

Call to order:

The Public Property Committee meeting was called to order at 9:02 A.M. in the Vilas County Courthouse conference rooms by Chairman Jim Behling with the following committee members present: Lorin Johnson, Gary Peske and Linda Thorpe. Edward Bluthardt, Jr. was excused. Other persons present at various times during this meeting: Chris Kamps, Janna Kahl, Sheriff Frank Tomlanovich, Russ Szuta, Harvey Hyslop and Gary Dalbeck representing Superior Electric, John and Matt Palubicki representing Victory Janitorial, Inc., Ken Anderson and David Alleman. Open meeting law complied with and quorum verified.

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

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

Facilities management and custodial services – options, solutions and possible actions:

a. The Samuels Group:

K. Berner was not able to attend today's meeting. He continues to gather information which he will report on at a later date.

c. Quotes for services:

R. Szuta reported receiving the following quotes for shoveling the courthouse campus:

1. Toms Lawn Care \$200.00 each occurrence
2. Custom Landscaping \$1.00 per minute
3. Northern Lakes Landscaping \$165.00 each occurrence

The committee discussed each quote. **Motion by G. Peske, 2nd by L. Thorpe to accept the price quote of \$1.00 per minute for shoveling services from Custom Landscaping. All voted aye. Carried.** L. Thorpe was concerned if R. Szuta was authorized to enter into and sign the shoveling contract, on behalf of Vilas County. **Motion by L. Thorpe, 2nd by L. Johnson to authorize R. Szuta to enter into and sign the shoveling contract with Custom Landscaping, subject to review by the Corporation Counsel. All voted aye. Carried.**

b. Other providers and temporary staffing options:

R. Szuta reported that AP Staffing had personnel available to perform custodial tasks at the outlying county buildings at a cost of \$16.00 per hour. He estimates a once a week cleaning cycle totaling about 8 working hours. J. Behling asked the Sheriff if he had any issue with temporary staffing cleaning the Sheriff's Office located at the Arbor Vitae Highway Shop. The Sheriff replied that his primary concern was that proper background checks were conducted on each contract employee. G. Peske is also concerned about security issues regarding temporary employees. This issue was discussed. R. Szuta stated that the simply needed to stipulate that the same contract employee is consistently utilized. He also suggested the hire of a part-time custodian/maintenance tech as a possible solution. This was discussed. **Motion by G. Peske, 2nd by L. Thorpe that the Public Property Committee forward a recommendation to the Personnel Committee asking them to investigate the issue of hiring of a part-time custodian/maintenance tech position. All voted aye. Carried.** The Chair allowed H. Hyslop and G. Dalbeck the opportunity to present the capabilities of their firm, Superior Electric, to provide outsourced maintenance and custodial solutions for Vilas County. They stressed the collective facilities management experiences of that firm's principals and the fact that they are a local firm, located a mile from the courthouse. They would also utilize local sub-contractors

whenever possible. The Chair allowed J. Palubicki to present the capabilities of his firm, Victory Janitorial. He stated that he could provide a full range of custodial solutions for Vilas County, including cleaning of all county facilities and the supplying of cleaning products. J. Behling questioned their experiences working in high security area. J. Palubicki replied that Victory Janitorial currently has custodial services contracts with school systems and the federal Transportation Security Agency (TSA) facility at the Oneida County airport.

Outsourcing of I.T. services – assessment of I.T. needs – proposals, costs and possible action:

The committee reviewed I.T. assessment proposals from Technology Management, RMM Solutions and Wipfli LLP. All three firms offer to conduct I.T. assessments at no cost to the county. C. Kamps asked to provide each firm with identical and consistent information, as opposed to allowing for remote monitoring of county I.T. systems and network. The Sheriff is concerned that this assessment may compromise the security of data in the Sheriff's Dept. C. Kamps replied that it wouldn't. J. Behling recommended allowing all three I.T. services providers to complete their individual assessments, with the deliverables being a menu of services available including costs. This concept was discussed at length. The committee then discussed conditions for completing the I.T assessments and concurred with the following stipulations:

- The I.T. Director shall provide all technical and budget data requested, equally and consistently to each firm.
- No remote or 2nd party monitoring of Vilas County I.T. systems and network will be permitted.
- Department Head and staff interviews will be allowed. All such interviews shall be scheduled through the County Clerk's office.

Motion by G. Peske, 2nd by L. Johnson to send a letter to each of the interested I.T. service providers, accepting their offers to provide no cost assessments of Vilas County I.T. systems and network. The letter shall clearly state the three conditions listed above. The deadline for assessment completion shall coincide with the March 2013 committee meeting.

All voted aye. Carried. J. Behling will compose the letter and the Clerk will send copy to the I.T. Director and the committee members for their review and comment, prior to mailing.

Letters and Communications:

G. Peske asked to excused from the February 12, 2013 meeting.

Set next meeting time and date:

The next regular meeting is scheduled for 8:30 A.M. Tuesday, February 12, 2013

Adjournment:

The Chair adjourned the meeting at 10:54 P.M.

Respectfully submitted by:

David R. Alleman

Vilas County Clerk.

Minutes reflect the recorder's notations and are subject to revision and approval by the appropriate board or committee.