

**PUBLIC PROPERTY**  
**December 10<sup>th</sup>, 2025**

<b>Call to order</b>	The meeting was called to order by Chairman Derek Flansburgh at 9:00 a.m. Committee members Linda Munson and Greg Russell were present. Also present were Tom Cornford, County Board Chairman; John Poots, Maintenance; Connie McCullick, IT Director; and Roberta Fisher, County Clerk.
<b>Verify posting of Meeting Notice</b>	Chairman Derek Flansburgh verified that the meeting notice was properly posted.
<b>Approval of Minutes</b>	Motion by Russell; second by Munson to approve the minutes from the November 12 <sup>th</sup> Public Property meeting. The motion carried unanimously.
<b>Invoice and Proposals</b>	<p>The Clerk presented two invoices for approval today.</p> <ul style="list-style-type: none"><li>• Ducky's Window Washing \$4,580 – Admin Bldg \$3,150 – Courthouse</li></ul>
	<b>Motion by Munson; second by Russell to approve payment of Ducky's Invoice for window washing at both the Administration Building and the Courthouse. The motion carried unanimously.</b>
<b>Card Readers &amp; Panic Button at the Courthouse</b>	<p>John Poots, Lead Maintenance, informed the committee that at the most recent jail construction meeting he was advised that bonded funds for the new jail cannot be used to pay for new courthouse card readers. As a result, the contingency fund may need to be used.</p> <p>Connie McCullick, IT Director, advised the committee that she prefers obtaining a proposal from Access Security for the additional card readers. Access Security originally installed the Genetec camera system and is very familiar with its operation.</p> <p>Poots also advised the committee that the elevator card reader may need to be re-programmed to allow access to specific floors. He will contact Schumacher regarding this.</p> <p>No action was taken on this item today.</p>
<b>IT Dept Report</b>	Connie McCullick, IT Director, reported to the committee today that the county received its report back from the penetration test that was done by

Blue Team Alpha. This was the best report we have received so far.

McCullick presented her November vouchers for approval.

**Motion by Munson, second by Russell to approve the November vouchers from the IT Department. The motion carried unanimously.**

**Maintenance  
Dept Report**

John Poots, Lead Maintenance, will be meeting with Tom Mara tomorrow morning to get a quote on putting up walls instead of the cubicle partitions upstairs in Human Services Department where the water damage occurred.

Linda Munson asked John about a salt bucket blocking the west-side handicap entrance to the Administration Building. John will follow up on the issue.

John Poots updated the committee on the Courthouse and Sheriff Department janitor/custodian position. A total of 13 applications were received. He and Derek will be interviewing three candidates following this meeting.

**Next Meeting** January 7<sup>th</sup>, 2026, at 9:00 a.m.

**Adjournment**

Russell moved, Munson second to adjourn the meeting. The motion carried and the meeting adjourned at 9:25 a.m.

**Roberta A. Fisher  
County Clerk**