

## PROPERTY AND INSURANCE COMMITTEE

April 7, 2009

The meeting of the Property and Insurance Committee was called to order by Chair Gene Thom on Tuesday, April 7, 2009 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:

Marge Bostelmann, County Clerk  
Jeff Haase, Assistant Corporation Counsel  
Dan Priske, County Board Supervisor  
Scott Weir, Maintenance Supervisor  
Mark Podoll, Sheriff  
Jason Kauffeld, UWEX  
Susan McConnell, County Board Supervisor  
Glen McCarty, City of Green Lake Public Works Director

### AGENDA

*Motion/second (Stoddard/Mueller)* to approve the agenda. Motion carried.

### MINUTES

*Motion/second (Schroeder/Stoddard)* to approve the minutes of March 3, 2009 adding under Request for Proposal that the HHS parking lot is full on food pantry days. Motion carried.

### CORRESPONDENCE

A letter from Judge John Stork advising that he has reviewed the plans for the new county Justice Center and finds that the plans comply with the standards for court facilities was received.

A letter from Waste Management regarding an incident involving hazardous waste was presented

A letter was presented from the Princeton School District thanking Weir for allowing a student to job shadow.

PUBLIC COMMENT None

### APPEARANCES

Glen McCarty – Well on County Property: McCarty appeared and explained that he met with this Committee in March 2006 regarding the well owned by the County. He explained that the well the County has impacts one of the City well. He stated that wells should be used or abandoned. He estimates it would cost about \$5800 to close the well. The city does not need a new well, but in a 20 year plan they would like to have a third well. He addressed the 100 foot set back discussed in

2006 and explained that is not an issue at this time; the DNR would give a variance on that requirement. He would like to test the well at a cost of about \$7,200 at the city's expense.

The Committee would like to know what it would take to be able to use the well. The DNR monitors the city's well inventory every 5 years. Kauffeld suggested that the well could be used for a geothermal heating system in this courthouse. This will be on the agenda next month for additional discussion.

### **DISCUSSION ON LONG RANGE PLAN**

Bostelmann explained the bid opening on March 31<sup>st</sup>. The range of the bids was discussed. Kurt Berner of the Samuels Group will be reviewing the bids and interviewing the bidders to make sure the low bids are "responsible bidders" for the project.

Kauffeld told the committee that Tom Traxler is willing to donate plants for a rain garden at the site. He also explained the advantages of having the LEED certification. He questioned if anyone is documenting the construction of the geothermal system at the building so it can be used for education purposes.

Sue McConnell would like to see the County continue pursuing LEED certification.

### **RFP For County Properties**

Bostelmann explained that the RFP has been sent out. RFPs are due by April 30<sup>th</sup>. One person has toured the downtown facility sites.

### **MAINTENANCE REPORT**

Weir sent his report to the Committee. Weir presented a list of park buildings that need repairs. He explained that he met with Bob Podgorski, Highway Commissioner and discussed park building improvements and is moving forward with a repair plan. Kauffeld explained the types of grants available for parks. Discussion held.

Weir explained that there was a biohazard incident in the jail: He stated that it happened at night and the jailers waited until maintenance employees could clean it up in the morning. Discussion was held on whose responsibility it is to clean up if an incident happens.

Weir explained that the slow drain at the highway shop was not a collapsed pipe as originally thought, but a drain plugged with gravel, wood chips, sand and other items. Maintenance will put grates on the drains to prevent this in the future and monitor the clean-outs monthly. He will also explain the problem to Highway Commissioner and parts foreman. The drains are working fine now.

### **USE OF COUNTY PROPERTY**

4-H Dog Project – Dean Slark requested permission to use the highway grounds for dog training. *Motion/second(Helmer/Stoddard)* with Highway's consent. Motion carried.

### **DISPOSAL OF COUNTY PROPERTY - IT**

A list of items from IT was presented. Items will be sold over the internet to employees and then to the general public.

*Motion/second(Helmer/Stoddard)* to approve selling the items as requested. Motion carried.

**PROPOSED DONATION OF LAND TO COUNTY**

The property was viewed by Podgorski, Weir, Bostelmann and Helmer.

Bostelmann was told that there is another buyer for the property.

*Motion/second(Helmer/Mueller)* to recommend not acquiring the property at this time.  
Motion carried.

**RESOLUTIONS/ORDINANCES**

Relating to eliminating the Maintenance Mail Clerk/Custodian position and creating a new Maintenance Custodial position.

*Motion/second(Helmer/Schroeder)* to sign the resolution and send on to the County Board in April. Motion carried.

Relating to opposing the Governor's Proposed Changes to Insurance Laws and Senate Bill 20: WCA is asking Counties to oppose the Governor's proposed changes to the current insurance law

*Motion/second(Helmer/Schroeder)* to approve the resolution opposing the Proposed Insurance Changes and Senate Bill 20 and send on to the County Board.. Motion carried.

**PURCHASE REQUESTS**

**IT**

|                         |               |                           |
|-------------------------|---------------|---------------------------|
| Laptop                  | HP            | \$951.00 – state contract |
| 2 Epson receipt printer | Florida Micro | \$678.28/ea               |
|                         | SHI           | \$661.47/ea               |

*Motion/second (Helmer/Mueller)* to approve the low bid. All ayes, motion carried.

**MONTHLY VOUCHERS**

Vouchers were presented for Maintenance in the amount of \$11,613,71, for Purchasing in the amount of \$24,664.79 and the Building Project costs of \$1,598,672.39.

*Motion/second(Mueller/Stoddard)* to approve the vouchers. All ayes, motion carried.

**CLERKS REPORT**

The report relating to agenda items

Bostelmann explained that Fox Valley Workforce Development is receiving Reinvestment and Recovery funds to implement a summer youth program. Linda Van Ness would like to apply for the grant for young people to work with a mentor and help the individual learn how to work. She is requesting that the Maintenance Department be one of the areas for the grant.

*Motion/second(Stoddard/Mueller)* to approve Van Ness applying for a grant and the maintenance department mentor one of the individuals. Motion carried.

Bostelmann presented a request from Linda Van Ness for a fax machine in the ADRC area. This will require a single line telephone wire being installed in the ADRC area.

*Motion/second(Mueller/Helmer)* to approve the single line wire being installed. Motion carried.

**CLOSED SESSION**

*Motion/second (Helmer/Mueller)* to go into closed session per ss 19.85(1) (c) Personnel Matters relating to evaluation of maintenance department positions and hours of work; Employee Evaluations; (g) to confer with legal counsel. Roll call vote, 5 ayes and 0 nays, motion carried.

**RESUME OPEN SESSION**

*Motion/second (Schroeder/Mueller)* to resume open session. Roll call vote, 5 ayes and 0 nays, motion carried

**ANNOUNCE FINDINGS OF CLOSED SESSION**

*Motion/second(Stoddard/Mueller)* to draft a resolution to reclassify Mike Timm's position from Maintenance Repairman Helper to Maintenance Repairperson effective July 1<sup>st</sup> 2009 and send to the April County Board. Motion carried.

**COMMITTEE DISCUSSION**

**Next meeting dates:** April 9<sup>th</sup> at 4:00 PM and May 5, 2009 at 4:30

**Regular Agenda Items:** Well on County Property

**ADJOURNMENT**

*Motion/second (Schroeder/Mueller)* to adjourn at 6:50 p.m. Motion carried.

Submitted by,

Marge Bostelmann  
County Clerk