

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, Jim Galloway, Kate Gardner, Joe Fath, Sheriff Frank Tomlanovich, Gary Peske, Martha Milanowski, Gina Egan, Kurt Berner representing The Samuels Group, Paul Brummond representing Potter Lawson and David Alleman.

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

Motion by C. Rayala, 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 the August 12, 2011 regular meeting:

Motion by C. Rayala, 2nd by L. Thorpe to approve the minutes of the August 12, 2011 regular meeting as presented. All voted aye. Carried.

Office furniture for Human Resource Director:

R. De Bruyne recommends that the recently hired HR Director, Janna Kahl, be provided with a temporary desk until such time as she is able to choose the appropriate office furniture suitable for her position.

L. Thorpe feels that a suite of office furniture, recently assigned to a different employee located in the Zoning Dept., is more suitable to be utilized by the incoming HR Director.

E. Bluthardt agrees with the Chair that the HR Director should be allowed to choose her own office furniture.

J. Behling reminded the committee that they have the sole authority regarding the purchase and allocation of all county owned office furniture and equipment.

The committee declined to take any action at this time regarding this issue.

Approval of bills:

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

Courthouse and Justice Center boilers and HVAC project:

K. Berner reported that the boilers had been fired up and were operational. A final electrical inspection is expected to be completed this coming Monday. A final project inspection is scheduled for October 6th. A punch list will be developed at that time, with total project completion projected for mid October. Work continues on the HVAC control system. Exposed ductwork in the Jail kitchen will need to be covered and secured at additional cost.

Courthouse security issues:

a. Potter Lawson proposal:

P. Brummund presented his firm's proposal to develop a comprehensive security plan for the Courthouse. Plan deliverables include identifying security issues and providing options regarding levels of security necessary. The proposed plan would also offer an incremental approach to implementing security measures.

The Sheriff favors security measures coinciding with findings contained in a recent US Marshall security inspection report.

The committee discussed upcoming security work already approved for the Social Services offices and the Child Support office. E. Bluthardt feels that the approved work needs to be delayed pending the outcome of the proposed security study, to prevent possible duplication of effort or the future need to redo completed work.

Motion by E. Bluthardt, 2nd by C. Rayala to proceed with the proposed Potter Lawson security plan, with priority to be given to security enhancements already approved for Social Services and Child Support. All voted aye. Carried.

The Chair requested that the Clerk compose a resolution, to be signed by the Public Property Committee chair and the Finance & Budget Committee chair, asking the County Board to approve a contract with Potter Lawson to provide Vilas County with a security plan.

Local office space available for lease:

The Chair related his recent conversation with Glenn Schiffman. Mr. Schiffman has office space in Eagle River available for lease. J. Behling and the Clerk toured the vacant space at the Chair's request.

J. Behling reported on the size of the space and the interior appointments. He also presented preliminary lease costs of about \$31,789.00 annually for the space.

The committee discussed their authority to lease office space. M. Milanowski advised that the Forestry, Recreation & Lands Committee held the sole authority to petition the County Board for approval to lease lands, including any improvements such as office space.

Motion by E. Bluthardt, 2nd by J. Behling to recommend to the Forestry, Recreation & Lands Committee that space be leased at 302 Pine Street for county offices. All voted aye. Carried. J. Behling will speak to the building owner regarding a formal lease proposal.

The Chair instructed the Clerk to include an item on the next meeting agenda regarding the assigning of county departments to that leased office space.

Sheriff's Dept and Jail purchases:

G. Peske presented the following purchase request:

13ea. Phoenix body armor from Advantage Police Supply @ \$7,390.00

Motion by E. Bluthardt, 2nd by R. De Bruyne to approve the purchase. All voted aye. Carried.

a. Outlay- body armor. Resolution to County Board:

J. Fath presented a resolution approved by the Law Enforcement Committee, requesting County Board approval to purchase \$15,700.00 in additional body armor in 2012. He asked the committee to also approve the purchase request.

Motion by E. Bluthardt, 2nd by R. De Bruyne to approve the purchase request for additional body armor, contingent upon County Board approval of the purchase and County Board approval of the 2012 Budget funding request. All voted aye. Carried.

b. Dispatch center equipment purchase and 5 year maintenance contract.
Resolution to County Board:

G. Peske explained the need to upgrade the 911 communication center voice data recording system. The existing system is now obsolete. He presented a resolution approved by the Law Enforcement Committee, requesting County Board approval to purchase a replacement recording system including yearly maintenance and support, at a projected cost of \$65,000.00, to be paid at the rate of \$13,000.00 annually over the next five years. He asked the committee to also approve the purchase request.

Motion by C. Rayala, 2nd by R. De Bruyne to approve the purchase request for the 911 communications recording system in 2012, contingent upon County Board approval of the purchase and County Board approval of the 2012 Budget funding request. All voted aye. Carried.

Public Health Dept. purchases:

G. Egan presented the following purchase request:

1ea.	HON 10784LJJ 30"x66" desk	@	\$559.10
1ea.	HON 10715RJJ 24"x48" return	@	\$410.50
1ea.	HON 10765JJ 42"x60" credenza	@	\$589.95
1ea.	HON 1522J center drawer	@	\$ 85.45
1ea.	HON 4022J keyboard tray	@	<u>\$ 96.10</u>
	TOTAL		\$1,741.10

Four bids were presented. E. Bluthardt noted that Clermont Office Supply was the second lowest bidder, and questioned why the lowest bid was not recommended by the Public Health Committee. J. Behling pointed out that the lowest bid did not include assembly, installation and removal of the existing furniture. The existing desk is broken and will need to be removed and discarded. **Motion by L. Thorpe, 2nd by J. Behling to approve the office furniture purchase request and to accept the bid from Clermont Office Supply of \$1,741.10. All voted aye. Carried.**

Plat books:

The Clerk explained that his office had run out of plat books. Instead of purchasing 100 plat books as authorized by the committee, he chose instead to have 40 plat books printed in house. He intends to request funding to purchase a larger number of plat books in 2012, hopefully at a price per unit more favorable to the County than can be purchased at the 100 unit level. He also presented that revenues from 2011 plat book sales would offset the unbudgeted cost of producing the 40 units in house.

Social Services Dept. purchases:

C. Kamps presented the following purchase request for the Social Services Dept.

1ea.	4548GT-PWR POE telecommunication switch	@	\$4,996.75
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Motion by C. Rayala, 2nd by J. Behling to approve the purchase. All voted aye. Carried.

Information Technology report, travel and purchases:

C. Kamps presented the following purchase request:

1ea. Portable public address system @ \$709.00

She demonstrated the system and explained that it would be utilized cooperatively by various county departments. This system replaces an obsolete unit purchased in the 1970's.

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

Maintenance Supervisor report and purchases:

G. Kuckenbrod reported that it would cost \$2,500.00 to engineer repair to the floor and foundations of the Sheriff's evidence garage. Repairs could cost in excess of \$40,000.00. He was instructed to present the project and costs as an outlay request in the 2012 budget.

Letters and Communications:

Nothing presented.

September 2011 outlay meeting:

The committee will hold a special meeting at 1:00 P.M., Thursday, September 29, 2011 for purposes of considering and approving 2012 budget outlay requests. Other business may also be conducted at that meeting.

Set next meeting date and time:

The next regular meeting was set for Thursday, October 13, 2011 at 9:00 AM.

Adjournment:

Motion by C. Rayala, 2nd by J. Behling to adjourn. All voted aye. Carried.
Meeting adjourned at 11:427A.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.