

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 Justice Center training room by Chairman Ronald De Bruyne with the following committee members present: Maynard Bedish, Charles Rayala, Jr., Kathleen Rushlow and Linda Thorpe. Also present was RFP Subcommittee member Bob Egan. Other persons present at various times during this meeting: Troy Torgerson of The Samuels Group, Gene Leveille, Chris Kamps, Gina Egan, Tim Evenson, John Butler, Jim Galloway, Bob Collins of the City of Eagle River Light & Water Utility 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 minutes of November 13 and November 30, 2009 meetings:**

Motion by C. Rayala, 2<sup>nd</sup> by L. Thorpe to approve the minutes of the November 13 and November 30, 2009 meeting minutes as presented. All voted aye. Carried.

**Approval of bills:**

Motion by C. Rayala, 2<sup>nd</sup> by L. Thorpe to approve the bills. All voted aye. Carried.

**Global Wireless Solutions:**

This company has been soliciting Vilas County with a plan to reduce monthly wireless telephone charges. The Clerk was instructed to ask the company's representative to give a presentation at a later meeting. The Clerk was also instructed to contact other Wisconsin counties that have used this service.

**Copier purchase – Register of Deeds:**

The Register of Deeds was previously authorized to purchase a copier in 2010. Since that time the copier in the Mapping Department has failed, and no funds were budgeted in 2010 by the Mapping Department to replace it. The Register of Deeds is willing to purchase the new copier now and provide her older but still operational machine to the Mapping Department. Motion by K. Rushlow, 2<sup>nd</sup> by C. Rayala to allow the Register of Deeds to purchase a new copier before the close of 2009 and to transfer that Department's old copier to the Mapping Department. All voted aye. Carried.

**Public Health Dept. purchases:**

G. Egan presented a purchase request for the following items totaling \$8,013.37. The purchases will be expensed from grant funds:

- 1- HON 10691NN Series desk from Clermont @ \$616.35.
- 1- SAF 1901 MH Series computer desk from Clermont @ \$278.25.
- 1- Remote telephone dialer from R/CAD @ \$779.75.
- 2- IBM Lenovo computers @ \$3,754.72.
- 1- Cawley Digital Credentialing System – Public Health grant funds purchase for the LEPC Committee @ \$2,584.30.

R. De Bruyne questioned the credentialing system purchase. J. Galloway responded that the credentialing system was a desirable incident management tool, whereby an incident perimeter can be established, and the credentialing system utilized, to issue I.D. credentials to EMS personnel entering and exiting the incident site. EMS personnel can then be identified and accounted for, and unauthorized personnel kept out of the incident area. The credentialing system will also be a backup to the County's current I.D. issuing system. Motion by C. Rayala, 2<sup>nd</sup> by M. Bedish to approve all of the Public Health Dept. purchase requests. All voted aye. Carried.

**Sheriff's Dept. and Jail purchases:**

T. Evenson presented the following Jail purchase request totaling \$13,397.85. The purchase will be expensed from the Jail Assessment budget line:

- 1- Guard 1 Plus SE from Time Keeping Systems, Inc @ \$10,427.85.
- 1- Professional installation @ \$3,510.00

This system is a valuable safety tool that allows real time tracking of jailers as they perform their duties among the inmate population. Motion by C. Rayala, 2<sup>nd</sup> by L. Thorpe to approve the Jail purchase. All voted aye. Carried.

J. Butler presented the following Sheriff's Dept. purchase requests totaling \$21,295.00. The purchases will be expensed from the Sheriff's Dept. budget.

- 1- CompStat dashboard software from Spillman Technologies @ \$14,500.00
- 1- Trade in package of service automatics with sights @ \$4,998.00.
- 1- Tactical Squad uniform package from Streicher's @ \$1,797.00.

The Spillman Software will be used to enhance crime data collection. The service automatic purchase is an upgrade with a one time trade in allowance. The Tactical Squad uniform package will outfit a new member of that squad. In addition to the above purchases, the following lease of equipment was requested:

- 2- 2009 Ski-Doo snowmobiles from Trackside, 1 year lease @ \$3,000.00.

The snowmobile lease will be for two patrol sleds for the 2009-2010 snowmobiling season. Motion by C. Rayala, 2<sup>nd</sup> by M. Bedish to approve all of the Sheriff's Dept. purchases and the lease of the two snowmobiles. All voted aye. Carried.

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

C. Kamps presented the following Commission on Aging purchase request totaling \$3,811.48. The purchase will be expensed from Commission on Aging grant funds.

- 4- Lenovo Thinkcentre @ \$577.11 ea. = \$2,308.44 total.
- 4- Microsoft Office 2007 @ \$232.00 ea. = \$928.00 total.
- 1- LaserJet P1505N @ \$246.23.
- 1- Sony projector lamp @ \$328.81.

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

C. Kamps then presented a copy of her department's recent press release describing the operations of the I.T. Department.

**Social Services Dept. purchases:**

Nothing presented.

**Juvenile Intake Dept. purchases:**

Nothing presented.

**Courthouse – designated smoking area:**

R. De Bruyne reported that he has been receiving complaints from departments in the Social Service annex regarding the infiltration of cigarette smoke into the building through air intake vents and the rear entry door. The employee designated smoking area is adjacent to that area. He reported that he had instructed the Clerk to send a memo to all departments warning employees, who smoke and use that area, that they must stay away from the building and the door area, no matter what the weather conditions. He has recently observed employees smoking in the area of the rear door, under the roof overhang. The Clerk reported that the memo had been sent as instructed and that his office had received no further complaints up to this time. Discussion then began regarding the current smoke free Courthouse campus policy. It was felt that the designated smoking area would be a continued source of tobacco smoke problems. C. Rayala pointed out that beginning next July 5<sup>th</sup>; smoking would be banned statewide from all public buildings, including bars and restaurants. This ban includes a prohibition from smoking near state and UW buildings. K. Rushlow conceded that due to the upcoming statewide smoking ban and possible liability issues regarding the health of non-smokers, it may be time to eliminate the designated employee smoking area and declare a true smoke free Courthouse campus. This would also include eliminating the designated employee smoking area on the rear side of the Justice Center.

Motion by K. Rushlow, 2<sup>nd</sup> by C. Rayala to eliminate both the Courthouse and the Justice Center employee designated smoking areas, effective January 1, 2010, and to instruct the Clerk to prepare a memo from the Public Property Committee advising all departments of this decision. Employees at work will only be able to smoke off of County Courthouse and Justice Center property during their unpaid lunch break. In addition the memo should mention that smoking cessation help is available at the Public Health Department office. All voted aye. Carried.

**Hiring of The Samuels Group to assist Vilas County during the Design Concept phase - resolution to County Board:**

Motion by C. Rayala, 2<sup>nd</sup> by M. Bedish to approve the resolution and to send it on to the County Board for adoption. All voted aye. Carried.

T. Torgerson offered to work with the Committee to develop a presentation for the January 2010, County Board meeting, helping to explain the design concept phase of the proposed Courthouse remodeling project.

**Selection of Potter Lawson architects to prepare Courthouse expansion Design Concept – resolution to County Board:**

Motion by M. Bedish, 2<sup>nd</sup> by C. Rayala to approve the resolution and to send it on to the County Board for adoption. All voted aye. Carried. R. De Bruyne suggested that County Board Supervisors be given a tour of the Social Services annex as part of the January 19, 2010 County Board meeting, in an effort to make them all aware of the need to consider the current and future space needs of the departments housed in that building. He will talk to the County Board Chairman regarding this building tour. The Clerk was instructed to put this item on the agenda for the next Committee meeting.

**2010 Plat Books for County Board members and Vilas County Libraries:**

The Clerk announced that the 2010 edition Plat Books were in stock and being sold for \$30.00 each. Past practice was to provide County Board Supervisors and Vilas County area libraries with a complimentary copy.

Motion by R. De Bruyne, 2<sup>nd</sup> by M. Bedish to provide one complimentary copy of the 2010 Plat Book to each Vilas County library, and to provide one complimentary copy to each County Board Supervisor, but only upon request by the individual Supervisor. All voted aye. Carried.

**Maintenance contracts:**

R. De Bruyne expressed his concern regarding the growing cost of annual maintenance contracts to Vilas County. He would like the Committee to begin to review the number, type and cost of each maintenance contract. The Clerk was instructed to send a memo to each department head, requesting a list of current maintenance contracts and costs. The Clerk was instructed to keep this issue on next month's agenda.

**Maintenance Supervisor report and purchases:**

G. Leveille reported on the recent break in the Courthouse sanitary sewer lateral. The break was located off of the County campus and was repaired by the City of Eagle River. #3 air handling unit required the replacement of a motor and a frequency control drive.

**a. Line item transfer:**

G. Leveille requested a line item transfer. Motion by C. Rayala, 2<sup>nd</sup> by L. Thorpe to approve the line item transfer request and to send it to the Finance & Budget Committee for their approval. All voted aye. Carried.

**Letters and Communications:**

K. Rushlow was concerned about a recent purchase of stainless steel doors by the Highway Department. She feels that the purchase request should have been approved by the Public Property Committee. A review of the Standing Rules appears to support her position. C. Rayala responded that the purchase had been properly bid and approved by the Highway Committee

**Set next meeting date and time:**

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

**Adjournment:**

Motion by L. Thorpe, 2<sup>nd</sup> by C. Rayala to adjourn. All voted aye. Carried.  
Meeting adjourned at 11:07 A.M.

Respectfully submitted by:  
David R. Alleman  
Vilas County Clerk