

PROPERTY AND INSURANCE COMMITTEE

May 6, 2008

The meeting of the Property and Insurance Committee was called to order by Secretary Marge Bostelmann on Tuesday May 6, 2008 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: Mike Stoddard
Orrin Helmer
Gene Thom
Gus Mueller
Gene Schroeder

Also Present:

Marge Bostelmann, County Clerk
Jeff Haase, Assistant Corporation Counsel
John Simpson, Contract Maintenance Supervisor
Mark Podoll, Sheriff
Eric Lawson and Paul Brummund of Potter Lawson
Kurt Berner, Samuels Group
Winn Collins, DA
Judge McMonigal
LeRoy Dissing, HHS Deputy Director
Nancy Thelan, Department of Corrections

Others Present: Supervisor Dan Priske, Vern Ammentorp, Joy Waterbury, Todd Hudzinski, Paul Wagner.

AGENDA

Motion/second (Stoddard/Mueller) to approve the agenda with the Maintenance Report moved up to after Long Range Plan. Motion carried.

ELECTION OF OFFICERS

Bostelmann requested nomination for Chair.

Motion/second (Schroeder/Stoddard) to nominate Gene Thom as chairperson.

Motion/second (Helmer/Mueller) to close nominations and cast a unanimous ballot for Gene Thom, as Chair. Motion carried.

Thom was seated as Chair.

Motion/second(Helmer/Mueller) to nominate Mike Stoddard as vice-chair.

Motion/second(Schroeder/Helmer) to close nominations and cast a unanimous ballot for Mike Stoddard as vice-chair. Motion carried

MINUTES

Motion/second (Helmer/Mueller) to approve the minutes of April 1, 2008 as presented. Motion carried.

CORRESPONDENCE

Bostelmann read a letter from Craig Knutson, Rock County Administrator, explaining the history of the jail project in Rock County and that Potter Lawson is their architect.

Bostelmann presented a letter from the City stating that they are starting a tree management plan. Trees marked with an "x" will be removed and trees marked with a "p" will be pruned.

APPEARANCES None

PUBLIC COMMENT

Vern Ammentorp would like a copy of the contract with Potter Lawson.

Tom Jonkers spoke in support of bike racks being installed at county facilities.

Todd Hudzinski has written a letter to board member with questions and he is looking forward to the presentation today to see if they are answered. If not he would like to talk with the supervisors after the meeting.

DISCUSSION ON LONG RANGE PLAN

Paul Brummund and Eric Lawson of Potter Lawson and Kurt Berner of Samuels Group appeared to discuss the progress of the project. Schematic design of HHS is being done. About 95% of all schematic design is completed. The Sheriff has approved his design; the DA has approved his design; some changes are needed in the court area and HHS.

Berner wants someone to sign off on each phase of documents. Helmer stated that in his opinion the department head should sign off on the document so that the department head will not come back with change orders. Schroeder asked Podoll his opinion. Podoll stated that he would like to discuss the plan with the Committee. Judge McMonigal stated that he would sign off but would not be willing to say there will be no change orders. Dissing stated that he agrees and that he would discuss the plans with the HHS Board.

The Committee will meet as needed to give final approval to the design after the department heads have signed off on the design.

Paul Brummend presented the preliminary designs for the site, first and second floors and the lower level. Nancy Thalen stated that there was a lot of thought that went into this design. The classification of the prisoners was developed by finding out information from other jails and state reports.

An internal meeting is scheduled for tomorrow with Potter Lawson engineering staff and Samuels engineering staff.

Kurt stated that he will give three costs for the mechanicals and explain the cost of systems versus cost of operations. He will investigate geothermal energy. He has asked for proposals for geotechnical services but they have not been received yet. He would like to get the borings done soon so he will not delay planting on the field.

Priske suggested that a basement be put under the HHS portion of plan.

Judge McMonigal stated that it is important to separate staff from the public to achieve good security. He gave an illustration of a client that needs to go to the HHS second floor and

maintaining security. He also stated that the dispatch center is on the second floor with only a door separating it from the public hall. He also stated that Huber parking should not be using the same parking lot as HHS employees. He reminded the Committee that the three issues that need to be addressed; space, security and ADA. He also stated that everything is expandable except the courts.

Helmer stated that Thom will be meeting with the architects regarding the mechanicals and that he will be paid mileage and per diem for those meetings.

MAINTENANCE REPORT

The report was sent out to the Committee. Simpson stated that there are a few issues that have come up with the air quality at HHS and mold in the safety building. Paul Wagner sent samples to IMS Laboratory and the report showed mold. Schroeder asked Simpson how to eliminate the mold. Simpson stated that with monitoring temperatures, reducing humidity and keeping the air circulating that the mold will not grow. Simpson stated that the maintenance department has been working at reducing the moisture in the safety building, cleaning the vents and increasing the circulation. Simpson read the temperature and humidity levels in the different areas of the jail as of today and they all indicated low humidity and temperatures in the low 70s. Thom request that Simpson review the mold problem and report back to the Committee next month. This will be on the agenda for next month. EMC will be asked to provide an estimate for reviewing the mold issue.

Simpson also stated that there is a concern with the air quality in the HHS meeting room. He explained that there is no air return in that room. Simpson will find out how much it would cost to have EMC review that area also. He will also get a cost from Brewer Heating to install an air return. He stated that he has been looking for a mold tester and one was recently recommended to him. Simpson will be cleaning the mold in the safety building boiler room. He will purchase the mold tester and contact EMC.

Simpson stated that there was a sewer drained plugged at the Highway building and water was running in the hoist area. He stated that the cast iron pipe may need to be replaced. He will report back next month. There are also some heating pipes leaking in the system at Highway.

Simpson also presented a memo to the Committee that his contract will expire on September 10th and that he would request consideration of a renewal of his contract for not more than 1 year for the reasons stated in the memo.

Ripon Electric will be here tomorrow to start the electrical upgrade. The electric will be off at 5 pm tomorrow and then Alliant will be here on the 21st to do the change over that evening.

Simpson also told the Committee that the maintenance crew is working at 515 Gold street getting the old dentist offices ready to be rented out. The carpet in the reception area is very worn and stained. He would like to get a price to carpet the offices and replace the carpet in the reception area.

Motion/second(Helmer/Schroeder) to get prices to carpet the offices and replace the carpets in the reception area in the old dentist area at 515 Gold Street for next meeting. Motion carried. A medium grade carpet will be requested.

USE OF COUNTY PROPERTY

A request from Kathy Munsey, Public Health Nurse to use the highway grounds for a simulated bus crash emergency exercise on June 24th at 10 am was presented.

Motion/second(Schroeder/Stoddard) to approve the use of the highway grounds for an emergency exercise and recommend approval to the Highway Committee. Motion carried.

REVIEW EMPLOYEE SUGGESTIONS

Bike Racks – Bostelmann presented emails from Tom Jonkers, Jerry Specht and Lauree Renaud expressing encouragement for a bike rack to be placed at the Courthouse. Schroeder presented bike racks prices that he received from Mike’s bike shop. These are inexpensive bike rack that can be brought into the building at night. The emails state that there is a City of Green Lake ad hoc bike committee. Bostelmann will contact the City and ask for a representative of the bike committee to come to the next meeting.

Employee Parking – Employees are requesting employee parking signs for the courthouse parking lot so property owners adjacent to the courthouse do not use the parking lot during the hours the courthouse is open. Bostelmann will request Maintenance to look into signs that say Courthouse parking only at the lot behind the courthouse and the Gold street lot. Bostelmann will look at an ordinance for parking.

Air Quality, mold and lighting at HHS – Employees at HHS are requesting an air quality test be conducted. Simpson will be taking care of this.

RESOLUTIONS/ORDINANCES None

PURCHASE REQUESTS

Land Conservation

2 PT300 wheel load scales	Algen Scale Corporation	\$1,795 ea
	Nationwide Scales LLC	\$1,570 ea – recommended

IT

Battery cartridge w/refresher kit	GovConnection	\$1030.89 – recommended
	OfficeMax	\$1062.87

Motion/second(Helmer/Stoddard) to approve the purchases as requested and recommended by the Governing Committee. Motion carried.

MONTHLY VOUCHERS

Vouchers were presented for Maintenance in the amount of \$10,480.20 and for Purchasing in the amount of \$85,042.61, which includes \$62,650.67 for Potter Lawson.

Motion/second(Helmer/Schroeder) to approve the Maintenance and Purchasing vouchers. Motion carried.

CLERKS REPORT

The Clerks Report was sent out to the Committee addressing agenda items.

Bostelmann stated that she asked Hebbe for a rental cost per acre for the County Road A property. Hebbe stated that \$100/acre is a fair rent. Sales contacted Bostelmann and stated that

the cost is too high. Discussion was held.

Motion/second(Stoddard/) not to rent the property. Motion died for lack of a second.

Motion/second(Schroeder/) to rent the property at \$80/acre. Motion died for lack of second.

Motion/second(Stoddard/Mueller) to keep the rental price at \$100/acre and if that is not acceptable then the County will not rent the land. Roll call vote 5 ayes, no nays. Motion carried

Schroeder was excused at 6:50 p.m..

CLOSED SESSION

Move into closed session per ss. 19.85 (1) (c) for employee evaluations at 6:50 pm.

Motion/second(Helmer/Mueller) to go into closed session per ss 19.85(1)(c) for employee evaluations. Roll call vote, 4 ayes and 0 nays, motion carried.

RESUME OPEN SESSION

Motion/second(Helmer/Mueller) to resume open session. Roll call vote, 4 ayes and 0 nays, motion carried

ANNOUNCE FINDINGS OF CLOSED SESSION

Motion/second(Helmer/Mueller) not to accept the personnel evaluation for Paul Wagner and request Wagner and Simpson at appear in closed session at the June meeting. Motion carried.

COMMITTEE DISCUSSION

Next meeting dates: Special meeting on May 14th at 4 pm. Regular meeting on Tuesday, June 3, 2008 at 4:30.

Agenda Items: Mold in Safety Building and HHS, Bike Racks at County Facilities, Signs for Parking lot, Closed Session Evaluations.

ADJOURNMENT

Motion/second(Stoddard/Mueller) to adjourn at 7:10 p.m. Motion carried.

Submitted by,



Marge Bostelmann

County Clerk