

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., Charles Rayala, Jr. and Linda Thorpe. Other persons present at various times during this meeting: Gary Kuckenbrod, Chris Kamps, Kate Gardner, Scott Jensen, Gary Peske, Barb Gibson, Joe Fortmann, Janna Kahl, Joe Van De Laarschot and David Alleman.

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

**Motion by C. Rayala, 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 January 16, 2012 and January 31, 2012 meetings:**

**Motion by L. Thorpe, 2<sup>nd</sup> by J. Behling to approve the minutes of the January 16, 2012 and January 31, 2012 meetings as presented. All voted aye. Carried.**

**Approval of bills:**

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

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

G. Kuckenbrod reported discovery of a problem impacting hot and cold water supply to the Jail. The hot water supply was previously installed in such a manner as to allow back feeding to occur at the sinks. Estimated cost to remedy the problem is \$2,000.00. Additional hot water temperature sensors are also needed as part of the recent HVAC project. Automated Logic will provide the equipment and installation at a cost of \$1,316.00. **Motion by J. Behling, 2<sup>nd</sup> by E. Bluthardt to approve the purchase and installation of additional temperature sensors. All voted aye. Carried.**

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

Nothing presented.

**Public Health Dept. purchases:**

J. Behling presented the following purchase request:

1ea. HON 10762C lateral file cabinet from Clermont @ \$525.70

**Motion by L. Thorpe, 2<sup>nd</sup> by J. Behling to approve the Public Health Dept. purchase request. All voted aye. Carried.**

**Social Services Dept. purchases:**

Nothing presented.

**Social Services and Child Support security project:**

K. Berner of The Samuels Group was unable to attend this meeting. This item is to be kept on the agenda for the March meeting.

**Update on office space relocations:**

R. De Bruyne reported that all of the relocation moves were in progress. C. Kamps reported receiving the necessary VOiP phones. Programming of those phones will commence upon reception of the proper key codes. G. Kuckenbrod reported that current staff shortages are preventing him from continuing with the moving of office furniture. This was discussed. It was suggested that the Highway Dept. be asked to provide him with some temporary help. C. Rayala called the Highway Dept.; they will provide two men for this afternoon. C. Kamps presented relocation expenses for the Human Resources, I.T., Land & Water Conservation and Zoning departments estimated at \$8,000.00 for data drops, power outlets, equipment and work stations. Costs of structural modifications remain to be fully determined. E. Bluthardt is concerned about funding the costs of the approved department relocations, as no funds were previously budgeted for. The committee discussed various ways to fund the immediate costs. **Motion by C. Rayala, 2<sup>nd</sup> by E. Bluthardt to create an Outlay account to expense Public Property mandated department relocation and remodeling costs. Said Outlay account shall be budgeted for by the use of surplus department funds, surplus HVAC Project contingency funds or by General Funds, at the time that the total costs of the approved relocations can be determined, but prior to the close of the 2012 financial period. All voted aye. Carried.**

**Veteran's Service office space:**

S. Jenson presented the committee with a copy of a prior space needs study, indicating that his office required additional space. The Commission on Aging may be moving to leased offices. He is asking that vacated Commission on Aging offices be designated for Veteran's Services. J. Fortmann was called into the meeting and explained the proposed move. Approval of that move remains uncertain at this time. E. Bluthardt expressed concern that this proposed move was being planned without required Public Property Committee involvement or approval. J. Behling countered that the Commission on Aging Committee and the Director were simply gathering the required information, to present a plan of action for required approval. R. De Bruyne refused to allow any further discussion of the matter. He also informed S. Jensen that the Public Property Committee would discuss Veteran's Service office space when it was appropriate to do so.

**Maintenance Supervisor report and purchases:**

G. Kuckenbrod reported no unusual maintenance issues. He did report that his department is seriously short staffed, due to illnesses and injuries. He asked the committee to either authorize hiring of an LTE or authorize overtime for late shift custodians. J. Behling suggested contracting with local janitorial firms for short term help. The committee discussed the available options. By consensus the committee instructed G. Kuckenbrod to manage the situation as he deemed appropriate. J. Behling commended G. Kuckenbrod and his staff for their performance during this period of short staffing. He recognized that current department relocations were creating an additional burden for the Maintenance Department during a difficult time.

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

C. Kamps discussed additional I.T. Department needs coincidental to her department moving into former Public Health Dept. space. J. Behling asked about problems that the Public Health Dept. is encountering with their wireless internet system. C. Kamps will resolve those issues. R. De Bruyne asked about a recent issue involving internet blocking using the Barracuda software. C. Kamps explained why the protection was needed and presented data indicating the number of daily threats to the county data system that were blocked. She also explained the policy that allows for unblocking of blocked sites. Her department makes every effort to comply with unblocking requests submitted by department heads.

**Courthouse pool vehicle – policy amendment:**

J. Behling read the proposed policy language amendment. The amended language requires the use of the county vehicle for county travel, if available. The committee also discussed amending the policy to allow for the overnight use of county vehicles for in state use. Out of state overnight use would continue to be prohibited. **Motion by J. Behling to approve the Vehicle Use Policy amendments as presented. The policy shall be further amended to allow for in state overnight use of the vehicle. Overnight out of state use of the vehicle shall remain a prohibited use. All employees are to be given a copy of the amended Vehicle Use Policy. All voted aye. Carried.** B. Gibson asked about using the county vehicle for “in transit” situations. In her case, she resides quite a distance south from the courthouse in a neighboring county. She would like to use the county vehicle to attend a conference downstate requiring an early morning departure. Under the policy, keeping a county vehicle overnight at an out of county residence remains prohibited. She would need to drive her own vehicle to the courthouse, then retrace her drive south with the county vehicle. **Motion by J. Behling, 2<sup>nd</sup> by C. Rayala to amend the Vehicle Use Policy to allow employees to stage the county vehicle overnight at their out of county residence, for “in transit” situations only. Keeping a county vehicle overnight at an out of county residence remains prohibited in all other situations. All vote aye. Carried.**

**Agenda format and department oversight activities:**

C. Kamps presented written recommendations regarding her department. The committee discussed the current agenda format and methods of committee oversight. E. Bluthardt encouraged the committee to proceed carefully when proposing any changes that could affect needed checks and balances of government activities. Two recommendations will be forwarded to the joint committee considering this issue:

1. Develop a streamlined purchasing policy with necessary restrictions.
2. Proceed with the hiring of a Finance Director with the ability to create efficient procurement and purchase authorization systems.

**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 and performance evaluation data of a public employee over which the Public Property

Committee exercises responsibility. **Motion by R. De Bruyne, 2<sup>nd</sup> by C. Rayala to enter into closed session pursuant to the language stated above. All voted aye. Carried.**

Closed session entered into at 11:42 A.M. *Minutes after this time were recorded by Linda Thorpe.*

**Return to Open Session:**

Adjourn closed session pursuant to Wis. Stat. Section 19.85(1)(c) and return to open session. **Motion by E. Bluthardt, 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 2:04 P.M.

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

**Motion by E. Bluthardt, 2<sup>nd</sup> by R. De Bruyne to advise C. Kamps to pursue the goal of a “paperless” digital data county. 1 voted aye. 3 no votes. Motion failed.**

**Letters and Communications:**

Nothing presented.

**Set next meeting date and time:**

The next regular meeting will be held on Wednesday, March 14, 2012.

**Adjournment:**

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

Meeting adjourned at 2:10 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.