

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: Charles Rayala, Jr., Kathleen Rushlow and Linda Thorpe. Maynard Bedish was excused. Other persons present at various times during this meeting: Gene Leveille, Chris Kamps, Chuck Hunter representing Hunter Engineering, Barb Gibson, Joan Hansen, Eric Johnson reporting for the Lakeland Times and David Alleman.

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

Motion by C. Rayala, 2<sup>nd</sup> by L. Thorpe to approve the agenda with the agenda order at the Chair's discretion. All voted aye. Carried.

**Approve minutes of June 11, 2009 meeting:**

Motion by L. Thorpe, 2<sup>nd</sup> by C. Rayala to approve the minutes of the June 11, 2009 meeting as presented. All voted aye. Carried.

**Approval of bills:**

Motion by C. Rayala, 2<sup>nd</sup> by K. Rushlow to approve the bills as presented. All voted aye. Carried.

**Opening of bids – Courthouse entrance remodeling:**

Chairman De Bruyne opened and read the following bids for the Courthouse entrance work, to be performed as specified in the advertised RFP.

Bidder A.	1. Sieren Builders LLC	wood handrails	\$ 700.00
	2. American Eagle Concrete	masonry	\$ 6,386.00
	3. Berkelman Metalworks	railings	\$ 4,733.00
		Total bid	\$11,819.00
Bidder B.	Wayne Nasi Construction, Inc	all work	\$14,777.00
Bidder C.	United Construction Inc.	all work	\$14,680.00

Motion by C. Rayala, 2<sup>nd</sup> by L. Thorpe to accept the low bid from the consortium made up of Seiren Builders LLC, American Eagle Concrete and Berkelman Metalworks. All voted aye. Carried. Motion by K. Rushlow, 2<sup>nd</sup> by L. Thorpe to authorize Hunter Engineering to proceed with the entrance remodeling project at the proposed total cost of \$12,569.00. Carried.

**Space Needs Study – presentation of data:**

The Space Needs Study data and recommendations were presented to the Committee and discussed. Findings indicates that the Social Services Dept., Commission on Aging, Child Support Dept. and Veterans Services office need a combined floor space totaling 12,300

square feet. Motion by K. Rushlow, 2<sup>nd</sup> by L. Thorpe to send the Space Needs Study report to the RFP Subcommittee for their review. All voted aye. Carried.

**Public Health Dept. website – links to County website:**

R. De Bruyne reported the need by the Public Health Dept. to post critical emergency information to the County website on a real time basis. This would require the Public Health Dept. to have the ability to manage their own webpage, as part of the County website. C. Kamps reported that this could be accomplished by the purchase of specialized software costing \$187.00. This software would also allow other County departments to manage their own portions of the County website, as permitted by the I.T. Dept. Motion by K. Rushlow, 2<sup>nd</sup> by L. Thorpe to authorize the purchase of the necessary software at a cost of \$187.00. All voted aye. Carried.

**Mapping Dept. – website privacy policy:**

B. Gibson presented a revised website privacy policy, as approved by the Land Records Committee. She stated that she felt that the current website privacy policy was not as thorough and explanatory as needed. She has researched 10 different County websites from across the state and feels that the revised policy should be implemented. B. Gibson then reported that the State Legislature was proceeding with a bill that may require the deletion of the names of property owners from various County databases, as published on County websites. This pending legislation would delay implementation of the revised policy at this time. Motion by C. Rayala, 2<sup>nd</sup> by K. Rushlow to approve of the revised website privacy policy but to delay implementation until feasible. All voted aye. Carried.

**Information Technology report, travel and purchases:**

C. Kamps reported that the changeover in the computer login process from Novel to the Windows based Active Directory was a success. Even though this was a large project, the work was accomplished with little difficulty. She then reported on the issue of phone service to the Courthouse. At this time only Verizon and CoiceTel have the ability to provide the services that are needed. It has been reported that Verizon will be selling their local business unit to Frontier, sometime next year. C. Kamps stated that she does not know at this time if Verizon will also sell their commercial business. As presented last month, ChoiceTel could offer some immediate cost and service advantages over Verizon. Motion by K. Rushlow, 2<sup>nd</sup> by L. Thorpe to authorize C. Kamps to obtain a price and services quote from ChoicTel regarding Courthouse phone services, and to also obtain a price quote from ChoiceTel and other vendors regarding VOIP equipment and installation. All voted aye. Carried.

C. Kamps then reported that a data drop, along with a surplus computer and monitor, had been installed in the Social Services Dept. waiting room. This was done to enable the public to self-apply online for Badger Care + CORE services. Motion by K. Rushlow, 2<sup>nd</sup> by L. Thorpe to approve of the installation. All voted aye. Carried.

**No smoking signage and receptacles – Courthouse campus:**

G. Leveille presented a plan including a bill of materials and a map, detailing the purchase and placement of no smoking signage and disposal receptacles throughout the Courthouse campus. Prices for 22 signs were as follows:

Rent-A-Flash	\$260.45
EMEDCO	\$674.21

Prices for 5 disposal receptacles were as follows:

EMEDCO	\$481.90
Barco Outdoors Products	\$432.05
CTL Company, Inc.	\$357.00

G. Leveille stated that the disposal receptacles from Barco Outdoor Products would offer the best utilization to Vilas County.

Motion by C. Rayala, 2<sup>nd</sup> by R. De Bruyne to purchase the signs from Rent-A-Flash and the disposal receptacles from Barco Outdoor Products at a total listed cost of \$692.50, and to proceed with the installation as detailed on the map provided. All voted aye. Carried.

**2010 budgetary requests – Register of Deeds:**

J. Hansen informed the Committee that it would be necessary for her office to budget for the purchase of a printer, scanner and copier in 2010. The printer will be required due to a Federally mandated vital records program. The printer and copier purchases have already been delayed for some years, and both existing machines are at the end of their service lives. Motion by R. De Bruyne, 2<sup>nd</sup> by K. Rushlow to authorize the Register of Deeds to obtain quotes to purchase and/or lease a printer, scanner and copier, and to also explore any financing options available, and to present the information to the Committee at the next meeting. All voted aye. Carried. J. Hansen also spoke regarding her department's off-site secure data storage issue. The City of Eagle River has offered a secure off site storage area at an annual cost of \$1,500.00. She reported that the current off site storage location under the Sheriff's Dept. was adequate and working well.

**Sheriff's Dept. & Jail Purchases:**

Nothing presented.

**Public Health Dept. purchases:**

Nothing presented.

**Social Services Dept. purchases:**

Nothing presented.

**Juvenile Intake purchases:**

Nothing presented.

**Maintenance Supervisor report and purchases:**

G. Leveille informed the Committee that the Justice Center sallyport floor sealing project was completed successfully. He also reported that the replacement of the hail damaged roofing at the County Fairgrounds was finished, and that the roofers were finishing up the Highway Dept. salt sheds. The Forestry Dept. buildings will be reroofed next, with the Social Services annex to follow. He also reported the need to purchase a replacement 3hp motor for an air compressor, at a cost of \$449.71. The faulty motor will be repaired in house and kept as a spare. He further reported the failure of a feed water valve on boiler A. A replacement has been ordered at a cost of \$519.00.

**Letters and Communications:**

Nothing presented

**Set next meeting date and time:**

The next regular meeting was set for Friday, August 14, 2009 at 9:00 AM. .

**Adjournment:**

Motion by C. Rayala, 2<sup>nd</sup> by L. Thorpe to adjourn. All voting aye. Carried.  
Meeting adjourned at 11:04 A.M.

Respectfully submitted by:  
David R. Alleman  
Vilas County Clerk

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