

## PROPERTY AND INSURANCE COMMITTEE

June 3, 2008

The meeting of the Property and Insurance Committee was called to order by Chair Gene Thom on Tuesday, June 3, 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 and Lori Evans, Administrative Assistant  
Paul Brummund of Potter Lawson  
Kurt Berner, Samuels Group  
Winn Collins, DA  
Judge McMonigal  
Linda Van Ness, HHS Director

Others Present: Terry Mulville, Vern Ammentorp, Frank Wertz, Lauree Renaud, Al Shute, Paul Wagner, Mike Timm, Mark Slate, Henri Conti, Missy Zamzow

### AGENDA

*Motion/second (Stoddard/Mueller)* to approve the agenda adding approval of the May 14<sup>th</sup> minutes. Motion carried.

### MINUTES

*Motion/second (Schroeder/Helmer)* to approve the minutes of May 6 and May 14, 2008 as presented. Motion carried.

CORRESPONDENCE None

### PUBLIC COMMENT

Terry Mulville owner of Sunny Solutions, LLC., a renewable energy business for residential and commercial building, would like to work with the Committee on a feasibility study for the building and provide an analysis of how solar energy can benefit the project.

### APPEARANCES

Mark Slate would like to see an emergency weather siren at Margaret Dodge Memorial Park. He is willing to raise money from the towns, sanitary district, and residents in the area of the park. However, before he tries to raise any money he wants to know if the County is open to

allowing the siren to be placed in the park and also willing to pay for the electricity.

Helmer questioned if the siren would need to be hooked to a private line. Gary Podoll stated that it could be set up to go off by a pager.

Slate will be working to get the money and report back to the Committee with cost and obligation to the County. This will be put on the agenda for action when more information is available.

### **OPEN BIDS FOR TOPOGRAPHICAL SURVEYING AT CTH A PROPERTY.**

Proposals were received from Vierbicher, Arnold & O'Sheridan and Point of Beginning, (POB). Kurt Berner explained each proposal. He explained the differences of the proposals and recommends that the topographical survey be done first and then the wetland delineation. Berner recommends that the bid be awarded to POB (Point of Beginning, Inc.) for \$2,900.

*Motion/second(Schroeder/Stoddard)* to award the bid to POB, Inc. Motion carried.

### **DISCUSSION ON LONG RANGE PLAN**

#### **Paul Brummund and Eric Lawson of Potter Lawson and Kurt Berner of Samuels Group**

Kurt Berner - The soil borings have been completed and no rock was found. The soil reports will be coming this week.

A project review was presented updating the committee on what has taken place since October 17, 2006 to the present time. Major issues identified by county departments relating to the schematic design plans were presented.

Judge McMonigal addressed his concerns with the reduction of space to accommodate the budget and thereby not meeting the original need of space, security and ADA concerns. He stated that a point has been reached when the committee and board must make some hard decisions. The Judge outlined the need for a larger hallway, 2 additional conference rooms, a family court hearing room, a public defender's office, corporation counsel offices, a jury room that will double as a family court hearing room, larger restrooms, a staff break room, a court security office, adequate storage space, and additional space for storage. He also stated the site plan would have speeding squad cars driving through the parking lot. He also stated that the Clerk of Court is worried about having adequate space at work stations.

Discussion was held on the placement of IT offices and the Veterans Service office.

*Motion/second(Schroeder/Helmer)* to approve the additional square footage on the building upstairs and downstairs to widen the hall way and increase the courtrooms. Motion carried, 5 ayes no nays.

*Motion/second(Helmer/Stoddard)* to approve the addition of 4000 square feet for the IT department and the Veteran Service Office downstairs and the hearing room and office suites for public defender, corporation counsel, family court commissioner, family mediation upstairs. Roll call vote, motion carried, 5 ayes, 0 nays.

The site and future additions to the site were discussed.

*Motion/second(Schroeder/Mueller)* to approve the site plan as presented with alternate cost to the

north and west for a driveway. Roll call vote, motion carried, 5 ayes, 0 nays.

### **MAINTENANCE REPORT**

Simpson report was sent to the committee in advance.

Gold Street carpet costs:

Kings Floor Covering                      \$2158

Surface & Surroundings                      \$2115

Kutz Home Improvements                      \$2347

A gray color will be picked.

*Motion/second(Helmer/Schroeder)* to approve the low bid from Surface and Surroundings.  
Motion carried.

*Motion/second(Stoddard/Schroeder)* to recess for 5 minutes

### **EXTENSION OF MAINTENANCE MANAGEMENT SERICE CONTRACT**

This will be discussed next month.

### **PURCHASE BIKE RACKS AT COUNTY FACILITIES**

The City of Green Lake ad hoc committee would like to see all bike racks purchased for public use to be uniform throughout the city. The ad hoc committee is recommending a wave type stand. Discussion was held on the needs for employees and county customers.

*Motion/second(Helmer/Mueller)* to approve the purchase of two bike racks for 5 bikes, one for HHS and one for the Courthouse with the style recommended by the city. Motion carried.

Bostelmann will get bids for the racks and the lowest bid will be taken.

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

Simpson explained that there is no air exchange in the HHS board room. He presented a proposal to add a fresh air intake with a filter box, an exhaust pipe, and two hoods for the exterior of the building included. The cost is \$1860 from Brewer. Simpson will get a second bid for the project.

*Motion/second(Helmer/Schroeder)* to approve the project at the lowest bid not to exceed \$1860.  
Motion carried.

A proposal from EMC was presented. Simpson stated that the exhaust fan is working in the sheriff's office in the boiler room. He also showed the dirty filters from the sheriff's office which showed minimal dirt.

Freeman, of EMC, asked about testing for carbon monoxide and carbon dioxide. Mark Podoll would like a copy of the information from EMC. He asked about the test kits and Simpson stated they have not been received yet. Podoll also stated that the boiler room mold has not been cleaned up yet. Simpson said the he could not smell mold and that everything is dry in there.

Thom suggested that a piece of the insulation on the pipe be sent into EMC. Simpson stated that this will be done tomorrow. Simpson will also get quotes to clean it up if necessary.

**SIGNS IN PARKING LOT**

Discussion was held on the cost for signs to be placed in the parking lot saying “official courthouse parking only. Bostelmann suggested that a letter from the Sheriff be put on the cars that do not belong in the parking lot to see if this will help. If it does not help then the county can put up the signs.

**MAINTENANCE SUPERVISOR JOB DESCRIPTION**

A revised job description was presented. Discussion was held.

*Motion/second(Stoddard/Mueller)* to approve the revised job description and send it on to the Personnel Committee for approval.

*Motion/second(Schroeder/Mueller)* to post the maintenance supervisors position internally and Thom and Bostelmann will review any application for qualifications. Motion carried.

**USE OF COUNTY PROPERTY**

A request from the Green Lake Student council requesting permission to use the highway grounds on September 29<sup>th</sup> for the homecoming bon fire and the use of the barns on Friday, October 3<sup>rd</sup> to build floats if it rains that day.

*Motion/second(Stoddard/Mueller)* to approve the use of the highway grounds for the Green Lake High School homecoming bon fire and building floats if it rains and recommend approval to the Highway Committee. Motion carried.

**RESOLUTIONS/ORDINANCES** None

**PURCHASE REQUESTS**

**Law Enforcement**

Touch screen monitor	Harkcom	\$907.95
	Delivered & Installed – Sole Vender	
Lightbar package for squad – Federal	Havey	\$3,288.00 – recommended
	Rennert’s	\$4,551.78

*Motion/second(Stoddard/Helmer)* 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 \$45,532.89 and for Purchasing in the amount of \$113,137.65, which includes \$50,102.76 for Potter Lawson.

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

**CLERKS REPORT**

**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 8:00 pm.

*Motion/second(Helmer/Schroeder)* 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(Helmer/Schroeder)* to resume open session at 9:10. Roll call vote, 5 ayes and 0 nays, motion carried

**ANNOUNCE FINDINGS OF CLOSED SESSION**

The evaluation was discussed and will be resubmitted next month

**COMMITTEE DISCUSSION**


**Next meeting dates:** Regular meeting on Tuesday, July 1, 2008 at 4:30.

**Agenda Items:** Extension of maintenance contract.

**ADJOURNMENT**

*Motion/second(Stoddard/Mueller)* to adjourn at 9:35 p.m. Motion carried.

Submitted by,



Marge Bostelmann

County Clerk