

PROPERTY AND INSURANCE COMMITTEE

February 5, 2008

The meeting of the Property and Insurance Committee was called to order by Chair John Brennan on Thursday February 5, 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: John Brennan
Mike Stoddard
Orrin Helmer
Gene Thom
Gus Mueller

Also Present:

Marge Bostelmann, County Clerk
Jeff Haase, Assistant Corporation Counsel
John Simpson, Contract Maintenance Supervisor
LeRoy Dissing, HHS
Mark Podoll, Sheriff
Bill Devine, DCI

Others Present: Wallace Williams, Elden Dallman, Howard Sell, Vern Ammentorp, Dan Priske, Gene Schroeder, Deb Schubert, Mike Timm, Joe Parise, Gene Henke, Dick Mueller

AGENDA

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

MINUTES

Motion/second (Helmer/Thom) to approve the minutes of January 3, 2008. Motion carried.

CORRESPONDENCE

Letter from Bostelmann to Kathy Doro commending her for her good work

Letter from John Simpson explaining the good work Doro did.

Letter from the Green Lake Sanitary District reporting on the upgrade to the Fish Rearing Facility

APPEARANCES

Bill Devine, Devine Construction Incorporated (DCI) appeared to explain the services he can offer the County. Brennan explained that he received a letter from the Law Enforcement Committee requesting that Devine appear at the P&I Committee. Devine reviewed the process the County has gone through to this time on the building project. Devine explained that he has experience to negotiate contracts, he selects the architect and he can work with Phil Twohig of PTD. If hired he will be looking after the County's financial interest.

Ammentorp stated he has checked on the last five projects that Devine has been on and only one Columbia county project went bad because of Potter Lawson's design.

Priske says that he just wants to get the project done.

Gene Schroeder stated that Dan Devine's name is on a design that was presented to the Law Enforcement Committee and asked if he did the design. Devine stated that he wanted to make it clear that he was not involved in that design and he did not know how his name got on the drawing. Ammentorp explained that he put Devine's name on it.

Bostelmann asked for clarification of Devine presentation where he says that the design needs to be complete before a budget is developed, but in his presentation he backed out numbers to make the budget. He explained that he is dealing with the number the County set for a budget, so he backed the number out to come to that budget.

Parise said that basically without schematic design the cost can not be figured out. He also asked about cost overruns. Devine stated that he is on the site everyday because he has the contract with the architect and he can have better control over the costs to limit overruns.

Schubert stated that if hired, Devine will hold the architect accountable. Devine explained how he has tried to keep a contractor accountable, but if he does not have control of the architect it is much harder to do.

Priske recapped the cost: Devine would be paid \$60,000 to schematic and an additional \$200,000 if the project did not proceed.

Thom asked how many were on his staff. Devine explained him and two others make up his firm.

PUBLIC COMMENT

Dick Mueller stated that the consensus is that schematics are needed before a budget is established. Mueller also stated trade off decisions that need to be made during the project to fit the budget.

DISCUSSION ON LONG RANGE PLAN

Questions related to the building project: Brennan stated that he has received questions from the Judicial Law Enforcement Committee, a letter from Sue McConnell and a question from Margaret Hollander asking where a department would go during construction.

Questions that were asked were sent to Kurt Berner he was able to answer some and he asked for clarification for others. These questions will be addressed at the County Board meeting. McConnell is asking if the annex can be torn down and the safety building remodeled and she gave reasons. Brennan stated that he believes this is a Board decision that should be discussed.

Sheriff Podoll stated that he does not know where he stands on the project without a schematic design.

USE OF COUNTY PROPERTY No Requests

RESOLUTIONS/ORDINANCES None

PURCHASE REQUESTS

Land Us Planning & Zoning

Chevrolet Uplander van	Holz Motor (State bid)	\$17,542.00
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Shute requested permission to send the Ford Windstar to auction for disposal.

IT

Micron desktop computer	Micron (state contract)	\$1548.00
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3 Micron desktop	Micron (state contract)	\$1958.00 each
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Fireproof commercial safe	Quill	\$1214.99
	Bubrick's	\$1499.99

Highway

Plow, wing & pre-wetting system	Monroe Truck	\$74,884.00
Tri-Axle Truck Chassis	Truck Country	\$97,088.00
	Packer City International	\$91,824.00

Law Enforcement

One Used SUV Under cover unit \$12,000.00 approximately
Podoll told the Committee that he was able to sell the used van to another Sheriff's department for more money than was expected from the auction.

Motion/second(Thom/Stoddard) to approve the purchase requests as presented and approve the disposal the two vans. Motion carried.

LeRoy Dissing stated that the FRI truck may need to be replaced and they are searching for a used small diesel truck. Helmer stated that if anything happened to the truck they would have to lease for a period of time before Committee approval is given.

MONTHLY VOUCHERS

Vouchers were presented for Maintenance in the amount of \$15,343.95 and for Purchasing in the amount of \$49,138.85.

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

PLOWING AT RADIO TOWER SITE AGREEMENT

Bostelmann reported that the cost for the Highway department to plow the tower site would be about \$10.00. Bostelmann will talk with the camp grounds owner when he returns from North Carolina.

JOB DESCRIPTION MAINTENANCE SUPERVISOR

The committee reviewed the description and made several suggested changes. Bostelmann will get a job description from other counties to compare.

RENTAL 515 GOLD STREET

Lease agreement with Best Friends of South Central Wisconsin: The HHS Board recommended that the P&I Committee give Best Friends of South Central Wisconsin a 60 day notice to move out or pay rent. Bostelmann stated that the agreement with Best Friends requires a 30 day notice.

Dissing told the Committee that Community Alliance wants to rent part of the Gold street office area. They want to rent the area that has been rented to the Christine Ann Center.

The employees of the Christine Ann Center have requested permission to paint the office they just leased. This is okay as long as it is a neutral color.

Motion/second(Helmer/Mueller) to let Bostelmann handle the details with Community Alliance and the Christine Ann Center and that Helmer will help her as needed. Bostelmann will also check on the cost for someone to fix the vacated dentist's area at 515 Gold Street. Motion carried.

TIME CLOCK MAINTENANCE DEPARTMENT

Bostelmann presented prices on several types of time clocks.

Motion/second(Thom/Mueller) to authorize purchasing a time clock for under \$500. Motion carried.

NO PARKING SIGNS BEHIND SHERIFF'S GARAGE

Sheriff Podoll sent a letter explaining the need for no parking signs in the area behind the Sheriff garage.

Motion/second(Helmer/Mueller) to approve putting the no parking signs in the area. Motion carried.

MAINTENANCE REPORT

Simpson stated that he has broken vacuum cleaners and would like approval to purchase one. Simpson explained that the vacuums used are not commercial quality and break quickly. Thom recommended one with a cup dumping unit. Helmer recommended that Simpson look at some vacuums and go ahead and purchase one.

Simpson explained that the coil froze up in one of the Safety building units. He will bring the Committee a quote to put anti freeze in the unit next month.

CLERKS REPORT

The Clerks Report was sent out to the Committee.

Motion/second(Gus/Thom) to recess for 5 minutes. Motion carried..

Meeting called back to order at 6:20

CLOSED SESSION

Move into closed session per ss. 19.85 (1)(g) for employee evaluations.

Motion/second(Mueller/Thom) to go into closed session per ss 19.85(1)(g) for Interviews for Maintenance Custodian position. Roll call vote, 5 ayes and 0 nays, motion carried.

RESUME OPEN SESSION

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

ANNOUNCE FINDINGS OF CLOSED SESSION

Motion/second(Mueller/Helmer) to check references and proceed to the hire Stephen Wienecki and if for any reason Wienecki is not hired that Thomas Berg be considered second. Motion carried.

COMMITTEE DISCUSSION

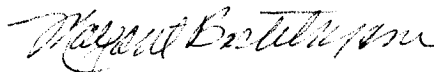
Next meeting dates: Regular meeting on Tuesday, March 4, 2008 at 4:30.

Agenda Items:

ADJOURNMENT

Motion/second(Stoddard/Mueller) to adjourn at 8:10 p.m. Motion carried.

Submitted by,



Marge Bostelmann
County Clerk