

## PROPERTY AND INSURANCE COMMITTEE

January 4, 2007

The meeting of the Property and Insurance Committee was called to order by Chair John Brennan on January 4, 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  
Gene Thom  
Orrin Helmer  
Gus Mueller  
Mike Stoddard

### Also Present:

Marge Bostelmann, County Clerk  
Dan Sondalle, Assistant Corporation Counsel  
Dave Mendleski, Maintenance  
Sheriff Mark Podoll  
Judge McMonigal

Sid Samuel, Curt Berner Curt Schleicher and Tom Jones from the Samuels Group; Paul Brummund, and Eric Lawson from Potter & Lawson; Susan Byrnes, District Court Administrator, and Judge John Storck, District Judge

Vern Ammentorp, Dick Mueller, Art Hartweg, Sue McConnell, Jeff Kiener, Joy Waterbury.

### **AGENDA**

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

**PUBLIC COMMENTS** None

### **MINUTES**

*Motion/second (Helmer/Mueller)* to approve the minutes of December 5, 2006 with a typographical correction. Motion carried.

**APPEARANCES** None

### **CORRESPONDENCE**

Bostelmann read a letter from Sheriff Mark Podoll praising the Maintenance staff for their fine job in the change over of the Sheriff's Department's Office.

### **POTTER LAWSON DOWNTOWN SITE ANALYSIS IN POWERPOINT**

Eric Lawson gave a power point presentation on facility expansion on the current downtown site and presented several proposals of how a county expansion can fit on the downtown site.

Option 1: Planning utilizing space needs as identified for County A site with 124 bed jail, sheriff's department,

two courtrooms and judicial support, clerk of courts, DA, child support, register in probate. This option removes the annex; renovate safety building, constructs new sallyport, booking, patrol car parking, evidence and property storage. Constructing new addition for Jail & Courts, renovates the 3<sup>rd</sup> floor of the original courthouse and relocates Land Conservation Department to 515 Gold Street.

Seventy parking spaces are located under the building and expanding the width of Water street creates an additional 90 parking spots. Eighteen parking spots are located at the corner lot on Hill and Gold Street for a total of 178 spots compared with 185 on County A. The Sheriff's office would be on the ground level, the second floor would be the jail and the third floor would be the Court system. Minimum of 5 additional staff, one position would be needed more than the County A site plan. Total cost \$30, 584,800.

Option 2: A \$20,000,000 plan. Jail on the 2<sup>nd</sup> and 3<sup>rd</sup> floor with a new area for Courts and Judicial office. 10 additional staff (2+ positions). 97 bed facility and reduction of programming necessary. No additional parking only the 18 spaces on Hill and Gold Street.

Sid Samuel stated that the proposal is a very frugal building "a good Chevy" not a "Cadillac". Samuel's will look at the County A site and a reduction for that option to bring it down to \$20,000,000. They will look at all phases on County A.

Discussion was held on financing options.

Ammentorp asked about building for Health & Human Services department first. Judge Storck appeared here on behalf of the 6<sup>th</sup> District Court. He stated that something needs to be done with the security of the Courts soon.

Samuels will reevaluate the costs of the County A site for Phase 1, 2 and 3.

***Motion/second(Thom/Mueller)*** to take a 5 minute break. Motion carried.

Brennan presented information that was requested by Carol Myers questioning how many employees are needed if the facilities are expansion on County A or expansion on the downtown site. The overall response was that the location of most departments did not influence the number of employees except that if the jail is expanded down town additional employees will be needed.

Potter Lawson, Samuels Group, Judge Storck, Nancy Thelen, Jail Inspector will be asked to come to the February meeting to discuss the presentation to the county board in February.

### **BIDS FOR RECONSTRUCTING OFFICES IN THE SAFETY BUILDING**

Sheriff Podoll stated that when the P&I Committee approved the move of the staff, the maintenance department and the Sheriff reviewed the project and determined that they could built the wall. The total cost of the materials was \$221.

***Motion/second(Helmer/Thom)*** that the Maintenance department finish the project with the materials that have been purchased. Motion carried.

**FARM BUREAU BUILDING REPAIRS** No discussion.

**AIR QUALITY SAFETY BUILDING**

Helmer presented a letter from Ashley Rondorf, Environmental Health Specialist. Who evaluated the air quality in the Green Lake County safety building and the HHS building. Mendleski has contacted Bill Freeman from EMC and told him the County wants more testing done. Mendleski, EMC, Munsey and Rondorf will meet to discuss the problem and what testing should be done.

**HANDICAPPED PARKING SIGN ON HILL STREET**

Podoll met with the Public Works Director of the City. They looked at the handicapped signs in front and determined the signs in front will be made bigger and additional signage will be added behind the Safety building directing people to the handicapped parking spots.  
*Motion/second(Helmer/Mueller)* to approve ordering the larger signs and adding additional signage. Motion carried.

**SECURITY BUTTON SYSTEM AT HHS BUILDING**

A proposal was presented for a wireless security button system at Health & Human Services. The following proposals were presented:  
4 buttons - \$4,636.00  
10 buttons - \$6,065.00  
20 buttons - \$7,980.00  
35 buttons - \$10,355.00

HHS management felt the 20 button system would be sufficient for the building. Mendleski suggested that the 35 buttons be purchased for future development. Judge McMonigal suggested that a map of HHS should be developed showing where buttons should be located. Podoll will work with HHS Management to determine the number of buttons needed.

**PURCHASE REQUESTS**

**Sheriff's Office**

Audio/Video Equipment for Interview Room	Harkcom	\$4,903.14 – recommended
	Accurate Controls	\$7,000.00
2 Light bars for squad	Havey	\$949 ea. – recommended
	Gall's	\$1050.00
Arrowstik Controls for Light bar	Havey	\$979 ea. – recommended
	Gall's	\$1050.00

*Motion/second(Thom/Stoddard)* to approve the purchases request as approved and recommended by the Governing committee. Motion carried.

**REQUEST FOR OFFICE SPACE – Best Friends of So. Central Wisconsin**

Bostelmann presented a letter requesting office space for Best Friends of South Central Wisconsin. Discussion was held on the cost to the county to heat and cool the building. Bostelmann will ask if the building not being handicapped accessible is a problem.

*Motion/second(Helmer/Thom)* to approve the use of the building if handicapped accessibility is not a

problem and have Sondalle draft a lease with a termination clause of a 30 day notice. Motion carried.

**USE OF COUNTY PROPERTY** – No requests.

**AMEND FEBRUARY 7, 2006 MINUTES**

Bostelmann explained that Rowland Randall requested the minutes be amended as they relate to the letter he presented. Bostelmann presented an amendment to the minutes that Randall agrees accurately explains the letter.

*Motion/second(Thom/Mueller) to amend the minutes. Motion carried.*

**RESOLUTIONS/ORDINANCES** None

**VOUCHERS**

Vouchers were presented for Maintenance in the amount of \$28.60 for 2007 and \$7,902.95 for 2006 and for the Purchasing in the amount of \$1,324.00 for 2007 and \$10,623.61 for 2006.

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

**MAINTENANCE REPORT**

Fire Inspections: The fire inspectors were here to inspect the property. There were no problems in the Courthouse. The safety building just needs to have one fire extinguisher hung. The fire extinguishers at Gold Street need to be checked.

Damper System: The new damper system has been installed on the third floor of the old Courthouse for the courtroom, clerk of courts, child support, jury room, meeting rooms and law library.

HHS Heating problems: There is trouble at the HHS building with controlling the heating. Brewer found a couple of bad controls and have ordered the parts to have it fixed.

**CLERKS REPORT**

Jeff Hoffman from UWEX has requested permission to have the maintenance employees hang display cases in the Demo Room.

*Motion/second(Thom/Stoddard) to install the display cases. Motion carried.*

County Position Bond: Bostelmann requested permission to increase the position bond coverage of the County Treasurer to \$500,000 to comply with State Statues. She also asked permission to remove the IT Director from the position bond because his position is covered under the county's employee blanket bond. The net difference in coverage is \$771.00

*Motion/second(Thom/Helmer) to approve the changes in the position bond coverage to comply with the state law. Motion carried.*

New Lock/Key System: The locks on the doors have been changed and Bostelmann has issued keys to fewer people. Everyone who gets a key will sign an security agreement with the key number and the understanding that they are responsible for the key. Bostelmann presented the agreement.

*Motion/second(Stoddard/Muller) to approve the agreement. Motion carried.*

Loss Control Minutes: Enclosed are the minutes from the last loss control meeting.

**CLOSED SESSION**

Move into closed session per ss. 19.85 (1)(c) to review employee evaluations.

*Motion/second(Stoddard/Mueller)* to go into closed session per ss 19.85(1)(c) to review employee evaluations.  
Roll call vote, 5 ayes and 0 nays, motion carried.

The Committee will evaluate the Maintenance Supervisor at the next meeting.

**OPEN SESSION**

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

**COMMITTEE DISCUSSION**

**Next meeting dates:** Regular meeting on February 6, 2006 at 4:30 PM

**Future Agenda Items:** Air Quality, Button system at HHS, Handicapped parking signs. Potter Lawson, Samuels Group, Judge Storck and Nancy Thelen will be asked to attend to discuss the Lang Range Plan for County Facilities

**ADJOURNMENT**

*Motion/second(Stoddard/Mueller)* to adjourn at 7:35 PM. Motion carried.

Submitted by,

Marge Bostelmann  
County Clerk