

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, Gary Peske, Frank Tomlanovich, Joe Fath, Jim Fischer, Kate Gardner, Chris Kamps, Jim Galloway and David Alleman.

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

Motion by L. Thorpe, 2nd by J. Behling to approve the agenda with the agenda order at the Chair's discretion. All voted aye. Carried.

Approve minutes of the March 16, 2011 regular meeting and the April 8, 2011 special meeting:

Motion by L. Thorpe, 2nd by C. Rayala to approve the minutes of the March 16, 2011 regular meeting and the April 8, 2011 special meeting as presented. All voted aye. Carried.

Approval of bills:

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

Maintenance cost sharing – Arbor Vitae Shop:

R. De Bruyne recited verbatim the action taken by the Public Property Committee at the February 15, 2011 and reiterated via a second action at the March 16, 2011 meeting, to wit: *Motion by J. Behling, 2nd by K. Rushlow that all building maintenance issues regarding the Arbor Vitae Highway Shop are to be the responsibility of the Highway Department; custodial services provided to the Sheriff's Dept. and Juvenile Intake offices and garage spaces shall be the responsibility of the Maintenance Department; and the Clerk is to immediately inform all departments concerned of this fact. All voted aye. Carried.*

J. Fischer and C. Rayala continue to dispute the need for the Highway Department to expend funds on the building air conditioning system, claiming that highway employees receive no benefit from it. J. Fischer would also like to allocate utility costs using a factor of 21% as the portion of costs to be expended by the Sheriff's Dept. and Juvenile Intake. K. Rushlow and J. Behling each felt that this issue was inconsequential and deserved no further discussion. J. Fischer stated that action was taken by the Highway Committee to authorize repair of the faulty furnace. **Motion by J. Behling, 2nd by K. Rushlow to continue with the same course of action, as stated above regarding this subject, as was taken by the committee at the February 15, 2011 and also at the March 16, 2011 meeting. 4 voted aye. 1 voted no: C. Rayala. Carried.** R. De Bruyne discussed custodial issues encountered during a recent visit to the Sheriff's portion of the Arbor Vitae Shop building. K. Rushlow would like the Maintenance Director to personally visit the outlying Forestry and Highway Dept. buildings to check on any custodial issues.

Courthouse and Justice Center boilers and HVAC project:

a. Resolution to County Board:

A resolution was presented to the committee for their review. K. Berner presented an overview of the April 8, 2011 bid meeting and updated the committee regarding the status of the proposed contracts. The contracts and other relative information will be presented to the County Board as attachments to the resolution. K. Berner will present the entire project at that meeting. **Motion by L. Thorpe, 2nd by J. Behling to approve the resolution as presented and to send it on the County Board for adoption. All voted aye. Carried.**

K. Berner reported that he had not yet received any solid rebate amounts possibly due the county from Focus on Energy. A verbal conversation with an agent of that entity indicates that the county may receive in excess of \$12,000.00 in energy rebates. Preliminary calculations also indicate that the updated boilers will provide between a 17% and 25% annual savings on natural gas costs.

Social Services offices security:

K. Berner explained that this additional project was going to be presented along with the boiler project as the 16th add alternate. It continues to be expected that remaining boiler project contingency funds will be the source of funding this project.

County car for Social Services Dept.:

J. Fath reported that a surplus vehicle was available and that its transfer to the Social Services Dept. was approved by the Law Enforcement Committee. K. Gardner is concerned about the current year budget needed to operate and maintain the vehicle. The clerk explained how this would be set up and funded with line item transfers within the Social Services fund. The vehicle has about 44,000 miles on the odometer. C. Rayala felt that a major service issue was not likely with those miles. Parking will be worked out with the Maintenance Dept. **Motion by K. Rushlow, 2nd by L. Thorpe to authorize the transfer of a surplus Sheriff's Dept vehicle to the Social Services Dept. All voted aye. Carried.**

Aramark service contract:

G. Kuckenbrod reported that Aramark has offered a 3 year contract indicating significant savings for the Maintenance and Highway departments. His only objection is with contract language that calls for the contract to automatically renew after each three year term. He would like to negotiate further with Aramark to amend that provision. **Motion by C. Rayala, 2nd by K. Rushlow to approve the contract with Aramark contingent upon removal of the automatic renewal language. All voted aye. Carried.**

Information Technology report, travel and purchases:

The phone system upgrade is in process. Changeover will occur over this coming weekend. Systems training for employees and voice mail changeovers will occur next week. J. Behling commented on the tardiness of the project, stating that this was a prime example of why performance clauses with penalties are necessary when entering in to time sensitive service contracts.

Sheriff's Dept. and Jail purchases:

Nothing presented.

Public Health Dept. purchases:

Nothing presented.

Social Services Dept. purchases:

Nothing presented.

Maintenance Supervisor report and purchases:

G. Kuckenbrod reported no undue repair or maintenance issues.

a. Lost County keys:

G. Kuckenbrod updated the committee regarding the issue of county keys lost in the vicinity of the Arbor Vitae Highway Shop by a county employee. Repeated searches have not produced the lost keys. Additionally, another county employee has lost county keys in the Boulder Junction area. Attempts to recover those key shave also been unsuccessful. G. Kuckenbrod reported that a complete re-keying, which would include re-keying all office locks and reissuance of new keys, could cost in excess of \$3,000.00. A lower cost alternative is to only re-key the entrance and interior hallway doors, and to issue an additional key that opens only those locks. This would cost about \$600.00 to \$1,000.00, but would require all employees to carry two keys; one entrance key and one office key. K. Rushlow commented that the last time keys were lost, the affected employee was made to pay the re-keying costs, per the "key agreement" signed by all employees who are issued keys at hiring. **Motion by J. Behling, 2nd by C. Rayala to re-key necessary doors per the less expensive option and to issue all employees a second key. All voted aye. Carried.** The committee took no action on requiring employee payment of the re-keying expenses.

Letters and Communications:

Nothing presented.

Set next meeting date and time:

The next regular meeting was set for Friday, May 13, 2011 at 9:00 AM.

Adjournment:

Motion by C. Rayala, 2nd by K. Rushlow to adjourn. All voted aye. Carried.

Meeting adjourned at 11:07 A.M.

Respectfully submitted by:

David R. Alleman

Vilas County Clerk.