

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, Edward Bluthardt, Jr. and Charles Rayala, Jr. Linda Thorpe was excused. Other persons present at various times during this meeting: Stephen Favorite, Gary Kuckenbrod, Joe Fath, Chris Kamps and David Alleman.

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

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

Approve minutes of the April 14, 2011 regular meeting:

Motion by C. Rayala, 2nd by E. Bluthardt to approve the minutes of the April 14, 2011 regular meeting as presented. All voted aye. Carried.

County mail/webserver: access to maintenance network:

S. Favorite reported that the Executive, Ethics & Insurance Committee discovered that an in-house contractor was being provided with internet access through the secure county webserver. This arrangement apparently originated a number of years previous and was provided to this contractor to facilitate Jail commissary supply orders through a third party. The in-house contractor no longer needs the internet service provided by Vilas County. As Chair of the EE&I Committee, S. Favorite recommends that the Public Property Committee rescind this service and require the in-house contractor to procure internet service from another provider. **Motion by E. Bluthardt, 2nd by C. Rayala to discontinue CBM's internet access to the county mail/web server – maintenance network and to notify CBM in writing that this access will be discontinued in 30 days from the date of the letter. All voted aye. Carried.**

County website updates:

County supervisors have received an email from a citizen criticizing the lack of timely updates to information contained on the county website, specifically the names, addresses and phone numbers of local elected officials. The clerk explained that in prior years, his office maintained and published an Official Directory. This directory was updated and reprinted every two years. Now this directory is maintained in a printable version on the county's website. Updating requires time and current office workloads have prevented the clerk and his staff from prioritizing more timely updates. E. Bluthardt feels that the lack of updates is an embarrassment to the county. J. Behling feels that this task could be outsourced to provide more timely updates. Both the clerk and the I.T. Director explained that part of the problem involved the reception of timely information from local municipal clerks regarding changes in information. The clerk also pointed to recent changes in county committee assignments as an example of the ongoing need to update website information. The committee then discussed the posting of agendas and minutes on the web as required by county policy.

These required postings to the web are not consistently made by all departments. J. Behling pointed out that we are living in a digital age. Citizens accessing our website have the expectation of finding current and correct information. To provide anything less is a disservice to our customers. **Motion by E. Bluthardt, 2nd by C. Rayala to send a memo to all departments heads reminding them that it is their responsibility to see that all pertinent agendas and minutes are posted to the county website in a timely manner. All voted aye. Carried.**

Approval of bills:

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

Frontier Telephone billings:

The clerk explained the ongoing dispute with frontier Telephone regarding county long distance charges. Frontier usurped our Verizon Business Long Distance contract last year. Frontier's fees were much higher, but they have credited the county for those higher charges through the end of 2010. However, the current Frontier long distance fee schedule remains in force and is exorbitant. The contract has not reverted to Verizon Business as promised by Frontier. R. De Bruyne recommends contacting the Citizens Utility Board with a complaint. J. Behling asked C. Kamps about the timetable for Phase II of the Telephone Infrastructure Upgrade project. Phase II involves switching phone service providers to ChoiceTel, with very competitive rates. C. Kamps replied that ChoiceTel indicated a June date for the implementation of Phase II. The committee instructed C. Kamps to contact ChoiceTel to immediately expedite Phase II of the project.

Sheriff's Dept. and Jail purchases:

E. Bluthardt reported to the committee that the Sheriff's Department is objecting to the Public Property Committee policy requiring that all office supplies be purchased from the approved vendor (Clermont). He stated that the Law Enforcement Committee instructed the Sheriff's Department to disregard the policy. E. Bluthardt felt that their action was improper, citing the fact that the Public Property Committee maintains jurisdiction over all purchasing. R. De Bruyne and J. Behling explained to E. Bluthardt and to J. Fath how the policy was formulated and the steps that were taken to determine the approved office supply vendor. E. Bluthardt asked that the vendor choice be reviewed after a reasonable period of time.

Public Health Dept. purchases:

The Highway Department has requested that the Public Health Department purchase two AED defibrillators for the Arbor Vitae and Boulder Junction highway shops. The Public Health Department lacks funding for this purchase. J. Behling believes that these AEDs are necessary for employee safety and need to be provided. **Motion by C. Rayala, 2nd by E. Bluthardt to approve the purchase of two AEDs for the Highway Department at the price of \$2,712.00. The Highway Department will be responsible for funding this purchase. All voted aye. Carried.**

Annual Xerox maintenance contract – Register of Deeds:

The Register of Deeds is requesting renewal of the annual maintenance contract covering her office's W2552P copier. **Motion by C. Rayala, 2nd by R. De Bruyne to approve the contract renewal. All voted aye. Carried.**

Courthouse and Justice Center boilers and HVAC project:

Focus on Energy has offered a contract to Vilas County which will provide \$14,020.00 in energy rebate grants calculated on energy savings that will be derived due to the Courthouse and Justice Center boiler and HVAC upgrade project. **Motion by C. Rayala, 2nd by J. Behling to approve the contract and to send a resolution to the County Board in June asking for their approval of the grant. All voted aye. Carried.** The clerk reported the signing of contracts with the general contractor, KBK Services. G. Kuckenbrod reported that construction would commence on Monday, May 16, 2011.

Social Services Dept. purchases:

Nothing presented.

Information Technology report, travel and purchases:

C. Kamps gave a progress report about the phone system upgrade project. She also reported continued requests from departments asking for Facebook access. She stated that such social networking sites were blocked for security reasons, and recommended against allowing access. J. Behling noted that Facebook has become a go-to portal for a large variety of information and may become a necessary portal for county information. C. Kamps replied that current departmental users accessed Facebook on independent systems not connected with the county network. She recommends that the committee consider a policy regulating access to social network websites. C. Kamps also reported that she was appearing before the Finance & Budget Committee to request an I.T Department credit card. She could save time and money by purchasing on-line and the current restrictions on credit card use make that a cumbersome effort. The clerk agreed that the restrictions on county credit card use limited its availability. He cited policy drafted by the Finance & Budget Committee. E. Bluthardt would like that policy brought before the next meeting of that committee for review. C. Kamps also reminded the committee that they would need to evaluate her job performance at the next meeting. The clerk was instructed to add that item to the June agenda in a closed session format.

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 and Boulder Junction area by county employees. No keys have been recovered to date. Cost of rekeying the courthouse entries will total about \$1,300.00. E. Bluthardt asked about the lost key policy. The Maintenance Department maintains documentation signed by each employee, whereby it is recognized that employees will be financially responsible for the costs associated with the loss of county keys. G. Kuckenbrod recommends that this policy be amended to include all county keys to all county locations. He further recommends that entry keys be limited to

personnel needing afterhours access. E. Bluthardt agrees that a Lost Key and Key Access policy need to be formally written. The committee discussed charging the two employees for the costs of the re-keying. In a past lost key incident, the county employee was charged the full amount of the costs of re-keying. The money was returned to the employee after the keys were ultimately found. In this case, both keys have been missing for a number of months and have yet to be recovered. **Motion by C. Rayala, 2nd by E. Bluthardt to assess both employees equal shares of the cost of re-keying. Both employees may repay the county the assessed amount over a period not to exceed one year from the date of receiving the assessment. All voted aye. Carried.**

b. Maintenance employee reclassification:

G. Kuckenbrod is requesting committee approval to allow for a maintenance employee reclassification. The employee in question is a custodian, but expends over 60% of his time performing maintenance technician duties. The Personnel Committee is considering creating a hybrid position that includes both job classifications. **Motion by E. Bluthardt, 2nd by C. Rayala to approve the reclassification and to instruct G. Kuckenbrod to create a job description for this new position for committee review and approval. All voted aye. Carried.**

Letters and Communications:

Nothing presented.

Set next meeting date and time:

The next regular meeting was set for Tuesday, June 14, 2011 at 9:00 AM.

Adjournment:

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

Meeting adjourned at 11:37 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.