

**Call to order:**

The Public Property Committee meeting was called to order at 9:01 A.M. in the Vilas County Courthouse conference rooms by Chairman Jim Behling with the following committee members present: Edward Bluthardt, Jr., Lorin Johnson, Carolyn Ritter and Linda Thorpe. Other persons present at various times during this meeting: Mike Duening, Chris Kamps, Russ Szuta, Joe Fath, Bill Weiss, Mark Collins, Jason Hilger, Barb Gibson, Kurt Berner representing The Samuels Group, Ron De Bruyne, Mark Rogacki, 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 C. Ritter to approve the agenda, with the agenda order to be presented at the Chair's discretion. All voted aye. Carried.**

**Approve minutes of the November 15, 2013 regular meeting:**

**Motion by C. Ritter, 2<sup>nd</sup> by L. Thorpe to approve the minutes of the November 15, 2013 regular meeting. All voted aye. Carried.**

**Installation of partition wall and door – HR office:**

K. Berner presented two cost options to construct this partition. Option #1 estimated at \$2,190.00, includes all construction, using a new door, door hardware and frame. Option #2 estimated at \$1,875.00 includes all construction, but utilizes an existing surplus door blank with hardware, which would be reworked to fit a new steel frame. Code does not require this partition to be constructed above finished ceiling height. However, for an additional \$650.00 this partition can be extended to the structural deck above the ceiling. Using the existing door blank was discussed. C. Ritter favored using the surplus door blank to reduce costs. E. Bluthardt and L. Johnson favor the purchase of a new door, citing the extensive re-work which will be required to utilize the existing blank. E. Bluthardt also recommended extending the partition up to the structural deck for soundproofing reasons. Funds for this remodel are contained within the Human Resources Dept. budget **Motion by E. Bluthardt, 2<sup>nd</sup> by L. Johnson to accept the estimate provided by The Samuels Group in the amount of \$2,190.00 to construct a partition wall with a new door, and to authorize that an additional \$650.00 be allocated to extend that wall up to the structural deck above the ceiling. Total costs of \$2,840.00 are to be expensed from the Human Resources Dept. budget. All voted aye. Carried.**

**Jail interior painting:**

J. Behling summarized past discussions concerning the need to press forward with interior painting of the County jail. A recent state Jail Inspection Report recommended expedited action to remove and/or paint over instances of sexual and gang related graffiti. Unspent funds remain in the Jail Assessment Fund, which can be utilized to pay for the painting. B. Weiss and R. Szuta examined the areas needing repainting and created a two part work plan, covering different areas of the jail. B. Weiss also received three estimates from area painting contractors. J. Behling read aloud each proposal as follows. Estimated costs listed are for both phases of work.

1. Gene's Painting – Eagle River. All prep work and filling. Paint with latex top coat. \$7,000.00
2. Sayner Home Improvement – Sayner. Sand, urethane fill, prime and paint. \$22,100.00
3. Great Oak Development LLC – Phelps. Sand, fill, prime and paint with epoxy. \$18,360.00

The cost difference between Gene's Painting and the other estimates was discussed. B. Weiss reported that the Gene's Painting estimate did not include the paint, only prepping materials. The two other bids include the costs of all materials. Upon hearing the bids, L. Johnson stated that he conducted business with two of the painting firms. He recused himself from any further discussion and action and left the meeting room. The committee then determined that epoxy paint would offer greater durability. **Motion by E. Bluthardt, 2<sup>nd</sup> by L. Thorpe to accept the proposal from Great Oak Development LLC for jail interior painting, at a cost of \$18,360.00, to be expensed from jail assessment funds,. 4 voted aye. Carried.** B. Weiss projected a February 1<sup>st</sup>, 2014 start date for the painting.

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

**a. I.T. Sheriff's Dept. – reports, purchases and travel requests:**

C. Kamps reported that the printing of 2013 tax bill was completed. She presented a request to travel to Salt Lake City, UT on March 3, 2014 for Jail Sentryx Build training. The total travel costs of \$1,446.00 are contained within her 2013 and 2014 budgets. **Motion by E. Bluthardt, 2<sup>nd</sup> by C. Ritter to approve the training and travel request. All voted aye. Carried.** She also requested permission to attend a training at Nicolet College, Rhinelander, WI on January 22, 2014. **Motion by E. Bluthardt, 2<sup>nd</sup> by C. Ritter to approve the training and travel request. All voted aye. Carried.**

**b. I.T. general – reports, purchases and travel requests:**

M. Duening reported on the recently implemented I.T. Help Desk online ticketing system. He also reported on recent Kronos updates and telephone voice mail issues. He has recently been informed that the County's telephone system will require extensive upgrades in four to five years. E. Bluthardt suggested the preparation of an action plan, to implement those upgrades in the most cost effective way possible. M. Duening also reported on the recent premature failure of the main active directory server. The unit was virtualized as part of the repair process. J. Behling requested monthly reports, in regards to I.T. services contracted through Heartland Business Solutions.

**I.T. General line item transfer request:**

M. Duening explained the need for the funds transfer. The Chair approved and signed off on the line item transfer request.

**Fleet vehicle use policy revisions:**

J. Behling discussed the need to manage the condition of the fleet vehicles. Language contained in the vehicle policy draft requires that users inspect the auto prior to use, and return the vehicles clean and refueled. However, no consequences are listed for non-compliance. During the discussion, B. Gibson related a number of instances whereby she and other staff members have had to remove trash from the car. The committee asked that appropriate language be added to the draft vehicle policy for the next meeting.

**Maintenance Director report and purchases:**

R. Szuta reported satisfaction with the level of services provided by Clean Power. He was recently notified about the retirement of a County employed custodian. The committee discussed the need to provide a replacement. **Motion by L. Thorpe, 2<sup>nd</sup> by E. Bluthardt to authorize the amending of the custodial contract between the County and Clean Power, to include the**

**services of an additional contract custodian. All voted aye. Carried.** R. Szuta also reported satisfaction with the level of maintenance services provided by Superior Electrical. Renewal of an existing service contract with Automated Logic was discussed. This contract provides hardware and software maintenance services covering the Courthouse complex HVAC systems. The committee instructed him to take the contract to the Corporation Counsel and the Finance manager for review.

**Department purchases and leases:**

The Clerk presented a purchase request from the Corporation Counsel's office for additional office furniture. Three bids were received, with Clermont offering the most favorable price and terms as follows:

1 ea HON Workstation w/return @	\$ 690.00
1 ea HON Credenza @	\$ 680.00
Total	\$1,370.00

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

**Letters and Communications:**

C. Kamps informed the committee that she recently attended two trainings. She submitted the required training report to the committee in writing.

**Adjourn into Closed Session:**

**Motion by L. Thorpe, 2<sup>nd</sup> by C. Ritter to adjourn into Closed Session pursuant to §19.85(1)(e), for the purpose of deliberating the purchasing of public property located in the Town of Arbor Vitae All voted aye.** Closed Session entered into at 10:52 A.M.

**Reconvene into Open Session:**

**Motion by J. Behling, 2<sup>nd</sup> by C. Ritter to reconvene into Open Session pursuant to §19.85(1)(e). All voted aye.** Open Session reconvened at 11:22 A.M.

**Committee may take action on any matters discussed in closed session:**

**Motion by E. Bluthardt, 2<sup>nd</sup> by L. Thorpe to proceed with obtaining an appraisal of the real estate discussed in the closed session. All voted aye. Carried.**

**Set next meeting time and date:**

The next regular meeting is scheduled for 9:00 A.M. Friday, January 10, 2014.

**Adjournment:**

The Chair adjourned the meeting at 11:32 A.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.