

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, Cindy Burzinski, Kelly Haverkamp, Nancy Miller, Dennis Nielsen, Mary Platner, Tara Bellomy, Kurt Berner and David Alleman.

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

**Motion by C. Rayala , 2<sup>nd</sup> by L. Thorpe to approve the agenda with the agenda order at the Chair's discretion. All voted aye. Carried.**

**Approve minutes of the June 14, 2011 regular meeting:**

**Motion by L. Thorpe, 2<sup>nd</sup> by C. Rayala to approve the minutes of the June 14, 2011 regular meeting as presented. All voted aye. Carried.**

**Courthouse and Justice Center boilers and HVAC project:**

K. Berner reported that delivery of the water heaters was delayed. Preparation for the installation of the water heaters is almost complete. Replacement of control valves is underway with twelve valves remaining to be changed out. The temperature control contractor is working with the Maintenance Director to keep the system working properly during the construction. A recent progress meeting with KBK Services indicated that the project timetable remains on schedule in spite of equipment delivery delays. No asbestos has been found to date. Project contingency funds remain unspent at this time.

**Re-location of UW Extension office:**

The Personnel Committee requested that the Public Property Committee investigate re-locating the main floor UW Family Living (UWFL) offices to another area, to provide space for the HR Director's office. D. Nielsen reported that one position out of the two vacated in the UWFL office would be filled. L. Thorpe wondered about UWFL sharing UW Extension space on the ground floor. N. Miller stated that the lower level offices would not presently accommodate the 4 UWFL staff members. J. Behling stated that the Personnel Committee desired to house the HR Director adjacent to the Corporation Counsel and County Clerk offices, as the HR Director would need to work closely with those offices. N. Miller explained the services provided by UWFL staff to Vilas, Forest and Florence Counties. When asked if the other two counties could house UWFL staff, she replied that neither county had space available. D. Nielsen also pointed out that Vilas County derived added benefits from housing UWFL services locally. J. Behling suggested that UW Extension lease space in Eagle River. R. De Bruyne felt that a foreclosed property might be found and purchased to house UWFL. L. Thorpe suggested moving Land & Water Conservation staff into the Zoning offices. J. Behling suggested that space options be examined and brought back to the next meeting. R. De Bruyne instructed the Clerk and the Maintenance Director to measure existing UWFL, UW Extension, LWC and Zoning office spaces. Findings are to be reported at the next meeting.

**Approval of bills:**

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

**Courthouse/Justice Center bicycle rack:**

The Clerk reported that a number of employees have requested that bicycle racks be installed. Bike riders now have to chain up to trees, poles or tables, which creates problems regarding lawn mowing. E. Bluthardt felt that bike racks also need to be installed for the public. The maintenance Director is to investigate pricing and report back to the committee.

**Supervisor name tags:**

C. Burzinski presented information regarding the availability and price of laser cut wooded name badges for County Supervisors. The badges would present a uniform image at conferences. Supervisors would be responsible to purchase the badges using their own funds. Badges cost \$7.25 each and can be ordered through the Tourism & Publicity Department.

**Social Services Dept. vehicle use policy:**

The draft vehicle use policy was discussed. C. Rayala would like to delay any action until the August meeting to allow more time to consider the policy. The Clerk stated that this policy was basically an addendum to the existing vehicle use policy incorporating rules specific to the Social Services Department. This policy draft was previously reviewed by the Corporation Counsel. **Motion by E. Bluthardt, 2<sup>nd</sup> by J. Behling to approve the policy as presented. 4 voted aye. 1 no vote: C. Rayala. Carried.**

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

C. Kamps is requesting permission to attend the annual Wisconsin Spillman Users Group conference in Madison, Wisconsin. Attendance will cost about \$500 including registration, lodging, meals and travel reimbursement. **Motion by C. Rayala, 2<sup>nd</sup> by E. Bluthardt to approve the travel request. All voted aye. Carried.**

T. Bellomy previewed a proposed intranet website for exclusive use by Vilas County employees. The website would be used to disseminate information geared specifically to Vilas County staff. J. Behling felt that this website was a good move towards better communications with employees. **Motion by R. De Bruyne, 2<sup>nd</sup> by E. Bluthardt to approve the development and implementation of a intranet website for employee communication purposes. All voted aye. Carried.**

C. Kamps also reported on Frontier and CenturyTel telephone issues. IP phones have been installed in the IT Office and Social Services Dept. and are being used with no apparent problems.

**Sheriff's Dept. and Jail purchases:**

Nothing presented.

**Public Health Dept. purchases:**

Nothing presented.

**Social Services Dept. purchases:**

Nothing presented.

**Maintenance Supervisor report and purchases:**

G. Kuckenbrod reported no undue repair or maintenance issues. The boiler project is proceeding as expected. E. Bluthardt asked if a listing of employees who were issued entrance keys was compiled. G. Kuckenbrod replied that the list in question was just recently completed due to the time necessary to poll department heads regarding key issuance. He will provide E. Bluthardt with a copy. R. De Bruyne instructed the Clerk to place this item on the August agenda. G. Kuckenbrod also reported that foundation settling had occurred at the Sheriff's Dept. evidence garage. Building security has not been compromised. He is getting prices for masonry repairs at that location and one other exterior site.

**Letters and Communications:**

Nothing presented.

**Set next meeting date and time:**

The next regular meeting was set for Friday, August 12, 2011 at 9:00 AM.

**Adjournment:**

**Motion by C. Rayala, 2<sup>nd</sup> by L. Thorpe to adjourn. All voted aye. Carried.**

Meeting adjourned at 11:06 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.