

## PROPERTY AND INSURANCE COMMITTEE

August 7, 2007

The meeting of the Property and Insurance Committee was called to order by Chair John Brennan on August 7, 2007 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: John Brennan  
Orrin Helmer  
Gene Thom  
Gus Mueller  
Mike Stoddard

### Also Present:

Marge Bostelmann, County Clerk  
John Selsing, Corporation Counsel  
John Simpson, Contract Maintenance Supervisor  
Mark Podoll, Sheriff  
Bob Podgorski, Highway Commissioner

Supervisors present: Bob Krause, Vern Ammentorp, Dan Priske, Margaret Hollander, and Sue McConnell

### AGENDA

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

### MINUTES

*Motion/second (Helmer/Mueller)* to approve the minutes of July 3, 2007 as presented. Motion carried.

### OPEN BIDS – Fencing for Radio Tower

Simpson stated that he has not finished the process. He has received two quotes but believes the cost is too high. He is proposing to use a cover on the wire that would keep people from climbing on the wire and using a smaller fence area and height. He will report back next month.

CORRESPONDENCE None

APPEARANCES None

PUBLIC COMMENT None

### LONG RANGE PLAN

**Discussion and Action on Future Long Range Plan:** At the next County Board meeting the Chairman will announce the members on the two committees as directed at the last County Board meeting one to review location and one to review financing of a project.

Brennan stated that he received a letter from a citizen suggesting that Green Lake County contract with a company that did the space analysis in Dane County. Brennan stated that the company is out of business, but he was able to find the company that bought them out located in Florida. They are willing to

come and discuss the space issue with the County at no cost. The 4 space needs studies will be sent to them and they will come to Wisconsin on August 23 to look at the facilities. After looking at the information they may or may not make a proposal to help the County. The representatives will be here on August 23<sup>rd</sup> to meet with Brennan.

Brennan explained that the departments and governing committees should be evaluating their current space needs. Information will be sent to the Clerk and a summary will be put in the County board packet.

**Contract with Samuels Group:** Samuels sent a contract for future work relating to any County building project. Discussion held. Samuels has completed some projects for the County at no cost in the past. This contract would cover any future project.

**Motion/second(Thom/Mueller)** to wait until the special Committees report back on the location and the finances and a project is decided by the County Board before entering into a contract. Motion carried.

### **FILLING VACANT POSITIONS**

**Maintenance Supervisor:** The Committee looked at the job descriptions and because the Committee is contracting with Simpson at this time the description will be reviewed at a later date.

**Maintenance Helper/Custodian:** Helmer stated that he believes that the position should be reviewed and sent to the Personnel Committee but that the position should not be filled until the State levy cap has been established. He does not want to fill the position and then have to lay an employee off. This will be brought back next month with job description updates recommended by Simpson.

### **USE OF COUNTY PROPERTY**

Ripon College has requested permission to use a sound system at Dodge Memorial park on August 20<sup>th</sup> for their orientation.

The Green Lake Area Chamber of Commerce would like permission to display a sculpture created by Lester Schwartz on the Courthouse Lawn during the remainder of the month of August.

The Green Lake High School has requested permission to have the Homecoming Bon Fire at the Highway Grounds on October 3<sup>rd</sup>.

**Motion/second(Helmer/Stoddard)** to approve the requests and that the bon fire request be sent to the Highway department to approve. Motion carried.

**CONSTRUCTION EASEMENT** - City of Green Lake through highway Grounds: Selsing reviewed the current easement that exists with the City. No additional easement is needed.

**Motion/second(Helmer/Stoddard)** that the Highway department notify the County Clerk of the retainer cost and that a resolution be submitted to the August County Board requesting that retainer from the City. Motion carried.

### **CITY USE OF COUNTY WELL**

Glen McCarty, Public Works Director of the City of Green Lake stated that the City would like to use the well for city use if additional capacity is needed. If the County has to abandon the well it would be very costly. The City would like to continue down the path to pursue the ownership of the well. McCarty has a verbal commitment from the DNR that the 100 foot set back is not required. The well location is very good and would be very cost effective for the City to use.

The Committee will wait until a building project is decided to see what will happen to the downtown

Courthouse property.

### **REVIEW COSTS OF POSTOFFICE BOX INSTALLATION**

Mailbox works	\$489.48
Mail boxes.com	\$542.48

*Motion/second(Thom/Mueller)* to approve the purchase of the boxes from Mailbox Works. Motion carried.

### **USE OF OLD HIGHWAY WINDOWS ON OTHER COUNTY PROPERTY**

Simpson is requesting that the windows that will be removed when the new doors are installed be used in the bathroom.

*Motion/second(Stoddard/Mueller)* for the windows to be saved and used in other buildings as appropriate. Motion carried.

### **AUCTION LIST SHERIFF'S DEPARTMENT**

The list will be presented next month after it is approved by the Law Enforcement Committee.

### **AUCTION LIST HIGHWAY**

- One 2000 Ford F150 extended cab two wheel drive
- One 1991 International 2674 tandem with plow #740, wing #840 and salter #920
- One 1991 Dodge 1 ton 2 to 3 yard dump truck

*Motion/second(Stoddard/Thom)* to approve the items for auction. Motion carried.

### **2008 BUDGET**

Budgets were presented for:

Insurance – Bostelmann is requesting a new budget line for Loss Control Equipment and Training for \$5000. No Levy increase in the over all budget.

Purchasing – No increase in the levy

911 Maintenance Contract – No increase in the levy

*Motion/second(Helmer/Stoddard)* to approve the budgets for Insurance, Purchasing and 911 Maintenance contract and send to Finance. Motion carried.

Maintenance – Simpson presented a list of items that need repair or replacement. The overall levy indicates an increase of \$65,506. He is requesting the Committee to prioritize the items. Simpson explained that the requests are things that are needed and detailed each one. Discussion was held. The Committee reduced the budget to an increase of \$5,126.00

*Motion/second(Helmer/Thom)* to approve the budget with the changes made. Motion carried.

### **RESOLUTIONS/ORDINANCES**

Relating to Purchase of Highway Fuel System – The Finance Committee has approved the purchase of a new fuel tank system for the Highway Department which will allow all departments to

purchase fuel from the County Highway Department. The Highway Committee will be opening bids next week for the exact cost. The resolution will be sent to the August County Board meeting.

Relating to Contract for Maintenance Management Services – Simpson gave the Committee members a copy of his résumé and the contract for one year was reviewed. The proposed contract fee is \$78,000 for twelve months. No benefits are paid. Discussion was held.

**Motion/second(Helmer/Thom)** to present the resolution to the August County Board for \$78,000. Motion carried, 3ayes, 2 nays (Brennan, Stoddard)

Relating to Highway Shop I doors. – The finance committee has approved the purchase of the doors from the Capital Outlay account. The joint resolution was signed.

**PURCHASE REQUESTS**

**Highway**

2 Truck scale	Badger Scale	\$103,292 (\$98,692 plus freight of \$4800)
	United Scale	\$104,066
	Cream City	\$88,000 – recommended

**Motion/second(Thom/Mueller)** to approve the purchase of the scales as long as the purchases are funded by the State. Motion carried.

**Sheriff's office**

Auto Defrost upright Freezer	Moriarity (25 cubic ft.)	\$879.00 Auto Defrost – recommended
	Moriarity (25 cubic ft.)	\$799.95 Manual Defrost
	Sears (20 cubic ft)	\$729.99

Radio Unit	Decatur	\$555.00 – recommended
	Midwest	\$595.00

**Fox River Industries**

12" Electro-Sealer 300 Series	Packaging Incorporated	\$635.00
	James Dawson Enterprises	\$596.00 – recommended
	Bag Barn.com	\$735.00

**IT**

2 C SmartUPS 3000VAXL	CDWG	\$4271.80
	Office Max	\$4254.56 – recommended

Cisco Catalyst 3750 Switch	Wire Technology	\$6998.00 – recommended
	Office Max	\$7450.19

Sheriff's Dept Recording system	General Communication	\$23,398.00 sole bid
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IBM 9110 Server, Netsmart server/data setup	Netsmart	\$22,614.00 sole bid
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*Motion/second(Thom/Helmer)* to approve the purchases request in accordance with governing committee recommendation. Motion carried.

### **VOUCHERS**

Vouchers were presented for Maintenance in the amount of \$35,571.86 and for Purchasing in the amount of \$16,569.79.

*Motion/second(Helmer/Thom)* to approve the Maintenance and Purchasing vouchers as presented. Motion carried.

### **MAINTENANCE REPORT**

The report was sent to the Committee.

HHS Emergency generator – a shed is needed to house the emergency generator. The cost is \$1025.

*Motion/second(Mueller/Thom)* to approve the purchase of the shed from County Builders for \$1025. Motion carried.

HVAC is needed in the Sheriff's office. This has been discussed in the past. But approval has not been given. \$2823 is the cost. Discussion held. Helmer stated that when the large office was divided to create the Sheriff's office and the Communication supervisor's office this was discussed and the Committee was told there would be no expense for the HVAC. Simpson explained that he was not here when the division of the office took place but the HVAC need to be installed.

*Motion/second(Thom/Mueller)* to approve the installation of the HVAC in the Sheriff's office for \$2823. Motion carried. 4 ayes, 1 nay (Helmer).

Return air for the large air handler in the safety building is causing water to drip on equipment and work station areas. Insulate of 105 feet of duct work in the basement is needed to eliminate the problem. Sprayed on insulation by Brewer is \$2610.

*Motion/second(Thom/Mueller)* to approve insulating the duct work in the basement of the safety building by Brewer for \$2610.00. Motion carried.

### **CLERKS REPORT**

Bostelmann presented the list of events at the Fair under the county's insurance and notified the committee that she has received copies of the certificates of insurance.

### **COMMITTEE DISCUSSION**

**Next meeting dates:** Regular meeting on September 4, 2007

**Agenda Items:** Job descriptions for Custodian.

### **ADJOURNMENT**

*Motion/second(Stoddard/Mueller)* to adjourn at 7:30 PM. Motion carried.

Submitted by,



Marge Bostelmann  
County Clerk