

**PROPERTY AND INSURANCE COMMITTEE**  
**February 2, 2010**

The meeting of the Property and Insurance Committee was called to order by Chair Gene Thom on Tuesday, February 2, 2010 at 4:30 PM in the County Boardroom, Green Lake County, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Gene Thom  
Mike Stoddard  
Orrin Helmer  
Gene Schroeder  
Gus Mueller

Also Present:  
Margaret Bostelmann, County Clerk  
Jeff Haase, Assistant Corporation Counsel  
Scott Weir, Maintenance Supervisor  
Dan Priske, Supervisor  
Maureen Schweder, Supervisor  
Sheriff Podoll  
Gene Henke, Highway Committee  
Bob Podgorski, Highway Commissioner

Others Present:  
Pam Schumacher, Reporter  
Leone Seaman  
Ellen Koeppen

**AGENDA**

*Motion/second (Stoddard/Schroeder)* to approve the agenda. All ayes. Motion carried.

**MINUTES**

*Motion/second (Schroeder/Helmer)* to approve the minutes of January 5, 2010 correcting the motion requesting a special county board meeting on January 28, 2010. All ayes. Motion carried.

**CORRESPONDENCE** None

**PUBLIC COMMENT** None

**APPEARANCES** None

**LONG RANGE PLAN DISCUSSION**

**Communication Tower Update:** Mark Podoll updated the committee on the tower communications. Things are moving along well. Podoll thanked Supervisor Stoddard for his support in the City of Berlin. The easement agreement with the City of Princeton will go to the County Board in February. The Markesan tower is next.

**County A project update:**

**Budget Adjustments:**

Curt Schleicher and Kurt Berner will be at the February 3, 2010 P&I meeting to give an update of the County A project and explain budget adjustments.

## **MAINTENANCE REPORT**

The report was sent to the committee.

### **Fill Position for Summer Maintenance Helper:**

Weir presented the justification for filling the position and the updated job description approved last month. He worked with Brenda Keller on evaluating the position.

***Motion/second(Schroeder/Stoddard)*** to approve the information and justification of the position and send it on to the Personnel Committee. Motion carried.

The Carryover fund request was sent with the report. Weir is requesting \$39,294.67 to be carried over from 2009 for specific project for 2010. He is also requesting that the 2009 funds remaining funds of \$24,701 for maintenance project and the \$83,294.57 for ADA/Security be carried to the 2010 carryover budget.

***Motion/second(Schroeder/Mueller)*** to approve the carryovers as requested. Motion carried.

## **PARKS & RECREATION**

**Re-route of Mascoutin Trail:** Bostelmann explained that all documentation (recorded deeds, title insurance, agreements) relating to the land exchange has been sent to Chris Halbur of the DNR for approval to move forward with the re-route. Discussion was held on the specification that will be needed for the work and who would be putting the bid specification together. Discussion will be held with the Conservation club to see if the specifications are already complete.

**Snowmobile Bridge Update:** The Berlin Bridge has a problem with the height of .04'. This is expected to be accepted by the DNR.

The Markesan snow mobile bridge kit has been paid for and is being installed by the club.

The Princeton Club is working with MPB for and will notify the county when the installation of the bridges is complete.

**Snow removal from Parks access Roads and lots:** Bostelmann explained that the Highway Department has plowed the access roads and lots for the landings and parks (excluding Zobel Park) for over 20 years. The access roads and parks were not plowed by the Highway crews at the last snow fall. Podgorski explained that he understood that highway would no longer be involved with the parks after January 1, 2010 when the parks were taken over by the P&I Committee. It was discussed that the highway crews removed snow for the access roads and parks many years prior to the highway committee have the responsibilities of the parks. Bostelmann spoke to Podgorski regarding the fact that the snow was not removed after the last snow fall and the Podgorski stated to her that the highway department will continue to plow the access roads and lots as they have in the past.

***Motion/second(Schroeder/Stoddard)*** to request that the Highway Committee approve the Highway Department continue snow removal from the parks and landing access roads and lots as in the past. Motion carried.

Discussion was held that the Maintenance Department will mow the lawn at the Highway Department and that the Property and Insurance Committee will take care of the blacktopping on the highway yard.

**Motion/second(Helmer/Stoddard)** that the money for the blacktopping of highway roadways and parking lots be raised by the P&I Committee in the budgeting process and that the money be turned over to the Highway Committee for payment so that the Highway Department will received the appropriate State reimbursements. Motion carried.

Bostelmann reported that the Park & Recreation Fund has \$1907.57.

**USE OF COUNTY PROPERTY**

A request to use the Highway Shop I area for a ½ marathon on Saturday September 5<sup>th</sup> was reviewed. Ellen Koeppen with the Green Lake Area Chamber of Commerce explained the marathon and their request to use the highway grounds for parking. They will start parking near the City ball field and have additional parking in the highway grounds.

Koeppen also presented a list of events that the chamber plans this year and requests permission to use the County Grounds for the following events:

Summer Solstice: June 19, 2010 - 2 to 10 pm courthouse lawn.

July 4<sup>th</sup> Celebration: July 4, 2010 - 3 to 6 pm Fairgrounds for parade

13dot1; Half Marathon: September 5, 2010 7am to 4 pm Fairground for parking

Harvest Fest: September 25<sup>th</sup> & 26<sup>th</sup> 2010: 8 am to 8 pm Fairgrounds for parking, parade and courthouse lawn, and electricity.

**Motion/second(Schroeder/Helmer)** to approve the requests in accordance with County policy. Motion carried.

**RESOLUTIONS/ORDINANCES**

**City of Princeton Communication Tower Easement:** The resolution approves the County signing an easement with the City of Princeton for a radio tower.

**Motion/second(Stoddard/Helmer)** to approve the resolution and send on to the County Board. Motion carried.

**PURCHASE REQUESTS**

**Child Support**

PolyCom Sound System	Poly.factory outlet store	\$706.90 – recommends
	Hello Direct	\$719.99

Cannon imageRunner 3225 Copy Machine:

Modern Business Machine	\$3227.95 – recommended
NEP	\$3086.00 rejected

**IT**

3 - HP DLP360G3 servers	HP State Bid	\$10,653.03 (for 3)
HP4525dn Printer – Hwy	Technology Resources Advisors	\$2457.00 – State Bid

HP4525dn Printer – FRI	Technology Resources Advisors	\$1051.00 – State Bid
HP4015dn Printer – purchasing	Technology Resources Advisors	\$1747.00 – State Bid
HP4015xdn Printer – zoning	Technology Resources Advisors	\$2256.00 – State Bid

**Treasurer**

Duplo 915 Folder	Accent Business Solutions:	\$3,000
With Trade	Badger Mailing & Shipping	\$2995 – recommended

*Motion/second(Helmer/Schroeder)* to approve the purchase request as recommended by the Governing Committee. All ayes. Motion carried.

**MONTHLY VOUCHERS**

Vouchers were presented for Maintenance in the amount of \$22,586.59 for 2009 and \$13,935.55 for 2010; for Parks for \$2,974.14 for 2009 and \$904.94 for 2010; for Purchasing in the amount of \$3,008.37 for 2009 and \$30,104.24 for 2010; for the Building Project costs of \$1,460,202.37 and for the Radio Tower Project \$4,261.00.

*Motion/second (Helmer/Stoddard)* to approve the vouchers. All ayes. Motion carried.

**CLERKS REPORT**

**Evaluate Job Description Mail Clerk- Purchasing:**

Bostelmann explained a proposal to change the Purchasing/Mail Clerk position under the County Clerk to a Maintenance/Mail Clerk position under the Maintenance Supervisor. Bostelmann explained the reasons due to the new building. The purchasing responsibilities will be removed from this position and added to the Account Clerk II position in the County Clerk’s office. Weir explained how this would work smoother for his department also.

*Motion/second(Schroeder/Mueller)* to approve the job description change and send on the Personnel Committee. Motion carried.

Bostelmann presented an estimated cost for moving the employee to the new building of \$38,156.00. Weir stated that the funds could be taken from the Maintenance carryover funds if needed.

*Motion/second(Schroeder/Mueller)* that this request for additional scope of the rooms be presented to the Samuel’s Group and recommend that the cost to relocate the employee be taken from the Maintenance budget if needed. Motion carried.

Wireless Emergency 911 Service: Bostelmann explained that bills for the entire year of 2009 were not sent by CenturyTel for the Wireless 911 monthly charges until December of 2009. The \$798.38 will be a monthly charge from now on.

**COMMITTEE DISCUSSION**

Jason Kauffeld asked how this committee sees his role with the Parks under the P&I Committee. Helmer stated that Kauffeld will work with the Committee and Weir on potential grants. The five year plan will be reviewed by Weir and Kauffeld for projects. Kauffeld will attend the Committee meetings as needed.

**Future Meeting Date:** Special meeting on February 3, 2010 and March 2, 2010 at 4:30PM  
**Future Agenda items for action & discussion:**

**ADJOURNMENT**

*Motion/second (Stoddard/Mueller)* to adjourn at 6:30 p.m. All ayes. Motion carried.

Submitted by,

Margaret Bostelmann  
County Clerk