

PUBLIC PROPERTY/TECHNOLOGY COMMITTEE MINUTES
JULY 28, 2010

The Public Property/Technology Committee of the Grant County Board of Supervisors met in the Grant County Administration Building, Lancaster, WI Room 266, and Wednesday, July 28, 2010 at 9:00 a.m. pursuant to the adjournment of the July 12, 2010 meeting.

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

The following committee members were present: Larry Wolf, Don Splinter, Dwight Nelson, John Beinborn, Lester Jantzen, Carol Beals, and Vern Lewison. Robert Scallon, Supervisor, John Patcle, County Board Chair were also present.

Dwight Nelson, seconded by Lester Jantzen, made a motion to approve the agenda as presented.

Don Splinter, seconded by Dwight Nelson, made a motion to approve the minutes of June 15, 2010, meeting. Vern Lewison, seconded by John Beinborn, made a motion to approve the minutes of June 23, 2010. Lester Jantzen, seconded by Don Splinter, made a motion to approve the minutes of July 12, 2010 with the corrections of Don Splinter making a motion in the 5th paragraph instead of Larry Wolf. Motions carried.

Chair, Larry Wolf called for a recess in order for the committee members to move to Room 264 for the presentation on the Focus on Energy audits, by Jennifer Everhart, Energy Advisor.

People present at the presentation were as follows: Vern Lewison, Patrick Schroeder, Stephen Adrian, Robert Scallon, Larry Wolf, Dwight Nelson, Carol Beals, Lester Jantzen, John Beinborn, Don Splinter, John Patcle, Dave Timmerman, Herald Independent, Bob Mittendorf, WGLR, Robert Keeney, Ted Bay, Extension Office, Joe Lolwing, Maintenance Extension Office, Donna Haines, Orchard Manor, Don Fowell, Maintenance Orchard Manor, Mark Udelhoven, Courthouse Maintenance, Brenda Halverson, Administration Building Maintenance, Jeff Kindrai, Health Department, Jeff Anderson, IT Director, Jack Johnson, Sheriff Office, Mark Lucey, Sheriff Maintenance, Insurance Agents, Marty Malloy, A.J. Gallagher & Company, Randy Peterson, TRICOR, and Larry Bowden, TRICOR.

Focus on Energy: Audit results of top priority items are as follows:

Administration Building:

Weather stripping – Keep conditioned air in and non conditioned air out.

Plug Loads – Low cost, turn computers off when not in use.

Domestic hot water—Get DHW off broiler system. Invest in high efficiency condensing or on demand system and shut down boilers in non heating season.

Building 52:

Boiler Replacement with high efficiency condensing boilers.

Engineering Study on entire HVAC system. DHW off boiler system, applications for FD's and controls, condensing boiler. Dispose of window a/c units.

Lighting—apply sensors or timers, change over all T12 lamps and magnetic ballasts of T18 and electronic ballasts with occupancy sensors where applicable.

Weather Stripping—seal all doors and windows.

Courthouse:

- Direct Digital Controls—consider the use of an energy management consultant.
- Day-lighting Controls—use the size of the windows and the source of the sun to reduce run time of lamps in rooms for lighting.
- Domestic hot water—when useful life has been lived, change to natural gas as fuel source.
- Windows—age and size are a concern, when replacing change to high efficiency units.
- Weather stripping—seal all doors and windows.

Highway Department:

- Lighting—HID to Fluorescent and Occupancy Sensors. Change out HID to T8 or T5's and add occupancy sensors.
- Lighting—T12 to T8 and incandescent to CGL.
- Lighting-exterior—consider higher efficiency lighting sources on timers or sensors.
- On demand hot water—various small DHW heaters that are quite old.
- Furnace filters—change when needed and purchase only MERV 8 or higher filters.

Orchard Manor:

- Maintain minimum temps in unoccupied spaces—vestibules and air locks.
- Direct Digital Controls—install DDC's in the facility for greater control over HVAC and lighting.
- Kitchen hood vent controls—only use when needed.
- Economizer or heat recovery.
- Re-roofing 2010, add more insulation.

Sheriff Department:

- Lighting—T12 to T8 and incandescent to CGL.
- Boiler Replacement—replace boilers with high efficiency condensing boilers.
- Windows and doors—when replacing replace with insulated options.
- Attic insulation/roof insulation--ice damming issues, pipes to be insulated and insulation added.
- Server virtualization—reduce server space needs by upgrading to virtualized servers also reduces cooling loads from heat when virtualized.

Youth and Ag/Fairgrounds:

- Lighting—T12/HID/incandescent to T8/ T5/ CFL with occupancy sensors.
- Controls—Programmable thermostats or other to more tightly control heating and cooling within the building.
- Establish regular preventative maintenance on all buildings—weather stripping, building sealing, systems tune ups, filter changes, pipe insulation on DHVV lines, capitol planning for equipment upgrades and the like.
- Window and doors—many are older, un-insulated and some damaged.
- LED exit lighting—changed all from incandescent to LED.

The general consensus of the people present was that in order to move forward with this project Focus on Energy should train the maintenance personnel on ways to monitor the buildings to help keep them energy efficient. Jennifer requested that the Department Heads let her know what specific items on the

energy saving audits, that were discussed in the presentation; they would like to work on first. She then will put together a plan to get started on those issues. Carol Beals also suggested that Jennifer send an example of a policy of Energy Management and Conservation Custodial Guidelines so the County can draft an Energy Blanket Policy that would cover the whole county.

Don Splinter, seconded by Lester Jantzen, made a motion to have Jennifer Everhart, Energy Advisor, organize an 8 hour training session for all the maintenance worker's and/or Department Heads and any other interested parties, to learn techniques and methods on how to maintain and keep the buildings energy efficient. Jennifer is to contact Grant County on the time and date of the training. Motion carried.

Chair Larry Wolf, called the meeting of the Public Property/Technology committee back to order at 10:25 a.m. to continue with the agenda items.

Correspondence: None

Courthouse Maintenance: Mark Udelhofen informed the committee that the leaks had been fixed by Giese and in the last big rain storm there were no reports of leaking. There was some possible damage done by lightening for some of the courthouse office phones and the control box for the sally port door. Insurance has been notified.

Administration Maintenance: Brenda Halverson informed the committee that her and Mark would be attending a supply seminar sponsored by Greenwood in Davenport, IA on Friday, July 30, 2010. They can utilize discounts by purchasing products directly at the seminar and they will be looking at purchasing a floor stripper. Carol Beals, seconded by Dwight Nelson, made a motion to allow the Maintenance Personnel of the Administration Building and Courthouse to purchase a floor stripper at the Greenwood Supply Seminar. Motion carried.

Brenda also informed the committee that the dehumidifier in the County Clerk's storage space had quit, it would cost more to repair than the cost of a new one, so a new one was purchased from Murray Electric for \$239.00.

Historic Preservation Commission, City of Lancaster: Steve Crane, City of Lancaster Administrator was present to give the committee information on the cities Historic Preservation Commission. He stated that the goal of the commission is to safeguard the City of Lancaster's historic, prehistoric and cultural heritage that the cities beautiful architecture represents. Their goal is also to stabilize and improve property values and enhance the visual and aesthetic character of the City of Lancaster. Steve encouraged the Grant County Supervisors to attend some of the scheduled informational meetings that the city will hold in the future. He stated that Lancaster has a lot to offer to encourage tourist to visit our community and it would be a shame not to expand on this concept. Steve was not asking for anything at this time but in the future he would like to have the support of the Supervisors.

Insurance: Marty Malloy, A.J.Gallagher & Company, reported that the highway accident was under control, all costs should be recouped and all employees should be returning at work shortly. On going trainings are used to keep the claim history under control.

TRICOR, Larry Bowden, stated that there was nothing new to report. TRICOR will be holding some informational meeting on the new insurance concept to introduce it to the employees and answer their questions.

Flag: Geise Electrical has not sent the estimate to the County Clerk's Office at this time of the costs that may be involved to place another flag on the top of the dome. This item will be brought back to the committee in August.

Elevator Contracts: The County received no new bids for the Elevator Service Contract. The Clerk was instructed to contact Schumacher Elevator Company and have them send the final contracts so we can go forward and have them take over the elevator services for Grant County. Dwight Nelson, seconded by Carol Beals, made a motion to award Schumacher Elevator Company with the contract to service the elevators at the Administration Building, Courthouse, Sheriff Department, Orchard Manor and the 52 Building. Motion carried.

Maintenance Fund: The committee made the recommendation to have this issue sent to the Executive Committee so they can first define what each committee is responsible for and what action each committee can take in handling specific issues. The Executive committee can then bring their decision to the Public Property/Technology Committee and then before the full County Board.

County Vehicles/Equipment: None

Additional Back up Server: Jeff Kindrai, Director/Health Officer, requested permission to proceed with the purchase of a back up computer server using available grant funds. He explained that currently the server that houses the department's data is backed up but this back up is not off site and if the building and equipment were damaged they would lose data. He stated that the loss of the data, especially during an emergency such as a pandemic flu, would be devastating to the county's ability to respond and provide services such as mass clinics. The back up computer server would be housed in the Orchard Manor building. Jeff Anderson, IT Director, indicated that the proposed server would need an operating system adding about \$600.00 to the \$11,519.08 initial quote bringing the total to about \$12,119.08. Jeff Kindrai indicated that there were sufficient funds available to cover this cost if the request was approved and the purchase was to occur before July 30, 2010 which is the end of the grant cycle. Some discussion occurred about current data storage. Don Splinter, seconded by Carol Beals, made a motion to approve the installation of the back up computer server at Orchard Manor with the available grant money from the Health Department. Motion carried.

CGI Communications Agreement: Jeff Anderson, IT Director had nothing new at this time. This item will be discussed at the August Committee meeting.

IT Part Time Help: Jeff Anderson, IT Director, informed the committee that he has hired a replacement for the IT Technician position; Dana Andrews came on board on July 26, 2010. At this time the IT Department will not be adding any LTE help.

Fair Ground Building: John Patcle, County Board Chair, gave the committee an update on the progress of the new fair building. The Ag and Extension/Fair Committee at this time have looked into many options, but have not made any definite decisions to bring to the full county board at this time.

Adjournment: Dwight Nelson, seconded by John Beinborn, made a motion to adjourn the meeting pursuant to the next meeting on August 25, 2010 at 9:00 a.m. Motion carried.