

PUBLIC PROPERTY
April 14, 2021

- Call to order** The meeting was called to order by Chairman Derek Flansburgh at 9:00 a.m. Committee member Geri Kozelka was present. Greg Russell was absent. Also present were Tom Cornford, County Board Chairman; Brad Steiner, County Board Supervisor; Mark Schlorholtz, IT Specialist; John Poots, Maintenance; Cheri Leachman, HR Specialist; Deanne Lutz, Treasurer; Gigi Collins, Property Lister and Roberta Fisher, County Clerk.
- Verify posting** Chairman Derek Flansburgh verified that the meeting notice was properly posted.
- Approval of Minutes** Flansburgh moved; Kozelka second to approve the minutes of the previous meeting. The motion carried with no negative votes cast.
- Approval of Bills** The clerk presented a bill from Sloan Implement Co. for \$10,650.00. This was for a new lawn tractor for the county. The cost for a new tractor was included in the 2021 budget.
- Flansburgh moved; Kozelka second to approve payment to Sloan Implement for a new lawn tractor. The motion carried with no negative votes cast.
- Organizational Chart Update** Cheri Leachman addressed the committee regarding an update to the organizational chart. Currently, the lead maintenance worker reports directly to the Public Property committee. Only Department Heads are to report directly to any committee. Since this position is not a department head and does not meet criteria to be considered a department head, one needs to be assigned.
- The lead maintenance worker will report directly to the IT Specialist Department head. The Lead Maintenance worker will not lose any benefit due to this proposed change. The recommended administrative change will be implemented by the Personnel Committee.
- Flansburgh moved; Kozelka second to approve the recommendation that the Lead Maintenance Worker will report directly to the IT Specialist. This change will be implemented at the next Personnel Committee for final approval. The motion carried with no negative votes cast.

**IT Specialist
Report**

Mark Schlorholtz addressed the committee with the IT Report. Currently, the county servers are 5 – 10 years old. The server operating systems are Windows 2016 or older. Most servers are running Windows 2012. The county network switches are approximately five years old.

A review of all internet connections is being done. There are eight internet services currently being billed to the county. Six of the services are CenturyLink and two are Mediacom. Mark is working on consolidating these services, and will report to next committee meeting.

Mark is recommending a Dell VX Rail solution to upgrade the current physical servers to a virtual environment in the future. This may be something that could qualify for grant funding through the American Rescue Plan Act.

Mark is also working on a ticketing system that would be available to county employees through the help desk. There was discussion of adding a full time help desk IT technician. Mark will bring to the May Finance committee for further discussion.

**OSHA Worker
Safety Guidance**

Cheri Leachman reported that OSHA guidelines are currently being met, and everything is status quo.

Maintenance

John Poots, Lead Maintenance, reported to the committee regarding current building maintenance, repairs and issues.

Next Meeting

May 12th, 2021 at 9:00 a.m.

Adjournment

Flansburgh moved; Kozelka second to adjourn the meeting. The motion carried with no negative votes cast and the meeting adjourned at 10:00 a.m.

**Roberta A. Fisher
County Clerk**