

PUBLIC PROPERTY

May 17, 2017

- Call to order** The meeting was called to order by Chairman Duane Rogers at 10:00 a.m. Committee members Derek Flansburgh and Geri Kozelka were present. Also present was John Poots, Maintenance and Clerk Janet Geisler.
- Verify posting** Chairman Duane Rogers verified that the meeting notice was properly posted.
- Approval of Minutes** Flansburgh moved, Rogers second to approve the minutes of the previous meeting. The motion carried with no negative votes cast.
- Telephone** Julie Cipra was unable to attend the meeting but had provided a written update detailing the installation of the new phone system at the Administration Building, Law Center and Courthouse on April 25th and at Highway on May 9th. The Clerk reported that there are still bugs to be worked out for both the phone system and the voice mail.
- Julie also advised that the call recorder was installed on April 18th and the new Law Enforcement generator is scheduled to be delivered the week of June 5th.
- Computer roll out** The Clerk was advised by Dependable Solutions that they had exceeded the number of hours for the installation but only billed for the amount put into the budget which was \$6,500.
- Lighting grant** The Clerk advised that the County did not received the lighting grant.
- Job Description** The revised job description for the Courthouse Custodian was reviewed to include some minor maintenance duties which had been provided by the custodian, Brenda Shimala, at the Personnel meeting.
- Rogers moved, Flansburgh seconded to approve the job description and to forward on to Personnel for their approval. The motion carried with no negative votes cast.
- Next Meeting** June 7, 2017 at 10:00 a.m.
- Adjournment** Flansburgh moved, Rogers second to adjourn the meeting. The motion carried with no negative votes cast and the meeting adjourned at 10:35 a.m.

Janet L. Geisler, County Clerk

