

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 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, Chris Kamps, Tim Evenson, Barbara Gibson 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 May 13, 2011 regular meeting:

Motion by L. Thorpe, 2nd by J. Behling to approve the minutes of the May 13, 2011 regular meeting as presented. All voted aye. Carried.

Approval of bills:

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

Sheriff's Dept. and Jail purchases:

T. Evenson presented the following Sheriff's Dept purchase request:

1 ea. Leupold Mark 4 rifle scope from Military Warfighter Solutions LLC @ \$1,479.99

1 ea. MIRS scope mount from McCann Industries LLC @ \$497.00

Motion by E. Bluthardt, 2nd by L. Thorpe to approve the purchase request. All voted aye. Carried.

Public Health Dept. purchases:

Nothing presented.

Social Services Dept. purchases:

Nothing presented.

Information Technology report, travel and purchases:

C. Kamps is requesting permission to attend four separate continuing education/management training courses at UW-Milwaukee. Costs would total \$900.00 for the courses plus mileage and meals. She has a place to stay in Milwaukee at no cost to the County. E. Bluthardt questioned the content and value to Vilas County of the listed courses that C. Kamps is requesting to attend. J. Behling felt that the listed courses were valuable and would be advantageous to C. Kamps' professional development as Vilas County I. T. Director. E. Bluthardt agrees that continuing education for purposes of professional development is beneficial to the employee and to the county; however, he would like to see all managers offered these types of training courses. He recommends investigating the possibility of hosting training opportunities of this caliber in house. C. Rayala asked if these costs were budgeted. C. Kamps stated that her department's training budget totaled

\$8,000.00 for herself and three staff and that the costs of this request were covered in that amount. **Motion by E. Bluthardt, 2nd by C. Rayala to approve the training request. C. Kamps is to report back to the committee regarding the efficacy and value of the courses that she will attend. All voted aye. Carried.** C. Kamps also reported that the telephone infrastructure project was nearing completion. An audit of all phone numbers and lines assigned to Vilas County is being conducted by Frontier Telephone. V.O.I.P phones are being installed and tested in the Sheriff's Dept.

Bids for Plat Book printing:

B. Gibson reported that five printing firms were contacted regarding the printing of plat books. Only two responded, Clermont Printing and Color Vision Printing Ltd. She pointed out that the in-house costs of printing and binding far exceeded the costs of outsourcing this task. B. Gibson and the Clerk both recommend a maximum 250 print run per addition of plat books. This would allow for annual, updated editions. Color Vision Printing Ltd. is offering the lowest price of \$12.28 per unit, printed and bound, for a run of 250 plat books. This pricing is much less than previous plat book production and printing costs incurred when using a plat book publishing service. Noticing that the new plat book contains no advertising, C. Rayala wondered about the possibility of selling advertising as additional revenue. A county department would probably have to take responsibility for selling advertising in the new plat book. B. Gibson pointed out that the new plat book already contains more pages due to the inclusion of orthophotography. **Motion by C. Rayala, 2nd by E. Bluthardt to approve the quote from Color Vision Printing Ltd. for 250 plat books. All voted aye. Carried.** The Clerk asked the committee for permission to develop and market a CD version of the plat book. This would be updated at six month intervals. B. Gibson has identified a firm that produces labeled CD copies at \$2.00 per unit. **Motion by E. Bluthardt, 2nd by R. De Bruyne to allow the development of a CD version of the Vilas County plat book. All voted aye. Carried.**

Courthouse and Justice Center boilers and HVAC project:

G. Kuckenbrod reported that the project is progressing as planned and on schedule.

Maintenance Supervisor report and purchases:

G. Kuckenbrod reported no undue repair or maintenance issues.

d. On-call captive pay proposal:

G. Kuckenbrod is proposing to use funds from his salary line to pay qualified subordinates to take on-call assignments in his stead. His job description requires him to be on call 24-7, although no additional pay is provided. In order for him to not be on-call during his time off, he is forced to assign on-call duties to the maintenance techs. He feels that they should be compensated at the rate of \$1.00 per hour, which he is willing to fund from his own salary line. E. Bluthardt felt that this proposal did not deserve consideration as other county employees in different departments are required to be on-call, also without added compensation. He pointed out that additional compensation is provided when an employee is called into work outside of normal working hours. L. Thorpe feels that this is an issue that requires investigation by the Personnel Committee and future negotiation with the appropriate bargaining unit.

b. County key issuance policy:

G. Kuckenbrod presented a draft key issuance policy for review and discussion. The current lost key incident will cost over \$1,300.00 to remedy. He is proposing a policy that limits the number of keys distributed, to only those employees that have the need to work after normal Courthouse hours. Department heads would be responsible to determine which staff members required a key to the exterior doors of the building. E. Bluthardt disagrees with the portion of the policy, requiring the personal repayment of all re-keying costs incurred by the county, as the result of a lost keys incident. He agrees that there needs to be a consequence for lost keys, but he feels that the requirement to repay all costs is excessive and unfair. He also recommends investigating various keyless entry systems that are now available. The Clerk recommended limiting afterhours access to county buildings to select entrances, thus limiting any future re-keying expenses to only those entrances. E. Bluthardt wondered if insurance was available to cover the costs of re-keying due to accidental key loss. **Motion by J. Behling, 2nd by C. Rayala to limit the issuance of keys to the exterior entrances of the Courthouse to only those employees required to work outside of normal business hours, and to require department heads to determine which employees need exterior keys for afterhours access. The Public Property Committee shall periodically review the list of exterior key holders. All voted aye. Carried.**

Motion by J. Behling, 2nd by E. Bluthardt to authorize the Maintenance Director to investigate the cost of various keyless entry systems and to report these findings to the committee prior to the commencement of the 2012 budgeting process. All voted aye. Carried. G. Kuckenbrod stated that he has purchased the necessary lock sets to commence the re-keying of the Courthouse, but that he had deferred that task pending approval of a key issuance policy. R. De Bruyne stated that the re-keying was previously approved and needed to be accomplished regardless of any proposed re-keying policy. **Motion by E. Bluthardt, 2nd by J. Behling to commence the re-keying of the Courthouse and to defer action regarding the repayment of any re-keying costs by the two employees who lost their keys, until a suitable key issuance policy is adopted. The two employees involved are to continue to search for their lost keys. All voted aye. Carried.**

c. Proposed Maintenance Assistance job description:

G. Kuckenbrod presented and the committee reviewed and discussed the proposed job description for the Maintenance Assistant position. **Motion by C. Rayala, 2nd by E. Bluthardt to approve the job description and to send it on to the Personnel Committee for further action. All voted aye. Carried.**

Closed Session:

It is anticipated that a motion will be made and seconded to convene into closed session pursuant to Wis. Stat. Section 19.85(1)(c) for the purpose of considering employment and performance evaluation data of a public employee over which the Public Property Committee exercises responsibility. **Motion by J. Behling, 2nd by C. Rayala to enter into closed session. All voted aye. Carried. Closed session began at 11:18 A.M.**

Adjourn closed session:

Adjourn closed session pursuant to Wis. Stat. Section 19.85(1)(c) and return to open session. **Motion by C. Rayala, 2nd by R. De Bruyne to adjourn closed session and return to open session. All voted aye. Carried. Return to open session at 12:43 P.M.**

Committee may take action on matters discussed in closed session.

Motion by E. Bluthardt, 2nd by R. De Bruyne to approve the employee evaluation discussed during closed session. All vote aye. Carried.

Letters and Communications:

R. De Bruyne presented information given to him by Supervisor Ralph Sitzberger regarding the disposal of surplus county property by an auction service.

Set next meeting date and time:

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

Adjournment:

Motion by C. Rayala, 2nd by L. Thorpe to adjourn. All voted aye. Carried.
Meeting adjourned at 12:45 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.