

Open meeting law complied with. Quorum verified.

Call to order:

The Public Property Committee meeting was called to order at 9:00 A.M. at the Vilas County Courthouse conference rooms by Chairman Ronald De Bruyne with the following committee members present: Jim Behling, Charles Rayala, Jr., Kathleen Rushlow and Linda Thorpe. Other persons present at various times during this meeting: Walt Monheim, representing Clermont Printing, Kurt Berner representing The Samuels Group, Gary Kuckenbrod, Tim Evenson, Bob Egan, Joe Fath, Steve Rohde, Kate Gardner, Barb Gibson, Adam Grassl and David Alleman.

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

Motion by J. Behling, 2nd by C. Rayala to approve the agenda with the agenda order at the Chair's discretion. All voted aye. Carried.

Approve minutes of the February 15, 2011 regular meeting and the February 18, 2011 special meeting:

Motion by K. Rushlow, 2nd by L. Thorpe to approve the minutes of the February 15, 2011 regular meeting and the February 18, 2011 special meeting as presented. All voted aye. Carried.

Approval of bills:

Motion by C. Rayala, 2nd by L. Thorpe to approve the bills as presented. All voted aye. Carried.

Sheriff's Dept. and Jail purchases:

T. Evenson presented the following Jail purchase requests:

Inmate uniforms and assorted linens from Robinson Textiles @ \$2,936.78

Motion by K. Rushlow, 2nd by C. Rayala to approve the above purchase. All voted aye. Carried.

Additional security cameras for jail from Simplex Grinell @ \$5,070.00.

Motion by C. Rayala, 2nd by K. Rushlow to approve the above purchase. All voted aye. Carried.

T. Evenson presented the following Sheriff's Dept. purchase requests:

Tactical weapon lights and remote door/switch from Express Police Supply @ \$2,974.56

Weapon accessories from Advantage Police Supply Inc. @ \$2,631.45

Weapon magazines from ProForce law Enforcement @ \$1,096.54

Gun locks from Galls @ \$675.99

Motion by L. Thorpe, 2nd by J. Behling to approve the above purchases. All voted aye. Carried.

Web Map Service demo – Mapping Dept:

B. Gibson and A. Grassl conducted a digital demonstration of proposed operational changes being made to the online Web Map Service. The site is being improved to offer easier access to online map based information including parcel, address and zoning maps. Plats of survey will be available later this year.

Social Services offices security issues – findings and costs:

K. Gardner has reviewed the preliminary plan and costs. She stated that the bullet proof glass and waiting room cameras would not be necessary. She proposed retaining the rear exit door with the push bar feature. The future possible loss of Income Maintenance duties may also free up some additional space in her department. K. Rushlow reported that there were no funds budgeted for this project. K. Berner offered to provide the committee with a vendor list and scope of project at the April 8, 2011 special Public Property meeting.

Maintenance cost sharing – Arbor Vitae Shop:

The Chair presented a letter from the firm that engineered the Arbor Vitae shop building. The letter indicates that 79% of the building is dedicated to Highway Dept. use and 21% is dedicated to Sheriff's Dept. and Juvenile Intake Dept. uses. C. Rayala felt that the air conditioning only benefited the Sheriff's Dept. and should not be the responsibility of the Highway Dept. B. Egan will investigate whether or not the air conditioning affects the Highway Dept. lunchroom. K. Rushlow recited verbatim the action taken by the Public Property Committee at the February 15, 2011 meeting, to wit: *Motion by J. Behling, 2nd by K. Rushlow that all building maintenance issues regarding the Arbor Vitae Highway Shop are to be the responsibility of the Highway Department; custodial services provided to the Sheriff's Dept. and Juvenile Intake offices and garage spaces shall be the responsibility of the Maintenance Department; and the Clerk is to immediately inform all departments concerned of this fact. All voted aye. Carried.*

Motion by K. Rushlow, 2nd by J. Behling to continue with the same course of action, as stated above regarding this subject, as was taken by the committee at the February 15, 2011 meeting. All voted aye. Carried.

Courthouse and Justice Center boilers and HVAC project:

K. Berner explained the delay to the pre-bid meeting date, which was rescheduled to Wednesday, March 23, 2011. The delay will not impact the Thursday, March 31, 2011 scheduled bid opening date.

Information Technology report, travel and purchases:

S. Rohde asked if the travel voucher paying for the attendance of C. Kamps and T. Bellomy at the recent Spillman Users Group Conference charges was approved.

Office supplies – standard supply list and prices:

C. Rayala reported that after comparing pricing of common, discount level items between Staples and Clermont, he could find no real difference in pricing. J. Behling also made a comparison and came to the same conclusion. R. De Bruyne felt that Clermont was a local firm offering good service and that no change in vendors needed to be made. **Motion by C. Rayala, 2nd by L. Thorpe to continue to purchase office supplies from Clermont using the standardized list of common products at the as bid prices. All voted aye. Carried.** The Clerk would like an office supply purchasing policy with consistent rules to follow. He will draft a policy for consideration at a future meeting. W. Monheim of Clermont will develop a standardized, online ordering list to be used by all County departments.

County Logo use policy:

The Clerk reported that the Logo Use Policy needed to be amended to better describe purchases made with County dollars. The amendment was drafted and K. Rushlow previously approved the changes as to form. **Motion by K. Rushlow, 2nd by L. Thorpe to approve the amendment to the Logo Use Policy. All voted aye. Carried.**

Public Health Dept. purchases:

Nothing presented.

Social Services Dept. purchases:

Nothing presented.

Maintenance Supervisor report and purchases:

G. Kuckenbrod reported no undue repair or maintenance issues. He is objecting to the proposed Aramark service contract due to the 10 year term of service. He feels that 10 years is too long to be competitive. The Clerk will put this item on the April agenda.

Letters and Communications:

Nothing presented.

Set next meeting date and time:

The next regular meeting was set for Thursday, April 14, 2011 at 9:00 AM. The Chair also reminded the committee about the special meeting scheduled for Friday, April 8, 2011 at 9:00 A.M.

Adjournment:

Motion by C. Rayala, 2nd by K. Rushlow to adjourn. All voted aye. Carried.

Meeting adjourned at 11:02 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.