

Call to order:

The Public Property Committee meeting was called to order at 9:30 A.M. in the Vilas County Courthouse conference rooms by Vice-Chairman Rocky Caffarella with the following committee members present: Ed Bluthardt, Paul Hennes and Carolyn Ritter. Ron De Bruyne attended periodically throughout the meeting. Other persons present at various times during this meeting: Mike Duening, Joe Fath, Dawn Schmidt, Joy Schmitz, Gary Dalbeck representing Superior Electrical Systems, Roddy Croker representing Northern Lakes Landscaping, Kevin Ludwig representing Ludwig's Seasonal Services and David Alleman. Open meeting law complied with and quorum verified.

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

Motion by E. Bluthardt, 2nd by P. Hennes to approve the agenda, with the agenda order to be presented at the Chair's discretion. All voted aye. Carried.

Approve minutes of the September 15, 2014 meeting:

Motion by P. Hennes, 2nd by E. Bluthardt to approve the minutes of the August 14, 2014 meeting as corrected. All voted aye. Carried.

Open bids from snowplowing contractors:

The Vice-Chair opened each bid in the order as follows:

Northern Lakes Landscaping

Snow plowing, 2" or more	\$ 69.00 per hour
Spread salt/sand	\$125.00 per yard spread
Loader – pile snow	\$ 85.20 per hour
Load & haul snow	\$140.00 per hour
Spread salt	\$250.00 per yard spread

Custom Landscaping

Snow plowing, 2" or more	\$ 90.00 per hour
Spread salt/sand	\$ 95.00 per yard spread
Loader – pile snow	\$110.00 per hour
Spread salt	\$295.00 per yard spread

Ludwig's Seasonal Services

Snow plowing, 2" or more	\$ 90.00 per hour
Spread salt/sand	\$ 80.00 per yard spread

The Clerk ascertained that all three contractors submitted certificates of liability insurance as required. R. Caffarella asked both contractors present if they would be able to provide snowplowing at short notice. Each responded that they were located "within minutes" of the courthouse and that response times would be nominal. K. Ludwig also indicated that one of his operators lived very near the courthouse. Other aspects of Courthouse plowing service requirements were discussed. K. Ludwig pointed out that the RFP asked only for plowing and sand spreading services. R. Croker stated that his firm could provide all levels of snow removal services when required. K. Ludwig indicated the same for his company. P. Hennes would like the Maintenance Supervisor and the Safety Director to also review the bids. The Clerk commented that a decision needed to be made shortly, as plow

contractors were filling up their service schedules. **Motion by P. Hennes, 2nd by C. Ritter to review further the plowing services bids submitted. All voted aye. Carried.** The Vice-Chair asked the Clerk to schedule a special Public Property meeting to act on this issue prior to the end of October.

Maintenance Director report and purchases:

Nothing presented.

a. Maintenance services contract renewal:

G. Dalbeck explained his company's services. R. Caffarella indicated that at the previous meeting, the committee was unsure of the service terms contained in the contract. He felt that it appeared to read that all labor and parts were covered. G. Dalbeck explained how the initial contract was modified at the request of the prior committee. The existing contract requires Superior Electrical to provide a maintenance person for a 40 hour week at the contracted price. R. Caffarella asked if the current contract employee was proficient in maintenance and repair tasks. G. Dalbeck replied that the employee provided was able to perform all normal maintenance tasks including minor electrical, plumbing, HVAC and carpentry repair tasks. He stated that this employee's capabilities were comparable with the county Maintenance Supervisor's. He stated that neither person was qualified to perform skilled work normally performed by the recognized trades. R. Caffarella asked for clarification of additional charges. G. Dalbeck responded that the contract always specified that skilled work, performed by recognized tradespeople, would be charged on a time and material basis. He also recited a list of services provided by his company over the past year to Vilas County at no charge. C. Ritter expressed concern regarding the Maintenance Supervisor's request, submitted at the previous meeting, whereby he desires to hire a full-time county maintenance employee to provide for more flexibility in maintenance work scheduling and emergency call-ins. The Clerk read back the previous minutes which indicated that the expressed lack of flexibility was primarily due to the Sheriff not allowing contract employees to perform custodial and maintenance tasks in the Justice Center. The Clerk stated that to his knowledge, that prohibition had been lifted. J. Fath was asked to return to the meeting, where he stated that he would allow contract workers into the Justice Center after each worker passed a thorough criminal background check. R. Caffarella asked if the current contract worker could be called in on overtime situations. G. Dalbeck responded in the affirmative, but added that overtime costs were not included in the contract and would be an additional cost billed to the county. He also added that he employed several individuals qualified to perform maintenance tasks, so coverage was not an issue. **Motion by E. Bluthardt, 2nd by P. Hennes to renew the Superior Electrical Systems maintenance services contract for two years, utilizing the two-year fixed pricing option of \$64,200 per year. All voted aye. Carried.**

I.T. Dept. - report, purchases and travel request:

M. Duening reported considerable cost savings with regards to the purchase of audio equipment for the Courthouse conference rooms. Initial projections indicated costs of around \$40,000 to replace the existing system. By purchasing used equipment on the open market, he was able to construct a portable wireless audio system for \$3,500. He was commended for his initiative. There was no purchase or travel requests submitted.

a. Copiers and printers:

M. Duening prepared a revised list of proposed copier leases and purchases. The list indicated that cost savings were mixed – some departments would save by purchasing, others by leasing. He described the differences as due to print volume charges. He also expressed the need to standardize manufacturers, and recommended Xerox as the best machines overall. The committee discussed this issue at length. E. Bluthardt is concerned with the late timing of this request, citing the fact that department budgets have already been submitted. The Clerk concurred, informing the committee that any requests for additional outlay funds would now need to be submitted as an amendment to the 2015 budget at the October 28th meeting. M. Duening pointed out that the Zoning Department has already budgeted for a copier purchase in 2015. C. Ritter suggested that the budgeted purchase be allowed to go forward. J. Schmitz and the Clerk stated that their departments budgeted for a five-year copier lease. **Motion by E. Bluthardt, 2nd by P. Hennes to standardize copier/printers by leasing or purchasing Xerox products, and to further authorize the purchase and/or lease of the five Xerox copiers listed, contingent upon how the procurement was budgeted for by the respective departments. All voted aye. Carried.**

b. Jail cameras update:

M. Duening reported that several vendors responded to the Jail Cameras RFP and that two already toured the building. He expects that projected costs will be reduced. He also stated that he expects competing systems to provide for better integration with existing and future Justice Center security systems.

Courthouse Security Committee recommendations:

The Courthouse Security Committee recommends that electronic locks be installed on all Courthouse exterior doors. This recommendation was discussed. R. De Bruyne recited the history of this proposed project, stating that twice before this installation was approved but then not funded. The Sheriff reiterated that courthouse security issues have been under discussion for many years and that this effort was the initial step forward in the process. C. Ritter is concerned that this will result in a piecemeal approach, whereby some systems may not be compatible as the overall project progresses – she wants to see a complete plan of action. She stated that furthermore, limiting access would not prevent a security incident from occurring. The Sheriff acknowledged that security screening of each individual entering the courthouse was the ultimate goal. However, providing the necessary personnel and equipment will require additional funding. R. Caffarella stated that if limiting access to the Courthouse was an initial goal, that could be accomplished now utilizing the current keyed door locks. He also objected to adding the projected cost of \$28,000 to the budget at this late date. R. De Bruyne offered the fact that the proposed 2010 courthouse addition provide for a secured entrance, including the infrastructure for eventual security screening. **Motion by E. Bluthardt, 2nd by P. Hennes to hold this issue over until the next committee meeting. 4 voted aye. 1 voted no: R. De Bruyne. Carried.**

Department purchases and leases:

Nothing presented.

Sheriff's evidence garage – repair cost estimate:

As instructed, the Maintenance Supervisor procured an estimate to repair the cracked concrete block walls of the Sheriff's evidence garage. The proposal was discussed. R. Caffarella feels that the proposed costs and plan of work are reasonable. E. Bluthardt wants Kurt Berner of The Samuels Group consulted with regards to this proposed work. He asked the Clerk to pass this information on to Mr. Berner. This item is to be kept on the agenda until further notice.

Letters and Communications:

R. Caffarella informed the committee about a leaky roof in a Forestry Dept. storage building.

Set next meeting time and date:

A special committee meeting is tentatively scheduled for 10:00 A.M., Tuesday, October 21, 2014. The next regular meeting is scheduled for 9:30 A.M, Tuesday, November 11, 2014.

Adjournment:

The Vice-Chair adjourned the meeting at 11:49 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.