

**PUBLIC PROPERTY**  
**March 10, 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; Mark Schlorholtz, IT Specialist; John Poots, Maintenance; Cheri Leachman, HR Specialist; Lori Bekkum, Community Development; Deanne Lutz, Treasurer 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**           No new bills were presented from the County Clerk.
- Art Display Admin Bldg**      Lori Bekkum, Driftless Area Art Fest Coordinator appeared before the committee to ask if the county would want to hang past Driftless Area Art posters in the administration building. There are approximately 12 posters, which are all framed, matted and signed by the artist.
- The posters were donated by Quebes, who are moving to another state. The Quebes would like the posters to be donated to Crawford County, as the county has always been huge supporter of the annual Driftless Area Art Festival.
- John Poots, Maintenance informed the committee that there are hangers already in place in the hallways, and showcasing these would not be a problem.
- Flansburgh moved; Kozelka second to approve displaying these donated posters permanently in the north hall on the 2<sup>nd</sup> floor of the Administration Building.
- Wheelchair Ramp**            There was a minor accident on the wheelchair ramp leading into Administration Building during the COVID vaccination clinic. John informed the committee of the cracks in the ramp and the need for getting the whole ramp re-poured for obvious safety concerns.

Tom Cornford has talked with Dave Jones of the Hwy Department, and this issue will be taken care of as soon as the weather permits.

### **IT Specialist Report**

Mark Schlorholtz, IT Specialist appeared before the committee to give his report.

Mark would like to move the county's exchange to Microsoft's Hosted environment, which he believes is safer and more secure. He will get some more information regarding this and bring to the next public property meeting.

Mark is asking for approval to purchase Auvik system software. The Auvik system allows him to monitor the entire county network and each individual machine or device, and gives information for possible future troubleshooting and more. There are 83 different networks and about 455 devices, including phones and printers. The cost of this service is \$7500/year, with an additional initial set up fee of \$500.

Russell moved; Kozelka second to approve the proposal of the Auvik software system to be paid for out of the IT supplies and expense, and to forward the invoice on to Finance Committee for final approval. The motion carried with no negative votes cast.

### **OSHA Safety Guidelines**

Cheri Leachman, Human Resources informed the committee of the new OSHA CoVid safety guidelines. Crawford County is responsible for educating their employees on CoVid prevention. The County is also responsible for designating a workplace coordinator to conduct a hazard assessment, which has not been done.

The county has a CoVid cleaning and sanitizing policy in place; however, it is not being followed. Daily cleaning and daily maintenance records need to be kept. Cheri gave several examples and made many suggestions in order to follow policy.

John and Cheri will work together on a plan, and this topic will be revisited at the next Public Property meeting on March 10<sup>th</sup>.

**Tractor**

John Poots presented a proposal to purchase a new lawn tractor/snow blower from Sloan Implement. A new tractor is \$17,450, minus our trade in of \$6,800. Total cost to the county is \$10,650, which is included in the 2021 budget.

Kozelka moved; Russell second to accept and approve the proposal from Sloan Implement. The motion carried with no negative votes cast.

**Admin Bldg.  
Roof Repair**

John updated the committee regarding the roof repair. There isn't much that can be done right now due to the weather conditions. Once weather permits, they will take a closer look at the roof and come up with a more permanent solution. No leaks currently.

**Hot Water**

Josh Wagner is supposed to be providing a quote for the wiring fix on the six bathrooms on the three main floors. He felt the wiring would cost approximately \$900.

Russell moved; Kozelka second to approve the proposal from Josh when it is received, and then to go ahead and get the wiring done as soon as possible. The motion carried with no negative votes cast.

**Maintenance**

John handed out the maintenance department calendars for approval and signatures.

**Next Meeting**

March 10<sup>th</sup>, 2021 at 9:00 a.m.

**Adjournment**

Russell moved; Kozelka second to adjourn the meeting. The motion carried with no negative votes cast and the meeting adjourned at 10:07 a.m.

**Roberta A. Fisher**  
**County Clerk**