

Open meeting law complied with. Quorum verified.

**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 Ron De Bruyne with the following committee members present: Jim Behling, Edward Bluthardt, Jr., Steve Favorite substituting for Charles Rayala and Linda Thorpe. Charles Rayala, Jr. was excused. Other persons present at various times during this meeting: Gary Kuckenbrod, Chris Kamps, Joe Fath, Sherry Bierman, Kate Gardner, Jim Galloway, Janna Kahl, Kurt Berner representing The Samuels Group, Cindy Burzinski, Barb Gibson, Tim Evenson, Frank Tomlanovich, Erv Teichmiller, John Helgeson, Ken Anderson and David Alleman.

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

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

**Approve minutes of December 15, 2011 meeting:**

**Motion by L. Thorpe, 2<sup>nd</sup> by J. Behling to approve the minutes of the December 15, 2011 meeting as presented. All voted aye. Carried.**

**Approval of bills:**

**Motion by L. Thorpe, 2<sup>nd</sup> by S. Favorite to approve the bills as presented. All voted aye. Carried.**

**Online data Opt Out – Resolution to County Board:**

The committee reviewed a resolution which allows the public to “opt out” of presenting personal name and address data, associated with online tax and parcel data. **Motion by L. Thorpe, 2<sup>nd</sup> by S. Favorite to forward the resolution to the County Board for adoption. All vote aye. Carried.**

**Public Health leased office space – remaining issues:**

J. Behling reported that interior painting was complete. Flooring will be installed per schedule. The public is being notified of the location change. Moving is scheduled for January 30<sup>th</sup>, 2012 with February 1<sup>st</sup>, 2012 being targeted for being open to the public in the new location. C. Kamps reported on data drops and fiber connection issues. E. Teichmiller suggested that possible future vacant space, in the same building, is considered for an ADRC.

**Sheriff's Dept and Jail purchases:**

J. Fath presented the following Sheriff's Dept. purchase requests:

2 ea. Taser X26C defence systems @ 859.99	\$1,719.98
1ea. Havis-Ledco 2012 Tahoe prisoner/K-9 transport system @	\$2,013.56

**Motion by E. Bluthardt, 2<sup>nd</sup> by L. Thorpe to approve the Sheriff's Dept. purchases. All voted aye. Carried.**

T. Evenson presented the following Jail purchase requests:

1 ea. Jail security system audio and video upgrades @	\$7,777.00
---	------------

1 ea. Annual inmate supply order @	\$3,319.10
1 ea. Annual inmate concession supply order @	\$ 679.88

**Motion by J. Behling, 2<sup>nd</sup> by E. Bluthardt to approve the Jail purchases. All voted aye. Carried.**

**Courthouse and Justice Center boilers and HVAC project:**

K. Berner reported that the retrofit required for the water heating system was completed. A final project inspection has been conducted, which resulted in a short punch list of tasks to be undertaken. The project is essentially completed.

**Courthouse security study**

K. Berner summarized items discussed at the December meeting. E. Bluthardt urged the committee to focus on the primary task of beginning previously authorized security upgrades to the Social Services and Child Support offices. He feels that additional security issues require further planning and budgeting. J. Behling favors immediate action, regarding the proposal to provide a secure reception area for the Social Services wing. E. Bluthardt favors coordinating future security enhancements with proposed changes to office space utilization. J. Fath commented on a recent State public hearing, indicating that circuit court security mandates may be forthcoming. This was discussed. **Motion by E. Bluthardt, 2<sup>nd</sup> by L. Thorpe to immediately move ahead with the authorized security enhancements proposed for the Social Services and Child Support offices. All voted aye. Carried.**

K. Berner will develop a project plan and budget for next month's meeting.

**HR office space and allocation of vacated Public Health Department office space:**

Various uses for the soon to be vacated Public Health office spaces were discussed. The clerk presented the need for a District Attorney client waiting and client/attorney confidential conference area. E. Bluthardt suggested that a subcommittee be assigned to study this issue. J. Behling presented that the Human Resource Director was in immediate need of permanent office space, partly due to the fact that recently purchased office furniture and files will be arriving on site. The committee discussed moving a number of different departments. S. Favorite suggests that L. Thorpe is tasked with contacting the various department heads to work up a solution, to be presented as soon as possible at a special Public Property meeting. **Motion by S. Favorite, 2<sup>nd</sup> by R. De Bruyne to assign L. Thorpe the task of investigation the best utilization of vacated Public Health Dept. office space. She is to report to the committee as soon as possible. All voted aye. Carried.**

**HR copier lease:**

The clerk presented the following three bids for a 48 month lease of a copier, with maintenance contract.

1. Savin 9240SP - Hadley Office Products 60 month lease @ \$106.92 per month. Maintenance contract for \$600.00 per year or 60,000 copies, whichever comes first.
2. Xerox WC5300 - Xerox Leasing 48 month lease @ \$122.21 per month. Maintenance contract costs .009 per print copy, billed quarterly.
3. Konica-Minolta Bizhub 363 - Office Enterprises 48 month lease @ \$102.22.

Maintenance contract costs .0081 per print copy billed quarterly.

**Motion by E. Bluthardt, 2<sup>nd</sup> by L. Thorpe to lease the Bizhub 363 for 48 months at \$102.22 per month, with maintenance contract costs of .0081 per print copy. All voted aye. Carried.**

**Plat book pricing and purchase agreement:**

The clerk presented information from Sun Printing of Wausau, WI. Sun Printing has printed the Marathon County plat book for 18 years. The clerk asked permission to enter into a 3 year purchasing agreement with Sun Printing, thereby locking in plat book production costs and availability for that time span. Other types of county printing needs will be discussed with Sun Printing, to see if further print savings, compared to current vendor costs, can be achieved. **Motion by E. Bluthardt, 2<sup>nd</sup> by L. Thorpe to authorize the County Clerk to purchase plat book printing and binding from Sun Printing, and to enter into a 3 year purchasing agreement if additional cost savings can be realized. All voted aye. Carried.**

**Employee lunch room:**

J. Behling reported that this issue arose from Transition Committee discussions with employees. Some county-union work contracts allude to the providing, by the county, of an employee lunch room. The committee discussed the issue. L. Thorpe suggested that this issue be re-examined after other space need decisions are reached.

**Revisions to Standing Rules:**

The clerk presented proposed revisions to the Standing Rules, specific to pages 37, purchasing rules and page 48, Public Property Committee rules. Two options for each page were presented. Option #2 requires the committee to formulate and approve county purchasing policy. As some of the proposed revisions involve other departments, E. Bluthardt request that those departments are notified of the committee's proposed changes. Both options were discussed. **Motion by E. Bluthardt, 2<sup>nd</sup> by L. Thorpe to approve page 37 option #2 and page 48 option #2 changes to the Standing Rules, and to forward the proposed changes onto the Legislative & Judicial Committee. All voted aye. Carried.**

**Highway Dept. vehicles – Highway Committee action to transfer to courthouse pool:**

R. De Bruyne reported that the Highway Committee took action on November 17, 2011 to transfer two surplus vehicles into Public Property jurisdiction. Vehicles transferred are a 2001 Dodge van and a 2006 Mercury Marquis. The van was discussed. **Motion by E. Bluthardt, 2<sup>nd</sup> by L. Thorpe to authorize the sale of the 2001 Dodge van, at best possible return for the County. All voted aye. Carried.** The use of pool vehicles was discussed. J. Behling favors policy requiring the use of pool vehicles, if available, versus the use of personal vehicles, for employees conducting county business requiring travel.

**Vehicle for Zoning Department:**

**Motion by S. Favorite, 2<sup>nd</sup> by J. Behling to allocate the use of the 2006 Mercury Marquis to the Zoning Dept. The Zoning Dept. shall bear all cost of maintenance and fuel from within their department budget. All voted aye. Carried.**

**Scanner maintenance agreement renewal – Register of Deeds:**

The Register of Deeds is requesting renewal of an annual maintenance agreement covering the departments Canon MS300 and Canon DR5010C scanners, at an annual cost of \$1,365.00. **Motion by L. Thorpe, 2<sup>nd</sup> by R. De Bruyne to approve the renewal of the scanner maintenance agreement. All voted aye. Carried.**

**Public Health Dept. purchases:**

Nothing presented.

**Social Services Dept. purchases:**

Nothing presented.

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

C. Kamps submitted the following training and travel requests:

Tara Bellomy – training in Madison, WI January 16-19, 2012 @ \$1,720.00

Mike Duening – training in house/on line February 6-10, 2012 @ \$1,125.00

C. Kamps – Wisconsin Spillman Users Group meeting, Green Lake, WI January 5-6, 2012 @ \$84,29

**Motion by R. De Bruyne, 2<sup>nd</sup> by J. Behling to approve the I.T. Dept training and travel expenses. All voted aye. Carried.**

C. Kamps reported that Vilas County will host the Summer Wisconsin Spillman Users Group conference and training. The date of that conference remains to be determined.

**Maintenance Supervisor report and purchases:**

G. Kuckenbrod reported that the new loading dock equipment was installed and in use. During installation, it was discovered that previously installed bumper guards were too low, allowing trailers with higher gates to strike and damage the loading dock. New bumper guards were purchased and installed at a cost of \$850.00.

E. Bluthardt was excused from the meeting at this time.

**Closed Session:**

It is anticipated that a motion will be made and seconded to convene into closed session pursuant to Wis. Stat. Section 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

**Motion by L. Thorpe, 2<sup>nd</sup> by J. Behling to enter into closed session pursuant to the language stated above. All vote aye. Carried.** Closed session entered into at 11:38 A.M.

**Return to Open Session:**

Adjourn closed session pursuant to Wis. Stat. Section 19.85(1)(c) and return to open session. **Motion by L. Thorpe, 2<sup>nd</sup> by J. Behling to return to open session pursuant to the language stated above. All voted aye. Carried.** Return to open session at 1:37 P.M.

**Committee may consider ratifying any action taken in closed session.**

The committee took no action regarding the subject discussed during the closed session.

**Letters and Communications:**

Nothing presented.

**Set next meeting date and time:**

The next regular meeting will be held on Tuesday, February 14, 2012.

**Adjournment:**

**Motion by J. Behling, 2<sup>nd</sup> by L. Thorpe to adjourn. All voted aye. Carried.**

Meeting adjourned at 1:37 P.M.

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.