

**Call to order:**

The Public Property Committee meeting was called to order at 10:00 A.M. in the Vilas County Courthouse conference rooms by Chairman Jim Behling with the following committee members present: Edward Bluthardt, Jr., Lorin Johnson, Gary Peske and Linda Thorpe. Other persons present at various times during this meeting: Chris Kamps, Mike Duening, Russ Szuta, Joe Fath, Janna Kahl, Martha Milanowski, Jason Hilger, Gary Dalbeck and Harvey Hyslop representing Superior Electrical Systems, Nate Simmons representing Clean Power, Kurt Berner Representing The Samuels Group, Tim Jarmusz and Peter Helander representing Heartland Business Systems, Joe VanDeLaarschot, 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. Thorpe, 2<sup>nd</sup> by E. Bluthardt to approve the agenda, with the agenda order to be presented at the Chair's discretion. All voted aye. Carried.**

**Approve minutes of the July 16, 2013 regular meeting:**

**Motion by L. Thorpe, 2<sup>nd</sup> by L. Johnson to approve the minutes of the July 16, 2013 regular meeting. All voted aye. Carried.**

**Custodial Contract – resolution to the County Board:**

The resolution and the attached contract were discussed. **Motion by L. Thorpe, 2<sup>nd</sup> by L. Johnson to approve the custodial contract, contingent upon a final review by the Corporation Counsel, and to send the contract and resolution on to the County Board for their consideration. All voted aye. Carried.**

**Evidence garage repairs:**

K. Berner stated that he received the Justice Center soils data from the Clerk. Ionic Structure & Design's proposed solution is to install hydraulic piers to a depth of 75 feet under the sunken section of the evidence garage foundation wall at an estimated cost of \$19,000. Tuck pointing of cracked mortar joints will average between \$5 and \$6 per foot. K. Berner estimates a total repair cost of between \$30,000 and \$35,000 to repair the evidence garage. However, that repair will only stabilize the settled portion of the building foundation. E. Bluthardt expressed concern about the rest of the building. K. Berner responded that no additional settling of the foundation is apparent, but that there was no guarantee that future settling would not occur. E. Bluthardt asked about the costs of a new building. K. Berner responded that a new metal pole building would cost between \$40 and \$60 per square foot, not including masonry foundations and electrical work. Security may also be an issue. J. Behling responded that there was no budget for a new building; it would be more cost effective to repair the existing building within the amount budgeted. G. Peske agreed. K. Berner suggested that the County contract with Ionic Structure & Design to engineer the necessary repairs. One soil bore will be needed at the immediate location of the settling. He estimates engineering costs, including the soil bore, to be in the \$7,000 to \$8,000 range. The result will be engineering documents and specifications that will be ready to go to bid. The overall cost of repairs will be substantially less than a new building. Moving and relocating the existing building to an area of more suitable soils was discussed briefly. That idea was determined to be unfeasible. K. Berner also suggested that the County move forward with Ionic via a change order, as a contractual agreement remains in force between the two parties.

**Motion by E. Bluthardt, 2<sup>nd</sup> by G. Peske to approve the creation of a change order with Ionic Structure & Design, to authorize that firm to engineer the design specifications of the evidence garage foundation repairs, at a cost not to exceed \$4,000.00. All voted aye. Carried.**

**Maintenance Director report and purchases:**

K. Berner investigated the cost of creating a comprehensive Preventative Maintenance Plan for the courthouse complex. He would utilize the engineering firm most recently engaged in the boiler/HVAC project. Costs to develop the PM plan were approximately \$27,000. Automated Logic, the firm contracted by the County to maintain the HVAC control system, has the capacity within their computer system to develop an HVAC PM plan. PM plan would remain to be developed for other building systems. He added that the County or their maintenance and repair contractor could develop a PM plan, using OEM manuals already on file with the County. J. Behling prefers the more comprehensive approach, adding that having a third party develop the PM plan ensures objectivity. L. Johnson was concerned about keeping a PM plan current. K. Berner responded that any PM plan would need to be updated as system upgrades occurred.

**Motion by L. Johnson, 2<sup>nd</sup> by L. Thorpe to recommend that an Outlay in the amount of \$27,000.00 be requested for inclusion in the 2014 Budget, for purposes of creating a comprehensive Preventative Maintenance Plan for the courthouse complex.**

R. Szuta reported the status of current repair projects. He also asked permission to attend a Manager/Supervisor Training class in Wausau on September 23, 2013. M. Duening also stated that he would like to attend. The class will cost \$199 per attendee. **Motion by G. Peske, 2<sup>nd</sup> by L. Thorpe to authorize both R. Szuta and M. Duening to attend the training. All voted aye. Carried.**

**Maintenance & Repair Contract – resolution to the County Board:**

The resolution and the attached contract were discussed. **Motion by L. Thorpe, 2<sup>nd</sup> by L. Johnson to approve the maintenance and repair contract, contingent upon a final review by the Corporation Counsel, and to send the contract and resolution on to the County Board for their consideration. All voted aye. Carried.**

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

**a. I.T. Sheriff's unit – Chris Kamps:**

C. Kamps reported on the status of current Sheriff's Dept. I.T. projects and upgrades. The installation of the new Spillman Systems server is completed. A Spillman Systems software upgrade will begin soon. Additional phone system upgrades will also begin, including the installation of VoIP phones in the Sheriff's Dept.

**c. Courthouse unit – Mike Duening:**

M. Duening reported that the shared I.T. Tech position was vacant, adding significantly to his workloads. J. Kahl added that due to the fact that the vacancy was due to FMLA, it was impossible at this juncture to determine if the absence was temporary or permanent. M. Duening stated that additional help was available through the Heartland Business Systems contract, but came at a cost of at least \$125 per hour. He suggested hiring an I.T. Tech, utilizing a temporary employment agency. C. Kamps has concerns about employing a temp, citing training and security reasons. M. Duening responded that he did not share her concerns and described the need for a Level 1 I.T. Tech capable of performing basic I.T. tasks. An individual with that

capability could perform 75% of needed I.T. tasks, reducing the workload for the remaining I.T. staff. G. Peske asked about future staffing needs if the position becomes permanently vacant. J. Behling responded that the County's choice was to either hire for the position or contract for additional I. T. service hours from Heartland. He added that the Heartland contract was based upon the County maintaining employment of three I.T. staff members. G. Peske contended that the original contracting model was for the County to reduce I.T. staff to two individuals, utilizing attrition. He is also unsure about the success of employing an I.T. temp. J. Hilger responded that from a financial perspective, utilizing a temporary I.T. tech at the market rate would be much more cost effective than paying Heartland \$125 and hour for the same services. **Motion by L. Johnson, 2<sup>nd</sup> by L. Thorpe to authorize the employment of an I.T. Tech, utilizing a temporary employment agency. 4 voted aye. 1 no vote: G. Peske. Carried.** M. Duening reported that the AS400 system would be upgraded over the coming weekend. He also requested direction concerning the use of the County website by the Vilas County Fair Board. He stated that the County hosts the Fair Board's webpage and does updates at no cost. M. Duening stated that most updates are done just prior to the County Fair. This was discussed. E. Bluthardt favors continuing the service at no cost to the Fair Board. L. Johnson wants to encourage the Fair Board to make the task their responsibility. G. Peske suggested speaking with the Fair Board, adding that the County shouldn't be expected to provide this service for free. M. Duening responded that Fair Board staff could be trained to manage and update their website, once Content Management software was purchased and installed by the County. He will contact the Fair Board and report back.

**County vehicle pool:**

The cost of purchasing and operating a pool of County vehicles, versus the expense of mileage reimbursements was discussed. J. Hilger reported that significant annual saving could be realized by replacing three current former squad cars with five smaller, more fuel efficient new vehicles. The three former squads are racking up significant repair expenses. Gas mileage is also poor when compared to smaller, less powerful vehicles. J. Hilger estimated a capital expense of \$100,000 to purchase 5 vehicles. Expected life of each vehicle could surpass seven years. He also stated that the vehicle policy would need to be amended to mandate the use of these vehicles, as part of the annual savings is realized through the reduction of mileage reimbursement expenses. **Motion by G. Peske, 2<sup>nd</sup> by E. Bluthardt to recommend that an Outlay in the amount of \$100,000.00 be requested for inclusion in the 2014 Budget, for purposes of purchasing 5 County pool vehicles. All voted aye. Carried.**

**Department purchases and leases:**

Nothing presented.

**2014 Outlays:**

R. Szuta presented the following Maintenance Dept. 2014 Outlay requests:

Justice Center - garage floor repair/replacement	\$150,000
Justice Center – Jail painting	\$ 36,000
Social Services wing – replace 10 windows	\$ 10,000
Social Services wing – replace carpet with tile	\$ 15,000
Courthouse – replace shredder	\$ 15,000
Courthouse – key fob 7 entry doors	\$ 16,000

Courthouse – campus signage	\$ 10,000
Forestry office – repair interior basement walls	\$ 5,000
Forestry office – replace exterior lighting	\$ 2,000
Zoning office – install 2 interior doors	\$ 3,500

Maintenance Dept. 2014 Outlay requests total \$262,500. **Motion by G. Peske, 2<sup>nd</sup> by E. Bluthardt to recommend that Outlays totaling \$262,500.00 be requested for inclusion in the 2014 Budget, for purposes of funding all of the Maintenance Dept. repairs and purchases as listed above. All voted aye. Carried.**

The Chair recessed the meeting at 12:09 P.M. for a lunch break. The meeting is to resume at 1:00 P.M.

The Chair reconvened the meeting at 1:02 P.M.

**Heartland Business Systems – I.T. status report and future planning & purchases:**

Introductions were made between the Heartland Business Systems representatives and County staff and committee members. P. Helander began a power point presentation focusing on the status of County I.T. systems and operations, which he described as generally good. Compared to other counties, Vilas County is falling somewhat behind in systems innovation, which he describe as providing the tools necessary to continue to productively move forward in the digital age. An I.T. S.W.O.T. analysis was explained. An analysis of the I.T. budget indicated that the County was expending a greater percentage of its I.T. budget on wages and benefits than comparable Wisconsin counties. He stated that the difference may be due to the relatively low level of I.T. capital expenditures funded in the I.T. budget. The County expends about \$50,000 annually on I.T. capital expenses. He presented a 5 year purchasing plan, totaling \$223,000, that he stated would resolve the major I.T. systems weaknesses that Heartland has identified. The committee discussed this plan at length. J. Behling would like some return on investment (ROI) numbers calculated, stating that it may be more cost effective to fund I.T. capital needs immediately in 2014. The committee discussed the need to move forward to fund the I.T. capital improvements in the 2014 budget, but took no definite action at this time.

**Letters and Communications:**

**Set next meeting time and date:**

The next regular meeting is scheduled for 9:00 A.M. Friday, September 13, 2013.

**Adjournment:**

The Chair adjourned the meeting at 2:47 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.