

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 conference rooms by Chairman Ronald De Bruyne with the following committee members present: Maynard Bedish, Kathleen Rushlow, and Linda Thorpe. Charles Rayala, Jr. was excused. Other persons present at various times during this meeting: Paul Brummund and Ron Locast representing Potter Lawson Architects; Curt Schleicher representing The Samuels Group, Eagle River City Administrator Joe Laux, Gina Egan, Joe Fortmann, Ralph Sitzburger, Gene Leveille, Jim Galloway, Bob Rickard, Eljean Benson, Joan Hansen, Tara Bellomy, Sherry Bierman, Jean Numrich, Barb Gibson, Emil Bakka, Bob Egan, Sig Hjemvick, Ken Anderson and David Alleman.

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

**Motion by M. Bedish, 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 the February 12, 2010 and February 18, 2010 meetings:**

L. Thorpe reported an error in both sets of minutes. Both meetings indicate that the meeting was held in the Justice Center, when in fact both meetings were held in the Courthouse conference rooms. The Clerk will amend both sets of minutes. **Motion by L. Thorpe, 2<sup>nd</sup> by K. Rushlow to approve the minutes of the February 12, 2010 meeting minutes as amended and the February 18, 2010 minutes as amended. All voted aye. Carried.**

**Additional County fleet vehicle:**

B. Rickard requested that Mike Wurl be allowed to take the soon to be provided Juvenile Intake vehicle home with him, to more easily facilitate his transportation during after hours call-outs. M. Wurl resides out of the county in Mercer, WI. S. Hjemvick pointed out that current Sheriff's Dept. policy forbids deputies who reside out of the county to take their assigned vehicles home. He believes that a negative precedent would be set by granting this request; one that could also impact future labor negotiations. B. Rickard presented that there would be some increase of costs if M. Wurl had to drive his own vehicle into the county to retrieve the Juvenile Intake vehicle. The pros and cons were then discussed. **Motion by K. Rushlow, 2<sup>nd</sup> by R. De Bruyne to forbid Mike Wurl from taking a county owned vehicle to his home overnight. On after hours call-outs, he is to use his personal vehicle to travel into the county to either retrieve the county vehicle or to directly attend to the reason for the call-out. All voted aye. Carried.**

Discussion then turned to the existing Courthouse pool vehicle. Repair expense has been increasing due to the age and mileage of the vehicle. **Motion by K. Rushlow, 2<sup>nd</sup> by L. Thorpe to instruct the Clerk to send a letter to the Sheriff's Department, inquiring if a current squad slated for auction would be available to replace the existing 2000 Taurus, which would be then sent on to the same auction. All voted aye. Carried.**

**Child Support scanning/imaging project:**

E. Bensen informed the committee that a resolution was going forth for approval by the County Board. This resolution would authorize her to apply for and accept ARRA grant funding, to purchase the necessary equipment and software to enable her office to scan and image all documents. Estimated cost of the project is \$9,094.00. The grant would cover all of the expense of this project.

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

Nothing presented.

**Public Health Dept. purchases:**

Nothing presented.

**Social Services Dept. purchases:**

Nothing presented.

**Juvenile Intake Dept. purchases:**

Nothing presented.

**County no smoking ordinance – amendments to County Board:**

Ordinance draft language was presented and discussed. This version will also forbid the use of smokeless tobacco products. **Motion by L. Thorpe, 2<sup>nd</sup> by K. Rushlow to approve the ordinance language as presented and to forward the ordinance amendment onto the March 2010 County Board. All voted aye. Carried.**

**Maintenance contracts:**

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

**Employee smoking cessation – Public Health:**

G. Egan reported that 41 County employers or their spouses were smokers. The majority of that number is interested in a smoking cessation program. The program would cost each employee \$100 of which \$75 would be refunded to the employee upon completion of the sessions. Spouses and dependants may take part in the program, but would not be eligible for the session completion refund. G. Egan hopes to begin the smoking cessation program as soon as possible.

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

T. Bellomy presented two travel requests as follows:

Tara Bellomy and Steve Rhode, April 11<sup>th</sup> – 14<sup>th</sup>, 2010. Microsoft Server training in Neenah, WI. \$1,110.00 for lodging, meals and mileage.

Mike Duening, May 3<sup>rd</sup> – 7<sup>th</sup>, 2010. Configuring Windows Server training in Weston, WI. \$605.00 for lodging, meals and mileage.

Training costs were already paid for in 2009. **Motion by K. Rushlow, 2<sup>nd</sup> by L. Thorpe to approve the training requests. All voted aye. Carried.**

**Maintenance Supervisor report and purchases:**

G. Leveille reported that the Justice Center telephone room air conditioning unit was installed and is in operation. He reported that he will need to purchase a replacement air compressor motor and an alternating switch for a condensate pump. Both items will be costly. The Jail kitchen will be getting a new garbage disposal to replace a worn out unit. He has hired a company to replace the rust inhibitor and antifreeze in the air handling coil that recently froze and leaked. This company is licensed to handle this potentially hazardous material. K. Rushlow wants the Safety Director notified when this takes place. G. Leveille then presented the renewal of the annual boiler maintenance contract from PBBS Boiler at a cost of \$1,876.00. **Motion by L. Thorpe, 2<sup>nd</sup> by M. Bedish to accept the contract renewal. All voted aye. Carried.**

**Approval of bills:**

**Motion by K. Rushlow, 2<sup>nd</sup> by R. De Bruyne to approve the bills. All voted aye. Carried.**

**Potter Lawson Architects – schematic design review & site plans – Courthouse addition:**

( Building & Design Committee members were asked to be present for this portion of the meeting)

P. Brummund and R. Locast presented schematic floor plans incorporating ideas and suggestions gathered from past discussion sessions with the affected departments and the Public Property and Building and Design Committees. Exterior renditions were also presented. Many small changes have been made. Two county departments have concerns regarding the removal of existing office windows and the loss of natural light. Additional discussion covered all aspects of proposed office and public space. The boiler plant and mechanical infrastructure were also discussed. Further suggestions regarding the use of interior spaces and exterior design were put forth and noted by the architects. City Administrator J. Laux invited the committee and the architects to meet with him to discuss zoning, parking and storm water run off issues. Potter Lawson will present a short progress report to the County Board on March 23<sup>rd</sup>, 2010 and will bring revised drawings back to the Public Property Committee on April 15, 2010.

**Letters and Communications:**

Nothing presented

**Set next meeting date and time:**

The next regular meeting was set for Thursday, April 15, 2010 at 9:00 AM.

**Adjournment:**

**Motion by L. Thorpe, 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.