

COMMITTEE REPORT

COMMITTEE: Information & Communications Technology
CHAIRPERSON: Lynn Sisler
DATE/TIME: April 27, 2004, 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: Marvin Schultz
Sally Toepfer

Others: Joe Kratcha, GIS Coordinator
Steve Allendorf, Sheriff
Mike Moser, 911 Supervisor
Carl Winter, Scales Mound Fire Chief
Jeff Fry, Warren Fire Chief
Todd Kassy, Skylink Networks, LLC
Ron Amundson, ComElec Services, Inc.

MINUTES

- 1. Review of the Committee Report for the meeting of March 31, 2004.** Bill Cooper made a motion to approve the minutes for the March 31, 2004 Committee meeting. Joanne Bielenda seconded the motion. The motion was approved unanimously.

Lynn Sisler Arrived at 7:05 pm.

Sgt. Mike Moser and Sheriff Steve Allendorf arrived at 7:10 pm.

Scales Mound Fire Chief Carl Winter arrived at 7:20 pm.

- 2. Discussion on the communication tower problem in the Apple River area.** Bill Cooper began a discussion on the communication problem experienced by emergency personnel in the northeast portion of the County (Apple River area). Mr. Klassy of Skylink Networks, LLC discussed the process of constructing a tower. Mr. Amundson of ComElec Services Inc. spoke about the option of placing a Repeater (a device that receives a signal and submits that signal to pagers carried by emergency personnel in the area) on a current structure in the area such as the Apple River water tower or the Apple Canyon Lake water tower. ComElec Services currently provides communications services for the Sheriff's office and has installed towers and repeaters throughout the County. After some discussion, the consensus of the Committee was to have Mr. Amundson conduct a feasibility study for placing a Repeater at the Apple River or Apple Canyon Lake water tower sites.

3. **Discussion on the creation of a policy for the disposal of out-dated computer hardware and peripherals.** Joe informed the Committee that County Administrator Troy Brown could not find any statutory requirements for the disposal of hardware. He did come across a policy being used by another government body that involved contacting all Department Heads and asking them to provide a list of all computer hardware and general hardware that was not being used, posting this information to allow other County Departments the opportunity to claim anything that maybe useful, and then after a period of time disposing of the remaining items. After some discussion on this topic, a motion was made by Bill Cooper and seconded by Margie Montelius to establish the following policy for disposal of out-dated computer hardware and general hardware:
- Have the County Administrator's Office contact all County Department Heads and ask them to submit to the County Administrator a list of computer hardware and other general hardware not being used by that department/office
 - Have the County Administrator's Office post a listing of all items and allow County Departments/Offices a period of time to claim items that may be of use
 - Have the County Administrator's Office create an auction (separate from the Sheriff's auction) and allow the public the opportunity to purchase any remaining items; computer hard drives will be re-formatted and operating systems removed from all computers
 - Any remaining items will be considered surplus and will be disposed of properly, including destroying the hard drives in out-dated computers and recycling items are recyclable

The motion was approved unanimously by the Committee.

4. **Website Update (statistics attached).** Joe presented the monthly website update including statistics for the County web pages. A new link to the Grand Excursion has been placed on the County homepage. Information and forms for the County Clerk/Recorder's Offices were added as well.
5. **GIS Update (update and revenue charts attached).** Joe presented the monthly GIS update.

There being no further business, the meeting was adjourned.

The date of the next regularly scheduled meeting will be Wednesday, May 26, 2004, at 7:00 pm in the Jo Daviess County Health Department Conference Room.