring a lot of knowledge is walking out the door. Don Splinter indicated he did not get anywhere with Highway Department.

Flag Update: A crane will be available near the end of May to install the flag on top of the Courthouse. A-1 Crane from Dubuque will charge the same as the company from Janesville, however less travel time since their time starts when they leave home base. Projected cost of \$275.00/hour with \$35.00/hour travel time; estimated time to complete this project is 3 days. Since the City is looking at lighting the Dome, Mark will get some price quotes for LED lights on the four corners outside and changeable colored lights for inside; directed to get quote separate for inside and outside. There will be lights on the pole directed toward the flag. If committee needs to act on the lights before next regular meeting, may call special meeting.

52 Building: Jeff Anderson reported an electrician was able to correct electrical issues on March 11 that increased voltage. The cost for this project was \$1,000.00 split between ADRC and Social Services. IT Department continues to upgrade computers in the 52 building. In February Jeff spent a full night working on internet speed, working on router, replaced fire wall, tested cables; wireless access points were checked and replaced if problems were found. State system is working well.

IT Update: Jeff was approached by Potter Lawson some time ago to fill out a survey of what the technology needs would be for the County in the new facility. As of yesterday, Jeff has become a self-appointed "Project Manager" for new building regarding any technology issues except the close circuit TV system and door systems. The architects wanted to meet with the IT department to go over the design that will be used in the new building. Jeff has presented what the expectations will be from now until completion of the new building. Some of the placement for data ports has been included in the plans but it is not set in stone; that is what the IT Department will have to fine tune now. The cost will have to be worked out also so there are enough data drops included to take care of future use. Jeff will be involved in everything relating to technology for the new building and will have to report an update each month. The committee discussed if IT will need to look in to budgeting more help as the building project progresses. Robert Keeney suggested that Jeff use the help of the six interns he has on staff at this time. Robert Keeney also stated some of the burden of the technology issues may fall under the duties of the Project Manager as the building goes forward.

HR and Finance Springbrook Modules: Nancy Scott, Finance Director addressed the committee of the capability Springbrook has a payroll system. She stated the current software does not have the capability of being a payroll system. Employees can go in and enter their start and end times just to calculate their hours. Orchard Manor and Health Department enter into a system that can interface with the Springbrook system. Other department has either a support person or the Department Head enter their staff hours off timesheets into the system. There is not one payroll system which would work for all departments because there are special details that need to be reported specific to each department that would not be adequate in one payroll system. Carol asked if there is a resistance to going electronic. Carol Beals stated she felt the current system seems inadequate and not a good use of time. Carol asked out of 500 employees how many don't have access to a computer, possibly half. Carol wondered if this could be a good Lean Project in the future.

Joyce Roling, Personnel Director stated in 2015 the purchase of an HR self service module was approved through Public Property requests to be purchased for use in 2016. All the W-2's would be on line for all employees to access. Jeff Anderson stated he contacted Springbrook to purchase the module but they wanted to make some updates on the online tracking so the company is not actively marketing that product at this time. Joyce stated in her evaluation this issue was discussed as to why the HR Self Service module had not been implemented; she is making it a goal for 2017 to have the self service module in place that is why this issue has been presented at this committee. She wants to have the online tracking application; so people can apply for jobs on line. There are two parts in the module that was being looked at; an HR part and a self-service that would track an employee's history. For now Joyce is only concerned that the HR part is implemented in 2017, she is looking at a time line from Jeff as to when this software can be purchased, the sooner the better according to Nancy Scott because this will take a while to implement.

Jeff stated that this is not a Springbrook issue it is an issue because the IT got so busy with the 52 Building in 2016 other things got behind. Carol Beals asked Jeff is he could implement the purchase of the software and have his interns take over the installation for Joyce. Jeff stated he could but he wants to talk to Springbrook to make sure the correct module is purchased for the needs of the County and for the right price. Jeff realized that the module was approved in 2015 because that was the time Springbrook was contacted in regard to this software; at that time it was unavailable. When Jeff contacted the company in 2016 to order it, they wanted to make updates on the software so he did not purchase it. He will contact Springbrook to see what is available now to go forward.

Jeff felt it was not fair that because one Department Head gets a bad "ding" during their evaluation that another Department Head gets held accountable for that. Whatever the Department Head was asked to do and did not get done for the lack of time or whether the issue was in their control or not, it is not fair that other Department Head is held responsible to get the task done and then give them a time line when it has to get done.

It was decided that Jeff and Joyce will look into software for HR that will work for the County so this issue can go forward and be completed.

Adjournment: Dwight Nelson, seconded by Lester Jantzen, made a motion to adjourn the meeting pursuant to the next meeting on April 26, 2017. Motion carried.