

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: Gene Leveille, Chris Kamps, Martha Milanowski, Gary Peske, Chuck Hunter 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 30, 2010 special Outlay meeting and the October 14, 2010 regular meeting:

Motion by K. Rushlow, 2nd by L. Thorpe to approve the minutes of the September 30, 2010 and October 14, 2010 meeting minutes as presented. All voted aye. Carried.

Approval of bills:

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

Forestry office building foundation repair – C. Hunter:

Project engineer C. Hunter announced that the foundation repair project was completed. The project costs came in about \$2,000.00 over projections due to unforeseen problems with the location of the footings. All issues regarding site drainage have been mitigated. Water infiltration through the building walls was attributed to insulation damage and the resultant condensation. C. Hunter recommends that the building be monitored through the winter and spring for any further water leakage, before attempting to repair the finished walls in the basement area.

Public Health Dept. floor covering:

J. Behling reported that the flooring in the Public Health exam area was stripped and waxed. This needs to be done much more frequently to prevent the soiling and discoloration of the white floor tile. A new floor is not needed at this time. The 3rd floor conference room will be looked at as a possible location to set up a dental exam station on a periodic basis

Public Health Dept. purchases:

J. Behling presented a purchase request for a Lenovo laptop computer, to be used by the Breastfeeding Peer Counselor. Cost of the computer is \$1,600.72. **Motion by J. Behling, 2nd by L. Thorpe to approve the purchase. All voted aye. Carried.**

Office supplies & equipment – update:

The Clerk explained that the departments had been asked to provide lists of office supplies normally purchased. Most of the departments have complied. The Clerk also reported that

a representative from Office Depot contacted his office, requesting to be able to bid on a standardized list of office supplies. **Motion by K. Rushlow, 2nd by R. De Bruyne to provide Staples, Clermont and Office Depot with the department lists, so that each supplier can provide their version of a standardized office supply list with pricing. All voted aye. Carried.**

Courthouse and Justice Center boilers and HVAC project:

Corporation Counsel provided the committee with her recommendations regarding the wording of the proposed amendment to the current contract between the County and the Samuels Group. She also provided a memorandum recommending that specific issues regarding scope of work and contract definitions be discussed concerning the proposed contract with Engineering 370 LLC. J. Behling felt that all of her suggestions were valid and needed to be presented to and discussed with The Samuels Group prior to moving forward with the signing of any contracts. R. De Bruyne suggested that Kurt Berner, as Owners Representative, be contacted and asked to review the Engineering 370 LLC memorandum. His input and possible solutions can then be discussed at the scheduled November 19, 2010 special meeting. **Motion by K. Rushlow, 2nd by L. Thorpe to instruct the Clerk to contact Kurt Berner of The Samuels Group and to request that he investigate the concerns raised in both memorandums, for presentation and discussion on November 19, 2010. All voted aye. Carried.**

Sheriff's Dept. and Jail purchases:

G. Peske presented the following purchase requests:

2 each – Genesis Radar units from Decatur Electronics	\$ 3,945.00
3 each – Digital Ally in-squad video systems from Tactical Solutions	\$12,975.00
28 each – Goodyear Ultragrip snow tires from The Car Shop	\$ 3,724.00

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

Social Services Dept. purchases:

C. Kamps presented a purchase request for a SAN system switch, to be purchased and installed by Technology Management at a cost of \$4,996.75. **Motion by K. Rushlow, 2nd by L. Thorpe to approve the purchase. All voted aye. Carried.**

Information Technology report, travel and purchases:

C. Kamps explained the need to purchase a Vetraspec software and maintenance package, to allow the Veteran Services Officer to comply with new digital reporting requirements. The software package will be purchased by the I. T. Dept. at a cost of \$589.00. The \$400.00 annual maintenance contract will need to be budgeted by Veterans Services beginning in 2012. **Motion by K. Rushlow, 2nd by L. Thorpe to approve the purchase. All voted aye. Carried.** C. Kamps then reported that the new phone system would be ready to roll out on December 4, 2010. She then explained a number of the current and future advantages that this revamped system will provide to the county. She then explained the need to rework the basement of the Forestry Office building. That location houses the county's offsite back-up server. Steps need to be taken to provide electrical back-up, in case of power outages. An overhead water line should be moved and air conditioning may

need to be installed. K. Rushlow asked her to create a list of items that needed to be addressed. This issue can then come back to the committee as a specific project for their oversight.

Maintenance Supervisor report and purchases:

G. Leveille reported problems with the "A" boiler. The boiler service will be called in to investigate.

a. Maintenance Supervisor job description:

G. Leveille presented an updated version of the Maintenance Supervisor job description for the committee's review. His recommendations were discussed by the committee. It was also recommended that the job description reference the fact that the Maintenance Supervisor may be required to be on call 24 hours per day. **Motion by K. Rushlow, 2nd by J. Behling to incorporate the changes as discussed into the Maintenance Supervisor job description. All voted aye. Carried.**

Letters and Communications:

Nothing presented.

Set next meeting date and time:

A special meeting is tentatively scheduled for Friday, November 19, 2010 at 9:00 A.M. The next regular meeting was set for Tuesday, December 14, 2010 at 9:00 AM.

Adjournment:

Motion by L. Thorpe, 2nd by K. Rushlow to adjourn. All voted aye. Carried.

Meeting adjourned at 11:46 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.