

Open meeting law complied with. Quorum verified.

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 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: Fred Radtke, Steve Favorite, Ralph Sitzberger, Al Bauman, Maynard Bedish, Mary Platner, Sig Hjenvick, Gary Kuckenbrod, Scott Jensen, Gina Egan, Jarred Maney, Joy Schmitz, Tara Bellomy, Gary Peske, Frank Tomlanovich, Joe Fortmann, Janna Kahl, Kurt Berner, Ken Anderson, Joe Van De Laarschot and David Alleman.

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

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

Approve minutes of February 14, 2012 meeting:

Motion by L. Thorpe, 2nd by R. De Bruyne to approve the minutes of the February 14, 2012 meeting as presented. All voted aye. Carried.

Highway Committee concerns – Standing Rule amendments:

C. Rayala presented Highway Committee objections to recent Public Property Committee approved revisions to the Standing Rules. The Highway Committee objects to language changes that gives the Public Property Committee sole oversight of capital improvements, remodeling, repair and maintenance of all county owned buildings. The Highway Committee feels that they will be better informed, and better able to oversee buildings allocated for Highway Dept. use. J. Behling expressed his opinion that progress has been made regarding the need to centralize building oversight with one committee, to prevent errors and duplications that occurred in the past. R. Sitzberger suggested that Public Property maintain oversight of all capital improvement and remodeling projects for county buildings. Normal repair and maintenance issues regarding Highway buildings would be best left under Highway Dept. jurisdiction. This idea was discussed. **Motion by J. Behling, 2nd by L. Thorpe to further amend the draft Public Property Committee Standing Rule amendments on page 48, to exclude all Highway Dept. buildings from Public Property Committee oversight regarding buildings maintenance and repair. The Public Property Committee will continue to oversee all capital improvement and remodeling projects regarding all county owned buildings. All voted aye. Carried.**

Relocation of the Commission on Aging Office – resolution to County Board:

J. Fortmann presented a joint Commission on Aging / Public Property resolution for adoption by the County Board. The resolution would approve an offsite lease arrangement with the ADRC of the Northwoods, allowing the Commission on Aging to relocate to a larger suite of offices. The building owner is proposing to remodel to suit at his initial expense. The county would lease the office space and sub-lease to the ADRC of the Northwoods. Nets monthly lease costs to Vilas County are projected to total \$1,641.00. Up to \$60,000.00 in additional 2012 unbudgeted costs may be incurred if this move is

approved. E. Bluthardt objected that this relocation plan was not presented through the proper committee channels. R. Sitzberger objects to the landlord remodeling plan; he would like county construction management involved. J. Behling feels that many of the concerns raised are the result of the county having no clear policy on how to proceed with offsite lease opportunities. The entire proposal was discussed at length. **Motion by S. Favorite, 2nd by C. Rayala to approve the resolution and to send it on to the County Board for adoption. All voted aye. Carried.**

Courthouse and Justice Center boilers and HVAC project:

K. Berner reported the completion of the HVAC/boiler project, with the exception of the installation of some temperature sensors. The equipment is working as planned.

Social Services and Child Support security project:

K. Berner presented a list of costs to complete the proposed Social Services and Child Support security remodels. Social Services estimated project costs are \$13,833.00 and Child Support estimated project costs total \$6,044.00. Sufficient funds remain in the Capital Projects Contingency expense line to fund the projects. E. Bluthardt asked why ADA and security enhancements were not being planned for the east wing east end entrance/exit doorway. K. Berner apologized for that oversight; he will include those costs in the final project estimates.

Update on office space relocations:

G. Kuckenbrod reported that all previously approved office space relocations were completed or near completion. Proposed remodeling projects need to be approved for the proposed District Attorney waiting area, attorney/client conference office and the I.T. Dept. spaces. K. Berner presented preliminary costs estimates of \$15,636.00 for the DA waiting area/I.T. Dept. office suite; \$4,838.00 for the attorney/client conference office and \$2,801.00 for an additional office door for the Maintenance Dept. Funding for all proposed remodeling projects was discussed. It is estimated that costs will exceed \$46,000.00 for all Social Services, Child Support, DA, I.T. and Maintenance department remodeling. Unspent Capital Project Contingency funds are estimated to be adequate to fund the remodeling. **Motion by C. Rayala, 2nd by J. Behling to proceed with the proposed remodeling projects at a total approved project cost not to exceed \$47,000.00, which is to be expensed from Capital Project Contingency funds. All vote aye. Carried.**

a. Former HR temporary office space – conference room #4:

The clerk presented the need for additional conference space. The former Juvenile Intake conference room/HR temporary office space, located on the second floor of the courthouse, was presented as ideal for that use. The space can be supplied with surplus furnishings. **Motion by C. Rayala, 2nd by E. Bluthardt to designate the former Juvenile Intake conference room/HR temporary office space as Conference Room #4. All voted aye. Carried.** The clerk will add this space to the conference room calendar.

b. Conference furniture for current HR/Finance offices:

The clerk presented a request from the HR Director for a 10' conference table and 10 chairs, to be used within the HR/Finance office suite for conference purposes. J. Kahl presented the advantages of using that area, especially for Personnel Committee meetings that many times require the confidentiality of a Closed Session. The HR budget contains

sufficient funds for this purchase. Clermont submitted the following bid for the necessary furnishings including delivery and set-up.

1 ea. HON HTLA54120GH 10' table top @	\$ 638.50
1 ea. HON HLTCP120N table base @	\$ 304.20
10 ea HON 7701AB12T chairs @	\$1,572.00
10 ea HON HW103T chair arms @	\$ 612.00
Total cost	\$3,738.70

Motion by C. Rayala, 2nd by E. Bluthardt to approve the purchase of the conference furniture from Clermont as presented. All voted aye. Carried.

Sheriff's Dept and Jail purchases:

F. Tomlanovich presented the following Sheriff's Dept. purchase requests.

SWAT Tactical vests and attachments. Total cost. \$13,153.05

Motion by C. Rayala, 2nd by E. Bluthardt to approve the purchase request as presented. All voted aye. Carried.

Public Health Dept. purchases:

G. Egan presented the following Public Health re-location related purchase requests:

Installation of required eyewash station @	estimated	\$ 475.00
Custodial services annual costs @	estimated	\$2,600.00
Enhanced department fluorescent lighting	no estimate at this time	
Entrance door directional signage	no estimate at this time	

J. Behling stated that these needs were unforeseen during the re-location planning stages and their omission was not due to any fault of the department head or the landlord. He is hoping that there will be addition unspent Capital Project Contingency funds available to fund these needs. R. De Bruyne felt that all of the needs were critical, especially the eyewash station. J. Behling further stated that the Public Health Committee approved the services of the custodial services company and that those services were currently being provided and paid for out of health program funds. G. Egan was instructed to request funding from the Finance & Budget Committee for custodial services expenses. The clerk reminded the committee that an unfunded Relocation Outlay expense account was created with Finance & Budget Committee approval, to be funded prior to the close of 2012. The committee felt that the proposed expenses resulted from the relocation of the Public Health offices and could be funded from that account. **Motion by J. Behling, 2nd by C. Rayala to obtain the necessary costs estimates to proceed with lighting and signage needs. The eyewash station is also approved for immediate installation. Costs are to be expensed from the Relocation Outlay expense line. All voted aye. Carried.**

G. Egan also presented a purchase request for 6 conference chairs. Clermont was the low bidder at \$1,076.10. There are no budgeted funds available for this purchase. **Motion by L. Thorpe, 2nd by J. Behling to approve the purchase of 6 chairs from Clermont, with the funds to be expensed from the Relocation Outlay expense line. All voted aye. Carried.**

G. Egan needs clarification regarding the Maintenance Dept. continuing to provide services to her department. Specific needs are minor interior installations and restroom supplies. G. Kuckenbrod can continue to provide those services, but due to chronic short-staffing, delays will be inevitable. It would be helpful if Public Health personnel would pick the

items up at the courthouse. He is also not receiving Public Health communications for maintenance assistance. R. De Bruyne instructed G. Egan and G. Kuckenbrod to work to overcome these issues. He feels that the Maintenance Dept. needs to continue those services in spite of Public Health offices being located in leased quarters. He would like to see a policy developed to better determine department responsibilities regarding these issues. The clerk was instructed to include that item on the April agenda.

Approval of bills:

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

Social Services Dept. purchases:

Nothing presented.

Information Technology report, travel and purchases:

T. Bellomy presented an unbudgeted office relocation related purchase request for tech workbenches. Low bidder was Formaspace.

3 ea I.T tech workbenches @ \$5,258.78

Motion by J. Behling, 2nd by L. Thorpe to approve the purchase request as presented. The purchase shall be funded from the Relocation Outlay expense line. All voted aye. Carried.

She also presented a tech equipment purchase request for the County Clerks' office. The equipment will increase the efficiency of time and payroll entries and calculations.

2 ea. Ix dual side by side arms @ \$ 448.28

2 ea. DVI monitor connection hardware @ \$ 63.26

2 ea. 22 Display monitors @ \$ 421.12

This purchase will be funded from the County Clerk supply expense line. **Motion by C. Rayala, 2nd by E. Bluthardt to approve the purchase as presented. All voted aye. Carried.**

T. Bellomy reported on the status of the telephone project PRI conversions from Frontier to Choicetel.

T. Bellomy explained the status of the Cisco HOD router. This state mandated equipment will no longer be supported by the manufacturer due to obsolescence. J. Behling stated that the equipment was critical to Social Services and Child Support operations and remained functional. However, the risk of a breakdown of this critical hardware outweighed any savings in continuing to operate it unsupported. Social Services can provide \$2,395.25 of the \$7,185.75 total cost, leaving \$4,790.50 unfunded. **Motion by E. Bluthardt, 2nd by C. Rayala to proceed with the replacement of the HOD router. The I.T Department is to petition the Finance & Budget Committee for the necessary remaining funds. All voted aye. Carried.**

T. Bellomy reported on the status of the online WebTax webpage rebuild. She will demo the results to the committee when complete. She also reported that estimates were being obtained for Maintenance Dept. office network drops. County wide receipting and read only financial data initiatives were discussed. The ASA400 is not upgradeable and may need replacement in the near future. T. Bellomy also requested the purchase of a curtain gate to secure the Public Health server rack, located in their storage area. The rack is in an

alcove but continues to be susceptible to damage by inadvertent contact by personnel moving items in and out of storage. The curtain gate will cost \$480.50 installed. **Motion by E. Bluthardt, 2nd by C. Rayala to approve the purchase and installation of the curtain gate in the Public Health storage room. The purchase shall be expensed from the Relocation Outlay expense line. All voted aye. Carried.**

Maintenance Supervisor report and purchases:

G. Kuckenbrod reported no unusual courthouse maintenance issues. His department continues to be short staffed due to illness. He has contracted with a local temporary employment staffing firm to provide one temporary staff member until full time staff are able to return to work. He also reported on repairs needed to a Forestry Dept. storage building. A large door header has failed. R. De Bruyne instructed G. Kuckenbrod to contact local carpenters for repair costs and to get the problem fixed.

Letters and Communications:

R. Sitzberger presented a relocation related expense for office partitions, needed for the LCC offices. This item will be placed on the next agenda for approval.

F. Radtke commented on the process used to bring forth the Commission on Aging/ADRC lease proposal. He feels that the issue was fast-tracked forward without adequate information. He is also concerned about the landlord proposed remodeling, fearing that the proposed office space may be inadequate for use by the elderly.

Set next meeting date and time:

The next regular meeting will be held on Monday, April 16, 2012.

Adjournment:

The Chair adjourned the meeting at 11:52 A.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.