

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 Vice-Chairman Rocky Caffarella with the following committee members present: Ed Bluthardt, Paul Hennes and Carolyn Ritter. Ron De Bruyne was excused. Other persons present at various times during this meeting: Russ Szuta, Mike Duening, Joe Fath, Jason Hilger, Jim Galloway, Jerri Radtke, Joan Hansen, Kate Gardner, Sherry Bierman and David Alleman. Open meeting law complied with and quorum verified.

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

Motion by C. Ritter, 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 August 14, 2014 meeting:

C. Ritter pointed out an error in the August meeting minutes under the agenda item A. Maintenance Dept. truck issues. The word "vehicle" is missing. The Clerk will make the correction. **Motion by C. Ritter, 2nd by P. Hennes to approve the minutes of the August 14, 2014 meeting as corrected. All voted aye. Carried.**

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

M. Duening had no travel or purchase requests. He presented a proposal to purchase Xerox copier/printers as opposed to the current practice of leasing the units. Purchasing outright would save several thousands of dollars compared to leasing costs. He also stated that Xerox produces a reliable machine that easily integrates with the county I.T. network. The committee discussed this option. P. Hennes is in favor of leasing, citing the need to constantly upgrade the technology. The committee also voiced their concerns about the need to dispose of obsolete machines and the potential disposal costs involved. M. Duening countered that copier technology was not changing rapidly, and that a good market existed for the disposal of used machines. J. Hilger cautioned the committee that the purchase of copiers may require a substantial outlay of funds. M. Duening stated that the leases would soon be up on five machines. E. Bluthardt commented that the overall savings was not as great as expected. He also favors the continuation of leasing. **Motion by P. Hennes, 2nd by E. Bluthardt to instruct the Finance Director to determine if the outright purchase of Xerox copiers benefits Vilas County. All voted aye. Carried.** M. Duening reported on email encryption issues.

a. I.T. services provided to County departments – policy:

M. Duening asked the Public Property Committee for permission to formulate I.T. data processing policy for committee review and approval. He stated that the role of the I.T. Department has moved beyond providing direct data processing services. His department will provide the necessary technology to enable county department to create their own labels, reports, etc. as needed. J. Radtke stated that the Treasurer's office was willing to comply with this policy; but she warned the committee that due to the fact that she operated a two person office, the running of reports may take additional time and could create an overtime situation. She also asked for clarification on how quickly she needed to respond to a records request from a public entity. This was discussed. The Clerk stated that the

current Open Records policy set some guidelines relative to timelines when responding to open records requests, the creation of reports and the costs chargeable to the requester. R. Caffarella felt that it made sense to create the material at the department level. E. Bluthardt also felt that the custodian of the particular records needed to also directly fulfill a records request if possible. **Motion by P. Hennes, 2nd by C. Ritter to permit the creation of a draft I.T. Data Processing policy for Public Property review and approval. All voted aye. Carried.**

Proposal to rent space to Economic Support contractor in Social Services:

K. Gardner reported that the State was contracting for certain economic support services. The previous contractor utilized another space. The current contractor is associated with Wood County and desires to work directly with Social Services staff. She stated that a small space with a desk would suffice, and that the contractor would be in the department one to two days per week. Referring to the indirect cost plan, she recommends that the contractor be charged a monthly rent of \$131.00 for that space, not including telephone service. E. Bluthardt took issue with this proposal, citing a recent request by the Tri-County Counsel on Domestic Abuse to rent a small office in the courthouse, so as to better serve area clients. That request was ultimately denied by the county board. He feels that approving this proposal would not be consistent with the board's prior actions. **Motion by P. Hennes, 2nd by C. Ritter to approve the rental of space in the Social Services Department to the economic support contractor, at a rate of \$131.00 per month not including telephone services. 3 voted aye. 1 voted no: E. Bluthardt. Carried.**

Safety Committee recommendations – update:

J. Galloway presented two options to provide adequate snow removal services at the Courthouse complex. He also presented a map identifying parking areas and indicating which lots were of greater or lesser priority with regards to snow removal. The first option involves the use of Highway Department limited term staff and would require the purchase of about \$25,000 in equipment. Option two is to continue to utilize a private contractor to provide for snowplowing services. J. Galloway presented a comprehensive RFQ, detailing the level of snowplowing services required if the committee chooses a contractor. Both options were discussed at length. P. Hennes stated that dependability was an issue for both options; the services need to be provided when needed and sometimes at short notice, dependent upon the vagaries of the weather. C. Ritter objected to the costs levied by the Highway Department for providing the service. The requirements behind those charges were explained. R. Caffarella added a third option. The Forestry Department has a truck that is underutilized during the winter. A plow could be installed to that vehicle. E. Bluthardt feels that the RFQ should be advertised publicly; any responses could be used to compare with the costs of Highway Department plowing services. P. Hennes disagreed; it is his opinion that county employees using county equipment will do a better job than any contractor. **Motion by E. Bluthardt, 2nd by C. Ritter to advertise the RFQ to the public and to bring all response back to the committee at the October meeting. 3 voted aye. 1 voted no: P. Hennes.**

Sheriff's evidence garage:

R. Caffarella feels that the proposed joint Sheriff's Department/Highway Department storage building would be too costly at this time. He favors repairing the existing structure. He asked R. Szuta to obtain quotes from local contractors and to report back to the committee.

Maintenance Director report and purchases:

R. Szuta reported that he had no purchase requests and that there was no unusual maintenance issues.

a. Custodial services contract renewal:

R. Szuta reported that the custodial services contract with Clean Power was up for renewal. Hourly costs increased slightly. He stated that he had no complaints regarding the services provided and recommended that the contract be renewed. A two-year term is offered as an option. **Motion by E. Bluthardt, 2nd by C. Ritter to approve a two year extension to the Clean Power custodial services contract. All voted aye. Carried.**

b. Maintenance services contract renewal:

R. Szuta stated that this particular contract provided for 40 hours per week of maintenance services, in the form of an individual to assist the Maintenance Supervisor with his duties. The committee discussed the Superior Electrical Services contract. The contract appears to provide for a variety of skilled maintenance services. R. Szuta stated that was not the case; those services are provided on an added cost, time and material basis. He also stated that the contracted maintenance worker was not allowed by the Sheriff to perform maintenance work in the Justice Center. R. Szuta recommends that the county hire a maintenance employee in lieu of renewing the Superior Electrical contract. A county employee would be able to access the Justice Center and could also share call-in duties with the Maintenance Supervisor. This idea was discussed at length. J. Hilger stated that the cost comparison between the contracted employee and a proposed county employee was very close, with the exception of future benefit costs. C. Ritter feels that the county needs to hire a county employee to provide back-up for R. Szuta. R. Caffarella feels that the Sheriff needs to be contacted regarding his prohibition of allowing contract workers access to the Justice Center. The committee took no action on the contract renewal. This issue will be held over for the October agenda.

b. Parking lot maintenance – revised costs:

R. Szuta reported that an error was made in the parking lot maintenance cost calculations. Repairs to a sunken manhole located near the maintenance shop will increase repair costs from \$1,800 to around \$3,000. E. Bluthardt asked the source of the funds. R. Szuta responded that he had underspent the parking lot sealing and striping budget, and could use the surplus to pay for these repairs. R. Caffarella does not believe that all of the repairs are necessary. **Motion by E. Bluthardt, 2nd by C. Ritter to authorize the expenditure of additional funds to properly repair the parking lots. 3 voted aye. 1 voted no: R. Caffarella. Carried.**

Department purchases and leases:

Nothing presented.

Letters and Communications:

Nothing presented.

Set next meeting time and date:

A request was made to begin future meetings at 9:30 A.M. **By consensus without opposition, the committee agreed to the time change.** The next meeting is scheduled for 9:30 A.M, Wednesday, October 15, 2014.

Adjournment:

The Chair adjourned the meeting at 11:20 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.