

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, SEPTEMBER 11, 2018
MINUTES
4:00 PM**

1. Call to Order

2. Roll Call –Richard Hill, Donald Tolan, Pete Streid present. Bryant Kempf (Ch.) arrived at 4:45. Jason Jording excused.

3. Approval of Minutes

- a. Approval of August 14, 2018 regular meeting minutes.
Motion to approve August 14, 2018 minutes made by Streid, seconded by Hill. *Motion passed.*
- b. Approval of August 14, 2018 executive session minutes – session 1
Motion to approve August 14, 2018 executive session 1 minutes made by Hill, seconded by Streid.
Motion passed.
- c. Approval of August 14, 2018 executive session minutes – session 2
Motion to approve August 14, 2018 executive session 2 minutes made by Streid, seconded by Hill.
Motion passed.
- d. Approval of August 14, 2018 executive session minutes – session 3
Motion to approve August 14, 2018 executive session 3 minutes made by Hill, seconded by Streid.
Motion passed.
- e. Approval of August 21, 2018 special minutes meeting
Motion to approve August 21, 2018 special meeting minutes made by Hill, seconded by Streid. *Motion passed.*

4. Public Input

5. Appointments

- a. Appointment of Nathan J. Adair to the Oakridge Sanitary District for a 3 year term expiring June 1, 2021.
Motion to appoint Nathan J. Adair to the Oakridge Sanitary District for a 3 year term expiring June 1, 2021 made by Hill, seconded by Streid. *Motion passed.*
- b. Appointment to Alex Bill to the Lowpoint Street Lighting District to compete the unexpired 3 year term of Barbara Robbins expiring April 03,2019.
Motion to appoint Alex Bill to the Lowpoint Street Lighting District to compete the unexpired 3 year term of Barbara Robbins expiring April 3, 2019 made by Streid, seconded by Hill. *Motion passed.*

6. Approval of Claims

- a. County Clerk – Roll Call vote
Motion to approve September claims made by Streid, seconded by Hill. Roll Call vote – Tolan- yes; Hill- yes; Streid – yes. *Motion passed.*
- b. County Board Per Diem
There were two per diem claims submitted, one for Mr. Kempf and one for Mr. Cotton. Motion to approve per diem claims made by Hill, seconded by Streid. *Motion passed.*

7. Unfinished Business

- a. Switch for Probation
Mr. Zimmerman reported that the switch in Probation has a hardware problem. It will shut off without any warning, leaving Probation with no phones, computers, or technology. Discussion on how a switch works. Discussion on how this switch works in the big picture. This new switch will increase speed of the technology. Switches are good for about 5-7 years. The current switch was installed in 2013.

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Beside the quote, there may be a license fee of approximately \$200. Motion for \$4,500 to purchase a new switch made by Hill, seconded by Tolan. *Motion passed.*

b. IT

Sheriff Smith sent an email to all department heads requesting the amounts of money that their department spends on IT services. A couple offices did not reply. The numbers he received do not accurately reflect what is being spent on IT. Mike Zimmerman was not hired to foresee our future. We now have day to day issues that we are dealing with. Sheriff Smith is not sure if we have grown enough to hire our own IT person. He now believes that we need to hire a contractor for our IT services. He does not feel that if we hire a person to run the IT department, he would be the guy to go office to office to fix the day to day problems. Mr. Zimmerman agrees with Sheriff Smith's assessment. Mr. Zimmerman believes that if we spell out what we want, a contracting firm can handle it. He also suggested we hire a college student who is studying IT to do the day to day work, while someone else manages the higher end stuff. As long as we have Rodney we should be in good shape, but once Rodney leaves, we don't know where we will be. The committee is okay with either option – hiring our own or going with a contractor. The committee asked Mr. Zimmerman to get some quotes from different contractors and bring them back next month.

c. VA request for additional help

8. New Business

a. Ordinance 2017-18 #022 Regarding the predictable Fee Schedule for Woodford County Recorder's Office.

Ms. Harms reported that the cost study was done. On page 12 of the study it shows what we currently collect, and what we should be collecting. New legislation allows only four legal description categories for recording – land records (standard), non-land records, CONDO/Plat, and non-land records/UCC. Discussion on other fees changes. The increase in fees is what it truly cost the county. This fee has to be posted for 60 days before it can take effect. By doing it now, it falls in with our fiscal year. Once it is set, it cannot be changed for 2 years. Motion to accept Ordinance 22 made by Hill, seconded by Streid. *Motion passed.*

b. Ordinance 2017-18 #29 to amend the County Clerk Tax Redemption Fee

This Ordinance also resulted in the cost study. Any parcel that goes to tax sale, the property owner is charged \$4.00. \$4.00 does not cover the cost. The cost study put the actual cost to the County at \$69.00. There is a tax sale in October. This increase does not need to be done 60 days prior to taking effect. Motion to increase tax redemption fee to \$69.00 effective Oct 1, 2018 made by Streid, seconded by Hill. *Motion passed.*

c. Discussion on County Clerk fees as suggested by Cost Study. (Birth, Death, Marriage, Assumed Business Name/changes, Notary in person and by mail)

There are other fees from the cost study that need to be increased as well. Discussion on what the fees should be. Consensus of Committee is to adjust our fees to the cost study recommendation on birth, death, marriage, assumed business name/changes and notary in person and by mail. Ms. Harms will prepare the ordinance and present it next month.

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- d. Resolution 09-18-001 Authorization for the County Board Chairman to Execute a Deed of Conveyance on parcel #08-29-401-035
- e. Resolution 09-18-002 Authorization for the County Board Chairman to Execute a Deed of Conveyance on parcel #18-07-300-024
- f. Resolution 09-18-003 Authorization for the County Board Chairman to Execute a Deed of Conveyance on parcel #18-07-400-019

D, e, and f were addressed together. These resolutions are the result of parcels that are not sold, the County Trustee then gets the parcels and we sell them in sealed bids. Motion to approve all three resolutions made by Streid, seconded by Hill. *Motion passed.*

g. Ethics Ordinance

Discussion on how members of Ethics Committee needs to be outside of Board members. This is will be discussed next month.

h. VMware Contract Renewal

This is for the virtual operating system. The committee would like to see multi-year contracts. Mr. Zimmerman to get quotes and bring to next months meeting.

i. Nimble Ware Contract Renewal- year options

This expires 1/1/19. As of July 30, 2022, there will be no more updates. We are currently stretching our current SAN. Our total usage is at 87% capacity. When it gets to 90%, everything will slow down. We currently don't have enough space to install the update for 911. The current SAN we have was purchased at the low end, and we cannot upgrade. Other than purchasing a new SAN, our only other option is to go backwards and have 911 purchase their own server. Every 5-7 years, we need to budget \$70,000 to upgrade the SAN. It was discussed that IT needs to over anticipate the needs for storage. Discussion on purchasing one server instead of two. If we purchase the SAN for \$47,640.38, and Server for \$16,658.26, it would eliminated the Nimble Ware Contract. Committee feels that we do not have an option since we do not have the storage room to upgrade 911. The old server could go to Roanoke and be disaster recover. This would allow for the Health Department to put there things on this server also. Motion to approve \$47,640.38 to purchase a new SAN made by Tolan, seconded by Hill. *Motion passed.* Motion to approve \$16,658.26 for two HP servers made by Hill, seconded by Tolan. *Motion passed.* Mr. Zimmerman also present the committee with a 3-5 year plan. He has broken it down into high, medium, and low priorities. Some of the things he feels we need to address right away are the server, moving to 1 domain name, security risks, switches in Courthouse need to be replaced, and running fiber cable in Courthouse. There are items that need attention that are not purchases, but will require man hours.

j. Meraki contract renewal.

Everything we do has a support contract. If we don't have the Burwood support, their switches quit working, and our system goes down. Our current support contract expires on 10/1/18. Burwood will give a price break if we buy more than one year at a time. The \$2,983.68 is for all switches in the County, except the Circuit Clerk. Discussion on only doing one year, and letting new IT person make the decision. Mr. Zimmerman stated that if we change companies, then we would have to replace all the switches we have. Motion to approve Burwood contract for \$2,983.68, for one year made by Tolan, seconded by Hill. *Motion passed.*

k. SAN Array replacement

Discussed with I above.

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1. Sophos renewal

This contract is up for renewal 9/22/19. Sophos is for antivirus for the whole county. Mr. Zimmerman is comfortable with doing a 3 year contract, but advised not to do a 5 year.

Palo Alto is the firewall. There is a one and three year quote. It was approved last month but needs to be budgeted for the next year.

These contracts need to be budgeted for next year.

9. Budget

10. Other

11. Executive Session (if necessary)

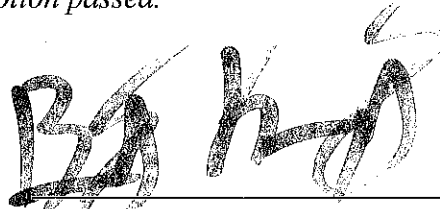
12. Any action coming out of Executive Session

13. Adjournment

Motion to adjourn made by Hill, seconded by Tolan. *Motion passed.*

Meeting adjourned at 6:20 PM.

Submitted by: Deb Breyman

A handwritten signature in black ink, appearing to read 'Bryant Kempf', written over a horizontal line.

Bryant Kempf, Chairman
County Offices