

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, Charles Rayala, Jr. and Linda Thorpe. Edward Bluthardt was excused. Other persons present at various times during this meeting: Gary Kuckenbrod, Chris Kamps, Terri Miller, Nancy Miller, Carolyn Scholl, Dawn Schmidt, Joy Schmitz, Jim Galloway, Tim Evenson, Martha Milanowski, Kelly Haverkamp, Gina Egan, Mary Platner, Kurt Berner and David Alleman.

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

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

Approve minutes of the July 14, 2011 regular meeting:

Motion by L. Thorpe, 2nd by C. Rayala to approve the minutes of the July 14, 2011 regular meeting as presented. All voted aye. Carried.

Re-location of UW Extension office - options:

The Clerk presented the committee a report detailing findings and suggested solutions as discussed at a meeting between the Clerk and department heads of space impacted by this issue. C. Scholl offered a third solution: Combine the Human Resources Director (HR) office with the Corporation Counsel's office, utilizing the current County Board Chair's adjacent office space. R. De Bruyne felt that was the best solution offered. J. Behling replied that the HR Director's office required a level of privacy and confidentiality that precluded that office being combined with another. M. Platner described the HR office in her former workplace as "being about 8' x 12'" because most of that person's work was accomplished using other conference rooms." R. De Bruyne indicated knowledge of local office space for lease near the courthouse. M. Platner felt that the HR Director should be housed in the Juvenile Intake conference room. C. Rayala thought that was the best plan. J. Behling reminded the committee that the Juvenile Intake conference room is in use for Public Health water testing purposes. Possible use of the law library area was discussed. The Clerk explained that he was given information indicating that the law library is used more than realized; over three times a week for various purposes. R. De Bruyne asked G. Egan the status of the water test personnel. She replied that the program was seasonal, required little supervision and could be housed elsewhere in the future if access to internet and other tech issues were resolved. The size of the Juvenile Intake conference room was discussed. That room is smaller than the law library. L. Thorpe suggested swapping the two spaces. J. Behling stated that the HR Director could be successfully housed in the existing Juvenile Intake conference room, but that the assumption needed to be made that the HR Director would need a secretary in the future, which may require a larger space at that time. R. De Bruyne asked the committee to take action to choose between the Juvenile Intake conference room and the law library spaces. **Motion by C. Rayala, 2nd by R. De Bruyne that the Juvenile Intake conference room be selected to house the Human Resource Director office. All voted aye. Carried.**

Sheriff's Dept. and Jail purchases:

Nothing presented.

Disposal of inoperative, surplus refrigerator:

Vilas County has in storage an inoperative refrigerator that is slated for scrapping at a cost to the county. T. Evenson has use for the unit, and is willing to take it off the county's hands at no cost. **Motion by L. Thorpe, 2nd by R. De Bruyne to allow Tim Evenson to have the broken refrigerator at no cost to himself. All voted aye. Carried.**

Courthouse security issues:

a. Entrance keys and alternate systems:

b. Child Support office security:

K. Berner presented a cost estimate of \$12,887.76 for the installation of a modular/mobile security wall in the Child Support office. He stated that conventional, permanent construction would cost about \$9,000.00. He also presented a proposal from Potter Lawson to complete a Courthouse security needs study at a cost of \$6,800.00 plus costs. K. Berner recommends that a comprehensive security needs analysis be completed prior to moving forward with security projects currently under discussion. C. Rayala questioned the need for any heightened security measures. J. Galloway reported that a number of departments have reported incidents involving disgruntled or unruly clients. Sheriff's Deputies have needed to be summoned on a number of occasions. J. Schmitz reported two incidents in her department so far this year that culminated in her requesting action to better secure her office area from public intrusion. Door FOBs were discussed. Cost is between \$3,000.00 and \$4,000.00 per door; future savings are realized due to elimination of the current costs of re-keying. K. Berner reported that typical metal detectors cost over \$35,000.00. J. Behling feels that the discussion is wandering between little to no security to full lockdown capabilities. He feels that the actual need is someplace in the middle. Controlling access to the courthouse by limiting the use of certain entrances may be a workable and less costly alternative. J. Galloway believes that courthouse access must be limited for security purposes. He also recommends that all office doors be lockable from the office interior. J. Behling feels that communication in an emergency situation is crucial. He recommends that the courthouse PA system be used to alert staff of any emergency. J. Galloway stated that the PA system was accessed through Sheriff's Dispatch and the County Clerk's office. J. Behling recommends staff training regarding emergency situations. **Motion by L. Thorpe, 2nd by C. Rayala to expend no more than \$13,000.00 from the Boiler/HVAC contingency budget, to fund a modular security wall, to be installed in the Child Support front office area.** J. Behling objected that there was no reason to spend \$13,000.00 on a portable, modular wall unit that would probably not be re-used in the future if additional remodeling were to occur. He recommends spending \$9,000.00 on a permanent, stick-built wall. L. Thorpe withdrew her motion.

Motion by L. Thorpe, 2nd by C. Rayala to expend no more than \$9,000.00 from the Boiler/HVAC contingency budget to construct a permanent security wall in the Child Support front office. All voted aye. Carried. The proposal submitted by Potter Lawson was discussed. J. Behling asked if J. Galloway was able to create a comprehensive security plan. J. Galloway replied that he was not qualified to complete that task. The Chair instructed the Clerk to add the Potter Lawson proposal to next month's agenda.

Approval of bills:

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

Courthouse and Justice Center boilers and HVAC project:

K. Berner reported that the project is substantially on schedule in spite of equipment delays encountered. The project is about 75% complete. Test firing of one boiler is scheduled for September 12th. Discovery of additional problems in the existing HVAC system resulted in change order KBK-CB1, for \$7,413.00. **Motion by C. Rayala, 2nd by J. Behling to approve change order KBK-CB1 in the amount of \$7,413.00. All voted aye. Carried.** K. Berner also reported that asbestos pipe insulation was discovered during excavation of a steam line. Abatement costs should not exceed \$1,000.00.

Courthouse/Justice Center bicycle rack:

The Clerk and the Maintenance Director presented examples of commercial bike racks, of various materials, capacities and costs. The consensus of the committee was that this purchase needed to be budgeted in 2012.

Social Services Dept. vehicle use policy:

C. Rayala has no further concerns.

Clerk of Courts digital recorder software upgrade:

The committee was presented with a letter from the Clerk of Courts describing the need for the upgrade. **Motion by C. Rayala, 2nd by J. Behling to approve the software upgrade. All voted aye. Carried.**

Pepsi soda vendor price/commission options:

Pepsi Cola Corporation has informed Vilas County about pricing and commission options regarding soda vending machines located in the courthouse and the Justice Center. As the Pepsi machines are located in the Sheriff's Department, the Clerk was told to refer the issue to that department.

Information Technology report, travel and purchases:

C. Kamps presented the following training and travel requests:

Tara Bellomy – Tuition for Networking/Linux/Web App Developer. Online school with NTC. Cost \$905.45. **Motion by L. Thorpe, 2nd by J. Behling to approve. All voted aye. Carried.**

Advance meal disbursement for Spillman Conference – Mike Duening and Chris Kamps - \$120.00 each person. **Motion by J. Behling, 2nd by L. Thorpe to approve. All voted aye. Carried.**

Accommodation charges for Mike Duening and Chris Kamps – Holiday Inn, Rothschild - \$77.00 each per night – Spillman Conference. **Motion by L. Thorpe, 2nd by J. Behling to approve. All voted aye. Carried.**

C. Kamps presented the following equipment purchase requests:

1ea. Brother MFC-736N Laser Fax for Child Support office @ \$184.99. **Motion by J. Behling, 2nd by C. Rayala to approve. All voted aye. Carried.**

9ea. Lenovo ThinkPad Edge E520 laptops @ \$539.99 each / total \$4,859.91.

8ea. Lenovo ThinkStation S20 PC @ \$1,134.00 each / total \$9,072.00.

1ea. Lenovo M58P PC @ \$744.00

J. Behling questioned the need to purchase 18 computers. C. Kamps replied that this purchase was being made to enable the normal rotation and retirement of older and obsolete units. **Motion by L. Thorpe, 2nd by C. Rayala to approve the purchase of 18 computers. All voted aye. Carried.**

C. Kamps reported that the Zoning & Planning Department requested to purchase Voice over Internet Phones (VoIP) telephones using unspent salary and benefit funds. Cost of the hardware would total \$4,691.18. **Motion by J. Behling, 2nd by R. De Bruyne to approve of the VoIP telephone purchase, contingent upon Zoning & Planning Committee approval and Finance & Budget Committee approval of the transfer of funds request. All voted aye. Carried.**

C. Kamps also reported that she has been asked to be a member of the Spillman Company Advisory Group, for a one year term.

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. He is getting estimates on needed masonry and concrete repairs.

Letters and Communications:

Nothing presented.

Set next meeting date and time:

The next regular meeting was set for Thursday, September 15, 2011 at 9:00 AM.

Adjournment:

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

Meeting adjourned at 12:17 P.M.

Respectfully submitted by:

David R. Alleman

Vilas County Clerk.