

**Call to order:**

The Public Property Committee meeting was called to order at 9:00 A.M. in the Vilas County Courthouse conference rooms by Chairman Jim Behling with the following committee members present: Edward Bluthardt, Jr., Lorin Johnson and Linda Thorpe. Gary Peske was excused. County Board Chair Steve Favorite attended in an ex officio capacity. Other persons present at various times during this meeting: Chris Kamps, Russ Szuta, Joe Fath, David Gardner, Jason Hilger, Kate Gardner, Dennis Carter representing Carter's Tile Solutions, Bill and Jeff Boehm representing Boehm's Inc., Gary Dalbeck and Harvey Hyslop representing Superior Electrical Systems, Matt Palubicki representing Victory Janitorial, Tim Jarmusz representing Heartland Business Systems, Ken Anderson and David Alleman. Open meeting law complied with and quorum verified.

**Approve agenda to be discussed in any order by the Chair:**

**Motion by L. Johnson, 2<sup>nd</sup> by S. Favorite to approve the agenda, with the agenda order to be presented at the Chair's discretion. All voted aye. Carried.**

**Approve minutes of the May 13, 2013 regular meeting.**

**Motion by E. Bluthardt, 2<sup>nd</sup> by L. Thorpe to approve the May 13, 2013 meeting minutes. All voted aye. Carried.**

**Jail floor tile RFP – open bids:**

S. Favorite recused himself and left the meeting area prior to any discussion or action.

The Chair opened the following bids for jail tile replacement:

Dan's Carpet Service	\$28,000.00
Carter's Tile Solutions	\$30,388.00
Boehm's Inc.	\$38,900.00
Resch Tile	\$50,000.00

The Clerk ascertained that all bids were received within the deadline as stated in the RFP. The committee discussed the bids. E. Bluthardt asked if the others felt that the terms of the RFP were properly reflected in the bids. J. Behling, co-author of the RFP, replied that he felt the bids accurately reflected the RFP. L. Johnson concurred. D. Carter stated that circumstances could arise during the repairs that were not foreseen in the RFP. B. Boehm explained his experiences regarding the repair of tile damaged by reflective cracking. J. Behling stated that he views this project as a "fix"; hopefully the repairs will last 15 to 20 years. He stated that the larger issue was settling of the Justice Center. E. Bluthardt asked for clarification in regards to the proposed use of anti-fracture thin sets and grouts. This was discussed. J. Boehm suggested that the committee consider repairs to a small section of the tile floor for testing purposes. L. Johnson concurred with J. Behling that this project is only a fix. He is hopeful regarding the longevity of the repairs. The committee then compared and discussed the bid specifications. **Motion by E. Bluthardt, 2<sup>nd</sup> by L. Johnson to award the jail tile repair contract to the low bidder, Dan's Carpet Service at the bid price of \$28,000.00. All voted aye. Carried.**

**Custodial/Maintenance services RFP – open bids:**

The Chair opened the following bids for custodial/maintenance services:

Superior Electrical Systems	\$144,000.00 annually for custodial services
	\$186,000.00 annually for maintenance services

Clean Power	annual price range of \$154,000.00 to \$157,000.00 dependant upon services contracted for.
Victory Janitorial	\$127,440 annually for custodial services.

The Clerk ascertained that all bids were received within the deadline as stated in the RFP. The Chair allowed company representatives present to speak about their bid submittals. M. Palubicki stated that his firm's pricing was variable based upon the type and frequencies of needed custodial services. G. Dalbeck and H. Hyslop each presented that capabilities of their firm. E. Bluthardt asked about jail security issues. Both firms replied that their employees passed criminal background checks. E. Bluthardt stated that the county needed to compare the costs of contracting for these services with county wage and benefit costs. J. Behling agreed, stating that a special meeting needed to be schedule to bring that information back to the committee. **Motion by E. Bluthardt, 2<sup>nd</sup> by J. Behling to postpone action on the custodial/maintenance services bids until a special Public Property Committee meeting scheduled for 1:00 P.M., July 8, 2013. All voted aye. Carried.**

**Heartland Business Systems – progress report:**

T. Jarmusz reported progress in evaluating the county's I.T. network and systems. He thanked both the department director and the outgoing I.T. vendor for their continued cooperation. After reporting o the status of current projects, he commented on a variety of forthcoming operational issues. Future needs were also briefly discussed. He expects the evaluation of the I.T. environment to be completed in three to four weeks.

**I.T. Dept. – update job descriptions:**

The Chair presented the need to upgrade tow existing I.T. Dept. job descriptions. This was discussed by the committee. E. Bluthardt spoke about the need for the Sheriff's Dept to utilize an I.T. specialist, dedicated to Sheriff's Dept. I.T. needs. C. Kamps also reported on the need for a Sheriff's Dept. I.T. specialist. **Motion by L. Thorpe, 2<sup>nd</sup> by L. Johnson to approve both updated I.T. job descriptions and to forward same to the Personnel Committee for their consideration. All voted aye. Carried.**

**Reorganization of the I.T. Department – resolution to County Board:**

J. Behling presented the resolution and initiated committee discussion. C. Kamps stated that she supports the resolution as it reads. This resolution requires joint action by the Personnel Committee. **Motion by E. Bluthardt, 2<sup>nd</sup> by L. Thorpe to approve the resolution and to forward same to the Personnel Committee for their consideration. All voted aye. Carried.**

**Information Technology Director report, travel and purchases:**

C. Kamps reported the completion of the conference room audio system. The system will be operational for the next County Board meeting. She also reported the results of recent I.T. Dept. surveys. The I.T. Dept. was rated excellent by system users in all categories. Job reports and staff utilization reports were also presented. C. Kamps requested permission to Chicago, IL for Avaya Communication server training. The travel will include lodging, mileage and meals. E. Bluthardt questioned the need for this training, citing the recent hire of an I.T. consultant. C. Kamps explained that this training was specific to the county's telephone system and would result in her ability to train other I.T. staff. The committee discussed the issue. T. Jarmusz was asked if Heartland Business Systems had expertise in this area. He replied that they did and

could also provide the training. **Motion by L. Johnson, 2<sup>nd</sup> by E. Bluthardt to deny the travel and training request. All voted aye. Carried.** C. Kamps presented the following purchase request for the Sheriff's Dept.:

1 ea. ThinkPad W530 and accessories @ \$1,868.59

**Motion by L. Thorpe, 2<sup>nd</sup> by L. Johnson to approve the purchase. All voted aye. Carried.**

**Maintenance Director report and purchases:**

Nothing presented

**Pool vehicles:**

The issue of purchasing county vehicles for employee use versus paying mileage reimbursements was again discussed. Prior information indicates that the county could save 26% on mileage reimbursement costs by purchasing small, efficient vehicles at the state bid rate and keeping them at least for 100,000 miles. The condition of existing county use vehicles was discussed. Most county vehicles are prior Sheriff's Dept. vehicles with high mileage and high fuel usage. **Motion by E. Bluthardt, 2<sup>nd</sup> by L. Thorpe to recommend that the Finance & Budget Committee budget for the purchase of four vehicles in the 2014 budget. All voted aye. Carried.** The Clerk was instructed to keep this subject on future agendas.

**Sheriff's Dept. evidence garage – foundation repairs:**

The committee discussed the need to move forward with the needed repairs. Money was budgeted in an outlay account for this purpose. The committee discussed the need to prepare an RFP and recalled that an engineering firm, hired by the county during 2012 concrete repairs, may have submitted a recommendation regarding this building. The committee also discussed asking The Samuels Group to assist in this process. **Motion by L. Johnson, 2<sup>nd</sup> by J. Behling to authorize the Clerk to contact The Samuels Group regarding their possible involvement with this repair project. All voted aye. Carried.**

**Department purchases and leases:**

The Clerk presented a request by the Treasurer to upgrade her current copier with network scanning capabilities. Xerox Leasing will renew the existing lease to provide this feature. The Clerk also received a quote from the Kyocera leasing agent. The committee discussed both quotes. **Motion by L. Thorpe, 2<sup>nd</sup> by J. Behling to accept the quote from Xerox for renewal of the Treasurer's copier for an additional 60 month term. All voted aye. Carried.**

**Social Services – request to utilize former Veteran's Services office space.**

K. Gardner explained the need for her department to utilize additional office space for the expanding WHEAP program. She proposes using a portion of the vacated former Veteran's Services office. The committee reminded her that this space was earmarked to be used in the future as part of a courthouse security plan. If that plan comes to fruition, she will need to give up that space. **Motion by E. Bluthardt, 2<sup>nd</sup> by L. Thorpe to allow the use of a portion of vacant former Veteran's Services office space for Social Services Dept. purposes. All voted aye. Carried.**

**Letters and Communications:**

Nothing presented.

**Set next meeting time and date:**

The next regular meeting is scheduled for 9:00 A.M. Tuesday, July 16, 2013. A special meeting will also be held at 1:00 P.M., Monday, July 8, 2013.

**Adjournment:**

The Chair adjourned the meeting at 12:01 P.M.

Respectfully submitted by:

David R. Alleman  
Vilas County Clerk

Minutes reflect the recorder's notations and are subject to future revision and approval by the appropriate board or committee.