

Open meeting law complied with. Quorum verified.

Call to order:

The Public Property meeting was called to order at 9:00 A.M. at the Vilas County Courthouse by Chairman Ronald De Bruyne with the following committee members present: Maynard Bedish, Charles Rayala, Jr. and Linda Thorpe. Kathleen Rushlow was excused. Also present were RFP Subcommittee members Bob Egan and Sig Hjenvick. Other persons present at various times during this meeting: Gene Leveille, Joe Fath, John Butler, Mike Duening, Bob Rickard, Barb Gibson and David Alleman.

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

Motion by L. Thorpe, 2nd by M. Bedish to approve the agenda with the agenda order at the Chair's discretion. All voted aye. Carried.

Approve minutes of September 16, 2009 meeting, September 18, 2009 Vendor's Conference and September 30, 2009 special outlay meeting:

Motion by L. Thorpe, 2nd by C. Rayala to approve the minutes of the September 16th, 18th and 30th, 2009 meetings as presented. All voted aye. Carried.

Approval of bills:

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

Approve Courthouse expansion RFP addendum:

Per instruction given the Clerk at the RFP Vendor's Conference, an addendum to the original RFP was drafted and sent to the interested parties. Motion by C. Rayala, 2nd by M. Bedish to approve the Courthouse expansion RFP addendum as presented. All voted aye. Carried.

Late outlay requests – 2010 budget:

The Clerk presented information that the previously approved carryover of \$80,000.00 in the Outlay – ER Airport Loan line item, would not be needed. B. Egan explained the details to the Committee. The unspent funds will lapse into the General Fund. Motion by C. Rayala, 2nd by M. Bedish to amend the outlay request by rescinding the approved carryover request. All voted aye. Carried. No other late outlay issues were presented.

Forestry Dept. sewer & water – water test results and reconsideration of 2010 outlay request:

G. Leveille presented a letter from Vilas County Forestry Department Director Larry Stevens, asking the Committee to reconsider the previously rejected request to connect the Forestry buildings to City water and sewer service. G. Leveille reported that after a number of failed water tests, he had the well serviced by a qualified plumber. The water tests taken subsequent to that service have not yet been received. The Committee discussed the issue. C. Rayala felt that the history of failed water tests posed a liability to the County that could be easily remedied by connect to City water service. Motion by M. Bedish, 2nd by C. Rayala to approve the request to connect the Forestry Dept. buildings to

City water and sewer service, and to budget \$5000.00 in a 2010 outlay account to fund the expense. All voted aye. Carried. L. Thorpe The current well will be retained for lawn watering and equipment washing purposes.

Sheriff's Dept. & Jail Purchases:

J. Butler presented a purchase request for 5 semi-automatic rifles and related accessories from JSC Law Enforcement Sales at a total cost of \$9,005.00. S. Hjemvick also reported on the need to purchase this equipment. Motion by C. Rayala, 2nd by L. Thorpe to approve the purchase. All voted aye. Carried.

J. Fath presented a request to purchase a Total Station Crash Zone software and maintenance package from ABC Surveying at a total cost of \$6,150.00. He explained that the software would be jointly used by the Vilas and the Oneida Sheriff's Departments for crash and crime scene reconstruction. A portion of the \$23,000.00 cost of this software will be paid for by using grant dollars. The \$6,150.00 cost is Vilas County's share of the unfunded balance. Motion by M. Bedish, 2nd by C. Rayala to approve the purchase. All voted aye. Carried.

Courthouse pool vehicles:

a. Maintenance issues – 2000 Ford Taurus:

B. Gibson presented use and mileage data regarding the 2000 Ford Taurus pool vehicle. She then reported on recent maintenance issues concerning that car. A bumper to bumper safety/maintenance check conducted by a local repair shop revealed the need to expend \$870.93 to fix the immediate problems. The Committee discussed whether the car should be kept or sent to auction next Spring. C. Rayala felt that the car needed to be repaired so that it could be safely operated in the meantime. B. Gibson has sufficient funds in her 2009 budget to pay for the repairs. Motion by L. Thorpe, 2nd by C. Rayala to expend \$870.93 to repair the 2000 Ford Taurus. 3 voted aye. 1 no vote: M. Bedish. Carried.

b. Additional vehicles from Sheriff's Dept – Juvenile Intake Dept.:

B. Rickard presented a report regarding the reimbursements paid to Intensive Supervision Worker Mike Wurl for his private vehicle use. M. Wurl is called out many times to handle immediate juvenile intake issues. The report compares the cost of reimbursement against the costs of providing a County owned vehicle. L. Thorpe felt that costs could be further reduced by taking a used vehicle from the Sheriff's Dept. that is slated for auction and assigning it to the Juvenile Intake Dept. R. De Bruyne asked about the existing vehicle policy. C. Rayala felt that a separate policy would be needed to cover a vehicle assigned to a particular department. C. Rayala asked if the intention was for M. Wurl to take the car home with him. B. Rickard stated that M. Wurl lived in Mercer, Wisconsin, which is located in Iron County. S. Hjemvick reported that the Sheriff's Dept. only allows squad cars to be taken home by deputies who reside in Vilas County. That issue will need to be addressed as part of a Juvenile Intake vehicle use policy. It was also pointed out that all expenses concerning this vehicle would have to be borne by the Juvenile Intake Dept. Motion by C. Rayala, 2nd by M. Bedish to remove a used vehicle from the Sheriff's Dept. Spring auction lineup and to assign it to the Juvenile Intake Dept. All voted aye. Carried. R. De Bruyne asked the Clerk to include a Juvenile Intake vehicle use policy topic on the next Public Property agenda.

c. Courthouse vehicle pool – 2010 budget:

The Clerk reported that he had been instructed by the Finance & Budget Committee Chair to create a separate Courthouse Pool Vehicle expense line item. This line item will now need to be funded to provide for the maintenance and repairs of a pool vehicle. The Committee discussed various budget amounts. Motion by C. Rayala, 2nd by M. Bedish to propose that the amount of \$2,000.00 be added to the 2010 budget Courthouse Pool Vehicle Pool line item to fund maintenance and repairs of the Courthouse pool vehicle.

Public Health Dept. purchases:

Nothing presented.

Social Services Dept. purchases:

Nothing presented.

Juvenile Intake purchases:

Nothing presented.

Information Technology report, travel and purchases:

M. Duening presented a training and travel request for C. Kamps, for a class to be held in Appleton, Wisconsin at a total cost of \$2,165.00. Motion by C. Rayala, 2nd by L. Thorpe to approve the training and travel request. All voted aye. Carried.

M. Duening then reported on the recent Spillman System training that he attended.

Maintenance Supervisor report and purchases:

a. justice center garage floor repair:

G. Leveille reported that his department had repaired some sections of the Justice Center parking garage floor. He felt that the repairs were successful, but that more of the floor needed to be fixed. The concrete floor is breaking up in various locations due to salt penetration and the lack of regular sealing. G. Leveille reported that he contacted three masonry repair firms. One firm refused to submit a bid and one firm did not respond. The only firm that responded was Applied Flooring Solutions LLC. They propose to spot repair and seal the floor at a cost of \$12,500.00. M. Bedish explained how the process would need to be done. He was also critical of the lack of regular sealing of the floor. R. De Bruyne pointed out that bids would still need to be advertised for. G. Leveille advised that bid prices may be higher as the existing \$12,500.00 price is over a month old. Motion by C. Rayala, 2nd by L. Thorpe to approve the spot repair of the Justice Center parking garage concrete floor, and to budget \$15,000.00 in a 2010 outlay account to fund the expense. All voted aye. Carried.

b. Line item transfer:

G. Leveille presented a line item transfer request asking to move \$1,000.00 from the Snow Removal expense line item into the Jail Maintenance expense line item. Motion by C. Rayala, 2nd by L. Thorpe to approve the transfer and to send it on to the Finance & Budget Committee for their approval. All voted aye. Carried.

Courthouse expansion – review proposals from architectural firms with RFP Subcommittee:

The Chair presented the Courthouse expansion proposals individually and instructed the Clerk to list the names of the firms that responded. The following firms responded with Courthouse expansion proposals:

- Angus Young
- Architectural Design Consultants, Inc.
- Ayres Associates
- Becher Hoppe
- Berners-Schober Associates, Inc.
- Blackhawk Engineering
- Bray Associates Architects, Inc.
- Dimension IV Green Bay
- Dimension IV Madison Design Group
- Hoffman
- HSR Associates, Inc.
- McMahon Engineers Architects
- Potter Lawson
- Ratsch Engineering Company, Ltd.
- Short Elliot Hendrickson, Inc.
- Somerville Inc.
- Venture Architects

17 Courthouse expansion proposals were received.

Motion by R. De Bruyne, 2nd by M. Bedish to accept the 17 proposals for review as received. All voted aye. Carried.

The Public Property Committee and the RFP Subcommittee conducted a brief review of each proposal, to determine the proposed costs of the Design Concept phase.

Motion by R. De Bruyne, 2nd by L. Thorpe to request that \$105,000.00 be budgeted in a 2010 outlay account for the purposes of funding the Design Concept phase. All voted aye. Carried. A letter of interest regarding the position of Construction Manager was received from the Samuels Group. This issue will be discussed at a later meeting. The Committee and the Subcommittee members discussed various methods of determining which firm to hire. After discussion it was felt that additional funds needed to be expended to hire a consultant to assist the Committees with that task.

Motion by L. Thorpe, 2nd by M. Bedish to instruct the Clerk to contact the following three firms that did not submit Courthouse expansion proposals:

- Architecture North, Ltd. – Glenn Morrison
- Hunter Engineering & Design – Chuck Hunter
- Samuels Group – Troy Torgerson

and to inquire whether they would be interested in assisting the County with the selection of a firm to complete the Design Concept phase of the proposed project, and to request that they submit fee proposals, to be expressed in terms of an hourly rate or a flat fee for their services. All voted aye. Carried.

Letters and Communications:

G. Leveille presented a letter from the Vilas Fair Board, requesting to purchase surplus County tables that are stored in the POD. This item will be included on the November 2009 agenda.

Set next meeting date and time:

The next regular meeting was set for Friday, November 13, 2009 at 9:00 AM.

Adjournment:

Motion by C. Rayala, 2nd by M. Bedish to adjourn. All voting aye. Carried.

Meeting adjourned at 12:15 P.M.

Respectfully submitted by:

David R. Alleman
Vilas County Clerk

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