

**Call to order:**

The Public Property Committee meeting was called to order at 9:01 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 and David Alleman. Open meeting law complied with and quorum verified.

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

**Motion by E. Bluthardt, 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 3, 2012 meeting:**

**Motion by L. Thorpe, 2<sup>nd</sup> by E. Bluthardt to approve the minutes of the October 3, 2012 meeting as presented. All voted aye. Carried.**

**Information Technology Director report, travel and purchase:**

C. Kamps requested approval for the following on-line trainings:

M. Duening – Installing & Configuring Windows Servicer 2012

T. Bellomy – Developing Windows Applications with Microsoft Visual Studio 2012

The total cost of both on-line classes is \$4,250.00 and was budgeted for. **Motion by L. Thorpe, 2<sup>nd</sup> by G. Peske to approve the training request. Discussion.** E. Bluthardt is concerned that the training dollars may be wasted if one of the trainees is furloughed due to pending workforce reductions. J. Behling replied that three FTE positions were expected to be retained in I. T. C. Kamps stated that the training was necessary; she needs to commit on the training prior to the December 10<sup>th</sup> training date. J. Behling stated that an outsourcing model remained to be developed and approved. The County may very well decide to keep these I.T. functions in-house. **All voted aye. Carried.**

C. Kamps reported the completion of a Unitrends Backup Solution update. Outmoded tape drives were eliminated. A Symantec Endpoint upgrade is nearing completion. An AIX upgrade is nearing completion in the Sheriff's Dept. This upgrade was a necessary component of upgrading the Spillman Records System. The Sheriff's Dept. will require a new server in 2014.

**a. Outsource I.T. services – Request for Proposals:**

J. Behling asked the committee to discuss the creation of a Request for Proposals (RFP) designed to establish protocols for the possible outsourcing of I.T. functions. He feels this action to be a necessary contingency in light of possible staff reductions. He added that the I.T. Dept. Director was the logical person to create an RFP. E. Bluthardt objected to that statement, citing too many variables for the Director to consider. L. Johnson countered, stating that I. T. needed to drive the process. G. Peske explained that several I.T. functions are already outsourced. He argued against any additional outsourcing of I.T. functions. He feels that the I.T. Dept. provides technical services that terms are "the best buy for the dollar in the Courthouse". J. Behling replied that the committee simply needed to be prepared for possible budget actions, by creating an RFP. L. Thorpe wants the current outside contractor, Technology Management, include in any outsourcing RFP. G. Peske

stated that he was not against planning for an RFP. He objects to the timeliness of the issue, stating that it may take six months to thoughtfully accomplish the creation of an RFP and the resultant I.T. contractor selection process. He wants this delayed until after the 2013 Budget is approved. L. Johnson agreed to move forward immediately, citing the need to examine proposals from interested I.T. contractors, as an aid for the committee to determine the feasibility of the concept. C. Kamps listed I.T. Dept. functions and the depth of knowledge and abilities possessed by her staff. E. Bluthardt asked her how staff reductions might impact that knowledge base. She replied that depended upon who was laid-off. **Motion by G. Peske, 2<sup>nd</sup> by E. Bluthardt to delay any consideration of creating an I.T. services outsourcing RFP until after approval of the 2013 Budget. 3 voted aye. 2 voted no: J. Behling and L. Johnson. Carried.**

**Maintenance Director report and purchases:**

G. Kuckenbrod reported no unusual maintenance issues or purchases.

**a. Outsource custodial services – Request for Proposals:**

Citing the same issues as referenced in I.T. outsourcing discussions, the Chair recommended the immediate creation of a RFP for custodial services. Three custodial positions may be removed in the 2013 Budget. G. Peske again contends that this issue needed to be considered in a timelier manner. J. Behling again cited the fact that the budget process may determine the removal of three custodial positions, leaving the Maintenance Dept. without the ability to perform those tasks. E. Bluthardt favors moving forward with the creation of a custodial service RFP. G. Kuckenbrod reported that janitorial contractors offer differing levels of services and costs; many services must be purchased ala cart. L. Thorpe also favors creating an RFP. G. Peske feels that there is not enough time to gather necessary outsourcing information. E. Bluthardt concurred, citing the need for the County Board to consider the feasibility of outsourcing during budget deliberations on November 27<sup>th</sup>. **Motion by G. Peske to delay development of a custodial service RFP at this time. Motion failed for lack of a 2<sup>nd</sup>.** L. Thorpe favors the creation of an RFP as an aid to determining the feasibility and costs of the concept. **Motion by E. Bluthardt, 2<sup>nd</sup> by L. Thorpe to instruct G. Kuckenbrod to immediately create a custodial service RFP. Discussion.** G. Kuckenbrod wants to have a custodial contracting firm create the RFP. J. Behling disagrees, citing the need for the Maintenance Director to determine the level and type of services needed and to create an RFP accordingly. **All voted aye. Carried.**

**Justice Center exterior stairs/ramp repair – project update:**

G. Kuckenbrod reported the successful completion of the project.

**Request for additional vehicle – Zoning Department:**

The Clerk presented a letter of request and an excerpt from the Zoning Committee minutes, whereby the Director was instructed to make a request for an additional Zoning Dept. vehicle. The department is asking for a surplus front drive, 4-wheel drive or all wheel drive vehicle from the Sheriff's Dept. auction pool. G. Peske reported that 4-wheel drive vehicles were kept by the Sheriff's Dept. until virtually worn out. He does not feel that such a vehicle is an option for Zoning Dept. use. The Public Property Committee discussed the utilization of the existing County pool vehicle. The Clerk reported that the pool vehicle

remains underused. **Motion by L. Johnson, 2<sup>nd</sup> by G. Peske to not authorize an additional vehicle for the Zoning Dept. at this time and to instruct the Zoning Dept. to utilize the existing County pool vehicle as much as practicable at this time. All voted aye. Carried.**

**County pool vehicle – replacement:**

The Clerk reported an increase in maintenance costs regarding the current County pool vehicle. He recommends that the existing vehicle is replaced with a later model. G. Peske reported that the Sheriff's Dept. planned to auction as many as six squads in 2013. **Motion by G. Peske, 2<sup>nd</sup> by L. Thorpe to request that the Sheriff's Department provide the best squad, from those vehicles slated for 2013 auction, for use as the County pool vehicle. All voted aye. Carried.**

**Department purchases and leases:**

The Clerk reported that the Commission on Aging needed a scanner. Xerox will early renew an existing copier lease, upgrading to an all-in-one copier/printer/scanner. Currently, the department expends about \$266.00 monthly on lease fees and per click copy charges. The early renewal will cost \$275.63 monthly for an upgraded unit.

**Motion by E. Bluthardt, 2<sup>nd</sup> by L. Johnson to approve the Commission on Aging's lease request. All voted aye. Carried.**

The Clerk presented a request from his office to purchase a standalone scanner and archiving/data retrieval software from Imagetek. The I.T. Dept. has reviewed the proposed purchase for function and applicability. Imagetek is our standard provider for this type of equipment and service. Total cost for hardware, software and licensing totals \$5,030.00, which is contained in a County Clerk 2012 Budget outlay. **Motion by E. Bluthardt, 2<sup>nd</sup> by L. Thorpe to approve the purchase from Imagetek for the Clerk's office. All voted aye. Carried.**

**Letters and Communications:**

Nothing presented.

**Set next meeting time and date:**

The next meeting is scheduled for 9:00 A.M. Friday, December 14, 2013.

**Adjournment:**

The Chair adjourned the meeting at 11:56 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.