

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, Joe Fath, Kurt Berner, Colin Snook, Scott Jensen, Joe Van De Laarschot and David Alleman.

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

Motion by G. Peske, 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 September 17, 2012 meeting:

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

Justice Center exterior stairs/ramp repair – bid opening:

The Clerk submitted the single bid received, which was opened and read by the Chair. The lone bidder was Lewis Construction, Inc. of Schofield, WI. Their bid totaled \$29,521.00 excluding additional costs of concrete testing, cold weather costs and permits. K. Berner stated that Lewis Construction is a reputable firm that The Samuels Group has utilized in the past. G. Peske asked if the bid price was reasonable. K. Berner replied that the price was within the expected range. He then discussed the project scope and specifications. J. Behling asked that a penalty clause covering missed completion dates be included in the contract. K. Berner replied that it would. Regarding the listed exclusions, K. Berner stated that work was scheduled to begin as soon as the bid was approved and the contract signed. He anticipates no additional costs for weather. He will also conduct required concrete testing. **Motion by L. Thorpe, 2nd by G. Peske to award Lewis Concrete, Inc. the contract to repair the Justice Center exterior stairs/ramp at the bid price of \$29,521.00 and to also approve that a work contract be signed, contingent upon Corporation Counsel review. All voted aye. Carried.**

Courthouse telephone menu system/option:

C. Kamps explained that the I.T Department has the capability to implement phone menus for County departments. The recently upgraded phone system offers advanced telephone menu options, programmable in house by I. T. Dept. staff. E. Bluthardt recommends mandating the use of the phone menu system by all departments. J. Behling feels that use of the phone menu system needs to be utilized where appropriate. Both opinions were discussed. **Motion by G. Peske, 2nd by L. Thorpe to instruct the County Clerk to notify all departments regarding the phone menu system, asking department heads to contact the I.T. Department if use of a phone menu system would benefit that department's operations. 4 voted aye. 1 no vote: E. Bluthardt. Carried.**

Update on postponed office space assignments:

The Chair explained that preliminary budget deliberations indicate other possible uses for vacated Commission on Aging and I.T. Department office spaces, than the committee was aware of previously. He recommends further postponement of any action to assign those spaces until after approval of the 2013 budget. S. Jensen repeated his request to assigned the former I.T. Department space.

Department purchases and leases:

J. Fath presented a Sheriff's Department request for an early 60 month lease renewal for their Xerox W7556PC copier/printer/scan/fax machine. Xerox Leasing is offering an early renewal that increases monthly lease cost but reduces per copy black and white and color costs. The result is a net savings in monthly fees based upon the lower cost of paper usage. The Purchasing Agent stated that policy required this lease to be bid, but that the Sheriff's Department viewed this machine as a critical piece of equipment. The department prefers that the lease remain with Xerox due to the availability of immediate repair and maintenance services. J. Fath explained the importance of this machine to the department. The Purchasing Agent advised that in this instance, the importance of the machine and the lower costs offered in the early renewal were of greater benefit to the County than the need to bid. **Motion by G. Peske, 2nd by E. Bluthardt to approve the early renewal of the 60 month lease for a Xerox W7556PC copier/printer/scan/fax machine at a monthly lease cost of \$313.32 and per click paper costs of .0066 per black/white copy and .0496 per color copy. All voted aye. Carried.**

J. Fath presented the following Sheriff's Department purchase request:

1 ea. Herman Miller MR123AAM chair @	\$ 613.31
2 ea. Herman Miller MR123NAM chairs @ \$513.81	\$ 1,027.62

Items will be purchased from The Samuels Group under a state bid

Motion by G. Peske, 2nd by E. Bluthardt to approve the Sheriff's Department purchase request totaling \$1,640.93. All voted aye. Carried.

J. Fath presented the following Sheriff's Department purchase request:

3 ea. Airhawk 11 masks @ \$1,785.00	\$ 5,355.00
3 ea. MSA 30min cylinders @ \$365.00	\$ 1,095.00

Motion by E. Bluthardt, 2nd by G. Peske to approve the Sheriff's Department purchase request totaling \$6,450.00. All voted aye. Carried.

At 10:00 A.M. the Committee will meet jointly with the Forestry, Recreation & Lands Committee in conference rooms 2 and 3:

At 10:00 A.M. the Public Property Committee moved to conference rooms 2 and 3 to meet in joint session with the Forestry, Recreation & Lands Committee regarding the next agenda item. The Forestry, Recreation & Lands Committee had previously been called to order. Minutes will only reflect Public Property Committee actions taken during this joint session. Additional minutes were transcribed by the Forestry Department secretary.

Property Donation:

L. Johnson and C. Snook began a video and verbal presentation regarding an offer by the Rennes Group to donate the Phelps Nursing Home/Senior Center/Clinic to the Town of Phelps. The Town of Phelps is asking Vilas County to consider partnering with the town,

other state agencies and/or private business in this venture. The goal of this potential partnership is the retention of jobs in the Town of Phelps and in Vilas County. Various proposals and ideas were discussed regarding the potential future uses of this building. The facility sits on over 9 acres and the building encompasses 68,000 square feet. The condition and known problems with the building were also enumerated and discussed. J. Johnson recommends that the County Board tour the facility. E. Bluthardt asked what the current property bill totaled. He was told \$2,800.00. G. Peske asked if other nursing home and assisted living providers were contacted as to the availability of the facility. He was told that those contacts were being made. When the question was asked regarding possible Vilas County uses for the building, J. Behling replied that there were currently no significant space need issues remaining for the County since the leasing of offsite Public Health and Commission on Aging office spaces. G. Peske asked when the building would be vacated. He was told March, 2013. J. Behling recommends investigating the condition of the building to determine the costs to mitigate all maintenance issues and to determine fixed operating costs going forward. This action should take place prior to Vilas County becoming involved in this facility. E. Bluthardt spoke about current County budget issues. At this time he opposes involving Vilas County in a venture that may very well cost taxpayers additional funds. J. Behling asked if there were plans to raise the building. He was told that demolition would cost in excess of \$300,000.00, and that the owners were prepared to mothball the building for an indeterminate period of time.

At 11:01 A.M. the Public Property Committee ended the joint session with the Forestry, Recreation & Lands Committee and returned to conference room 1.

2013 Outlay requests:

Nothing presented

Letters and Communications:

C. Kamps presented a list of Supervisors interested in taking part in the Paperless Initiative trial period. J. Behling read a letter from the District Attorney regarding the costs of "going paperless" in that office. J. Behling read an email from the Forestry Administrator regarding an ADA access complaint from a citizen.

Set next meeting time and date:

The Chair cancelled the scheduled October 15th meeting pending additional need for action. The next meeting is scheduled for 9:00 A.M. Thursday, November 15, 2013.

Adjournment:

The Chair adjourned the meeting at 11:11 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.