

PUBLIC PROPERTY
February 9th, 2022

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 Tom Cornford, County Board Chairman; Deanne Lutz, Treasurer; John Poots, Maintenance; Mark Schlorholtz, IT Specialist; Jim Hackett, Emergency Management; Gionne Collins, Property Lister; Julie Cipra, 911 Coordinator; Roby Fuller, ADRC Director and Roberta Fisher, County Clerk.

Verify posting Chairman Derek Flansburgh verified that the meeting notice was properly posted.

Approval of Minutes Russell moved; Kozelka second to approve the minutes of the January 12th meeting. The motion carried with no negative votes cast.

Approval of Bills The clerk presented two bills. Schindler Elevator bill for \$3,199.71 for repairs to elevator caused by someone in a motorized wheelchair. The committee requests to send this bill to Finance for approval to pay and from which account.

- Grainger \$160.18

Kozelka moved; Russell second to pay the Grainger invoice in the amount of \$160.18 from the Admin Bldg supplies and expense account. The motion carried with no negative votes cast.

ADRC Roby Fuller, ADRC Director, is requesting permission to put up an ADRC sign at the Main Street entrance on the west side of the Admin building. The sign is not permanent and can be moved at any time.

Russell moved; Kozelka second to allow ADRC to put a sign up on the west side of the Admin building near the entrance. The motion carried with no negative votes cast.

Roby is also asking for permission to email an ADRC monthly newsletter out to all county employees.

Russell moved; Kozelka second to approve Roby's request for monthly newsletter emails to all county employees. The motion carried with no negative votes cast.

**Vacant HR
Office Space**

The Clerk updated the committee regarding the vacant HR Office space. All Personnel files have been removed from the office and brought upstairs to the Clerk's office.

John Poots has moved out cabinets and moved in desks from the IT Department. Connie McCullick will now be in this office space. John ordered a 12-foot counter for a work bench.

**ARPA Funds
Laptops**

Derek Flansburgh, Public Property Chairman, informed the committee that he is proposing to use the newly purchased laptops to replace the desktop PCs as was discussed for the offices that have requested them and leave the current desktop PCs there for now. Eventually, the desktop PCs will be removed when they are no longer useful and will not be replaced.

Bldg Maintenance

John Poots, Maintenance; updated the committee regarding building maintenance. No major issues to report.

Deanne Lutz, County Treasurer, is asking Public Property for direction regarding moving forward with the permanent office changes that were approved using ARPA funds.

Derek Flansburgh responded to have the offices get their drawings together for the changes, and then Public Property will do a walk through the offices to assess the changes for consideration at the March 9th meeting.

**IT Specialist
Report**

Mark Schlorholtz, IT Specialist, reported that he is currently helping Lisa B with a TIME audit over at the Dispatch. This is done every three years.

Computers at Dispatch 1 and 2 have been replaced. Still working on Dispatch 3.

IT has not been able to work on the Tough Books for the squad cars yet.

Six laptops have been set up for Human Services. VX Rail System has now been installed, and Mark is now working on the licensing.

There have been several printer issues due to Microsoft updates recently.

Land Conservation printer is not compatible with Office 365 and is not able to scan to email. Mark is working on getting a replacement.

Julie Cipra needs her copier replaced. She has had issues since November. Her printer/copier is under contract, so she should be able to have it replaced.

Mark presented some bills for review. The invoices have already been paid.

Next Meeting

March 9th, 2022 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 9:30 a.m.

Roberta A. Fisher
County Clerk