

COMMITTEE REPORT

COMMITTEE: Information & Communications Technology
CHAIRPERSON: Lynn Sisler
DATE/TIME: December 30, 2003, 7:00 pm

PRESENT:

| | | |
|--|--|--|
| <input type="checkbox"/> Berlage | <input checked="" type="checkbox"/> Montelius | <input checked="" type="checkbox"/> Zillig |
| <input checked="" type="checkbox"/> Bielenda | <input checked="" type="checkbox"/> Sisler | |
| <input checked="" type="checkbox"/> Cooper | <input checked="" type="checkbox"/> Stoffregen | |

Other Board Members: Domer Schubert

Others: Joe Kratcha, GIS Coordinator
Jean Dimke, County Clerk & Recorder
Steve Hintermeister, Midwest Business Products

MINUTES

- 1. Review of the Committee Report for the meeting of November 25, 2003.** Jack Zillig made a motion to approve the minutes for the November 25, 2003 Committee meeting. Bill Cooper seconded the motion. The motion was approved unanimously.
- 2. Countywide Sharp Copier Yearly Recap (attachments).** Steve Hintermeister from Midwest Business Products of Dubuque reviewed the Countywide Sharp Copier Analysis Report for 2003 with the Committee.
- 3. Consideration of hiring MSA Professional Services, Inc to scan recorded plats (attachment).** Joe and Jean reviewed the proposal from MSA Professional Services to scan in existing hard copy plats while performing research for the Community Parcel Mapping Project. The scanned plats would be saved as an image file and would provide a backup of the hard copy documents, something that does not currently exist. Jean noted that she has been saving money for several years in the Capital Equipment Fund specifically for this type of project. She said approximately \$9,000 was available. After some discussion, Jack Zillig made a motion to recommend to the County Board to proceed with hiring MSA Professional Services, Inc. for the plat scanning project not to exceed \$9,000. Bill Cooper seconded the motion. The motion was approved unanimously. Bill Cooper then made a motion to recommend to the County Board amending the budget to transfer \$9,000 in funds from the Capital Equipment Fund to the Plat Scanning Expenditure line item in the Clerk/Recorders Capital Equipment Fund. Jack Zillig seconded the motion. The motion was approved unanimously.
- 4. Courthouse Network Update (attachments).** Joe noted that he, Chief Deputy Brian Melton, County Administrator Duane Olivier, Administrative Assistant Diane Williams, and Reggie Polfer from Wizard Computers, Inc. met on December 16th to discuss the idea of moving the Courthouse networks' servers that currently reside in the back corner of the Recorder's Office to the Public Safety Building basement. The group discussed the major benefits of

moving this hardware, including security, as outlined in the attachment Joe provided to the committee. Joe also explained that Duane and Brian determined that the expenditure to move and reconfigure the network hardware could be paid from funds available for this type of work from the Courthouse Information Technology Budget, Sheriff's Office Budget, and the 911/ETSB Budget; each paying \$2,397.53 - a third of the total cost.

5. **County Website Update (attachments).** Joe reviewed statistics and updates to the County website with the Committee.
6. **GIS Update (attachments).** Joe presented the monthly GIS update.
7. **Telephone System Report Summary – Domer Schubert and Bill Cooper.** Domer and Bill reviewed some of their findings from the research of the County-wide telephone system usage they conducted. Domer suggested the idea of having one or two County Departments use the 10-10-811 service for long distance calls for a short term basis and see if there are any benefits to doing so. The Committee agreed to have the County Administrator's Office try this service on a temporary basis. It was also decided that once a new County Administrator has been hired, the following steps should be taken to try to find one service provider for all County Departments:
 - 1.) Survey Department Heads as to what they like/dislike from their current providers and what they would like to have available for a provider.
 - 2.) Prepare Requests for Proposals and submit them to the following telephone service providers: SBC, Verizon, AT&T, McLeod USA, and The Telecommunications Group
 - 3.) Review Proposals and invite representatives from the service providers for presentations.
8. **Communications Tower Problem in Apple River Area – Bill Cooper.** Bill Cooper stated that a communications "dead zone" exists in the northeast portion of the County. Rural pagers are not working in this area and a tragedy was averted by pure luck when the Apple River Fire Chief saw his vehicle answering an emergency call. The Committee discussed this issue and recommended that Bill talk to Sheriff Allendorf and the 911 Board about this matter.
9. **Establishment of Committee Meeting Dates for FY2004 (attachment).** The Committee established meeting dates for FY2004.

There being no further business, the meeting was adjourned.

The date of the next regularly scheduled meeting will be Wednesday, January 28, 2003 at 7:00 pm in the Jo Daviess County Health Department Conference Room.