

## PROPERTY AND INSURANCE COMMITTEE

April 5, 2011

The meeting of the Property and Insurance Committee was called to order by Gene Thom on Tuesday, April 5, 2011 at 4:30 PM in the Green Lake County Board Room, Green Lake County Courthouse, 492 Hill Street, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Gene Thom  
Mike Stoddard  
Joanne Guden  
Dave Richter

Absent: Ricky Perr

### Also Present:

Marge Bostelmann, County Clerk

Jeff Haase, Assistant Corporation Counsel

Dan Priske, Board Chair

Winn Collins, District Attorney

Judge McMonigal

Sheriff Mark Podoll

Deb Schubert, Supervisors

Al Shute, LUPZ Director

Linda Van Ness, HHS Director

Scott Weir, Maintenance Supervisor

Dave Barrow, Samuel's Group

Curt Schleicher, Samuels Group

Kurt Berner, Samuels Group

Paul Brummund, Potter Lawson

Tony Daley, Berlin Journal

### AGENDA

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

### MINUTES

*Motion/second (Guden/Richter)* to approve the minutes of March 1, 2011 All ayes. Motion carried.

### CORRESPONDENCE – None

### PUBLIC COMMENT

Podoll stated that he received a call from Supervisor Traxler regarding the small Law Enforcement Shed located at the Highway Shop I grounds. Supervisors Traxler wants to know if the building is still needed for Law Enforcement. Sheriff stated that some of the evidence could be moved to the large shed if a fence could be put up to store other evidence that could be held outside. Podoll explained that Supervisor McConnell sent a letter to Podoll telling him that Kim Zills was told she could bring things out to the shed. Discussion was held: this request has to go through the Judicial Law Enforcement Committee and then a recommendation should be made to the P&I Committee prior to a decision being made or action is taken. Guden stated that employees and supervisors should go through proper committees.

### APPEARANCES – None

### LONG RANGE PLAN DISCUSSION

- **Tour of New Addition and Updates**
- **County A Addition Update:** Curt Schleicher explained that everything is expected to be completed by Friday evening including the move. They have to remove debris, blacktop and have

a few odds and ends. Dave will be here until the first or second week in May.

- **Budget Adjustments:**

- # 5 – Revise gypsum wall system for mechanical chase – \$5703.00

- #8 – Add threat beacons to the new addition – \$4,652.60

*Motion/second(Richter/Stoddard)* to approve the budget charges as presented. Motion carried.

- **Future of Current Courthouse Building**

Priske stated that the County/City Ad Hoc Committee was awarded \$14,500 for the best use study for the downtown site.

- **County Board Voting Machine**

Priske stated that he wanted the voting machine in the specifications. Schubert stated that this went to the County Board and it was voted down. Hutchison stated at their IT meeting that Hutchison has to over see it and they only have 2 staff members. Bostelmann explained that the machine can be put on a lap top and does not have to be on the county intranet. Discussion was held. All Committee members want the voting machine to stay in the project.

Judge McMonigal appeared to give a final update of the items previously discussed and incomplete. Discussion on the door hardware to the courtrooms.

Paul Brummund presented the proposal for the seals in the Courtrooms and the logo for the building entrance.

*Motion/second(Guden/Stoddard)* to approve the seals for the courtrooms and the logo for the building entrance. Motion carried.

Dave Barrows mentioned that there is an efflorescence problem with some of the brick. Barrows is monitoring it and will address any concerns with the mason.

Parking at the new building was discussed. Employees of the new addition will park in the 3<sup>rd</sup> tier of the parking lot in front of the building. Hybrid cars and car pooling cars will park in the second tier.

### **UPDATE RADIO TOWER PROJECT**

Sheriff Podoll reported that the dispatch has moved. Berlin PD has a problem with their walkie-talkies. The project is about \$29,000 short for the project, and the cost will come back from the interest reduction.

**CONSTRUCTION OF A MULTI-USE PATH ON COMMERCIAL AVE – DON NEITZEL** Don Neitzel is still working with Flash Trucking and the City. No action.

### **BAR ASSOCIATION PICTURE & LITERATURE IN THE JUSTICE CENTER – MARK SLATE**

Judge McMonigal explained that there are 2 pictures with all the lawyers from the Green Lake Bar association one from 10 years ago and one that is current. There are also 2 literature racks. He recommends that the pictures go in the seating alcove. And the literature racks should also be in the

alcoves. He also stated that the racks should be supplied and professional literature should be used. He also brought up the 8 judges pictures that need to be put up on the wall. He suggested that they be framed alike and then hung. Kelly Sampson from Samuel's Group Environment will be asked to look at the pictures and give input on the frames. This will be discussed next month.

### **CRIME VICTIMS RIGHTS WEEK APRIL 10-16, 2011 – DA**

Winn Collins explained that in the past a display has been put up in the main lobby of the old courthouse. He would like to display it on the window in the DA's office.

*Motion/second(Stoddard/Guden)* to approve the tree on the DA window. Motion carried.

### **SECURITY AND FACILITY RECOMMENDATION**

- Remove the lock on the internal door of the DA office area: Collins explained that in the DA entrance into a break room then to the office has a lock and no one in the office has a key.

*Motion/second(Joanne/Richter)* for Weir to remove the lock. Motion carried.

- Give DA/HHS employee access to the door at the bottom of the stairs in the DA/HHS wing of the building: Collins explained that if an employee walks down to the basement records rooms the door is lock. But an employee could take an elevator to the bottom with not lock.

*Motion/second(Richter/Guden)* for Weir to remove the lock. Motion carried.

### **USE OF COUNTY PROPERTY –**

- Courthouse lawn for Summer solstice June 18, 2011 and Harvest Fest September 24-25 – Green Lake Area chamber
- The use of the County Fairgrounds for July 4<sup>th</sup> Parade and Harvest Fest Parade September 24 – Green lake Chamber
- Use of Highway Shop I Parking Lot May 15 – 21 to park cars – Green Lake Bank Senior Club Director.

*Motion/second (Stoddard/Richter)* to approve the use of the grounds but not the power as long as the County owns the property. All ayes. Motion carried.

### **GOLD STREET BUILDING DISCUSSION**

Priske stated that he talked with Tim Jankowski today and asked for a multiple listing contract. McMonigal suggested that the County look into a seller's agent and put it on the MLS. Discussion was held. Bostelmann will send a notice of interest for marketing the property to local realtors to see who is interested in coming to the next P&I meeting and providing input on how to market the Gold Street property .

### **APPROVAL OF DESIGNATED AREAS FOR PERSONNEL APPLIANCES AT THE NEW ADDITION:**

Bostelmann requested the Committee to designate the Clerk/Treasurer/ ROD work room and the UWEX work room as an area allowing a coffee pot and a Culligan water dispenser.

*Motion/second(Guden/Stoddard)* to approve personnel appliances of coffee pots and water dispensers in the workroom areas of UWEX and Clerk/Treas/ROD. Motion carried.

**RESOLUTIONS/ORDINANCES**

Ordinance Amending Green Lake County Code Chapter 187 Parks & Recreation.

Podoll explained that the ordinance amendment would allow the sheriff’s department to issue a ticket rather than filing a complaint with the DA’s office for park and recreation violations.

*Motion/second(Richter/Guden)* to approve the ordinance and send it on to the Judicial Law Enforcement Committee.

**PURCHASE REQUESTS:**

**Maintenance**

2011 Dodge Ram 2500 Crew Cab 4x4 ST	Reilly Motors – Wautoma	\$30,798.00
	Homan Motor – Wautoma	\$24,513.00
	Ewald (State Bid)	\$21,751.00

District Attorney: 36 x20.75 Modular Door Cabinet	Environments	\$806.42
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**UWEX**

Training Technologies Clicker Kit	CPS Pulse	\$2095
	Turning Technology	899.00 – recommended

**Count Board**

Mobile Lectern	Global	\$109.95
	Staples	\$315.35
	Samuels	\$325.69 – recommended

The Committee also approved a small podium for the audience microphone in the County Boardroom just like the bigger one which is approved.

Cart 6-outlet Electrical Unit	Amazon	\$35.69
	Tiger	\$38.99
	Samuels Group	\$40.50 – recommended

**County Clerk – phone system**

Desktop computer for Phone System	PDS – State Bid	\$458.00
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**IT**

VMWare server replacement	ABMX	\$4,858.90 – sole provider
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*Motion/second (Stoddard/Richter)* to approve the purchase as presented. All ayes. Motion carried.

**MONTHLY VOUCHERS**

Vouchers were presented:

- Justice Center - \$746,408.74
- Maintenance – \$14,852.34
- Parks – \$2,288.03
- Purchasing – \$21,388.96

*Motion/second (Richter/Guden)* to approve the vouchers as presented. All ayes. Motion carried.

## **DISPOSAL OF OFFICE FURNITURE AND EQUIPMENT**

Discussion was held on selling the property. Bostelmann will send a notice to municipalities & non-profits and have a day when they can see what is available and make an offer. It was suggested that the old courthouse be open on the day of the Green Lake garage sale and sell what ever is left.

*Motion/second(Richter/Guden)* to give Weir authority to handle it the sale of property. Motion carried.

## **MAINTENANCE REPORT**

The Report was submitted to the Committee.

- Monthly activities

Weir reported that the boiler at Highway Shop I needs to be replaced. It will be replaced on Monday. The cost is \$4200 for 150,000 BTU the unit is 93% efficient.

*Motion/second(Richter/Stoddard)* to replace the boiler as reported. Motion carried.

## **PARKS & RECREATION**

### **Mascoutin Re-route**

Weir has received a request for mature trees along the trail from the Green Lake Greenways group. Discussion was held. Mature trees would be more costly than the trees Weir planned to plant. Weir will find out if Greenways has any funding available to the mature trees.

### **Ingress and Egress Access – Don Lenz**

*Motion/second(Stoddard/Guden)* to approve the ingress and egress and let the gravel remain on the trail. Motion carried.

Twin Lakes Boat Launch Areas: A letter was presented from Jim Hebbe outlining a cooperative effort between Land Conservation Department and the Twin Lakes Association addressing issues with Aquatic Invasive Species (AIS). The LCD received a \$75,000 grant toward the overall AIS project. In the fall of 2011 the launch ramp is planned to be reconstructed to new specifications with the rant funds. The Committee request plans & specifications and cost share information be brought back to the Committee next meeting.

Power-Driven Mobility Devices on Trails: Bostelmann explained that the trails will need to be able to accommodate the devices.

## **CLERKS REPORT**

Clerk's report was sent to the committee and addressed agenda items.

## **CLOSED SESSION**

Move into closed session per ss. 19.85 (1)(c) Personnel Matters & discipline, Health Insurance Negotiation; (f) Employee Medical (g) to confer with legal counsel on legal matters and possible litigations.

*Motion/second (Stoddard/Richter)* to go into closed session per ss 19.85(1) (c) Personnel Matters, Employee Evaluations; (g) to confer with legal counsel. Roll call vote, 4 ayes, 1 absent and 0 nays, motion carried.

**RESUME OPEN SESSION**

*Motion/second (Stoddard/Guden)* to resume open session. Roll call vote, 4 ayes, 1 absent and 0 nays, motion carried

**ANNOUNCE FINDINGS OF CLOSED SESSION**

*Motion/second (Stoddard/Richter)* to approve the 6 month evaluation of Ron Severson and send it on to Personnel. All ayes. Motion carried

**COMMITTEE DISCUSSION**

**Future Meeting Date:** May 3, 2011 at 4:30 pm.

**Future Agenda items:** Gold Street Building Discussion and Attorney Mark Slate for the Bar Association pictures & literature in the Justice Center.

**ADJOURNMENT**

*Motion/second (Stoddard/Guden)* to adjourn at 8:00 p.m. All ayes. Motion carried.

Submitted by,

Marge Bostelmann  
County Clerk