

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, Jim Galloway, Dale Soltow, Joe Fath and David Alleman.

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

Motion by E. Bluthardt, 2nd by L. Thorpe to approve the agenda, with the agenda order to be presented at the Chair's discretion. All voted aye. Carried.

Approve minutes of July 17, 2012 meeting:

Motion by L. Thorpe, 2nd by E. Bluthardt to approve the minutes of the July 17, 2012 meeting as presented. All voted aye. Carried.

Information Technology report, travel and purchases:

C. Kamps presented a report detailing costs and savings involved with the initiative for County Board members to go paperless. Cost savings increase when monthly committee meeting expense data is included. E. Bluthardt objects to the notion that all County Board members have the technical ability and internet access required to implement this idea. J. Behling countered that local libraries provide internet hotspot access; additional internet access can be provided at the courthouse. C. Kamps stated that software would also be required to help manage this digital information. E. Bluthardt felt that much of the projected cost savings will be offset by additional technology costs and I.T. labor utilized to manage the system. J. Behling replied that technical costs would subside once the system was fully implemented and in general use. G. Peske also questioned the additional costs of software. L. Johnson spoke about his workplace experience with paperless data, stating that much of his industry has already embraced that technology. **Motion by L. Thorpe, 2nd by L. Johnson to forward this proposal to the Finance Director and to prepare an enabling resolution for Public Property Committee review and possible action at the next meeting. All voted aye. Carried.**

C. Kamps presented a 2013 Copier and Printer replacement schedule, which was discussed. Her department is making an effort to reduce the number of units and associated costs. G. Peske praised the I.T. Director for her efforts in organizing the recent Spillman WSUG conference, hosted by Vilas County. C. Kamps reported that the August 21st County Board meeting would be videoed and streamed live. This is the first live webcast of a County Board meeting. She also reported that the County website would be used to showcase a different county department on a monthly basis. C. Kamps requested permission for a \$240.00 advance for travel expenses, associated with attendance at the upcoming Spillman Conference in Salt Lake City, Utah. After hearing that a total of four staff were attending this conference, E. Bluthardt questioned the need for all four to attend. G. Peske explained the basis of the conference and the training sessions involved. **Motion by L. Thorpe, 2nd by G. Peske to allow a travel expense advance of \$240.00 for use by I.T. Dept. staff attending the 2012 Spillman Conference. All voted aye. Carried.**

Maintenance Director report and purchases:

G. Kuckenbrod reported no unusual maintenance, repair or purchase needs.

a. JC concrete repair:

G. Kuckenbrod reported that the contract between Ionic Structure & Design and Vilas County was signed and in force. Engineering and design work is in progress. J. Behling reported that prior repairs to the Justice Center parking garage floor failed and that the floor continues to deteriorate. This was discussed at length. E. Bluthardt suggested approaching Ionic Structure & Design regarding this need. Possibly they could engineer a solution utilizing a “change order” to their current contract. **Motion by E. Bluthardt, 2nd by L. Johnson to hire an engineering firm to engineer all major repair needs. All voted aye. Carried.**

E. Bluthardt was excused from the meeting at 10:30 A.M.

b. Review Preventative Maintenance Plan draft:

G. Kuckenbrod did not have a draft Preventative Maintenance Plan (PMP) ready for this meeting. Instead, he presented time/labor data enumerating current and projected costs and additional staff time necessary to properly maintain the Jail facility. He feels that he does not have adequate budget and staff to provide for Jail maintenance and custodial needs. J. Behling emphatically stated the need for the Maintenance Director to create a comprehensive PMP. He and Supervisor Johnson will meet with G. Kuckenbrod to assist him in developing a PMP. PMP management software will be investigated. The clerk was instructed to inform all County department heads that their assistance will be necessary with the development of this plan.

c. Former I.T / COA office space needs:

G. Kuckenbrod stated that HVAC upgrades and interior space remodeling was progressing, with an October completion date projected. J. Behling feels that the committee can deliberate assignments of those spaces at their next meeting.

Jail floor tile project:

G. Kuckenbrod presented a detailed project RFP detailing the scope of work involved. This was discussed. **Motion by G. Peske, 2nd by L. Johnson to approve the RFP contingent upon Corporation Counsel review and approval and to advertise the project for bids. All voted aye. Carried.**

Lease purchase for the replacement 911 Communications Center:

D. Soltow presented a lease purchase request for 911 Communications Center recording equipment. The lease purchase term is for 60 months and covers equipment including maintenance and support, at an annual cost not to exceed \$13,000.00. The lease purchase was previously approved and adopted pursuant to Resolution 2011-89. **Motion by L. Johnson, 2nd by L. Thorpe to approve the lease purchase equipment expenditure. All voted aye. Carried.**

Lease of mail machine and folder/stuffer:

The current mail machine lease lapses in September. The clerk presented two 63 month lease proposals as follows:

Office Enterprises - Neopost IS-490 Digital Mailing System and DS-63 Folder/Inserter at a net lease cost of \$687.38.

Pitney Bowes – Connect + 2000 WOW Mailing System and D1425 FastPac Inserting System/Stacker at a net lease cost of \$716.44 per month.

The committee discussed both proposals. The clerk noted that both mailing systems offered essentially the same mailing speeds, capacities and options. The committee felt that the cost differential over the term of the lease was not substantial enough to warrant changing to a different mailing system. **Motion by L. Johnson, 2nd by G. Peske to accept the lease proposal from Pitney Bowes for that firm's mailing system. All voted aye. Carried.**

Lease of Xerox WC7775PC Copier/Finisher/Folder:

Nothing presented.

Approval of department purchases:

D. Soltow presented the following Sheriff's Dept and Jail purchase requests:

1ea DVM 500 Plus DAI Radio V2 from Digital Ally @	\$4,130.00
2ea X26E Kit from Taser @	\$1,653.95
1ea Master Control Workstations from The Samuels Group, Inc @	\$5,023.03
1ea Licensing Agreement Voice Logging from Dell @	\$1,382.13
1ea Lenova Server TS430 0441 from Technology Management @	\$3,675.91

Motion by G. Peske, 2nd by L. Thorpe to approve the Sheriff's Dept. and Jail purchase requests. All voted aye. Carried.

D. Alleman presented the following purchase request for the Human Resource Dept.:

1ea Optoma TX452-3D DLP projector from SCW @	\$ 547.43
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Motion by L. Thorpe, 2nd by L. Johnson to approve the Human Resource Dept. purchase request. All voted aye. Carried.

Letters and Communications:

Nothing presented.

Set next meeting date and time:

The next regular meeting will be held at 9:00 A.M. on Monday, September 17, 2012.

Adjournment:

The Chair adjourned the meeting at 11:23 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.