

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 Ronald De Bruyne with the following committee members present: Jim Behling, Kathleen Rushlow, and Linda Thorpe. Charles Rayala, Jr. was excused. Other persons present at various times during this meeting: Kurt Berner, Gene Leveille, Chris Kamps, Gina Egan, Staples Inc. representative Jeanne Weyers and David Alleman.

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

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

Approve minutes of the September 15, 2010 meeting and the September 30, special Outlay meeting:

The September 15, 2010 minutes were inadvertently omitted from the agenda packet sent to the committee members. Those minutes will be put on the October, 2010 agenda for approval. **Motion by L. Thorpe, 2nd by J. Behling to approve the minutes of the September 30, 2010 meeting minutes as presented. All voted aye. Carried.**

Courthouse and Justice Center boilers and HVAC project:

K. Berner reported that Corporation Counsel was reviewing the proposed contract language. He also suggested that all parties involved meet in November, 2010 to formulate a firm timeline regarding this project.

Approval of bills:

Motion by L. Thorpe, 2nd by K. Rushlow to approve the bills. All voted aye. Carried.

Public Health Dept. purchases:

G. Egan presented the following purchase request.

2 ea. HON file cabinets from Clermont – total cost \$1,176.50.

1 ea. Satellite phone for the Emergency Operations Center from American Wireless - total cost \$5,643.55

Motion by K. Rushlow, 2nd by J. Behling to approve the purchases. All voted aye. Carried.

Office supplies & equipment – presentation by Staples representative Jeanne Weyers:

J. Weyers presented an office supply and equipment program offered by Staples, Inc. Staples offers a government account purchasing plan that provides for the lowest negotiated costs. She presented a cost comparison using invoice data from the county's current supplier. Significant savings may be realized by purchasing from Staples. Staples will work with the county to standardize the purchasing of common office products, and offers a flexible on-line ordering system that can be customized to meet county needs. Weekly ordering and delivery service is part of this program. Additional charges would be invoiced for the set-up of office furniture. Warranty service is also provided. K. Rushlow

would like the various departments polled regarding common office supplies. R. De Bruyne would like an RFP sent out so the county's current supplier has a chance to bid competitively. K. Rushlow would also like the County Clerk to review all weekly office supply purchases. **Motion by J. Behling, 2nd by K. Rushlow to request that the Clerk contact Staples to set up a draft list of standardized office supplies. The Clerk is also to poll the departments regarding their office supply preferences. All voted aye. Carried.**

Courthouse pool vehicle – approve policy amendments:

Draft amendments to the county's Pool Vehicle Use Policy were presented to the committee. Policy language has been amended to allow this vehicle to be used by certain Public Health Dept. contract employees. **Motion by J. Behling, 2nd by K. Rushlow to approve the policy amendment draft language as presented All voted aye. Carried.**

Sheriff's Dept. and Jail purchases:

Nothing presented.

Social Services Dept. purchases:

Nothing presented.

Information Technology report, travel and purchases:

Ongoing measures regarding energy costs and conservation were discussed. C. Kamps previously contacted departments regarding the nightly shutdown of certain electronic equipment. Per the committee's instruction, G. Leveille compiled a listing of appliances being used by departments. The list indicated that some old refrigerators and microwaves were in use. The committee discussed various measures to replace these older appliances with more energy efficient models. The following policy statement was formulated.

1. Old appliances owned by staff are to be replaced at employee expense.
2. Appliances must be Energy Star rated and the purchase approved by the Public Property Committee.
3. Every effort is to be made by departments to consolidate and share refrigerators and microwaves. Where appropriate the committee may mandate a sharing arrangement.

The committee initially identified refrigerators more than 30 years old located in the County Clerk's and Treasurer's offices and in the Maintenance Dept. shop for replacement. The committee also identified microwave ovens more than 15 years old located in the Court Reporter's office; the County Clerk's and Treasurer's offices; the Register of Deeds and Tax Listing offices and the Land Records & Mapping office. These refrigerators and microwaves are to be removed or replaced as soon as possible.

C. Kamps requested permission to attend a TRACS record system training to be held in Appleton, Wisconsin. **Motion by R. De Bruyne, 2nd by K. Rushlow to approve the training and the travel. All voted aye. Carried.**

C. Kamps reported electrical circuit problems involving the server room. A tripped circuit recently shut down the Spillman System. The solution will involve additional electrical circuits.

C. Kamps presented the following purchased request:

1 ea. Smartups tower rack inc. hardware from Florida Micro – total cost \$1,394.56.
Motion by R. De Bruyne, 2nd by K. Rushlow to approve the purchase. All voted aye. Carried.

Maintenance Supervisor report and purchases:

G. Leveille reported that the City was replacing a storm drain located at the north boundary of the Courthouse campus. He also reported that the main Courthouse sewer line continued to be prone to blockage. R. De Bruyne suggested that the line be video inspected to locate trouble spots. G. Leveille will check into this.

a. Line item transfer request:

G. Leveille made a request to transfer \$538.00 from Outlay-Forestry Sewer & Water to the Kitchen Maintenance expense line. **Motion by J. Behling, 2nd by R. De Bruyne to approve the line item transfer request and to send it on to the Finance & Budget Committee for their approval. All voted aye. Carried.**

G. Leveille reported a request by the Public Health Dept. to replace flooring in their exam room. This issue is to be placed on the November, 2010 meeting agenda.

Letters and Communications:

R. De Bruyne read a letter from G. Leveille announcing his intention to retire effective December 10, 2010.

Set next meeting date and time:

The next regular meeting was set for Friday, November 12, 2010 at 9:00 AM.

Adjournment:

Motion by K. Rushlow, 2nd by R. De Bruyne to adjourn. All voted aye. Carried.
Meeting adjourned at 12:24 P.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.