

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 Ron De Bruyne with the following committee members present: Jim Behling, Charles Rayala, Jr. and Linda Thorpe. Edward Bluthardt, Jr. was excused. Other persons present at various times during this meeting: Gary Kuckenbrod, Chris Kamps, Joe Fath, Sherry Bierman, Kate Gardner, Frank Tomlanovich, Gina Egan and David Alleman.

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

**Motion by C. Rayala, 2<sup>nd</sup> 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 October 13, 2011 meeting and the October 26, 2011 special meeting:**

**Motion by C. Rayala, 2<sup>nd</sup> by L. Thorpe to approve both sets of minutes as presented. All voted aye. Carried.**

**Approval of bills:**

The Sheriff was questioned regarding a purchase of office supplies from Office Depot. He will investigate. **Motion by L. Thorpe, 2<sup>nd</sup> by C. Rayala to approve the bills as presented. All voted aye. Carried.**

**Courthouse security study:**

Potter Lawson intends to present their findings at the December 2011 meeting.

**Sheriff's Dept and Jail purchases:**

Nothing presented.

**Public Health Dept. purchases:**

Nothing presented.

**Social Services Dept. purchases:**

Nothing presented.

**Courthouse and Justice Center boilers and HVAC project:**

G. Kuckenbrod reported that the project is essentially complete, with the exception of an issue affecting the newly installed water heaters. A design flaw introduced during the last remodeling will require mitigation, at an estimated cost of under \$10,000.00. Hydro Flow and KBK Contracting are working on resolving the problem with Engineering370 LLC.

**Purchase of signage – concealed and open carry ordinance:**

Signs prohibiting concealed carry in the Courthouse and Justice Center have been purchased at a cost of \$80.00. Signs remain to be installed at the Forestry and Highway department buildings, pending publication of ordinance language. **Motion by C. Rayala,**

2<sup>nd</sup> by L. Thorpe to approve the purchase of concealed carry signage at a cost of \$80.00. All voted aye. Carried.

**Public Health leased office space – remodeling and storage issues:**

J. Behling reported that the lease agreement was to be signed this week. All previous issues are being satisfactorily addressed. The building owner is performing agreed upon remodeling work at cost. A secure interior storage area will be provided. G. Egan reported that the remodeling plan needed to be amended further regarding the location of a sink. Lighting issues remain to be discussed. J. Behling asked the C. Kamps if a wireless computer network could be installed in the Public Health leased offices. She has concerns regarding security and the closeness of other tenants, but she will investigate feasibility and costs. The issue regarding the need for uninterruptible power was discussed. Eagle River Light & Water indicate that power outages are almost non-existent. G. Egan discussed a Sensaphone for the vaccine refrigerator. That unit could be programmed to call various personnel and Sheriff's Dispatch in the event of a power outage. She was told to investigate that possibility. Site security was also discussed. There is concern about the possible perception that narcotics may be stored on site, inviting a break in. C. Kamps asked of ChoiceTel could be notified to begin their installation of a fiber optic link to the Courthouse. J. Behling replied that nothing additional should be authorized until the lease is signed.

**Social Services – financial software and AS400 interface:**

K. Gardner reported her investigation into Health & Family information, financial management software. This state of the art software would allow for much more accurate management of case load reimbursements and financial tracking and accounting. The Visual WISSIS software costs \$21,278.00, with those costs being paid for using state funds. County costs would total \$4,246.00 in annual maintenance fees. C. Kamps explained that this software integrates with the AS400 financial system currently in use.

**Motion by L. Thorpe, 2<sup>nd</sup> by J. Behling to approve the purchase of the Visual WISSIS software. All voted aye. Carried.**

**Large format plat map – pricing:**

The Clerk presented a large format plat map of Vilas County, produce by the Mapping Department. This map was produced in response to customer requests for a large format plat map. Production costs total about \$50.00 per map; the Clerk recommends a sale price of \$75.00. He noted that maps of this size and quality sell for over \$100.00 at map suppliers. **Motion by C. Rayala, 2<sup>nd</sup> by L. Thorpe to approve the production and sale of large format Vilas County plat maps, at a price of \$75.00 per unit. All voted aye. Carried.**

**Information Technology report, travel and purchases:**

C. Kamps and S. Bierman requested approval of a pilot program that would allow Sheriff's Department personnel to "opt out" of providing personal information in the county's tax parcel listing online public database. Online search engines routinely refer the names of individuals back to that database, revealing address locations. C. Kamps demonstrated the changes made to the internal employee website, whereby Sheriff's personnel would be able

to remove their personal information from the tax parcel database. "Opting out" would be voluntary. **Motion by L. Thorpe, 2<sup>nd</sup> by C. Rayala to approve the pilot "opt out" program. Discussion.** J. Behling recommended expanding the "opt out" provision to all county staff and elected personnel. Due to policy concerns it was decided that the Corporation Counsel needed to be consulted. **The motion was withdrawn by its maker. No action was taken.** The Clerk is to keep this item on the agenda for the next meeting.

C. Kamps presented the following Mapping Department technology purchase:

1 ea. Thinkstation E30 Series @	\$1,085.00
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**Motion by C. Rayal, 2<sup>nd</sup> by R. De Bruyne to approve the Mapping Department purchase. All voted aye. Carried.**

C. Kamps presented the following Human Resource Department purchase:

1 ea. Samsung 21" monitor w/sound bars @	\$ 243.99
1 ea. HP Laserjet Pro M1536DNF scanner/fax/copier @	\$ 279.65
1 ea. HP Color Laserjet CP3525DN printer @	\$ 793.77
1 ea. Toner for color laserjet @	\$ 733.37
1ea. Thinkpad T520 w/docking station @	<u>\$1,598.24</u>
TOTAL	\$3,649.02

**Motion by L. Thorpe, 2<sup>nd</sup> by C. Rayala to approve the Human Resources Department purchase. All voted aye. Carried.**

**Letters and Communications:**

The Chair allowed C. Kamps to read a letter addressing I.T. Department concerns.

**Maintenance Supervisor report and purchases:**

G. Kuckenbrod reported on recent maintenance to the Courthouse/Justice Center emergency diesel generator. It was discovered that the main breaker on the generator had been tripped. The generator was load tested and the problem resolved. As the unit is 13 years old, further maintenance has been recommended. Costs of \$4,700.00 were quoted. G. Kuckenbrod was instructed to procure addition bids.

**Set next meeting date and time:**

The next regular meeting will be held on Thursday, December 15, 2011.

**Adjournment:**

**Motion by C. Rayala, 2<sup>nd</sup> by R. De Bruyne to adjourn. All voted aye. Carried.**

Meeting adjourned at 11:27 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.