

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 and Linda Thorpe. Gary Peske was excused. Other persons present at various times during this meeting: Gary Kuckenbrod, Chris Kamps, Sheriff Frank Tomlanovich, Janna Kahl, Cindy Burzinski, Scott Jensen, Paul Tirpe, Kurt Berner representing The Samuels Group and David Alleman.

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

Motion by L. Johnson, 2nd 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 May 15, 2012 meeting:

Motion by L. Thorpe, 2nd by L. Johnson to approve the minutes of the May 15, 2012 meeting as presented. All voted aye. Carried.

Approval of bills:

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

Information Technology report, travel and purchases:

C. Kamps presented the following purchase request.

1 ea. Finance Dept. ThinkPad T530 laptop	Total \$1,901.29
1 ea. I.T. Dept. Unitrends Recovery Backup System	Total \$20,475.00

Motion by L. Thorpe, 2nd by E. Bluthardt to approve the purchase requests. All voted aye. Carried. C. Kamps requested permission to travel to a seminar in Appleton, Wisconsin at a cost of \$284.83. She also requested permission to incur registration and lodging cost for the upcoming WSUG meeting, being hosted by Vilas County in Eagle River. **Motion by E. Bluthardt, 2nd by L. Thorpe to approve the travel, registration and lodging expenses. All voted aye. Carried.** C. Kamps submitted a letter from the Commission on Aging, thanking her department for their efforts in regards to the Commission on Aging's recent relocation to leased office space. She also announced that her department was planning to host an open house in their new office space in the courthouse on June 19, 2012 from Noon until 2:00 P.M.

Courthouse electronic door lock system:

K. Berner presented three bids from electronic locking systems providers. Best price for a 6 door project including 150 FOBs was \$12,799.00, offered by Complete Control Inc. Pricing does not include any in house technology costs. Project needs were discussed. It was felt that two additional Courthouse access doors needed to be included in this project **Motion by E. Bluthardt, 2nd by L. Thorpe approve an 8 door electronic lock security project at an estimated cost of \$15,000.00 and to recommend to the Finance & Budget Committee that the funds be immediately withdrawn from the General Fund. Discussion. 1 voted aye. 3 voted no: J. Behling, L. Johnson and L. Thorpe. Motion**

failed. Immediate funding options and 2013 budgeting issues were discussed. **Motion by J. Behling, 2nd by L. Johnson to approve an 8 door electronic lock security project at an estimated cost of \$15,000.00 and to recommend to the Finance & Budget Committee that approximately \$7,000.00 in remaining Boiler/HVAC Project funds are allocated towards this security project, with the source of the remaining funding to be determined by the Finance & Budget Committee. All voted aye. Carried.**

Maintenance Director report and purchases:

G. Kuckenbrod reported no unusual maintenance issues

a. Costs of concrete repair – The Samuels Group:

K. Berner presented two proposals for engineering concrete repairs on the north side of the Justice Center. Hunter Engineering and Ionic Structure & Design each submitted a scope of work and costs. After review it was felt that the submission from Ionic was the most cost effective. **Motion by E. Bluthardt, 2nd by L. Johnson to accept the scope of work from Ionic Structure & Design at an estimated cost of \$4,110.00. 3 voted aye. 1 no vote: L. Thorpe**

b. Social Service wing HVAC:

K. Berner reported on Social Services wing HVAC issues. The system in that wing has been updated as much is feasible. The County would need to commit to expend additional funds to update further. Additional engineering solutions can be sought at additional cost. Modifications can be made more cheaply by the maintenance director. These modifications include the installation of air boxes with dampers to help balance the system more efficiently. A re-heating coil could also be installed in the old I.T. office air handler to provide for additional heating capacity.

Jail maintenance and repair needs:

G. Kuckenbrod presented a detailed list of Jail maintenance and repair needs. This list was discussed at length. J. Behling feels that Jail maintenance and repair needs must be managed more effectively. He recommends that the Maintenance Director develop a Preventive Maintenance Plan (PM) and present it to the committee for review and approval. G. Kuckenbrod stated that some maintenance issues were compounded by restrictions on when maintenance staff and contractors can have access to areas within the Jail.

Approval of department purchases:

F. Tomlanovich presented a lease request for two 2013 Ski Doo GSX LE600 snowmobiles from Track Side, to be used for trail patrol during the 2012 through 2014 snowmobiling seasons. Lease cost is \$3,700.00 annually with the State paying 71% of that cost. **Motion by L. Thorpe, 2nd by E. Bluthardt to approve the lease agreement and cost. All voted aye. Carried.**

P. Tirpe presented the following Coroner purchase request:

2 ea 2500 XT digital radios

Total \$7,300.00

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

The Clerk presented the following purchase request for Finance Dept. office furniture. Clermont was the low bidder.

1 ea. HON 10762N 2 drawer later file @	\$ 525.75
1 ea. HON 107292NN bookcase hutch @	\$ 314.20
1 ea. HON 10783RNN desk @	\$ 565.55
1 ea. HON 107194LNN return @	\$ 401.25
1 ea. HON 1522N center drawer @	\$ 86.55
Total cost	\$1,893.30

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

Tour vacated COA and I.T. office space:

The committee left the meeting room and toured vacated former Commission on Aging and I.T. office spaces. The Veteran's Service Dept. and the Tourism & Publicity Dept. both have needs that can be met by utilizing these larger spaces. Each department head presented their plan of how the space could be used for their department's needs. Solutions were discussed. The lack of adequate heating in the old I.T. office space remains a roadblock. G. Kuckenbrod was instructed to research HVAC solutions and to report back to the committee in July.

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 L. Thorpe, 2nd by L. Johnson to convene into closed session pursuant to the language cited above. All voted aye. Carried.** Closed session convened at 12:03 P.M

Return to Open Session:

Motion by L. Thorpe, 2nd by L. Johnson to adjourn the closed session and to return to open session pursuant to Wis. Stat. Section 19.85(1)(c). All voted aye. Carried. Return to open session at 12:32 P.M.

Committee may take action on any matter discussed in closed session:

The committee took no action on the issues discussed during the closed session.

Letters and Communications:

Nothing presented.

Set next meeting date and time:

The next regular meeting will be held on Tuesday, July 17, 2012.

Adjournment:

The Chair adjourned the meeting at 12:35 P.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.