

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, Edward Bluthardt, Jr., Charles Rayala, Jr. and Linda Thorpe. Other persons present at various times during this meeting: Gary Kuckenbrod, Chris Kamps, Joe Fath, Sherry Bierman, Kate Gardner, Russ Kennedy, Troy Kane, Gary Peske, Jim Galloway, Martha Milanowski, Janna Kahl, Kurt Berner representing The Samuels Group; Paul Brummund representing Potter Lawson; Craig Mocello and Dan Powers representing Office Enterprises 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 to be presented at the Chair's discretion. All voted aye. Carried.

Approve minutes of November 15, 2011 meeting:

Motion by C. Rayala, 2nd by E. Bluthardt to approve the minutes of the December 15, 2011 meeting as presented. All voted aye. Carried.

Approval of bills:

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

Human Resources purchases:

J. Kahl requested the following purchase of a suite of office furniture from Clermont:

2 ea. HON 10791NN pedestal desk \$547.60 per unit	@	\$1,095.20
1 ea. HON 10762N two drawer lateral file	@	\$ 525.70
1 ea. HON 1075HN four shelf bookcase	@	\$ 398.65
1 ea. HON 1073NN stack-on-storage	@	\$ 545.90
1 ea. HON 10729NN bookcase hutch	@	\$ 314.20

The requested purchase totals \$2,879.65

Motion by C. Rayala, 2nd by E. Bluthardt to approve the Human Resources office furniture purchase. All voted aye. Carried.

J. Kahl also made a request to purchase a fireproof lateral file cabinet. National Business Furniture offered the low bid of \$3,349.00 including shipping. Clermont is willing to re-bid and offers free delivery and set-up of the unit. **Motion by C. Rayala, 2nd by E. Bluthardt to approve the purchase of the fireproof lateral file at a cost not to exceed \$3,349.00. All voted aye. Carried.**

Sheriff's Dept and Jail purchases:

The Sheriff's Dept. presented the following purchase requests:

1 ea. Heated meal tray delivery cart – from Cooks Direct	@	\$5,849.99
----------------------------------------------------------	---	------------

Motion by C. Rayala, 2nd by E. Bluthardt to approve the purchase of the heated meal tray delivery cart. All voted aye. Carried.

1 ea. Nurse workstation and file storage – The Samuels Group @ \$4,709.52

Motion by R. De Bruyne, 2nd by C. Rayala to approve the purchase of the nurse workstation and file storage. All voted aye. Carried.

Courthouse security study – presentation by Potter Lawson:

P. Brummund of Potter Lawson presented the security study findings. Findings were grouped into 6 options by degree of security enhancements provided. The committee discussed this information at length. K. Berner presented corresponding cost estimates ranging from over \$300,000 to about \$11,000.00. J. Behling recommends looking at security enhancements from a comprehensive perspective, as collateral issues involve present and future department locations and relocations. He would like to engage in planning to determine the feasibility and necessity of all security needs and not just deal with a quick fix. E. Bluthardt is concerned that this issue has grown well beyond the initial concept of restricting courthouse access by use of a door fob system. R. De Bruyne and J. Behling each want all appropriate levels of security to be provided to all courthouse staff. K. Berner feels that the committee will need to choose items from all six options, to create a security system plan that best benefits Vilas County. The Clerk was instructed to keep this item on the agenda for future meetings.

Courthouse and Justice Center boilers and HVAC project:

K. Berner explained the problem impacting the updated water heating system. A prior design flaw was not identified as part of this project. The updated water heating system is working, but not to the projected efficiencies. Additional work needs to be done to rectify this problem. K. Berner proposes change order CB-2 at a cost of \$26,524.00. The engineering contractor and one supplier will reimburse \$14,022.90 of that cost in recognition of any omissions on their part. Net cost to the county will be \$12,501.10, which will be expensed from project contingency funds. **Motion by C. Rayala, 2nd by E. Bluthardt to approve change order CB-2 at a cost of \$26,524.00, with \$14,022.90 to be reimbursed to Vilas County from Engineering370 and HydroFlow. All voted aye. Carried.**

Office Enterprises printer/copier study issues:

R. De Bruyne apologized for the lack of timely communication with the I.T. Director regarding this initiative and asked about her concerns. C. Kamps is concerned that the manner in which Office Enterprises conducted their printer usage assessment compromised secure Vilas County information. D. Powers replied that the information gathered contained secure information, but was in fact useless to Office Enterprises unless they purposefully tried to use the information to gain access to the Vilas County data system. C. Kamps reminded the committee that policy forbade the dissemination of secure systems data without her knowledge and permission. C. Mocello stated that he had tried numerous times to speak with the I.T. Director. He explained the cost saving goals behind the study and recommended that Langlade County be contacted regarding the costs savings garnered as the result of a similar study conducted by Office Enterprises for that county. J. Behling asked that both sides work together regarding this study.

Information Technology report, travel and purchases:

C. Kamps submitted the following purchase request for the Commission on Aging, for scheduled computer replacement:

3 ea. 3157CTO ThinkCentre M71e Series – from Lenovo @ \$2,397.00

Motion by C. Rayala, 2nd by J. Behling to approve the computer equipment purchase. All voted aye. Carried.

b. Zoning domain name:

The Zoning Dept. needs to purchase a domain name for their authorized website. C. Kamps recommends purchasing from GoDaddy at a cost of \$34.99 annually for a 3 year subscription. **Motion by E. Bluthardt, 2nd by R. De Bruyne to approve the purchase of a Zoning Dept. domain name. All voted aye. Carried.**

a. Tax parcel information – opt out pilot program:

C. Kamps and S. Bierman explained the results of the previously approved, online tax parcel and property tax information opt out pilot program. For security reasons Sheriff's Dept. personal have been enabled to make the choice to remove their personal information and addresses from this online information. Access to these public records will continue to be provided at the courthouse. The committee discussed allowing other county staff and the public the ability to also opt out. E. Bluthardt asked regarding a previously adopted resolution, mandating the inclusion of name and address information, as part of the online tax parcel and tax information public records program. M. Milanowski advised that Sheriff's Dept. personnel could continue to opt out at will, as the nature of their employment already allows that option. However, the previously adopted resolution mandates providing the online public records in full. The resolution would have to be amended to allow for additional county staff and public opt outs. **Motion by C. Rayala, 2nd by J. Behling to draft a resolution allowing for all county staff and the public to opt out of providing name and address data, in conjunction with the online tax parcel and tax information public records access program. 4 voted aye. 1 no vote: E. Bluthardt. Carried. Motion by E. Bluthardt, 2nd by L. Thorpe to permanently authorize Sheriff's Dept. personnel the choice to opt out of providing online name and address data as part of the online tax parcel and tax information public records access program. All voted aye. Carried.**

Snowmobile Safety Committee – permission to use logo:

Motion by J. Behling, 2nd by C. Rayala to allow the Snowmobile Safety Committee to use their logo on all pertinent documents. All voted aye. Carried.

Maintenance Supervisor report and purchases:

G. Kuckenbrod presented the following purchase requests:

1 ea loading dock apparatus – from K&K Material handling @ \$4,400.00

Motion by C. Rayala, 2nd by E. Bluthardt to approve the loading dock apparatus purchase. All voted aye. Carried.

1 ea. Ariens 926045 power broom – from Ace Hardware @ \$2,818.77

Motion by E. Bluthardt, 2nd by C. Rayala to approve the power broom purchase. All voted aye. Carried.

Public Health leased office space – remaining issues:

J. Behling reported the finalization of the task list, for refurbishing the Public Health Dept. leased office space. Refurbishing costs are estimated at \$15,840.00. The building owner is willing to lock in those costs by agreement, and will assume any additional overages. The \$15,840.00 cost exceeds the planned budget by about \$3,000.00, but the public Health Dept. has a source of funds that will cover that overage. G. Egan asked about authorizing interior painting at a further additional cost of \$600.00. The committee considered that request to be reasonable. **Motion by C. Rayala, 2nd by E. Bluthardt to authorize Jim Behling to enter into an agreement with the building owner that locks in refurbishing costs, including interior painting, in the amount of \$16,441.00. All voted aye. Carried.**

Allocation of vacated Public Health Department space in courthouse:

Nothing presented.

Revisions to Standing Rules:

Nothing presented.

Public Health Dept. purchases:

Nothing presented.

Social Services Dept. purchases:

Nothing presented.

Closed session:

Nothing presented.

Adjourn closed session:

Nothing presented.

Committee may consider ratifying any action taken in closed session:

Nothing presented.

Letters and Communications:

Nothing presented.

Set next meeting date and time:

The next regular meeting will be held on Monday, January 16, 2012.

Adjournment:

Motion by C. Rayala, 2nd by L. Thorpe to adjourn. All voted aye. Carried.

Meeting adjourned at 12:04 P.M.

Respectfully submitted by:

David R. Alleman

Vilas County Clerk.