

PUBLIC PROPERTY
December 9, 2020

- Call to order** The meeting was called to order by Chairman Derek Flansburgh at 9:00 a.m. Committee members Geri Kozelka and Greg Russell were present. Also present were John Poots, Maintenance, Cheri Leachman, HR Specialist, Janet Geisler, County Clerk and Roberta Fisher, Chief Deputy County Clerk. Donna Steiner, Clerk of Court and Nancy Dowling, Register in Probate joined the meeting later.
- Verify posting** Chairman Derek Flansburgh verified that the meeting notice was properly posted.
- Approval of Minutes** Russell moved; Kozelka seconded to approve the minutes of the previous meeting. The motion carried with no negative votes cast.
- Approval of Bills** A bill was presented from Johnson Controls to repair two small leaks in the dry sprinkler system in the attic.
- Kozelka moved; Russell second to pay this invoice. The motion carried with no negative votes cast.
- Update on IT Specialist Position** Flansburgh informed the committee that they have filled the IT Specialist position. Mark Schlorholtz has accepted the offer, and will start January 4, 2021.
- Derek will let Dependable Solutions know that we have hired an IT Specialist.
- Mr. Schlorholtz has presented a list of some computer and office equipment that he will need. The approximate cost is \$1885.00.
- Russell moved; Kozelka second to approve sending this list to the next Finance meeting for approval of payment. The motion carried with no negative votes cast.
- Office space for IT Specialist** John Poots informed the committee of a couple of different options for office space for the new IT Specialist. The first option was to renovate the Treasurer’s large storage room in the basement next to the Veteran’s meeting room. The Treasurer would then move her storage into the main storage area and possibly share some storage space with ADRC.

The second option would be to utilize the 2nd floor meeting room across from the employee breakroom. Derek will contact Mark, and have him come in to the building and give his input on which room would be more conducive to his needs.

John will call around to get quotes for renovating whichever space he will choose. A temporary office will also need to be set up for Mark while the renovation is being done.

**Child Support
Window**

John informed the committee that we are ready for the window install on Friday. He thinks it should all be complete by the end of next week. The bill will be presented to Finance for payment out of the Contingency Fund. Donna may be able to get reimbursed for 66%.

**Video Conf
Equipment**

Donna Steiner came before the committee to ask to upgrade the Polycom system in the large courtroom due to increased Zoom meetings. This system is well over 10 years old, and needs to be replaced.

The bid for the video conferencing was roughly around \$15,000. Donna would also need to purchase a laptop to use with the new system. Donna will use the funds from her 2020 jury account and video conferencing account, which is around \$12,200. She is requesting the rest of the cost to be taken from the Contingency Fund.

Russell moved; Kozelka second to have the remaining cost of the upgrade sent to Finance for approval. The motion carried with no negative votes cast.

Bldg Maint.

John Poots updated the committee regarding the roof. He has someone coming on Thursday with a lift to take a look on the roof outside.

John is working on getting the materials ordered to fix the fire panel this year. The work will be performed early next year.

Maintenance calendars were presented for approval and signatures.

Next Meeting January 13, 2021 at 9:00 a.m.

Adjournment Russell moved; Kozelka seconded to adjourn the meeting. The motion carried with no negative votes cast and the meeting adjourned at 9:47 a.m.

Roberta A. Fisher, Deputy Clerk