

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 Jim Behling with the following committee members present: Edward Bluthardt, Jr., Lorin Johnson, Gary Peske and Linda Thorpe. Other persons present at various times during this meeting: Gary Kuckenbrod, Chris Kamps, Gina Egan, Jim Galloway, Jean Numrich, Judge Neal Nielsen, Martha Milanowski, Jerri Radtke, Joan Hansen, Joe Fath, Kurt Berner representing The Samuels Group, Craig Mocello and Bob Lamovec representing Office Enterprises and David Alleman.

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

**Motion by G. Peske, 2<sup>nd</sup> by E. Bluthardt to approve the agenda, with the agenda order to be presented at the Chair's discretion. All voted aye. Carried.**

**Approve minutes of April 16, 2012 meeting:**

**Motion by L. Thorpe, 2<sup>nd</sup> by G. Peske to approve the minutes of the April 16, 2012 meeting as presented. All voted aye. Carried.**

**Approval of bills:**

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

**Office furniture – Finance Department:**

Due to the recent hiring of a County Finance Manager, the Clerk asked if office furniture could now be purchased for that new position. The Clerk proposes to purchase the same brand and design as recently provided for the Human Resource Director. **Motion by E. Bluthardt, 2<sup>nd</sup> by L. Thorpe to authorize the purchase of necessary office furniture for the Finance Manager position. All voted aye. Carried.**

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

C. Kamps presented the following purchase request.

|  |                  |
|--|------------------|
| 2 ea. I.T. Dept 42" monitors including shipping and installation | Total \$1,995.94 |
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|   |                 |
|---|-----------------|
| 1 ea. COA Dept. monitor including shipping and installation | Total \$ 997.97 |
|---|-----------------|

**Motion by E. Bluthardt, 2<sup>nd</sup> by L. Thorpe to approve the purchase requests. All voted aye. Carried.** C. Kamps reported that I.T. Department relocation into remodeled office space was nearing completion. The final move of furniture and equipment should occur next week. Cabling and installation of fiber optic lines is in progress at the COA Dept. leased office space and should be complete prior to May 23<sup>rd</sup>. Location of a server rack in the Public Health leased office space storage area remains an issue. The room is small and not air conditioned. Public Health refrigeration units are also located in this area, contributing to room overheating problems. A metal storage cabinet prevents adequate access to the server rack. G. Egan reported that the storage area will be reconfigured and the metal storage cabinet moved away from the server rack. Air conditioning of the room

is being negotiated with the landlord. C. Kamps will have a folding door installed to help shield the server rack from damage.

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

K. Berner reported completion of the security project. He also reported that additional security locks for two Social Service wing doors cost \$6,220.00, not including the necessary computer to manage the locking system. A seven door system that would include Courthouse entrances costs \$14,909.00. E. Bluthardt asked if the proposed system was compatible with a similar system used in the Justice Center. K. Berner replied that the same hardware could be utilized. J. Behling recommends purchasing the seven door system, using unspent Boiler & HVAC Project contingency funds and then budgeting for the remainder in 2013. Judge Nielsen feels that other security issues, such as public entrance screening, need attention prior to the installation of an electronic door lock system. J. Behling replied that the door system was but one step in the overall security enhancement process.

**Maintenance Director report and purchases:**

G. Kuckenbrod reported that Courthouse remodeling projects were nearing completion.

**a. Costs of concrete repair – The Samuels Group:**

K. Berner presented preliminary engineering costs for the repair of the Justice Center north stairway and retaining wall. Two proposals are expected.

**b. Social Service wing HVAC issues:**

J. Behling reported that the soon to be vacated I.T. Dept. space, located in the Social Services wing, is unheated. This was not an issue in the past due to the operation of electronic equipment in that space. The space will need to be adequately heated to be usable for another department. K. Berner explained HVAC issues encountered in that building. He will ask Engineering370 to recommend a solution to this problem.

**Letters and Communications:**

The Chair presented a constituent letter regarding Veteran's Services office space. He also presented a communication from the COA Committee Chair regarding additional relocation expenses.

**Approval of department purchases:**

J. Numrich presented a purchase request for upgraded courtroom audio visual equipment. A main system programming unit, originally costing in excess of \$4,000.00 has failed and is now obsolete. This unit can be replaced with a less complex, lower cost unit at a cost of \$1,945.15. The Court budget has insufficient funds for this purchase. J. Behling asked if other bids were received. J. Numrich replied that this equipment was proprietary and serviced by a firm in Appleton. A local electronics firm was contacted but declined to service this equipment. **Motion by G. Peske, 2<sup>nd</sup> by L. Thorpe to approve the purchase, contingent upon Finance & Budget approval of the funds being expensed from the Contingency Fund. All voted aye. Carried.**

M. Milanowski presented the following purchase request:

2 ea HON626LL locking shelf files

Total \$1,503.10

Clermont Office Supply was the low bidder. **Motion by E. Bluthardt, 2<sup>nd</sup> by L. Thorpe to approve the purchase request. All voted aye. Carried.**

G. Egan presented the need for better signage at the Public Health leased building site. Sign placement examples were viewed and discussed. The sign and costs would be shared with the Department of Motor Vehicles. **Motion by G. Peske, 2<sup>nd</sup> by E. Bluthardt to approve the purchase and installation of a Public Health Dept sign, to be installed on the east end of the north side of the leased building. Sign costs are to be shared with the DMV. All voted aye. Carried.**

**Office Enterprises printers & copier presentation:**

C. Mocello and B. Lamovec presented data indicating that considerable savings could be realized by eliminating many desk top printers and installing one centrally located department printer/copier. Their plan consolidates equipment to several basic models, based upon print and copy needs. The Clerk pointed out some inconsistencies in their data. C. Mocello acknowledged that their data was incomplete. They need more cooperation with individual department data gathering. J. Hansen stated that any plan to eliminate desk top printers in Register of Deeds department would be counterproductive. Her department's work flow would be impeded by the need to walk to a central printer location in her department. Time would also be lost while staff waits for their turn to use the machine. C. Mocello replied that the recommendation for that department included the retention of 4 desktop printers. G. Peske questioned if Office Enterprises worked with any other counties. B. Lamovec replied that Langlade County utilized their equipment lease/maintenance program. J. Behling feels that there is not enough data presented to make a decision at this time. **Motion by G. Peske, 2<sup>nd</sup> by L. Thorpe to recommend that the Finance & Budget Committee refer this issue to the Finance Manager for further investigation. All voted aye. Carried.**

**Set next meeting date and time:**

The next regular meeting will be held on Friday, June 15, 2012.

**Adjournment:**

The Chair adjourned the meeting at 11:38 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.