

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 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: Chris Kamps, Russ Szuta, Joe Fath, Martha Milanowski, Frank Tomlanovich, Jason Hilger, Jim Galloway, 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.

Approve minutes of the April 12 , 2013 regular meeting.

Motion by L. Thorpe, 2nd by E. Bluthardt to approve the April 12, 2013 meeting minutes. All voted aye. Carried.

Information Technology Director report, travel and purchases:

C. Kamps presented an online demonstration of IQM2 Meeting Management software, conducted by company representative Chris Winters. This software would enable more efficient creation of county agendas, meeting minutes and postings of same to the public and to the media. The software is provided as part of a monthly service. Monthly costs are \$490.00. The committee discussed the need and benefits of this software. Funds were previously budgeted for the use of this software. **Motion by E. Bluthardt, 2nd by L. Johnson to approve the use of the IQM2 Meeting Management software at the monthly fee of \$490.00. All voted aye. Carried.**

C. Kamps submitted a travel permission request to attend a GIPAW Conference in LaCrosse, WI on May 15th through May 17th. Conference attendance cost would total \$680.00. **Motion by L. Thorpe, 2nd by G. Peske to authorize the travel request. All voted aye. Carried.**

C. Kamps presented an I.T. Dept. services survey which indicated that county department heads rate the services provided to them by the I.T. Dept. at Very Good to Excellent. Over 21 departments responded to the survey. Other data was presented indicating which departments received I.T. services. A phone log also enumerated I.T. staff request for services. C. Kamps also reported that firewall upgrades continue to be implemented.

I.T. Services – Heartland Business System contract – resolution to County Board:

The Chair introduced a draft contract for services between Vilas County and Heartland Business Systems. M. Milanowski indicated that her office and Heartland were in agreement on the contractual language. The contract period was discussed. J. Behling reminded the committee that a one year contract term was stipulated in the I.T. Services RFP. G. Peske expressed concern on the budgeting implications of a contract spanning to fiscal years. J. Hilger replied that management of multi-year budgets items was a straightforward process, and that Vilas County already engaged in similar multi-year budget commitments. Seeing that none existed, E. Bluthardt asked about contract continuation language. M. Milanowski replied that the committee could add that language if desired. **Motion by E. Bluthardt, 2nd by L. Thorpe to approve the proposed I. T. Services contract between Vilas County and Heartland Business Systems, for a one year term beginning June 1st, 2013 and to send same via a resolution to the County Board for their consideration. All voted aye. Carried.**

Public Works Committee:

J. Behling reported on Legislative & Judicial Committee (L&J) discussions, regarding the creation of a Public Works Committee by the consolidation of the Highway and Public Property committees. L&J is requesting Public Property Committee input at this time. G. Peske explained the benefits of consolidating county committees. The Clerk explained how the draft Public Works Committee rules structure was created. E. Bluthardt is concerned about potential meeting lengths, resulting from combined committees. J. Behling replied that data from other counties indicated no significant increase in average meeting lengths. E. Bluthardt also feels that the historic functions of the Highway Committee and the Public Property Committee are totally dissimilar. He feels that the proposed consolidation will be unworkable. J. Behling disagreed, and the subject was discussed at length. J. Hilger spoke about the efficiencies, both financial and operational, that will be realized by reducing the number of county committees. E. Bluthardt continues to express reservations, but is agreeable in going forward. **Motion by G. Peske, 2nd by L. Johnson to approve of the concept of a Public Works Committee, to be created by consolidating the Highway and Public Property Committees, and to recommend to the Legislative & Judicial Committee that a resolution approving of the same be created and forwarded to the County Board. All voted aye. Carried.**

Pool vehicles:

J. Hilger presented financial data indicating that the county could save substantially by purchasing autos for staff use, versus paying for mileage reimbursements at current rates. This item will be discussed further at the next meeting.

Jail floor tile project – Request for Proposals:

J. Behling and L. Johnson explained the genesis of this latest Jail floor tile repair RFP. L. Johnson stated that he examined the floor area in question. He believes that the original RFP overstated the repairs needed. The committee discussed the scope of work. **Motion by G. Peske, 2nd by L. Thorpe to approve the Jail floor tile repair RFP and to send it to the Corporation Counsel for her review and approval, prior to advertising the RFP for quotes. The committee further stipulates that the RFP requires that all quotes are received no later than June 7, 2013. All voted aye. Carried.**

Custodial/Maintenance services – Request for Proposals:

J. Behling referenced the previously provided Custodial/Maintenance Services RFP, created by The Samuels Group. He stated that the committee needed to move forward without further delay. R. Szuta stated that in his opinion, this draft RFP was deficient, primarily in areas of custodial services. He submitted a revised version, which was then discussed by the committee. **Motion by G. Peske, 2nd by E. Bluthardt to approve the Custodial/ Maintenance Services RFP, as revised by R. Szuta, and to send it to the Corporation Counsel for her review and approval, prior to advertising the RFP for quotes. The committee further stipulates that the RFP requires that all quotes are received no later than June 7, 2013. All voted aye. Carried.**

Department purchases and leases:

Nothing presented.

Maintenance Director report and purchases:

R. Szuta asked the committee to deliberate on evidence garage repairs at the next meeting. Repairs have been budgeted.

Letters and Communications:

Nothing presented.

Set next meeting time and date:

The next regular meeting is scheduled for 9:00 A.M. Tuesday, June 11, 2013

Adjournment:

The Chair adjourned the meeting at 11:12 A.M.

Respectfully submitted by:

David R. Alleman

Vilas County Clerk

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