

Open meeting law complied with. Quorum verified.

Call to order:

The Public Property Committee meeting was called to order at 9:00 A.M. at the Vilas County Courthouse conference rooms by Chairman Ronald De Bruyne with the following committee members present: Jim Behling, Charles Rayala, Jr., Kathleen Rushlow and Linda Thorpe. Other persons present at various times during this meeting: Kurt Berner representing The Samuels Group, Gary Kuckenbrod, Kate Gardner, Tim Evenson, Chris Kamps, Adam Grassl, Barb Gibson and David Alleman.

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

Motion by C. Rayala, 2nd by K. Rushlow to approve the agenda with the agenda order at the Chair's discretion. All voted aye. Carried.

Approve minutes of the December 14, 2010 meeting:

Motion by L. Thorpe, 2nd by C. Rayala to approve the minutes of the December 14 2010 meeting as presented. All voted aye. Carried.

Register of Deeds – Canon MS300 maintenance agreement 2011 renewal:

The Clerk presented a written request from the Register of Deeds to approve the 2011 maintenance contract covering a Canon MS300 Microscanner at an annual cost of \$1,165.00. **Motion by L. Thorpe, 2nd by K. Rushlow to approve the maintenance agreement renewal and to send it on to the Finance & Budget Committee for their approval. All voted aye. Carried.**

County Clerk –Xerox copier lease renewal:

The Clerk presented a 48 month lease renewal for a W5230 Xerox copier for his office. Monthly lease costs are \$117.55, which is less per month than the previous lease contract. **Motion by L. Thorpe, 2nd by K. Rushlow to approve the lease agreement renewal and to send it on to the Finance & Budget Committee for their approval. All voted aye. Carried.**

NACo energy use tracking offer:

The Clerk presented information received to date.

County Logo use policy:

A draft County Logo Use Policy was presented to the committee. Examples of various department letterhead, agenda formats and allowable employee business cards were examined and discussed. Letterhead formats will be provided to each department and office and are to be used instead of preprinted stationary. Vista Print (vistaprint.com), an online business card vendor, was chosen as the County's source for county paid employee business cards. **Motion by J. Behling, 2nd by C. Rayala to approve and immediately implement the policy as presented. All Vilas County departments and offices shall be subject to this policy without exception. All voted aye. Carried.**

Approval of bills:

Motion by L. Thorpe, 2nd by J. Behling to approve the bills. All voted aye. Carried.

County published plat book – production drafts:

B. Gibson and A. Grassl presented drafts of proposed county published plat book pages, including actual plat maps and orthophoto reproductions. The committee discussed the idea of combining the current plat book layout with the existing Rural Road Directory to create one publication. C. Rayala felt that the current 11” x 14” format Rural Road Directory should be retained. Estimated plat book production costs were discussed. The Clerk will investigate online contract printers for pricing options once the entire plat book layout has been determined. The Clerk recommended producing CD’s of the plat book as an additional source of land plat information and revenues. Copyright concerns were discussed. B. Gibson reported that plat information was public information and probably could not be protected by copyright law. The committee told the Mapping Dept. to continue with the development of the plat book and to report back to the committee when necessary.

Letters and Communications:

K. Berner reported that he had met with the Social Services Director. His firm will develop building security options including cost projections, for that department.

Social Services Dept. purchases:

K. Gardner presented the following purchase request for an upgraded telephone system for the Social Services Department as follows:

2 ea. 1140E IP desk phones	@ \$435.96	=	\$ 871.92
13 ea. 1120E IP desk phones	@ \$283.37	=	\$3,683.81
2 ea. Expansion banks	@ \$214.00	=	<u>\$ 428.00</u>
	Total cost		\$4,983.73

K. Rushlow questioned whether these units would be compatible with the soon to be upgrade telephone infrastructure. C. Kamps explained that the units were fully compatible. Additionally, these units are also compatible with any future VOIP system that the county may utilize. C. Rayala questioned the need and the cost of the upgrade. K. Gardner replied that this system would allow much better and more efficient management of routing telephone calls to the various agencies in her department. **Motion by L. Thorpe, 2nd by J. Behling to approve the purchase. All voted aye. Carried.**

Public Health Dept. purchases:

Nothing presented

Sheriff’s Dept. and Jail purchases:

Tim Evenson presented the following purchase request for the Jail.

10 ea. LG Commercial LCD HDTV’s with 10 ea. Sanus Tilt wall mounts including installation totaling \$12,109.80, to be expensed from the Jail Assessment fund.

Vendor is Ogren Electronics.

Motion by K. Rushlow, 2nd by C. Rayala to approve the purchase. All voted aye. Carried.

Tim Evenson presented the following purchase request for the Sheriff's Dept.

13 ea. S&W MP15 carbines	@ \$ 825.00	=	\$10,725.00
13 ea. PMAG magazines	@ \$ 13.00	=	\$ 169.00
	Total cost		\$10,939.33

Vendor is Streicher's Police Equipment.

Motion by L. Thorpe, 2nd by K. Rushlow to approve the purchase. All voted aye. Carried.

Repair of Martin Yale folder:

The Clerk reported that the Martin Yale document folder located in the county copier room was repaired at a cost of \$220.08. He is recommending that the cost be expensed from the County Copier expense line. **Motion by K. Rushlow, 2nd by C. Rayala to expense the repair costs from the County Copier expense line. All voted aye. Carried.**

Courthouse and Justice Center boilers and HVAC project:

K. Berner presented information that Engineering 370 has identified ten additional issues with the current Courthouse and Justice Center boilers and HVAC systems. These recently identified issues are not within the scope of the current design and work parameters, and would require additional design work to rectify, at an estimated additional cost of \$3,000.00 to \$5,000.00. The committee felt that the ten items needed to be included as part of the scope of the overall project. **Motion by C. Rayala, 2nd by K. Rushlow to approve the additional design work and cost of rectifying the ten additional boiler and HVAC items. All voted aye. Carried.** K. Berner then reported that the design process was on schedule for an early March, 2011 bid letting. He also reported that HVAC work conducted on the Social Services annex would be designed and priced as an add alternate, so that the costs of upgrading the HVAC systems in that building can be determined separately from the Courthouse and Justice Center.

Information Technology report, travel and purchases:

C. Kamps that the telephone system upgrade was ready to go online. Switch over will occur beginning at 5:00 P.M. next Friday, January 21, 2011. It is estimated that phone service to the Courthouse and Justice Center, including 911 services, will be down for about one hour. Oneida County will relay Vilas County 911 calls to the Sheriff's dispatch center during that time. J. Behling questioned the timing of conducting this changeover at 5:00 P.M. on a Friday. C. Kamps responded that there was really no better or worse time to conduct this changeover. She also reported that all county pre-recorded voice mails would have to be recreated by each phone user the following Monday morning.

Maintenance Supervisor report and purchases:

a. Generator installation and bids – Forestry Office & Shop:

G. Kuckenbrod reported that two preliminary cost proposals were received regarding installation of a generator at the Forestry Offices. One proposal is for the installation of a surplus county owned 8.5kw unit; the second proposal is for a new 20kw unit. Both units would be powered using natural gas. Funding will also be an issue, as nothing has been budgeted for this work. C. Kamps emphasized the need for an automatic emergency generator at that location, due to the operation of I. T. computer servers in that building.

Power interruptions to those servers, as experienced during the recent windstorm, may disable the county computer network and cause damage to the servers. G. Kuckenbrod felt that the surplus 8.5kw unit would operate the servers and other functions in the building. **Motion by J. Behling, 2nd by L. Thorpe to procure cost estimates to relocate and install the surplus 8.5kw generator at the Forestry Shops. The Finance & Budget Committee shall determine the source of the funds to pay for this project. All voted aye. Carried.**

b. Lost key:

G. Kuckenbrod reported the loss of a county key by a county employee. The key was lost out of this area and continues to be searched for. The committee will decide any future consequences regarding this issue at a later date.

Letters and Communications:

K. Rushlow shared a recent newspaper letter to the editor praising the updated Vilas County website.

Set next meeting date and time:

The next regular meeting was set for Tuesday, February 15, 2011 at 9:00 AM.

Adjournment:

Motion by L. Thorpe, 2nd by J. Behling to adjourn. All voted aye. Carried.

Meeting adjourned at 12:00 Noon.

Respectfully submitted by:
David R. Alleman
Vilas County Clerk.

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