

PROPERTY AND INSURANCE COMMITTEE

August 3, 2010

The meeting of the Property and Insurance Committee was called to order by Gene Thom on Tuesday, August 3, 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
Joanne Guden
Dave Richter

Absent: Rick Perr

Also Present: Margaret Bostelmann, County Clerk
Jeff Haase, Assistant Corporation Counsel
Scott Weir, Maintenance Supervisor
LeRoy Dissing, HHS Deputy Director
Sheriff Podoll
Lori Evans, Admin Assist L.E.
Bob Podgorski, Highway Commissioner
Linda Richards, Clinical Service Unit Manager

Others Present: Curt Schleicher, Samuels
Larry Zarnott
Leon Petraczak
Todd Hudzinski
Lauree Renaud
Tony Daley

AGENDA

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

MINUTES

Motion/second (Guden Stoddard) to approve the minutes of July 6, 2010 as presented with typographical corrections. Motion carried.

OPEN BIDS FOR MASCOUTIN TRAIL REROUTE

Boardwalk:

| | | |
|-----------------------|-------------|-------------|
| Contractor | 5 feet | 10 feet |
| Petraszak Excavation | \$28,000 | No bid |
| Cardinal Construction | \$38,490 | \$62,490 |
| Modern Pole | \$36,299.80 | \$44,445.65 |

Bostelmann received 17 emails requesting the trail be increased to 10 feet.

Motion/second(Richter/) to reject all bids – motion withdrawn.

Motion/second(Richter/Guden) to table awarding the boardwalk bids until it is determined if there is funding to build the 10 foot board walk. Motion carried.

Earth Work:

Contractor:
Petraszak \$22,225.50

| | |
|-------------------|-------------|
| Washkoviak | \$63,350.00 |
| Kinas Excavation | \$58,550.00 |
| Egbert Excavation | \$81,400.00 |
| RLAM | \$96,845.00 |

Motion/second(Guden/Richter) to award the project to Petraszak Excavating Ltd. pending bid review verifying all specification have been met. Roll call vote, all ayes. Motion carried.

CORRESPONDENCE – None ,

PUBLIC COMMENT – Larry Zarnott from Berlin had a call from a contractor who did not want to bid on the boardwalk because the 5 feet would be unsafe. He also questioned integrity of low bid, but all reputable. Zarnott contacted the 5 businesses that would be impacted by the trail and they all agreed that the bike trail would be important to their business.

Lauree Renaud is asking that there be dialog with organizations and the P&I Committee to discuss the 10 feet wide boardwalk.

Todd Hudzinski applauds the Committee for tabling this and he is willing to look for funds to build the board walk at 10 feet.

APPEARANCES

Mary Jo Johnson, Downtown Green Lake Renewal Project – Mary Jo Johnson presented the synopsis of the Courthouse Vision Session. Johnson is asking for a joint meeting with City and County to continue discussion on the future development of the buildings.

LONG RANGE PLAN DISCUSSION

County A project update: The Project is complete.

County A Addition Update: Schleicher explained that the excavation is complete. 95% of the landscape is complete with the balance to be completed when construction is complete. Masonry walls are being construction with beams, columns and planks starting in 10 days with Structural Sleet to follow.

Budget Adjustments:

#106 – Add card reader/Msg locks to CoC door for security – \$1067.00

#111 – Ad 2 CO sensors in Laundry & 1 in basement – \$4337.79

#131 – Misc electrical changes – \$9274.92

#132 – Add revised property room bag storage & shelving – \$6,249.52

#133 – Add medical window & misc security covers for stronghold in area C – \$6789.32

#134 – Add window treatments to office by Sheriff & isolations cells – \$5194.35

Motion/second(Stoddard/Guden) to approve the budget adjustments as presented. Motion carried.

Sale of Gold Street Property: The Finance Committee set the minimum bid for the Gold Street Property at \$150,000. The bid request will be advertised for 3 weeks with bids being opened at the

September P&I Committee meeting. A resolution will be sent to the September County Board meeting to approved the sale of the Gold street property for the highest bid price. The ad will be put on the county website and a for sale sign will be put up on the property.

Future of Current Courthouse Building: Bostelmann presented a letter from Brian Fisher, Anderson-Ashton, Inc. request an extension of the August 11th deadline to September 15th for submission of a proposal.

Motion/second(Stoddard/Guden) to extend the deadline to September 15th. Motion carried.

UPDATE RADIO TOWER PROJECT

Podoll reported that the Princeton site has the anchor bolts in place and the tower should be delivered this week. The Berlin site is ready to start the anchor bolts with tower deliver expected the week of August 9th. Markesan and Kingston will be next. Hopefully the equipment can be turned on at the end of August or first part of September.

MAINTENANCE REPORT

The monthly activities report was sent to the committee.

About 40 people applied for the maintenance technician position. Initial interviews will be on Thursday of this week.

FRI has taken quite a bit of the old furniture so there may not be as much equipment/furniture left as originally expected.

Weir presented a request to carryover 69 hours of vacation for Deb Davey because of the move. *Motion/second(Guden/Richter)* to approve the carryover of vacation for Deb. Motion carried.

PARKS & RECREATION

Mascoutin Trail Reroute:

Discussion was held on the specification of the bid request.

Weir received a request for some more sand and upgrade for the boat launch at Spring Lake Park in Kingston.

Discussion was held on boat launch fees. Over \$18,000 has been collected. Many people complain that the signs are not noticed.

USE OF COUNTY PROPERTY

Use of Land at Shop 2 – Piperline:

Podgorski requested permission for Piperline as a staging area for a job they are doing in the Dalton area.

Motion/second(Guden/Stoddard) to approve the request. Motion carried.

Moving the Community Message Board – Downtown G.L. Renewal Project

Motion/second(Richter/Stoddard) to table until more information can be obtained. Motion carried.

Use of old safety building parking lot & water for car wash August 7th – Tri-County Leadership Initiative fund raiser for Big Brother/Big Sisters

Motion/second(Guden/Richter) to approve the request as long as someone is available from the Sheriff's Department during the event. Motion carried.

Music System at Margaret Dodge Memorial Park on August 23rd – Ripon College

Motion/second(Stoddard/Richter) to approve as requested. Motion carried.

NEW BUILDING PROCEDURES

Sheriff Podoll stated that sometime ago P&I agreed to charge back the jail for supplies. Weir explained that during the transition period Weir talked with the Transition Team and discussed charging for the inmates that are housed from the State. Deanne agreed that Maintenance would charge for outside prisoners. Discussion was held on how maintenance will invoice for supplies for prisoners who pay to be here. Bostelmann will ask the accountant how best to account for consumable items and/or janitorial items. The committee prefers the supply cost in the LE budget with the revenue going to Maintenance.

Weir explained that dumpsters were placed between maintenance area and the kitchen area. This did not work for the kitchen staff so two extra dumpsters were put by the kitchen.

Discussion was held on which budget should account for contracted maintenance services for elevators, jail doors and security cameras. Discussion was held.

LOCATION OF NURSING MOM'S ROOM AT 571 COUNTY ROAD A

The Personnel Committee is responsible to develop a Nursing Mom's Policy per the new Health Care Law.

Dissing stated that HHS met with Personnel Committee last week and agrees to a central room that is available to all employees during all work shifts as long as HHS personnel can use space in the HHS area. Weir stated the current family bathroom can be adapted for about \$200. This will be done after the new addition is complete and a family bathroom is available in the new addition. *Motion/second(Guden/Richter)* to convert the family rest room in the lobby to a designated mom's nursing room and Weir make the modification after the new addition is complete. Motion carried.

USE OF SERVICE/THERAPY DOG AT HHS

Dissing appeared with Linda Richards. Richards is training a puppy to become a service dog. The dog is kept in her office with her. Personnel Committee requested that approval be given by the P&I Committee because the dog is in the building every day. Dissing explained that the HHS Board gave approval for the dog to be used as a therapy dog in the Clinical Service Unit while it is being trained by Richards. Dissing presented certification of training, certificate of insurance from Northeast Wisconsin Service Dog and the shots and veterinarian record for the dog. The

dog is being trained for a person in a wheel chair; when completed this service training will give Richards the highest level of training and approval for therapy and service dog training.

Motion/second(Richter/Guden) to approve the training/use of service/therapy dogs within the Department of Health & Human Services as part of the Clinical Services Unit. The dog will work with a certified therapist to assist in providing therapeutic support and assistance for individuals who are disabled, elderly, or have mental health/ substance abuse issues. Before another dog is considered approval from all appropriate committees must be obtained. Motion carried.

ANIMAL CONTROL POLICY

Based on approval given by the HHS Board and the Personnel Committee to allow a dog as part of the work area, Jodi Traas, Senior Risk Management Consultant from AEGIS Corporation gave Bostelmann samples of Animal Control Policies. The Loss Control Committee members recommended a policy be drafted that includes an employee survey and a building application. Bostelmann will work on a policy to present to the committee.

CELL PHONE RECEPTION ENHANCEMENT IN NEW BUILDING

An emergency preparedness grant is available to purchase an in-building system to enhance cell phone reception. The cost is \$8,900. Discussion held. Questions were brought up regarding the lease agreement, if the repeater will interfere with any other radio reception or other electronics, changes needed to the contract as needed per legal review and will it cover the new building addition. If these questions can be answered the Committee will meet before County Board to make a decision.

SIGNAGE AT OLD HHS BUILDING

Weir explained that the wording is covered and only “Green Lake County” is visible.

PARKING SIGNS

Weir requested permission to remove the “police only” parking signs from the downtown site parking lot.

Motion/second(Stoddard/Guden) to take down the signs that are no longer appropriate at the downtown parking. Motion carried.

HIGHWAY AUCTION ITEMS

A list of highway equipment items to be sent to auction was presented. The items have been approved by the highway Committee to be sold.

Motion/second(Guden/Stoddard) to approve selling the items at auction. Motion carried.

UPDATE EIC 25 X 25 GRANT

The EIC Committee continues working on a study circle of the Natural Step process. A fair booth site has been rented as an education outreach project. Weir explained that the computer software for the new building HVAC has the capability to produce graphs that show usage. He will be working with Don Keck, Focus on Energy to develop an educational outreach area at the new building that will provide reports and monitor energy usage.

RESOLUTIONS/ORDINANCES

Resolution to purchase a radio site in Kingston 2.3 acres from Carl Bender and Carol Bender for \$13,800 and send to County Board in August: Podoll explained the need to purchase a site in the Kingston area for the radio tower and send the resolution to the County Board for approval.

The resolution, approved last month, was signed by the Committee.

PURCHASE REQUESTS

District Attorney

Desktop computer through District Attorney IT State program:

PDS \$709.00 – State Bid

Sheriff's Office

Repeater System for Jail Baycom \$3,205.00 – Contract Vendor

Copier/Fax Combo on a Stand Oshkosh Office System \$1104.00 – recommended
Modern Business Machines \$2946.35

Counter Top Copy Machine Eway.com \$515.98
Oshkosh Office Systems \$772.00 – recommended
Neonline.com \$1994.00
Modern Business Machine \$1029.42
NEP \$1195.00
Brother \$515.98

APCO license for radio frequency \$8,300.00 – sole vendor
FCC fee

1 Taser, Cartridge & Digital Power Mag:
Ray O'Herron \$885.84 – sole bidder

Maintenance

Portable Polyethylene Hopper Approx. 72 x35 x33
McMaster/Granger \$585 to \$640

Motion/second(Stoddard/Guden) to approve the recommended purchase. All ayes. Motion carried.

2011 BUDGETS

Budgets were reviewed and discussed for the Maintenance Department, Parks and Recreation, Insurance and Purchasing/Utilities. Discussion held.

Motion/second(Stoddard/Guden) to approve the budgets as discussed with changes. Motion carried.

MONTHLY VOUCHERS

Vouchers were presented:

Maintenance in the amount of \$ 17,024.93; Parks for \$6,765.70; Purchasing in the amount \$19,890.62; Building Project costs of \$608,180.48; Radio Tower Project \$73,552.40
Motion/second (Stoddard/Richter) to approve the vouchers. All ayes. Motion carried.

CLERKS REPORT

Bostelmann reported that the Workers Compensation dividend this year will be \$13,125.35.

CLOSED SESSION

Move into closed session per ss. 19.85 (1) (c) Personnel Matters & Discipline; Maintenance Supervisor Evaluation; (g) to confer with legal counsel on pending litigation.

Motion/second(Stoddard/Guden) to go into closed session per ss 19.85(1) (c) Personnel Matters & Discipline; Maintenance Supervisor Evaluation; (g) to confer with legal counsel. Roll call vote, 4 ayes and 0 nays, motion carried.

RESUME OPEN SESSION

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

ANNOUNCE FINDINGS OF CLOSED SESSION

The Committee evaluated the maintenance supervisor. Evaluation will be forwarded on to the Personnel Committee.

COMMITTEE DISCUSSION

The Security and Facility members question who department heads need to talk to for complaints or concerns at the new building. Discussion was held. The P&I Committee must approve any cost changes. Weir or Samuels can trouble shoot some concerns.

Bostelmann also stated that at the Security and Facility Committee the name of the facility was questioned. Discussion held. This will be on the agenda for next month.

Future Meeting Date: September 7, 2010

Future Agenda items: Name of new facility

ADJOURNMENT

Motion/second (Richter/Guden) to adjourn at 9:10 p.m. All ayes. Motion carried.

Submitted by,

Margaret Bostelmann
County Clerk