

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 Ron De Bruyne with the following committee members present: Ed Bluthardt, Rocky Caffarella, Paul Hennes and Carolyn Ritter. Other persons present at various times during this meeting: Russ Szuta, Mike Duening, David Gardner, Joe Fath, Jason Hilger, Deb Bohn, Jim Galloway, Tom Numrich, Supervisor Walt Maciag, Kurt Berner representing The Samuels Group and David Alleman. Open meeting law complied with and quorum verified.

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

Motion by R. Caffarella, 2nd 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 June 12, 2014 meeting:

Motion by C. Ritter, 2nd by P. Hennes to approve the minutes of the June 14, 2014 meeting as presented. All voted aye. Carried.

I.T. Dept. 2015 budget:

M. Duening presented the 2015 I.T. Dept. budget request. He explained that his budget request was lower than the prior year. C. Ritter questioned reductions in the Software and Maintenance expense lines. M. Duening replied that several maintenance contracts were no longer needed or were procured at lower cost. E. Bluthardt questioned an outlay request for a courthouse conference room audio system. M. Duening explained that the current system proved to be inadequate and that several County Board members were complaining about the system. E. Bluthardt also questioned the courtroom A/V system outlay. M. Duening responded that the existing system was obsolete and had become unreliable. The outlay funds are not for a completely new system, but will be expended to replace several outmoded components. The committee discussed replacing the entire system but took no action. Other aspects of the budget request were discussed. **Motion by R. Caffarella, 2nd by E. Bluthardt to approve the I.T. Dept. 2015 budget request. All voted aye. Carried.**

Evidence garage siting and building – progress report:

K. Berner reported that two county owned sites were examined. Two building locations are feasible at the Eagle River Highway Shop and one site is feasible at the Arbor Vitae shop. R. De Bruyne informed K. Berner that an additional county owned site was available adjacent to the Arbor Vitae shop. The proposed building would encompass 7,500 sq. ft. and would serve as both the Sheriff's Dept. evidence garage and a Highway Dept. cold storage facility. Building dimensions are projected to be 100' x 75' with 20' sidewalls and four 16' x 16' doors. Construction would be structural steel with steel siding. Power, heat and electronic security would be provided along with a concrete floor. Dependent upon the site chosen, a 75' x 75' security fence may need to be provided for a Sheriff's Dept. outside impound area. Costs range from \$565K to \$645K, the difference due to differences in site preparation costs, based upon the location chosen and the cost of the impound fence if needed. R. Caffarella recommended repairing the existing evidence garage. K. Berner

responded with a repeat of the soil problems encountered at that site and the high cost to repair the building properly. K. Berner also informed the committee that construction costs were expected to increase by 6% in 2015. He urged the committee to meet with the Sheriff and the Highway Commissioner to determine the actual needs. A bid narrative can be created that would allow for contractor feedback on prices. E. Bluthardt favors moving ahead in this budget cycle with the project. The committee discussed all of these points at length but took no action.

Safety Committee recommendations:

Safety Director J. Galloway presented a list of recommendations involving the insufficiency of courthouse snow removal and de-icing operations. Several falls during the past winter have resulted in about \$40k in additional insurance costs, to be paid by the county. The current level of snow removal services was discussed, as was the need to improve these services significantly from an employee safety standpoint. The committee discussed all aspects of this issue. E. Bluthardt feels that the Highway Dept. has the manpower and the equipment to provide the necessary services. J. Hilger recommended that a cost comparison be conducted to determine any cost differences between continuing to outsource the plowing versus the cost of Highway Dept. plowing services. This was discussed. The committee Chair asked the Maintenance Superintendent, the Safety Director and committee member P. Hennes to meet together and return next month with a plan of action.

Maintenance Dept. 2015 budget:

R. Szuta presented the Maintenance Dept. 2015 budget request. Overall costs are lower than last year, but he also reported that for 2014 he will be over budget by \$5K for natural gas expenses. He recommends increasing the 2015 natural gas budget request by an additional 20K. The committee discussed this issue. C. Ritter recommended that he revise his 2015 request and come back before the committee next month. No additional action was taken.

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

M. Duening had no travel or purchase requests. He reported that the new telephone PBX system was installed, including 199 telephones, and that all was working well. Annual phone maintenance fees will also be significantly reduced due to this upgrade. The courthouse intranet "Barney Net" has been upgraded with a new look and more features. The Vilas County public website will also be upgraded soon.

Maintenance Director report and purchases:

R. Szuta reported that he had no purchase requests and that there was no unusual maintenance issues. He reported that the Courthouse and Justice Center parking lots were crack filled, sealed and re-stripped.

b. Parking lot repair:

R. Szuta reported two additional parking lot issues. Sinking pavement around a culvert has created a "speed bump" situation at the northern approach to the Justice Center parking lot. Pavement is also sinking around a manhole in the parking lot near the maintenance shop. Both issues are creating a hazard. Repairs are estimated to cost \$1,800.00 and excess funds

remain in a parking lot repair outlay. **Motion by E. Bluthardt, 2nd by C. Ritter to authorize the use of those funds to repair both areas in the parking lots. All voted aye. Carried.**

a. Maintenance Dept. truck usage:

R. Szuta requested permission to take the Maintenance Dept. pick-up truck home on a regular basis, to provide him with a more readily accessible vehicle when he is called out after hours to perform maintenance at the various county buildings and facilities. He stated that he has been called out 4 times so far this year. R. Caffarella felt that the number of call-outs did not warrant taking the truck home. P. Hennes feels that allowing an employee the home based use of a county provided vehicle can create a negative public perception. P. Hennes also asked if R. Szuta was reimbursed for the use of his personal vehicle and at what rate. He responded that he is reimbursed at the standard IRS rate, as provided to all other employees who are required to use their personal vehicles while performing county duties. C. Ritter felt that with the reimbursement provided, being permitted to take the maintenance truck home was unwarranted. R. Szuta then requested permission to take the maintenance truck home in winter, citing the fact that he does not own a 4-wheel drive vehicle and must travel some distance to the courthouse. This was discussed. The committee declined to take any action granting permission, but suggested that R. Szuta could contact the committee chair during the winter if snowstorms were pending, and ask for permission to take the maintenance truck home in those instances.

Department purchases and leases:

Nothing presented.

Letters and Communications:

R. Szuta asked that both the maintenance and the custodial services contracts be placed on next month's agenda.

Set next meeting time and date:

The next meeting is scheduled for 9 A.M, Monday, September 15, 2014.

Adjournment:

The Chair adjourned the meeting at 11:30 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.