

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 by Chairman Ronald De Bruyne with the following committee members present: Maynard Bedish, Charles Rayala, Jr., Kathleen Rushlow and Linda Thorpe. Other persons present at various times during this meeting: Gene Leveille, Greg Schiek, Jim Galloway, Chris Kamps, Gina Egan, Gary Peske, Martha Milanowski and David Alleman.

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

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

**Approve previous minutes:**

Motion by L. Thorpe, 2<sup>nd</sup> by C Rayala to approve the minutes of the March 12, 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.

**Designated smoking areas:**

G. Leveille reported that the location of the employee's temporary designated smoking area, outside of the east Social Services handicap entrance, is not acceptable. The public is being forced to walk through the area frequented by the smokers. G. Scheik stated that he was present today, acting as a representative of his Social Services staff members that smoke. He stated that they also realize that the current location is not acceptable. L. Thorpe felt that this location was probably less problematic than the former smoking area outside of the rear central exit. K. Rushlow felt that the County should be making an effort to help employees who smoke quit the habit. G. Egan stated that the County's health insurer covered some smoking cessation medications. This will be further investigated. The committee then discussed alternate designated smoking areas at length. Motion by K. Rushlow, 2<sup>nd</sup> by M. Bedish to designate the picnic table located in the Courthouse central courtyard, adjacent to the Maintenance Dept. office, as the employee smoking area until further notice, with the additional prohibition that no smoking be allowed at or near the rear exit door nor under the overhanging roof, effective immediately. All voted aye. Carried. The Clerk was instructed to inform the courthouse staff of this change via a memo. G. Egan was asked to bring smoking cessation information to a future meeting.

**Social Services Dept. purchases:**

Nothing presented.

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

Nothing presented.

**Public Health Dept. purchases:**

Public Health Dept. Director G. Egan presented a request to purchase the following items to be expensed from grant dollars. 3 bids were presented with Clermont Printing and Office Supply offering the lowest cost.

2- HON 314pp 4 drawer letter size file cabinet at a cost of \$487.90.

1- HON 312pp 2 drawer letter size file cabinet at a cost of \$178.89.

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

**Juvenile Intake purchases:**

Juvenile Intake Director Bob Rickard presented a written request to purchase the following item. Funds were budgeted for this purchase. 3 bids were presented with Lenovo Direct offering the lowest cost.

1-Lenovo T500 laptop computer at a cost of \$1,318.13.

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

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

C. Kamps reported that one new Nortel switch had been installed at the Highway Offices and another Nortel switch had been installed in the basement of the Forestry Offices. She then requested permission for Mike Duening and herself to attend the 2009 Spillman Users Conference, to be held on September 21 – 24, 2009 in Salt Lake City Utah. She also asked for permission to pre-register for the conference so that an offered discount could be obtained. Motion by L. Thorpe, 2<sup>nd</sup> by K. Rushlow to allow C. Kamps and Mike Duening to attend the 2009 Spillman Users Conference, and to approve of the out of county travel and the meal, lodging and transportation expenses. M. Bedish questioned why two persons needed to attend this conference. C. Kamps replied that the Spillman System was very complex and required the training of an additional staff member for back-up purposes. 4 voted aye on the motion. 1 no vote: M. Bedish. Carried. C. Kamps also reported that the Personnel Committee was investigating the possibility of restructuring the job descriptions of employees in her department.

**Maintenance Supervisor report and purchases:**

**a. Courthouse doors – electronic FOB security system:**

G. Leveille reported that the cost of this system would exceed \$200,000.00 if all of the courthouse exterior and interior office and storeroom doors were electronically controlled.

K. Rushlow said that safety is paramount, but the \$200,000 cost was out of the question.

C. Rayala was concerned about the public's reaction to a restricted, high security courthouse. J. Galloway stated that courthouse security needs could be better addressed by prioritizing the areas that were felt to be at the most risk. Those areas could then be earmarked for enhanced security measures. K. Rushlow reminded the committee that the courthouse was a public building and didn't need to be "invasion proof". Motion by C. Rayala, 2<sup>nd</sup> by M. Bedish to not pursue the electronic FOB door system, but to investigate other solutions regarding courthouse door security. All voted aye. Carried.

**b. Frequency control drive – Courthouse #1 air handling unit:**

G. Leveille reported that he recently had to replace a frequency control drive on a Justice Center air handling unit. Chairman De Bruyne was informed of that necessity. Now another frequency control drive has failed in the Courthouse. A replacement drive will cost about \$1,000.00. Motion by R. De Bruyne, 2<sup>nd</sup> by M. Bedish to approve of the replacement of the two frequency control drives. All voted aye. Carried.

**c. Justice Center HVAC recommendations:**

G. Leveille reported that the firm conducting the free study had not yet completed their work. This will be presented at a latter date.

G. Leveille also reported on the need to purchase a software upgrade package for the HVAC environmental control computer. The current software is obsolete. The cost of the upgrade is \$2,185.00. Motion by C. Rayala, 2<sup>nd</sup> by M. Bedish to approve the purchase. All voted aye. Carried. He then reported the need to repair a Hobart mixer in the jail kitchen. This repair will involve out of county travel to Schofield, WI. Motion by L. Thorpe, 2<sup>nd</sup> by C. Rayala to approve the repair expense and the travel. 4 voted aye. K. Rushlow abstained from voting. Carried. G. Leveille then reported that Simplex-Grinnel had recently tested the Courthouse – Justice Center fire and smoke alarm system. He also reported that the coating of the Justice Center sally port garage floor would soon be accomplished. He then reported that the estimated cost of installing cable drops in the Maintenance Dept. office was \$495.00.

**Closed Session:**

Motion by L. Thorpe, 2<sup>nd</sup> by C. Rayala to convene into closed session pursuant to Wis. Stat. §19.85(1)(e) for the purpose of deliberating the purchasing of public All voted aye. Carried. Closed session began at 10:53 A.M.

**Adjourn closed session:**

Motion by C. Rayala, 2<sup>nd</sup> by M. Bedish to adjourn from closed session pursuant to Wis. Stat. §19.85(1)(e) and return to open session. All voted aye. Carried. Return to open session at 12:04 P.M.

**The Committees may ratify any action taken in closed session:**

Motion by C. Rayala, 2<sup>nd</sup> by M. Bedish to notify Architecture North that the postponed, but previously approved and funded Social Services wing Space Needs Study, may now proceed unto completion. All voted aye. Carried.

**Letters and Communications:**

Nothing presented.

**Set next meeting date and time:**

The next regular meeting was set for Tuesday May 12, 2009 at 9:00 AM.

**Adjournment:**

Motion by C Rayala, 2<sup>nd</sup> by M. Bedish to adjourn. All voted aye. Carried.  
Meeting adjourned at 12:06 P.M.

Respectfully submitted by:  
David R. Alleman  
Vilas County Clerk

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