

Open meeting law complied with. Quorum verified.

Call to order:

The Public Property Committee meeting was called to order at 1:00 P.M. in the Vilas County Courthouse conference rooms by Chairman Ron De Bruyne with the following committee members present: Jim Behling, Edward Bluthardt, Jr., Charles Rayala, Jr. and Linda Thorpe. Other persons present at various times during this meeting: Gary Kuckenbrod, Chris Kamps, Janna Kahl, Cindy Burzinski, Carolyn Scholl, Martha Milanowski, Nancy Miller, Dawn Schmidt, Joe Van De Laarschot and David Alleman.

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

Motion by C. Rayala, 2nd by L. Thorpe to approve the agenda, with the agenda order to be presented at the Chair's discretion. All voted aye. Carried.

HR office space:

J. Behling presented reasons why the Human Resources Director needed to be moved into the office earmarked for that department. Issues have arisen regarding the control of public access and the lack of confidential conference space available in the current HR location. He recommends that the move be made as soon as possible. Office furniture and equipment deliveries are already delayed, pending a decision to quickly relocate the HR office into the current main floor UW Family Living (UWFL) space. Also presented was the pending move to fast track hiring of a Financial Director, who will share office space with HR.

Allocation and remodeling of vacated Public Health Dept. space:

L. Thorpe presented two options for use of the vacated Public Health Dept. space. Both options allocate most of the space to Information Systems (I.T.). Additional space would be utilized by a District Attorney waiting area, a small all purpose conference room and a three room office suite for an additional department. G. Kuckenbrod presented preliminary remodeling costs, connected with those two options, totaling \$27,000.00. The committee discussed both options at length. C. Kamps also presented three options. All three options provide the I.T. Department with additional space compared to the previous two options presented by L. Thorpe. C. Kamps presented reasons why her department needed to utilize more space. All three options were discussed at length. Remodeling costs would remain about the same. A possible future move by the Commission of Aging to an off-site location was also presented and discussed. Discussion moved to the necessity of immediately moving the HR Dept. Deliberation focused on ways to quickly and efficiently implement the move, with the least amount of inter-office disruption. The department heads present offered suggestions as to how lower level UW Extension space could be successfully utilized. J. Behling recommended that the issue of vacated Public Health space be decided first. **Motion by J. Behling, 2nd by C. Rayala to tentatively adopt the amended space allocation presented by C. Kamps (option 4). The vacated Public Health exam room will be allocated to the District Attorney for use as a waiting area; the vacated Public Health reception room will be utilized as a small conference room; the balance of vacated Public Health Dept. space will be allocated to the Information Systems Dept.; additionally, the Tourism & Publicity Dept. will move into space vacated by the I. T.**

Dept. or the Commission on Aging; the lower level UW Extension conference room may be temporarily utilized as office space to house UWFL personnel; the third floor area vacated by HR will again become a conference room with a WisLine connection for use by UW Extension. All voted aye. Carried. A timetable for all of the department relocation to commence was discussed. **Motion by C. Rayala, 2nd by L. Thorpe to immediately relocate UW Family Living office space to the lower level UW Extension area and to move the Human Resources Dept. into that area. All voted aye. Carried.** Moving Land & Water Conservation into Zoning Dept. space, to alleviate potential overcrowding in the lower level UW Extension offices was discussed. D. Schmidt was called into the meeting to express her opinion. She felt that the proposed loss of space to her department was workable at present; if permit issuance returns to past levels she may need additional staff and space. She would like to utilize the Coroner's office area to improve access and flow through her office area. The committee is willing to consider relocating the Coroner's office when space becomes available. **Motion by J. Behling, 2nd by C. Rayala to relocate the Land & Water Conservation Dept. into Zoning Dept. office space, currently used for general permit issuance and Board of Adjustment purposes. All voted aye. Carried.** G. Kuckenbrod and C. Kamps will begin the process of putting a moving plan together, including data drop and remodeling costs.

Letters and Communications:

Nothing presented.

Adjournment:

Motion by C. Rayala, 2nd by J. Behling to adjourn. All voted aye. Carried.

Meeting adjourned at 3:40 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.