

**Notice: A portion of this meeting was held jointly with the Forestry, Recreation and Lands Committee**

**Call to order:**

The Public Property Committee meeting was called to order at 1:00 P.M. in the Vilas County Courthouse conference rooms by County Clerk David Alleman with the following committee members present: Ed Bluthardt, Rocky Caffarella, Ron De Bruyne and Carolyn Ritter. Other persons present at various times during this meeting: Mike Duening, Joe Fath, Mark Collins and Russ Szuta, Open meeting law complied with and quorum verified.

**Election of a Committee Chairperson and Vice Chairperson:**

The Clerk called for nominations for a committee Chairperson. E. Bluthardt nominated R. De Bruyne. The Clerk called three more times for nominations and hearing none, called for a vote from the floor. **All voted aye to elect R. De Bruyne Chairman of the Public Property Committee. Carried.** Chairman R. De Bruyne assumed leadership of the remainder of the meeting. He called for nominations from the floor for a committee Vice-Chairperson. C. Ritter nominated R. Caffarella. The Chair called three more times for nominations and hearing none, called for a vote from the floor. **All voted aye to elect R. Caffarella Vice-Chairman of the Public Property Committee. Carried.** The Chair then asked all in attendance to introduce themselves.

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

**Motion by E. Bluthardt, 2<sup>nd</sup> by C. Ritter to approve the agenda, with the agenda order to be presented at the Chair's discretion. All voted aye. Carried.**

**Approve minutes of the March 13, 2014 meeting:**

**Motion by R. De Bruyne, 2<sup>nd</sup> by C. Ritter to approve the minutes of the March 13, 2014 meeting as presented. All voted aye. Carried.**

**Evidence garage update:**

R. De Bruyne reported that the offer to purchase the Steel Design building, located in Arbor Vitae, expired during the period that the newly elected County Board was in the process of reorganization. J. Fath explained the evidence garage foundation settling issue to the new committee members. The building is used to house larger items taken as evidence, such as vehicles and boats. The building also needs to be heated. Ed Bluthardt explained that the prior Property Committee hired an engineering and soils firm to investigate the site. Findings indicate that the soils at the current building location are not suitable for construction and that the existing building will continue to settle. The committee discussed potential options. J. Fath reported that an Arbor Vitae location would be more beneficial to his department. R. Caffarella prefers a county owned site; he opposes taking property off of the tax role. That issue was discussed. It was determined that the Arbor Vitae and Eagle River highway shops each might provide a suitable site for an evidence garage. Building types and potential costs were then discussed. C. Ritter feels that the committee must move forward with a solution. The committee discussed hiring a consultant to help determine

building size, type and a suitable location. **Motion by E. Bluthardt, 2<sup>nd</sup> by C. Ritter to instruct the Clerk to contact Kurt Berner at The Samuels Group, asking him to quote the cost of building and site development services. All voted aye. Carried.**

**Pool vehicle use policy revisions:**

D. Alleman explained that the mandated use of the county fleet vehicles was difficult to enforce. In certain circumstances it may be more beneficial for staff to utilize their personal vehicle and be eligible for a mileage reimbursement. He provided a proposed amendment to the current policy language, whereby department heads would determine the use of the fleet vehicle as best benefits the county. **Motion by R. Caffarella, 2<sup>nd</sup> by E. Bluthardt to approve the fleet vehicle use policy as amended. All voted aye. Carried.**

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

M. Duening asked permission to purchase a laser printer for the Register of Deeds at a cost of \$372.10. This printer will replace an outdated inkjet model. **Motion by E. Bluthardt, 2<sup>nd</sup> by C. Ritter to approve the purchase. All voted aye. Carried.** M. Duening reported on the recent installation of the Microsoft Exchange server.

**a. Phone system update:**

ChoiceTel personnel will be meeting with the various departments in regards to system options. Installation is scheduled for June 7<sup>th</sup>, 2014.

**b. Extension of Heartland Business Systems contract:**

The second 6-month contract period for IT services ends in June. The county contracted for 1400 hours of potential IT service hours during that period. Heartland is willing to extend the contract until the end of 2014. M. Duening reported that he is very satisfied with the services provided by Heartland. He feels that their turnaround time with regards to special projects is excellent. He also advised the Sheriff's Dept. utilizes Heartland for about 30% of their IT needs. The committee discussed their options. The committee would like to negotiate with Heartland for a 2015 contract and budget for the same. **Motion by C. Ritter, 2<sup>nd</sup> by R. De Bruyne to extend the County's contract with Heartland Business Systems for the remaining six months of 2014, contingent on Heartland offering the same costs, terms and conditions as the prior contract. All voted aye. Carried.**

**Maintenance Director report and purchases:**

R. Szuta presented a cost proposal to outfit eight entrances in the courthouse with computer controlled, FOB activated door locks for \$30,000.00. The committee discussed the proposal and related courthouse security issues. E. Bluthardt is not in favor of proceeding with budgeting for future installation until a comprehensive courthouse security plan is presented and discussed. R. De Bruyne stated that the Courtroom Security Committee was re-established and had met one time. C. Ritter is not in favor of installing the door lock system until a courthouse security guard position is also established.

R. Szuta reported the need to hire additional maintenance personnel, citing the ever increasing need to maintain the county buildings. He recommends hiring the individual provided by Superior Electrical Services. The committee discussed the situation, potential costs and various solutions. R. Szuta was instructed to prepare a document indicating the current and proposed allocation of maintenance personnel resources in his department. R. Szuta requested that the committee allow him to take the county maintenance truck home

with him when he is on-call. This was discussed. C. Ritter asked that this issue be carried forward to a future agenda. R. Szuta asked the committee for permission to allow the contract maintenance worker to use the county maintenance vehicle. **Motion by E. Bluthardt, 2<sup>nd</sup> by C. Ritter to authorize the Vehicle Coordinator to determine if contracted personnel may utilize county vehicles for county purposes. All voted aye. Carried.**

**a. Preventative Maintenance plan:**

R. Szuta reported progress on the creation of a PM plan.

**Department purchases and leases:**

Nothing presented.

**Letters and Communications:**

Nothing presented.

**Set next meeting time and date:**

The next meeting is scheduled for 9:00 A.M. Thursday, June 12, 2014.

**Adjournment:**

The Chair adjourned the meeting at 3:10 P.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.