

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, Mike Duening, Russ Szuta, Joe Fath, Jason Hilger, Gary Dalbeck and Harvey Hyslop representing Superior Electrical Systems, Nate Simmons and Dominic Holmes representing Clean Power, Kurt Berner Representing The Samuels Group, Tim Jarmusz representing Heartland Business Systems, Joe VanDeLaarschot, 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 G. Peske, 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 the June 11, 2013 regular meeting and the July 8, 2013 special meeting.

Motion by L. Thorpe, 2nd by L. Johnson to approve the June 11, 2013 regular meeting and the July 8, 2013 special meeting. All voted aye. Carried.

Kurt Berner – The Samuels Group:

a. Ionic Structure & Design – evidence garage repair:

K. Berner presented a quote from Ionic Structure & Design to engineer repairs to the Sheriff's Dept. evidence garage. The quote for services totals \$5,570.00 but does not include costs for recommended soil borings. The foundation of this block structure has settled in one corner, indicating a potential soils problem. K. Berner estimates that soil borings could cost between \$3,500.00 and \$5,000.00. The committee discussed the project budget. Funds are in an outlay for some engineering and for repairs, but may not be sufficient to cover the project. J. Behling questioned repairing the building, stating that it may be more cost effective to demolish the existing block structure, replacing it with a metal building. K. Berner agreed that the costs of a metal building were much less. G. Peske stated that originally, the building was planned as a metal structure; the committee at that time upgraded to block construction due to security concerns. J. Fath stated that a metal structure would suffice with added security features. The scope of need repairs was discussed. K. Berner stated that costs would be less if existing soil boring data remained on file with the county. Soil boring was done prior to the construction of the Justice Center in the late '90's; that data would continue to be relevant. He will assist the county in locating and identifying those files. Because Ionic Structure & Design recently completed a project for Vilas County, K. Berner felt that they remained under contract. He recommended that the county proceed with some engineering services by utilizing a change order. He further recommended that the county proceed with Ionic through the Investigation, Analysis and Recommendations portions of their proposal. **Motion by G. Peske, 2nd by L. Thorpe to contract with Ionic Structure & Design through the Investigation, Analysis and Recommendations portions of their proposal, at a cost not to exceed \$3,800.00. All voted aye. Carried**

b. Preventative Maintenance plan:

K. Berner offered the service of The Samuels Group in the preparation of a Preventative Maintenance Plan (PMP). He recommends employing the firm, which engineered the recent boiler/HVAC project, to develop the PMP. This was discussed. G. Peske is concerned about

duplication of effort, due to the fact that potential maintenance services providers also have the resources to complete a PMP. J. Behling stated that The Samuels Group was another option that could be considered. J. Hilger felt that The Samuels Group would more independently create a PMP, versus another vendor who may have a stake in the plan's implementation. This was discussed. **Motion by L. Johnson, 2nd by L. Thorpe to request that The Samuels Group provide a cost estimate for Preventative Maintenance Plan development. All voted aye. Carried.**

Information Technology Director report, travel and purchases:

a. Heartland Business Systems – Tim Jarmusz:

T. Jarmusz reported progress in evaluating the county's I.T. network and systems. Future needs were also briefly discussed. A three and five year I.T. capital cost plan will be forthcoming for the 2014 budget process.

b. I.T. Sheriff's unit – Chris Kamps:

C. Kamps reported that her move into the Justice Center was complete. She invited the committee to visit her office in that building: She gave a progress report on the Spillman System upgrade. She also submitted the following travel requests:

Wisconsin Dept. of Justice CIB Conference & Training – Green Bay, WI. September 10th – 13th, 2013. Total cost \$720.00.

Avaya Communication Server System Administration & Management – Schaumburg, IL. September 30th – October 2, 2013. Total cost \$2,017.50.

E. Bluthardt questioned the need for the Avaya training. C. Kamps explained the importance of the Avaya server and the need for the training. M. Duening concurred, adding that the training would be valuable as C. Kamps would then be able to cross train other I.T. staff. **Motion by G. Peske, 2nd by L. Thorpe to approve the I.T. travel requests. All voted aye. Carried.**

c. Courthouse unit – Mike Duening:

M. Duening reported progress with the laser printer upgrade in the Treasurer's and Clerk's offices. He also reported that Phase II of the Kronos Timekeeping project was implemented and in use. A spare Kronos time clock was installed in the Commission on Aging building. Updates to the county website are forthcoming. K. Anderson stated that certain county departments continue to fail to post meeting agendas and minutes to the website. He is planning to move his I.T. unit away from providing in house data processing services; printing of labels, etc. can be accomplished more efficiently at the department level. C. Kamps cited the need to implement the IQM2 software. I-pad use by Supervisors will be implemented soon. G. Peske asked about a recent AS400 shutdown. M. Duening responded that the AS400 was down for a short period, thanks to assistance provided by C. Kamps. He stated that AS400 shutdowns occur sporadically but are not common.

Custodial/Maintenance Services – continued discussion and possible action:

The Clerk presented a revised quote received via email from Victory Janitorial. They quote 40 hours of regular custodial services at \$16.70 per hour. Holiday rates will cost \$25.05 per hour. Hourly rates for custodian fill-in services were quoted at \$25.05 plus trip costs. Supervision services are quoted an hourly rate of \$23.00 plus trip costs.

N. Simmons presented a revised quote from Clean Power for 40 hours of custodial services at a cost of \$16.66 per hour and 40 hours of maintenance services at a cost of \$27.27 per hour. D. Holmes presented Clean Power's ability to provide PMP and maintenance management services.

E. Bluthardt asked if PMP development by Clean Power would eliminate that added cost of independently developing a PMP plan. D. Holmes responded affirmatively, adding that PMP development is part of Clean Power's suite of maintenance services. G. Peske asked the state of the current Maintenance Dept. budget. J. Hilger responded that sufficient funds remained to contract for service through 2013.

G. Dalbeck presented a revised quote from Superior Electrical Systems for custodial services at a cost of \$49,000.00 annually, based upon 52 weeks at 40 hours per week (\$23.55 per hour) and maintenance services at a cost of \$62,400.00 annually, based upon 52 weeks at 40 hours per week (\$30.00 per hour). He stated that his scope of work included the creation and implementation of a PMP plan. H. Hyslop stated that maintenance deficiencies were observed by Superior Electrical personnel during their recent involvement with the boiler/HVAC project. G. Peske stated that Superior Electrical's custodial costs were much higher than the other vendors. H. Hyslop replied that Superior Electrical paid their staff a higher rate of pay with better benefits. G. Peske asked about the status of interim maintenance supervisor R. Szuta. J. Behling responded that a need remained for a county employee to coordinate with current county custodial staff and any custodial/maintenance contractor. He also stated that custodial services provided by county staff appear to be adequate. Maintenance activities might be more impaired by the loss of maintenance staff due to the RIF. L. Johnson feels that the county needs to hire a maintenance director. This was discussed. E. Bluthardt stated that re-hiring a maintenance director defeated the purpose of the RIF. He observed that all three vendors could provide some type of supervisory service, eliminating the need for the county to hire supervisory staff. The need for 40 hours of custodial and maintenance services was discussed, with some committee members suggesting fewer custodial hours. **Motion by G. Peske, 2nd by E. Bluthardt to contract with Clean Power for 40 hours of weekly custodial services and to contract with Superior Electrical Systems for 40 hours of weekly maintenance services. Contract terms shall be for the balance of 2013 and for the entirety of 2014, with both contracts subject to Vilas County Board approval. Discussion.** J. Behling prefers to contract both custodial and maintenance services with Clean Power, citing that firms greater resources and the higher hourly costs quoted by Superior Electrical. J. Hilger estimated that a contract with Superior Electrical would cost between \$6,700 and \$10,000.00 more than the next highest quote. G. Peske countered by stating that he favors employing local, taxpaying contractors and businesses. He further stated that Superior Electrical's Eagle River location offered the advantage of fast response times during emergencies. **3 voted aye. 2 voted no: J. Behling and L. Johnson. Carried.** Contracts from each firm will be forthcoming for Corporation Counsel review and County Board consideration.

Custodial/Maintenance Services contract(s) – resolution to County Board:

Nothing presented.

Maintenance Director report and purchases:

R. Szuta presented the following price quotes for budgeted repairs:

Forestry Dept. building – exterior staining. Three quotes were received.

Great Oak Development \$1,350.00 plus \$600.00 additional of second coat needed

Gould Painting \$1,645.00

SC Painting \$2,220.00

Motion by G. Peske, 2nd by E. Bluthardt to accept the quote from Great Oak Development at a cost not to exceed \$1,950.00. All voted aye. Carried.

Courthouse and Justice Center concrete sidewalk, stair and landing repairs. One quote received.
Up North Poured Foundations, \$4,284.00

Motion by G. Peske, 2nd by E. Bluthardt to accept the quote from Up North Poured Foundations. All voted aye. Carried.

Repairs to the Courthouse and Justice Center emergency generator. One quote received.
Total Energy Systems, \$4,782.10.

Motion by G. Peske, 2nd by L. Thorpe to accept the quote from Total Energy Systems \$1,950.00. All voted aye. Carried.

R. Szuta reported the need to replace lighting in the Forestry Dept. garage. He stated the ability to install the fixtures himself.

Department purchases and leases:

Nothing presented.

Letters and Communications:

J. Behling presented a letter from the Eagle River Softball Association requesting completion of the ball field project. This letter will be referred to the Forestry Committee.

Set next meeting time and date:

The next regular meeting is scheduled for 10:00 A.M. Tuesday, August 13, 2013.

Adjournment:

The Chair adjourned the meeting at 11:55 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.