

Open meeting law complied with. Quorum verified.

Call to order:

The Public Property Committee meeting was called to order at 1:00 P.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, Jr. was excused. County Board Chair Stephen Favorite took part in the meeting in an ex officio capacity. Other persons present at various times during this meeting: Gary Kuckenbrod, Chris Kamps, Jim Galloway, Gary Peske, Nancy Miller, Terri Miller, Carolyn Scholl, Joe Fortmann. Larry Stevens, Monica Baltich and David Alleman.

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

Motion by C. Rayala, 2nd by R. De Bruyne to approve the agenda, with the agenda order to be presented at the Chair's discretion. All voted aye. Carried.

Acceptance of Security Plan proposal from Potter Lawson:

R. De Bruyne presented the proposed service contract for discussion. Corporation Counsel objects to §6.3 Compensation For Use Of Architect's Instruments Of Service. Paul Brummund was contacted, he advised that §6.3 could be deleted in its entirety. Consulting service costs as listed in the contract were verified to be \$6,800.00, plus up to \$850.00 in additional expenses, as per the original proposal. **Motion by J. Behling, 2nd by C. Rayala to accept the Security Plan services contract from Potter Lawson as amended. All voted aye. Carried.**

Human Resource Director – assignment of office space:

R. De Bruyne asked to re-visit this issue. He now believes that the HR Director needs to be located on the main floor of the courthouse, adjacent to the Corporation Counsel and the County Clerk, in space currently occupied by UW-Ext. Family Living (UWFL) personnel. Other options were briefly discussed. UW-Extension also has the option to use the Economic Development Agent's office space, as that position is temporarily vacant. N. Miller reminded the committee that UWFL office furniture is owned by the university. Excess furniture will need to be marked for UW and securely stored. C. Kamps reported that data line and phone issues would need to be resolved. **Motion by J. Behling, 2nd by L. Thorpe to move courthouse main floor UWFL personnel to the 2nd floor Juvenile Intake conference room, and to move the HR Director into the space on the main floor vacated by UWFL. The 2nd floor location allocated to UWFL will be considered temporary. All voted aye. Carried.**

Forestry Dept. building maintenance and service contracts:

R. De Bruyne is concerned that confusion exists regarding which committee has jurisdictional responsibility over Forestry Dept. buildings. The Clerk read from the standing rules, to wit: *Chapter XVIII. Public Property (1) It shall be responsible for maintenance, repair and upkeep of the Courthouse and other County owned buildings and grounds, except Highway department buildings and grounds.* R. De Bruyne felt that language to be clear, and advised the Maintenance Director that his department would be responsible for maintenance and repair, and for budgeting for those tasks, with regards to

Forestry Dept. buildings. Also discussed was an annual furnace inspection maintenance contract. L. Stevens reported that the former Maintenance Director contracted for the service after a new furnace was installed. The committee discussed the need to continue the contract. **Motion by C. Rayala, 2nd by J. Behling to decline the renewal of the Forestry Dept. furnace service contract. All voted aye. Carried.**

Off-site office space lease proposal:

J. Behling reported on the proposed lease of local office space. As the space under consideration was formally used by a medical services provider, he feels that the Public Health Dept. would be the most likely candidate to move into the space. The Forestry Dept. will consider the lease proposal at their October meeting.

Mail machine lease – proposals:

The lease contract for the Pitney Bowes mail machine in the Clerk's office is up for renewal next September, 2012. Pitney Bowes would like to renew now, claiming that a price increase is imminent. Other mail machine firms are also interested in submitting proposals. **Motion by R. De Bruyne, 2nd by L. Thorpe to continue with the current Pitney Bowes lease until the end of the contract period, after which time Requests for Proposals can be sent to all interested mail machine lease providers. The Clerk is to inform Pitney Bowes of the County's intent to not auto-renew the existing 5 year lease. All voted aye. Carried.**

2012 outlay budget requests:

J. Galloway submitted an outlay request to fund the purchase of a 2012 Emergency Management vehicle, as previously approved in Res. 2011-90, at a cost of \$27,319.00.

Motion by R. De Bruyne, 2nd by S. Favorite to approve the funding request and to send this request onto the Finance & Budget Committee and the County Board for their approval. All voted aye. Carried.

The County Coroner submitted a written request for an outlay to fund the purchase of two (2) digital radios at a cost of \$7,368.00. **Motion by R. De Bruyne, 2nd by C. Rayala to approve the funding request and to send this request onto the Finance & Budget Committee and the County Board for their approval. All voted aye. Carried.**

An additional outlay request for Mass Casualty and Pandemic Plan supplies, totaling \$2,000.00, was denied. He is to include that amount in his supply budget request for 2012.

The County Clerk submitted an outlay request to fund the purchase of a department scanner, including necessary software, at a cost of \$5,954.00. **Motion by C. Rayala, 2nd by J. Behling to approve the funding request and to send this request onto the Finance & Budget Committee and the County Board for their approval. All voted aye. Carried.**

C. Kamps submitted an I. T. outlay request for data system security enhancements, totaling \$16,449.87. At the instruction of the committee, she also prepared an outlay request to fund the purchase of 160 VoIP phones at a total cost of \$31,000.00. **Motion by S. Favorite, 2nd by C. Rayala to approve both funding requests and to send these**

requests onto the Finance & Budget Committee and the County Board for their approval. All voted aye. Carried.

G. Kuckenbrod submitted the following outlay requests:

1. Riding tractor with broom attachment for sidewalk snow removal totaling \$11,669.00
2. Limited exterior door FOB system totaling \$12,000.00
3. Sidewalk concrete replacement near the Social Services wing totaling \$12,000.00.
4. Engineering services to develop a plan to repair concrete and railings on the Justice Center, and to develop a plan to repair the Sheriff's Dept. evidence garage, totaling \$2,500.00.
6. Repair/replace sally port sidewalks totaling \$15,000.00.
7. Justice Center evidence room shelving and lighting totaling \$5,000.00
10. Main parking lot sealing and re-striping totaling \$25,000.00
11. Install emergency generator at Forestry Dept. totaling \$4,000.00

Motion by S. Favorite, 2nd by C. Rayala to approve the funding requests listed above and to send these requests onto the Finance & Budget Committee and the County Board for their approval. All voted aye. Carried.

The following Maintenance Dept. outlays were denied:

5. Repair evidence garage foundation and exterior block walls totaling \$20,000.00.
8. Replace/upgrade Social Services wing air handler totaling \$15,000.00
9. Replace existing undersize air conditioning unit in the Social Services wind totaling \$4,500.00.

Letters and Communications:

S. Favorite passed on a complaint regarding the cleaning of courthouse restrooms during business hours. G. Kuckenbrod reported that he had previously rescheduled restroom cleanings for after 4:00 P.M.

Adjournment:

Motion by C. Rayala, 2nd by R. De Bruyne to adjourn. All voted aye. Carried.

Meeting adjourned at 3:45 P.M.

Respectfully submitted by:

David R. Alleman

Vilas County Clerk.