

Open meeting law complied with. Quorum verified.

Call to order:

The Public Property meeting was called to order at 9:04 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., and Linda Thorpe. Kathleen Rushlow arrived at 9:13 A.M. Other persons present at various times during this meeting: Gene Leveille, Chris Kamps, Gina Egan, John Butler, Joe Fath, Jim Galloway and David Alleman.

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

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

Approve minutes of the January 14, 2010 and February 3 and 4, 2010 meetings:

L. Thorpe reported an error in the February 3 and 4, 2010 minutes. Steve Favorite was not in attendance on February 4th as indicated. The Clerk will amend those minutes to reflect that correction. Motion by L. Thorpe, 2nd by M. Bedish to approve the minutes of the January 14, 2010 meeting minutes as presented and the February 3 and 4, 2010 minutes as amended. All voted aye. Carried.

Approval of bills:

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

Sheriff's Dept. and Jail purchases:

J. Butler presented the following Sheriff's Department purchase requests:

Purchase order number 14-203-2010 for equipment and fixtures to outfit new patrol vehicles. This purchase from Galls totals \$3,135.00.

Purchase order number 16-203-2010 for equipment and fixtures to outfit new patrol vehicles. This purchase from Galls totals \$1,119.00

The above purchases have been budgeted in the Auto expense line.

Motion by C. Rayala, 2nd by M. Bedish to approve all of the Sheriff's Department purchase requests. All voted aye. Carried.

Justice Center designated smoking area:

K. Rushlow reported on a recent incident in which an employee in the Justice Center slipped and fell on icy stairs, while attempting to leave the County grounds for a smoking break. In the interim, she authorized the Sheriff's Dept. to re-designate the former sally port smoking location for use by smokers, until the committee was able to act on the issue.

Employee smoking cessation – Public Health:

G. Egan presented smoking cessation programs provided by Marshfield Clinic and Ministry Medical Group. She felt that the Ministry Medical Group program offered employees a greater chance of success in quitting smoking. Costs would be about \$100.00 per person for a 20 person group, and sessions would be held in the evening. Sessions may also be open to family members who desire to quit smoking. K. Rushlow felt that needed to be a "buy in" by

the employee to further encourage the quit process. G. Egan replied that employees would typically be charged the upfront cost and then refunded up to 75% upon completion of the entire course. A poll has shown that there are about 36 county employees who smoke. It is currently unclear if the County's health insurance carrier will cover any costs of smoking cessation. This will be investigated. G. Egan will gather more information and report back to the committee at a later date. The Clerk is to keep this item on the agenda for the next meeting.

County no smoking ordinance – amendments to County Board:

Provisions of the current county no smoking ordinance were discussed. K. Rushlow felt that smoking should be eliminated in its entirety from the County grounds. J. Galloway pointed out that smoking will be prohibited by State law near government facilities by July 5, 2010. C. Rayala felt that designated smoking areas for employees would be outlawed on July 5th, and that the County may as well move towards smoking abolition at this time. K. Rushlow pointed out that the current smoking ordinance did not prohibit the use of smokeless tobacco on County grounds.

Motion by C. Rayala, 2nd by L. Thorpe to request that Corporation Counsel again amend the Smoke Free Air Ordinance as follows:

Amend ordinance to include smokeless tobacco products and use.

Amend (3) under 2.04 to read: No person may use tobacco on county property and grounds. Eliminate (a), (b), (c) and (d) under 2.04 (3).

All voted aye. Carried. The Clerk was instructed to keep this item on the agenda for the next meeting.

Maintenance Supervisor report and purchases:

a. Line item transfer:

G. Leveille presented a line item transfer request to move \$2,600.00 from the jail Maintenance budget into the Outlay-JC Split A/C budget line, due to an underestimation of the costs involved in completing the project. K. Rushlow questioned his need for the entire \$2,600.00 transfer being requested.

Motion by K. Rushlow, 2nd by C. Rayala to only allow the transfer of funds necessary to pay for the Split A/C project, not to exceed \$2,600.00. All voted aye. Carried.

G. Leveille presented a second line item transfer request to move \$4,952.72 from the 2009 Natural Gas budget into the 2009 Light, Water and Fire Protection budget, to cover a deficit in that expense line. Motion by K. Rushlow, 2nd by C. Rayala to approve the transfer request. All voted aye. Carried.

b. Telephone room split A/C system – bid opening:

The Chair received, opened and read the following bids:

L&C Refrigeration & Heating, Inc.	Labor and material	\$6,518.00
Ron Orzech Heating & Cooling, Inc.	Labor and material	\$4,790.00
Refrigeration Control and Design, Inc.	Labor and material	\$6,902.95

L&C Refrigeration & Heating, Inc. did not supply a current Certificate of Insurance as requested. They did, however, specify a larger 3 ton cooling system than the 2.5 ton system specified in the County's RFP. G. Leveille stated that he would prefer the added capacity of the larger 3 ton system. The salesman from Ron Orzech Heating & Cooling, Inc. who was present for the bid opening stated that his company would provide the larger

3 ton system for an additional \$600.00. K. Rushlow pointed out that even with the additional cost, Ron Orzech Heating & Cooling, Inc. would continue to be the low bidder. Motion by K. Rushlow, 2nd by M. Bedish to award the split A/C contract to Ron Orzech Heating & Cooling, Inc. at a bid cost of \$5,390.00. All voted aye. Carried.

G. Leveille reported recent problems with the #1 air handling unit. A logic controller needed to be repaired. The end result was the recent freeze up and rupture of a chilled water coil in that unit. The draining of the fluids contained in that coil caused a hazardous chemical incident, in which one employee left work due to the strong odor. J. Galloway reported that the rust inhibitor was not hazardous in the concentrations present during the incident and that the odor, though offensive to some persons, posed no health threat. He did inform the committee that the rust inhibitor in use was a hazardous material as it came undiluted from the container, and that maintenance employees would need to use protective gear when refilling the system. G. Leveille will investigate the availability of less hazardous rust inhibitors.

G. Leveille also reported the need to purchase a condensate pump. AVCO Supply had the best price at \$740.00 including shipping. Motion by C. Rayala, 2nd by L. Thorpe to approve the purchase. All voted aye. Carried.

Maintenance contracts:

The Clerk was instructed to put this item on the March 2010 agenda.

Technology Management – past billings:

The committee was provided with reports detailing the past invoices paid to Technology Management. After discussion it was felt that the fees charged were in line and not excessive for the technical complexity of the work performed. No further action is contemplated.

Courthouse telephone system:

C. Kamps reviewed her previous proposal to update the County's obsolete telephone system. Of the two service providers previously listed, CenturyTel would be able to reuse much of the County's current hardware. K. Rushlow stated that financing was still being considered. J. Fath reported that need to include equipment upgrades of the dispatch center in this project. K. Rushlow asked C. Kamps to present the project costs at a future Finance & Budget meeting.

Snowplowing and sanding – Courthouse and Justice Center parking lots:

K. Rushlow feels that the private contractor plowing and sanding of the parking lots is deficient. Snow is not being removed in a timely manner in the parking lot between the buildings, causing the build up of ruts. Icy patches are also a problem. G. Leveille will address the issue with the contractor.

Information Technology report, travel and purchases:

C. Kamps reported on her recent meeting with the engineers involved in the Courthouse expansion design concept. She led them on a tour of the various Courthouse rack and wire rooms, and discussed the locations of electrical and data port outlets. She also reported the installation of Proxim Wireless devices in the County Board conference rooms and in the Justice Center training room. This installation will allow wireless connection to the internet

by persons with laptop computers, with permission from the I.T. Department. She also reported on the recent installation of Barracuda Networks Webfilter, which is providing an additional layer of internet security.

Public Health Dept. purchases:

Nothing presented.

Social Services Dept. purchases:

Nothing presented.

Juvenile Intake Dept. purchases:

Nothing presented.

Letters and Communications:

R. De Bruyne read a letter from the City of Eagle River Light & Water Department describing ongoing problems with a sewerage lift pump, allegedly due to items contained within the sewer waste stream leaving the County Jail.

Set next meeting date and time:

The next regular meeting was set for Friday, March 12, 2010 at 9:00 AM.

Adjournment:

Motion by C. Rayala, 2nd by M. Bedish to adjourn. All voted aye. Carried.
Meeting adjourned at 11:25 A.M.

Respectfully submitted by:

David R. Alleman
Vilas County Clerk

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