

PUBLIC PROPERTY COMMITTEE MINUTES

MAY 27, 2009

The Public Property Committee of the Grant County Board of Supervisors met in the Grant County Administration Building, Room 266, in Lancaster, WI on Wednesday, May 27, 2009, at 9:00 a.m.

The meeting was called to order by Chair Dwight Nelson. John Patcle, seconded by Linda Adrian, moved that the meeting was in compliance with the open meeting law. Motion carried.

Members present were: Dwight Nelson, Stephen Adrian, Maynard Behncke, Linda S. Adrian. Also in attendance was John Patcle, County Board Chair.

Maynard Behncke, seconded by Stephen Adrian, moved to approve the Amended agenda. Motion carried.

Linda Adrian, seconded by John Patcle, moved to approve the minutes of April 22, 2009 and May 19, 2009, with the correction of the time on the May 19, 2009 minutes, starting time of the meeting was 5:15 p.m. and not 5:00 p.m. Motion carried.

Insurance: Marty Malloy, Liberty Mutual, reported on the claims of Grant County and stated that everything was good. Most claims are known to be from slips and falls, Grant County is keeping on top of this with visual aids which are very good.

Randy Peterson, TriCor Insurance Company reported that everything was also good at this time. The questions are handled as they come in which is very good. Questions on how often should the County go out for bids on the Property/Liability/Auto insurances came up. Randy stated that normally those bids are every three years, but review them every year. It was agreed that a set process should be in place as to when the County should go out for bids; it should be a consistent process. The committee decided that they would need more information in order to make a decision on this issue. They requested that information be obtained from Wisconsin County Association and how other counties handle this. Randy could bring more information from TriCor on the procedures they have in place. Maynard Behncke, seconded by Stephen Adrian, made a motion to bring the requested information regarding the bidding process for Property/Liability/Auto Insurance back to the June Public Property meeting to review at that time. Motion carried.

Larry Bowden introduced Brent Straka who will be filling in for him while he is on vacation. Larry introduced information on a Voluntary Dental Program through TriCor that he could look further into if the County was interested in going out for bids. The County has a voluntary Dental Plan through Assurant at this time, and has not heard any recent complaints from employees. Joyce Roling, Personnel Director, will contact the employee representatives to see if the employees are interested in the county looking at other dental proposals. Joyce will update the committee in June and reminded the committee that since this is an employee paid option, the employees and unions will have to be involved in any changes. The committee was in agreement to this and asked the clerk to check with the Wisconsin Counties Association to see if they have any suggestions for Dental Programs.

Kyle Vesperman was present to ask permission to use the courthouse lawn to hold a Strawberry Festival on the east side of the square and also for the Night on the Square. The dates he is interested in are June 10, 2009 for the Strawberry Festival and July 17, 2009 for the Night-On-The-Square. He would try to involve local 4-H groups to help in to sell ice cream/strawberry shortcake etc in an effort to promote his business The Cedar House. Brent Straka, who is a past Chamber of Commerce President, told the committee that they encourage local businesses to be involved in these events. Stephen Adrian, seconded by Maynard Behncke, made a motion to give Kyle Vesperman permission to use the courthouse lawn for his Strawberry Festival events. Motion carried.

Courthouse Maintenance: Mark Udelhofen was present to update the committee on the courthouse maintenance needs. He reported that the brick walkways around the monument and fountain are breaking up and in need of repair. Maynard Behncke, seconded by Linda Adrian, made a motion that Mark should go ahead and get a bid on the cost to repair the damaged walkways with fire brick so it will last longer, bring the bid back to Public Property in June. The committee will determine at that time, if the cost of the project can be paid for out of the Courthouse Exterior Bldg Repair line item. Motion carried.

Courthouse security: Jack Johnson, Chief Deputy Sheriff, brought in a bid from ComElec Services Inc. for a Kalatel DVR Camera Recording unit for the Courthouse to replace the broken recorder. The cost will be \$5,385.00 to replace the unit. Jack also brought bids in for 1 to 3 camera units plus cable to install in the Treasurer's office for security reasons because they handle large amounts of money. That cost would be \$325.00 per camera depending on how many would be needed, \$830.00 for 2CH Fiber Receive Cable and \$830.00 for 2CH Fibert Transmitter cable. Linda Adrian, seconded by Stephen Adrian, made a motion to purchase the \$5,385.00 Kalatel DVR Recorder and pay this amount out of the Courthouse Misc. Building Expense Line item. Motion carried. Jack Johnson was instructed to bring back in the June Public Property meeting, the bid from ComElec Services Inc.; of the total cost for two cameras/cable/labor for the Treasurer Office in the Administration Building. They would decide at that time if they would approve that project.

John Patcle informed the committee that Mark Udelhofen had finished stripping and waxing the floors in the Courthouse and they looked great. They were very pleased with the work Mark had done on the floors.

Equipment disposal: Bryan Martens reported on the equipment disposal. A total of 183 monitors and 4 copy machines were disposed of by Alternative Recycling LLC, 5 large dumpsters were full to the tops, for a cost of \$1,178.00. In further discussion on disposal of the county equipment, Larry Wolf was present to ask the committee if a policy could be put in place to give Jeff Anderson the authority to collect the old equipment in the future. Some of the departments are resisting Jeff when he tries to collect their equipment, saying it belongs to them. John Patcle stated that in the future there may be a possibility that Public Property and Computer Committee may be combined and then the combined committee could put the policy together. It was agreed that for the next meeting in June the Computer Committee should be present at the meeting to discuss this matter further.

Bryan reported that through Focus on Energy, the county would be receiving back \$200.00 to \$400.00 for an energy rebate.

Bryan requested permission to order a humidity sensor to be installed on the outside of the Administration Building to help control the humidity within the building. The sensor will cost about \$200.00. Maynard Behncke, seconded by Stephen Adrian, made a motion for Bryan Martens to purchase and install an outside Humidity Sensor. Motion carried.

Discussion of County Board Compensation: Maynard Behncke felt that more discussion was needed on how to handle the Citizen Members in the compensation plan for the County Board Members. A Special Public Property will be called to meet on Friday, May 29, 2009 at 9:30 a.m. with the County Board Compensation /Insurance/Committee Restructure/Rules to be discussed and action taken.

Property List and Inventory: The County Clerk is working with the Local Government Insurance Company to get a handle on the inventory lists of the departments. A few of the departments need to hand in their list yet.

Chair Dwight Nelson called a ten minute recess at the request of committee members.

Third Floor of Administration Building: Different possibilities were discussed for the third floor to make it cost effective. The committee felt that more discussion will be needed on this; they requested that this issue be brought back in the June Meeting.

Maintenance of County Buildings: The committee discussed putting together a schedule to have the offices in the Administration Building painted over a period of years to maintain the appearance. Bryan Martens is to put together a list of the offices that need painting the most and find out costs of how much a professional painter would charge to paint the offices. This information is to be brought back to the June Public Property Meeting.

Bryan Martens talked about the stripping and waxing of the floors in the Administration Building. The grout in the floors is very stained and discolored. The tile in the Administration Building is porcelain which required different cleaning methods than a ceramic or vinyl floor. Bryan has found a Company in Milwaukee that will come here to clean and reseal the floor. They charge .50 to .70 cents per square foot to clean and .25 cents a square foot to reseal. They would be willing to come here to demonstrate their process. Bryan is to check on further costs, such as mileage and additional labor charges. Stephen Adrian, seconded by Maynard Behncke, made a motion to see if the Milwaukee Company would be willing to come here to do a demo on the back entryway. If the process is satisfactory to John Patcle, County Chair Person and Bryan Martens, Administration Maintenance, than they should continue to clean and reseal the stairways and first floor up to a cost of \$1,000.00. Motion carried.

Bryan Martens suggested that we need more track mats by the entryways. The committee gave permission to Bryan to look into the cost of more mats or get information on companies that could supply and clean the mats.

Extension Computer: Larry Wolf was present to discuss the server needs of the UW-Extension Office.

Prescription Drugs: The committee instructed the County Clerk to compile information on NACO, National Association of Counties prescription drug cards. There had been some prior information on this benefit but the committee felt that this should be pursued further. The County Clerk was instructed to contact the NACO Company to follow up on any enrollments that Grant County may be involved in.

Glass Negatives: The County Clerk's office has had in its possession some old glass and copper/wood negatives of county related events and buildings. There are also many old record books that have been stored in the County Clerk's storage room that are being ruined with the current climate control in the storage room. The committee talked about different options to better keep these valuable records of Grant County. It was decided at this time to keep the records in Grant County and work with Bryan Martens, Administration Building Maintenance, to work on better controlling the humidity and temperature of the County Clerk's storage room. The committee will further discuss this issue at the special Public Property meeting that has been called for May 29, 2009.

Adjournment: John Patcle, seconded by Stephen Adrian, moved to adjourn to Friday, May 29, 2009 at 9:30.a.m. Motion carried.