

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, Charles Rayala, Jr., Kathleen Rushlow and Linda Thorpe. Other persons present at various times during this meeting: Kurt Berner and Curt Schleicher representing The Samuels Group, George Jolivette and Don Hammer representing Engineering 370 LLC, Gary Kuckenbrod, Gene Leveille, John Sprague, Russ Szuta, Gina Egan, Kate Gardner, Joe Fath, Tim Evenson, Chris Kamps, and David Alleman.

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

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

Approve minutes of the November 14, 2010 regular meeting and the November 19, 2010 special meeting:

Motion by L. Thorpe, 2nd by C. Rayala to approve the minutes of the November 14 and November 19, 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.

Public Health Dept. – interior wall repainting:

G. Leveille presented two bids from local painting contractors as follows:

Gould Painting & Decorating	\$2,245.00 common areas	\$3,545.00 all areas
Jim Ritzer & Co.	\$4,800.00 all areas	

Discussion then centered on the need to paint just the common areas versus painting the entire Public Health Dept. area. G. Leveille reminded the committee that policy dictated the use of a standard color unless otherwise permitted. The proposed paint is a non-standard color. **Motion by K. Rushlow, 2nd by R. De Bruyne to permit the use of the non-standard color Yosemite Sand in the Public Health Department. All voted aye. Carried. Motion by C. Rayala, 2nd by J. Behling to authorize the repainting of the entire Public Health Department and to approve the low bid submitted by Gould Painting & Decorating in the amount of \$3,545.00. All voted aye. Carried.**

Public Health Dept. purchases:

G. Egan presented a purchase request for the following items.

2 ea. HON 30x60 desk shells @ \$295.25 totaling	\$590.50
1 ea. HON 42x24 return @ \$371.85 totaling	\$371.85
2 ea. HON hutch w/60" doors @ \$418.00 totaling	\$836.00
2 ea. HON hutch back and tack boards @ \$200.55 totaling	\$401.10
1 ea. HON pedestal @ \$300.95 totaling	<u>\$300.95</u>
TOTAL	\$2,500.40

Clermont Office Supply was the lowest of three bidders. Purchase will be funded using grant dollars. **Motion by C. Rayala, 2nd by J. Behling to approve the Public Health Dept. purchase. All voted aye. Carried.**

G. Egan presented a renewal lease agreement for replacement of the Public Health Xerox copier. The 48 month lease renewal is for a Xerox model W5230AP copier at a monthly lease rate of \$210.76 and a paper cost of .008 cents per copy. **Motion by K. Rushlow, 2nd by L. Thorpe to approve the copier lease renewal for the Public Health Dept.. All voted aye. Carried.**

Social Services Dept. purchases:

K. Gardner presented the following purchase request:

2 ea. Articulating are and keyboard trays @ \$225.00 totaling	\$450.00
2 ea. HON office chairs @ \$225.15 totaling	\$450.30
3 ea Stacking chair sets @ \$217.45 totaling	\$652.35
1 ea. Computer side desk @ \$254.99 totaling	\$254.99
1 ea. HON 4 drawer file @ \$179.00 totaling	\$179.00
	TOTAL
	\$1,986.64

Clermont Office Supply was lowest of three bidders. State dollars will be used to fund this purchase. **Motion by K. Rushlow, 2nd by C. Rayala to approve the Social Services Dept. purchase. All voted aye. Carried.**

Social Services Dept. – building security issues and solutions:

K. Gardner presented a number of security concerns relative to her department's common and office areas. Employee safety and client confidentiality are of paramount concern. She related past incidents regarding angry and threatening clients. She would like to develop a plan to mitigate those issues and has already conferred with the Sheriff, Emergency Management and Maintenance departments regarding possible solutions. J. Behling feels that employee security issues regarding the Social Services wing need to be addressed in a comprehensive manner. K. Berner offered the assistance of The Samuels Group in developing plan. K. Rushlow feels that professional help is needed; the plan needs to address all security and confidentiality issues. J. Fath added that security cameras and key pad door locks needed to also be considered. K. Gardner is hoping that the committee will present a joint resolution with the Social Services Committee in support of this project. K. Rushlow objected that a resolution would be premature without a plan including a scope of work and costs. **Motion by K. Rushlow, 2nd by C. Rayala to authorize the Public Property Committee to meet with The Samuels Group at a date to be determined, to discuss Social Services wing security and confidentiality issues and solutions. All voted aye. Carried.** K. Gardner praised Maintenance Dept. staff member John Tatro for his continued assistance in helping to secure her office area at shut down. R. De Bruyne asked that the Maintenance Director pass that comment onto that staff member.

Courthouse and Justice Center boilers and HVAC project:

K. Berner presented revised contracts for The Samuels Group and Engineering 370 LLC, including an addendum. The three documents incorporate concerns voiced by the committee at a previous meeting, and have been approved by the Corporation Counsel.

The issue of the definitions section contained in the Engineering 370 LLC contract will be settled with an additional addendum to be signed by the parties at a later date. J. Behling raised the issue of defining specific project beginning and ending dates. K. Berner replied that the issue needed to be raised as part of the work agreement with whichever contractor wins the bid. **Motion by K. Rushlow, 2nd by C. Rayala to approve the contracts with The Samuels Group and Engineering 370 LLC including addendums. All voted aye. Carried.** Contracts were then signed by both parties. K. Berner announced that the system design team would be meeting immediately to begin the overall design process. R. De Bruyne and K. Rushlow would also like to meet with this group in the future. K. Berner will notify the County of future design team meetings. Focus on Energy will also be involved in an effort to search out possible incentive funds or rebates.

Maintenance Supervisor report and purchases:

G. Leveille reported that one of the courthouse boilers required costly repairs to a regulating valve and an electric motor. He is also getting a price to install a surplus County generator set at the Forestry offices. K. Rushlow asked for an explanation as to why snow had been piled at the west end of the Courthouse. J. Sprague replied that the pile was due to the severity of the recent snow storm. Other snow piles are being removed as time permits.

a. Line item transfer request:

G. Leveille presented a line item transfer request, as some maintenance budget lines are now depleted. **Motion by C. Rayala, 2nd by K. Rushlow to approve the line item transfer request and to send it on to the Finance & Budget Committee for their approval. All voted aye. Carried.**

NACo energy use tracking offer:

The Clerk reported no response from NACo involving this offer. He will follow up and report back next month.

Sheriff's Dept. and Jail purchases:

Tim Evenson presented the following purchase request for the Sheriff's Dept.:

1 ea. In squad video system from Digital Ally @ \$4,325.00

Motion by C. Rayala, 2nd by R. De Bruyne to approve the purchases. All voted aye. Carried.

Tim Evenson presented the following purchase request for the Jail:

2 ea. X26E tasers from Ray O'Harron Co. @ \$814.95 totaling \$1,629.90

Motion by C. Rayala, 2nd by L. Thorpe to approve the purchases. All voted aye. Carried.

Information Technology report, travel and purchases:

C. Kamps presented the following purchase for the Commission on Aging:

1 ea. HP printer from Florida Micro @ \$1,300.39

1 ea. HP deskjet from Florida Micro @ \$ 255.83

1 ea. Logitech soundbar from Florida Micro @ \$ 50.51

2 ea. Computer system from Lenovo @ \$1,552.65 totaling \$3,105.30

4 ea. Software license from Dell @ \$235.51 totaling \$ 942.04

TOTAL \$5,654.07

The purchase will be funded with grant dollars.

Motion by C. Rayala, 2nd by K. Rushlow to approve the Commission on Aging purchase request. All voted aye. Carried.

C. Kamps reported that the printing of property tax bills was accomplished successfully within a short time. Due to the wait for certain components, the recently updated telephone system is not scheduled to become operational until January 20, 2011. K. Rushlow asked if any reduction in utility bills had been realized since the implementation of energy saving measures. C. Kamps reported that savings have not yet been tabulated, pending the adoption of a specific energy policy by the Public Property Committee in the near future.

Letters and Communications:

Nothing presented.

Set next meeting date and time:

The next regular meeting was set for Friday, January 14, 2011 at 9:00 AM.

Adjournment:

Motion by C. Rayala, 2nd by K. Rushlow to adjourn. All voted aye. Carried.

Meeting adjourned at 10:54 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.