

**PROPERTY AND INSURANCE COMMITTEE**  
**July 1, 2008**

The meeting of the Property and Insurance Committee was called to order by Chair Gene Thom on Tuesday, July 1, 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:       Mike Stoddard  
                  Orrin Helmer  
                  Gene Thom  
                  Gus Mueller  
                  Gene Schroeder

Also Present:  
              Marge Bostelmann, County Clerk  
              Jeff Haase, Assistant Corporation Counsel  
              John Simpson, Contract Maintenance Supervisor  
              Mark Podoll, Sheriff

Others Present: Vern Ammentorp, Dick Mueller, Dan Priske Mike Timm and Paul Wagner

**AGENDA**

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

**MINUTES**

*Motion/second (Mueller/Schroeder)* to approve the minutes of June 3, 2008 deleting the word "dirty" describing the filters under "Mold in Safety Building" and June 10, 2008 as presented. Motion carried.

**CORRESPONDENCE** None

**PUBLIC COMMENT** None

**APPEARANCES** None

**DISCUSSION ON LONG RANGE PLAN**

Bostelmann gave the members copies of the meeting notes between the construction manager, architect and department heads.

Schroeder also stated that the Finance Committee is not in favor of the expanded foot print at the additional costs. Finance felt there was wasted space with the larger hallway. Mueller stated that there has not been any additional discussion on having the basement under the HHS portion of the building. He also stated that IT needs to be housed at the new building. Schroeder stated that his constituents are not in favor of a project greater than \$24 million. Finance will need to introduce a resolution to hire the PFM group.

## **MAINTENANCE REPORT**

Simpson report was sent to the committee in advance. EMC has been pretty busy with the recent flood conditions. He stated they sent the raw numbers from their monitoring. The analysis will come at a later date. EMC recommended waiting to do an analysis at HHS until the air exchange is put in.

The security cameras do not work because the DVR is broken. The cost of a new DVR is \$850.

*Motion/second(Schroeder/Stoddard)* to replace the DVR from Accurate Controls for \$850.  
Motion carried.

The HHS board room air exchange will be installed the second or third week in July.

The HHS storage building has been flooded twice because of the rains. Simpson proposes that a ditch or swale be dug on the side so the water runs away and to repair the gutters. Bids will be brought back next month for this work.

Highway Shop 2 needs an electrical upgrading in the building.

*Motion/second(Schroeder/Stoddard)* to approve the electric upgraded to be done by staff.  
Motion carried.

New Maintenance shirts with collars are being looked at and also sweatshirts for winter. A proposal will be brought back next month.

## **EXTENSION OF MAINTENANCE MANAGEMENT SERVICE CONTRACT**

Simpson presented information on why his contract should be extended. The County is currently looking for a maintenance supervisor. Simpson stated that with his current contract to work, he is down to 2 days a week for the rest of the contract period because of the extra hours he had to put in this winter and spring.

## **USE OF COUNTY PROPERTY**

Bostelmann presented a letter from Kathryn Bylenga, from Ripon College in charge of student activities and orientation. She is requesting permission to set up a sound system at Margaret Dodge Memorial Park for the annual picnic for new students to be held on August 25<sup>th</sup>.

*Motion/second(Helmer/Stoddard)* to approve the use of they sound system at Margaret Dodge Memorial Park on August 25<sup>th</sup> for the annual new student picnic for Ripon College. Motion carried.

## **MOLD IN SAFETY BUILDING AND HHS**

Discussed under Maintenance Report.

## **AMENDMENT PROPOSAL FOR RADIO TOWER SITE EASEMENT AGREEMENT**

Bostelmann presented a proposed amendment to the current agreement regarding the radio tower

site. Rick Pierce, owner of the property is proposing:

1. Green Lake County to plow from St. Rd 23 to tower as there will be no one at the campground during winter.
2. Green Lake County to repair two cuts in blacktop. Green Lake Campground will pay 50% of costs. After repair, Green Lake Campground will assume all future maintenance responsibility for driveway.
3. Green Lake County to continue insurance on tower.

*Motion/second(Schroeder/Mueller)* to have Attorney Haase draft the agreement and find out the cost of the repair on the driveway and bring it back to the next meeting. Motion carried.

Bostelmann will contact Commissioner Bob Podgorski regarding a cost to repair the driveway.

**RESOLUTIONS/ORDINANCES** None

**PURCHASE REQUESTS**

**Law Enforcement**

Cargo Carrier	Rennert's	\$3,350 – recommended
	Truck Vault	\$3,706

*Motion/second(Helmer/Schroeder)* to approve the purchases as requested and recommended by the Governing Committee. Motion carried.

**MONTHLY VOUCHERS**

Vouchers were presented for Maintenance in the amount of \$20,712.83 and for Purchasing in the amount of \$117,987.83 which includes \$77,159.32 for Potter Lawson and \$24,000 for Samuels Group.

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

**CLERKS REPORT**

Bostelmann stated that she has priced some bike racks. Bostelmann would like the Committee to determine if the racks should be flange mount or below grade mount. Bostelmann also asked if the Committee had a recommendation for where the rack should go at the Courthouse and HHS. The Committee recommended that bike rack go behind the annex and against the safety building where the fuel tank used to be. Linda Van Ness will be consulted on where the rack should be at HHS.

The Loss Committee Notes were sent to the Committee.

**CLOSED SESSION**

Move into closed session per ss. 19.85 (1) (c) for personnel matters, employee evaluations and discuss Maintenance Employee Evaluation with employee and manager at 5:30 pm.

*Motion/second(Helmer/Mueller)* to go into closed session per ss 19.85(1)(c) for employee

evaluations and discuss Maintenance Employee Evaluation with employee and manager. Roll call vote, 5 ayes and 0 nays, motion carried.

**RESUME OPEN SESSION**

*Motion/second(Schroeder/Mueller)* to resume open session at 5:30 pm. Roll call vote, 5 ayes and 0 nays, motion carried

**ANNOUNCE FINDINGS OF CLOSED SESSION**

*Motion/second(Helmer/Schroeder)* to accept the evaluation for Paul Wagner and send to his personnel file. Motion carried.

**COMMITTEE DISCUSSION**

**Next meeting dates:** Special meeting July 2<sup>nd</sup> regarding long range plan and July 15<sup>th</sup> at 4:30 for interviews. Regular meeting on Tuesday, August 5, 2008 at 4:30.

**Agenda Items:**

**ADJOURNMENT**

*Motion/second(Stoddard/Mueller)* to adjourn at 5:50 p.m. Motion carried.

Submitted by,



Marge Bostelmann

County Clerk