

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, Scott Jensen, Joy Schmitz, Joe Fortmann, Erv Teichmiller, Larry Stevens, Joe Fath, Kurt Berner, 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.

Approve minutes of March 14, 2012 meeting:

Motion by J. Behling, 2nd by E. Bluthardt to approve the minutes of the March 14, 2012 meeting as presented. All voted aye. Carried.

Commission on Aging relocation purchases/expenses:

E. Teichmiller presented a list of additional expenses associated with the relocation of the Commission on Aging (COA) to leased office space. He stated that a portion of the additional costs were due to a previous error in the cost sharing formula, as utilized by the COA and ADRC of the Northwoods. Other added costs are attributable to office furniture needs, office lighting and cabinetry. E. Bluthardt questioned the cost share formula, claiming the prior understanding that the ADRC was assuming a greater share of COA tasks. E. Teichmiller explained that the cost share formula was based upon staffing Full Time Equivalents (FTE'S) and applied based upon each agency's use of the facility. The result is a 58% COA / 42% ADRC cost share formula applied to all building and lease costs. He further stated that the \$11,627.80 in costs will remain within the financial limits previously approved by resolution. **Motion by E. Bluthardt, 2nd by J. Behling to approve the additional purchases and costs. All voted aye. Carried.**

Social Services and Child Support security project:

K. Berner presented a project update. Walls have been constructed and are being finished. Doors and hardware have been ordered. He presented some locking option for the exterior Social Services wing exterior doors. Programmable keypad security locks will cost \$1,800.00 total for two doors. A FOB system will cost about \$3,500.00. A FOB system was discussed and was favored by R. De Bruyne. A FOB system offers the ability to lockdown the doors from a computer terminal, along with the ability to record individual door usage per each key-fob issued. E. Bluthardt questioned the need for that level of security. **Motion by C. Rayala to authorize and purchase a keypad system for the two Social Services exterior doors at a cost of \$1,800.00. 2nd by J. Behling for discussion.** Pros, cons and costs of a FOB door locking system were discussed at length. J. Behling favors expanding a FOB system to all courthouse exterior doors as a method of increasing courthouse security. K. Berner stated that systems varying in size and cost are available. E. Bluthardt favors investigating the option of a more comprehensive FOB system. C.

Rayala withdrew his motion. K. Berner will bring additional cost estimates for a FOB system to the May meeting.

Approval of bills:

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

Sheriff's Dept and Jail purchases:

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

15K Liebert UPS model 38SA015COCFX Total cost \$21,805.00

Motion by L. Thorpe, 2nd by R. De Bruyne to approve the purchase request as presented. All voted aye. Carried.

Veteran Service space needs:

S. Jensen requested that the committee authorize his department to relocate into office space scheduled to be vacated by the Commission on Aging. He cited the cramped conditions in his current office, shared by himself and one staff member. There is little room to conduct client interviews and no method of insuring confidentiality. L. Thorpe responded that the COA office space was earmarked for the Tourism & Publicity Dept.

R. De Bruyne reminded the committee that office relocations were in progress and ongoing. No decision has been made by the committee relative to the COA office space. He also stated that it was premature at this time to consider S. Jensen's request.

Forestry Dept. purchases:

L. Stevens reported the purchase of lighting for the Oldenburg Park ball fields. Funds were budgeted in an outlay and the Forestry Committee approved the purchase.

Update on office space relocations:

Approved remodeling is in progress. The relocations of the Human Services, Land & Water and UW Extension departments are completed.

Public Health Dept. purchases:

Nothing presented

Social Services Dept. purchases:

Nothing presented.

Maintenance supply and repair policy:

G. Kuckenbrod would like some direction on providing county departments located on leased premises with toilet and toweling supplies. Public Health needs those supplies but cannot expense for them. Storage space at Public Health is also limited. The issue was discussed at length. R. De Bruyne instructed G. Kuckenbrod to provide Public Health with case lots of necessary supplies, expensed from his supply budget and to do the same for the Commission on Aging after that department also moves to leased quarters. G. Kuckenbrod asked about maintenance at leased sites. J. Behling explained that maintenance was provided by the property owner. County maintenance personal could be used for small

items like bulletin board installation, etc. In general, all on-site and off-site county buildings and office spaces should be taken care of uniformly.

Land & Water Conservation Dept. purchases:

The Land & Water Conservation Dept. requested approval to purchase office partitions.

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

Information Technology report, travel and purchases:

C. Kamps presented the following purchase request.

10 ea Lenovo ThinkCenter M81 computers @ \$599.99	Total	\$5,999.99
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1 ea Samsung LCD monitor	Total	\$ 800.00
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Motion by C. Rayala, 2nd by E. Bluthardt to approve the purchases. All voted aye. Carried.

C. Kamps also presented a travel approval request for herself and one staff member, to attend the September 2012 Spillman Conference in Salt Lake City, UT. Approval is for all travel costs, lodging and registrations. E. Bluthardt questioned the need for two staff to attend an out of state conference. C. Kamps replied that this annual conference provides necessary Spillman system training for herself and a backup staff member. She describes that system as critical to county law enforcement operations.

Motion by C. Rayala, 2nd by E. Bluthardt to approve the travel and expense request. All voted aye. Carried.

Maintenance Supervisor report and purchases:

a. Jail kitchen ceiling:

G. Kuckenbrod reported the installation of ceiling tiles in the jail kitchen.

b. Jail ladders:

G. Kuckenbrod reported the installation by contractor of jail bunk ladders.

Letters and Communications:

Nothing presented.

Set next meeting date and time:

The next regular meeting will be held on Tuesday, May 15, 2012.

Adjournment:

The Chair adjourned the meeting at 10:55 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.