

Meeting was called to order by Chairman Chris Mayer at 9:00 A.M., at the Vilas County Courthouse, Conference Room 2.

Present: Chris Mayer, Gene Ciszek, Sig Hjemvick, Jim Behling, Steve Favorite, Martha Milanowski, Erv Teichmiller, Eljean Benson, Scott Jensen and Kris Duening.

Motion by Steve Favorite, seconded by Gene Ciszek to approve the agenda to be discussed in any order by the Chair. All voting aye. Carried.

Motion by Jim Behling, seconded by Gene Ciszek to approve the previous minutes. All voting aye. Carried.

**Veteran=s Service Office Matters**–The Committee reviewed the December Expenditure Guideline prepared by Mr. Jensen and the December guideline prepared by the County Clerk.

Sig Hjemvick joined the meeting at 9:04 a.m.

Motion by Steve Favorite, seconded by Gene Ciszek to approve Debbie Durski attending training in Madison, April 21, 2010 with an approximate cost of \$630.00. All voting aye. Carried. Motion by Jim Behling, seconded by Steve Favorite to approve the bills for the Veteran Service Office. All voting aye. Carried. Mr. Jensen discussed with the committee the possibility of going paperless in his office. This will be discussed at the next meeting. Sig Hjemvick suggested including 911 dispatchers to the September 11 ceremony.

**Child Support Matters**– The Committee reviewed the December Expenditure Guideline. Ms. Benson reported that there is approximately \$5.00 left in the ARRA funds from 2009. Ms. Benson presented the quotes from Imagetek (Paperclip). The estimate is \$3,099 for the hardware, \$2,900 for software and \$2,196 for services (installation, training upgrades, yearly service contracts and support for 10 hours) for a total of \$8,195. The IT Department also quoted a new computer for \$1,000, due to one of the computers being outdated. The Child Support is eligible for \$16,329.65 of which they will apply for the \$9,195.00 for this scanning/imaging project. The annual cost will be \$946 of which the county will receive 66% back. In the future, if a new server is needed, the cost will be shared with the Register of Deeds Office. Motion by Sig Hjemvick, seconded by Steve Favorite to recommend this project and present it to the Public Property Committee for their approval. All voting aye. Carried. Ms. Benson will apply for the grant. Motion by Steve Favorite, seconded by Sig Hjemvick to approve the bills for the Child Support Office. All voting aye. Carried.

**Corporation Counsel Report** - Committee discussed the 2009 Budget. Ms. Milanowski reported that for January there were 48 written requests and 23 new cases, which includes Chapter 51 cases, chips, guardianship and truanicies cases. The Corporation Counsel Office has been working with the Forestry Department on standardizing contract provisions, a coversheet for contracts that the department head must signoff on, Ms. Milanowski will bring a sample to the next meeting, medical clearance for patience being admitted to the jail, working with the Public Health Department regarding a humane officer, Highway shop issues, a Communication Committee lease amendment with Verizon, issues with the Economic Development Corporation, and a meeting with Human Service, Social Services

and Law Enforcement for better communication. Motion by Steve Favorite, seconded by Gene Ciszek to approve the bills for the Corporation Counsel Office. All voting aye. Carried.

**Building Design Committee** – Steve Favorite presented to the Committee a handout of duties that he would like to see added to this new committee.

1. It shall assess the space needs of the Departments, which are in need of additional space, including options for sharing space and common space needs. Space needs include but are not limited to utilities, electrical, plumbing, communications, cable and wireless technologies, HVAC, adequate ingress and egress.
2. It shall review schematic design; floor plans and elevations provide by an architect or engineering consultant, assess the financial cost of maintenance and operation of an expansion project and make recommendations to the full County Board.
3. It shall be responsible to oversee professional supervision of any building project that the County Board approves for construction.
4. Membership shall include two members from the Public Property Committee.

It was suggested that the members have knowledge of building or departmental procedures. It was also suggested that it hold joint meetings either with jurisdictional committees or to at least invite those chairperson. Another suggestion was to invite department heads to these meetings.

**Changes to Standing Rules** – Mr. Favorite presented a letter from the Forestry Department regarding the Snowmobile Safety Committee. The following rules were considered:

1. It shall be comprised of: a county board supervisor from Forestry, Land and Recreation Committee, an additional county board supervisor appointed by the County Board Chairperson, a member of the Forestry Department, Sheriff's Department and Public Health Department, a member of the DNR law enforcement, the president of the Vilas County Snowmobile Alliance and four additional representative from local snowmobile clubs representing the four quadrants of the County.
2. It shall coordinate efforts to enhance public safety on local snowmobile trails.
3. It shall coordinate efforts to improve communications between law enforcement and local snowmobile clubs for the purpose of accident reduction.
4. It shall support the Vilas County Snowmobile Alliance in their efforts to promote safe snowmobiling, safer trails and positive public relations regarding all Vilas County snowmobile trails.
5. It shall be advisory in nature and shall report to the Forestry, Land and Recreation Committee and to the Vilas County Snowmobile Alliance to promote a united effort to improve snowmobile trail safety.

It was suggested that the Publicity and Tourism Department and Tavern League be included in this Committee. Jim Behling will ask Cindy Burzinski to place this on their next agenda. Chris Mayer will check to see who the Chair of the Tavern League is.

Erv Teichmiller was asked to attend this meeting regarding changes to the Personnel Committee Standing Rules. Personnel #4. When appropriate, it may will call the chairman of the various

committees and department heads having County Employees under their jurisdiction to appear before the Committee to present testimony that is relevant to the problem presented to it.

**The Duties of the Vilas County Committees** Delete #12 and replace with:

12. Ad Hoc Committees

a. Ad hoc committees and their chairs shall be appointed by the Board Chair, with Board approval. These assignments shall be for a definite purpose and time and shall hold over until such duties have been completed and a final written report given to the Board.

b. Ad hoc committees to whom reference is made shall in all cases report a statement of facts and their opinion thereon to the Board as interim verbal reports on no less than an annual basis. Such reports shall be given in addition to final written reports.

**Commission on Aging.**

5. It shall cooperate with the Greater Wisconsin Agency on Aging Resources and related public and private agencies so that programs for older people are coordinated rather than duplicated.

6. It shall annually prepare a “Biannual County Plan and Annual Budget” which describes programs to be undertaken and includes a detailed budget of projected federal, state and county general fund expenditures.

**Legislative Updates** – Nothing at this time.

**Out of County Travel** – Nothing at this time.

**Approval of bills** – Done throughout the meeting.

Next meeting was scheduled for March 9, 2010.

**Letters and Communications** – An article from the WCA Magazine was discussed regarding alternatives to incarceration through community option programs.

Motion by Gene Ciszek, seconded by Steve Favorite to adjourn at 11:27 a.m. All voting aye. Carried.

Minutes reflect the recorder's notations and are subject to approval by the appropriate board or committee.

Submitted by: Kris Duening