

PROPERTY AND INSURANCE COMMITTEE

June 5, 2007

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

Also Present:

Marge Bostelmann, County Clerk
John Selsing, Corporation Counsel
John Simpson, Contract Maintenance Supervisor
Kurt Berner, Curt Schleicher of Samuel's Group

County Board Supervisors: Elden Dallman, Orville Biesenthal, Bob Krause, Vern Ammentorp, Gene Schroeder, Dan Priske, Margaret Hollander, Sue McConnell, Joanne Guden, Wallace Williams

AGENDA

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

MINUTES

Motion/second (Thom/Mueller) to approve the minutes of May 1, 2007 and May 15, 2007 as presented. Motion carried.

OPEN BIDS FOR HWY SHOP I DOORS

Ripon Electric:	\$2197.00 electric only
Interstate Sawing	\$780 each for doors only \$3900. sawing only
MPB Builders	\$34,377.00 general contractor except cleanup
MPB Builders	\$6677.00 framing only
Modern Overhead Door	\$19,085. doors only

The bids will be reviewed by John Simpson and approved by the Committee at a special P&I committee meeting.

CORRESPONDENCE None

APPEARANCES

- Samuels Group – Evaluation of Potter Lawson plan: Kurt Berner and Curt Schleicher presented information regarding the task they were given to evaluate the square footage proposed by Potter Lawson for the Courthouse project. They reviewed the Supreme Court guidelines and information on the state jail codes. They compared the Green Lake facility to other county facilities. Reduction of Square footages was proposed in the courts and jail. Total proposed reduction is 4,220. Berner

presented points of agreement: jail need to be expanded, HHS needs to be expanded and security needs to be addressed. Berner also explained the amount of money spent on space needs study and the construction year-over-year increases for delay of a project. He suggests that the County prioritize needs, make a decision on a location, establish design committee from both sides of County Board, agree to give and take, allow the design team to complete their job, bid project, start construction. Reduction can equal \$1-2 million with \$3,000,000 for remodeling Safety Building for HHS.

John Brennan thanked Kurt for the presentation.

Brennan asked if the jail is reduced from 124 beds to 100 beds what is the reduction in square feet – Berner stated approximately 2000.

Helmer asked if Samuel's would be willing to be a part of the committee if a committee was appointed and Berner said yes.

PUBLIC COMMENTS:

Dan Priske stated that the location is a key factor because it will impact the cost.

Tom Dettwiler - City of Green Lake: Discouraged with the lack of democracy. He stated that the designs are for the County A site and questions if there is a design team for the downtown site. Berner stated that a design team did project the square footage in the down town.

Vern Ammentorp: questioned \$8,000,000 cost for the HHS Building for only 29,000 square feet. Berner explained that the \$8,000,000 was the cost for a two story building with one floor shelled in for future departmental use at a later date.

Sydney Rouse, Loss Creek Road Town of Brooklyn: clarified that Berner suggested that the HHS department should move into the safety building. She recommends that 1-2 citizens be included on the Committee with the County Board Supervisors.

Art Hartweg – Town of Princeton: wanted to state that this project is very biased. We can not afford to vacate down town, and tax payers do not want it. This should be defeated.

Jerome Hansen – Town of Princeton: Is it prudent to have only one bid? We don't want rental units in our jail system.

Tom Gneweuch – Town of Brooklyn: He distributed population projections to 2030. He questions how the County can expand with no growth. He believes that the down town remodeling can be remodeled to accommodate the population increase.

Dick Mueller – Town of Green Lake: Questions why a construction manager is qualified to make this requirement study. Questioned why there is a 29,000 square foot increase in need since 2003. Believe PTD is the best architect to review the project. The decision on location has been made to stay downtown. It is an excellent idea to bring a committee together. Believe Samuels Group is bias.

Margaret Schultz - City of Green Lake: Has no confidence in the committee to make a decision and believe a bi-partisan position is good. She drives by the land on A and says no one was brought in to give advice; it is the worst piece of property on A.

Dave Brenner owns property in Town of Princeton. The project is too expensive for the population. Easy to spend someone else's money.

Dick Wilkinson - Town of Princeton: Need to spend what we can afford. Explained the interest costs on borrowing. Explained it is important to keep the Courthouse downtown.

Wyndham Gary - Town of Green Lake: The needs survey is bogus. Do not need two jury courtrooms. The total jury costs were \$1,000 last year. He stated that the cost of jail space in other Counties is \$44/night which is less that it cost to run the Green Lake Jail.

Vern Ammentorp asked Judge Storck to make a comment

Judge Storck is the chief judge over the 11 counties in the 6th district. He explained that you can not afford to do nothing. Where you build is not important. You can not wait until after a major incident. Family court is a security problem. You have to address security and ADA. Green Lake has 2 courtrooms now and you need two courtrooms, you have one judge but you also have family court commissioners, visiting judges and other court commissioners that use the Courtrooms. He tried a 5 day malpractice jury trial here in Green Lake last year. What ever you do; do it right.

Sydney Rouse asked if any consideration has been given to tearing down the jail and starting over.

Tom Gnewuch – Town of Brooklyn: stated that as a disabled person he has seen designs for elevators in this courthouse and hallways.

Sheriff Podoll stated that currently Green Lake has 61 prisoners now, 32 are housed in Green Lake. He explained that the cost of the jail is divided by the number of prisoners held, if we held more prisoners the cost would be less. He also explained that the population may not be increasing but it is changing and more people are committing crime.

LONG RANGE PLAN

Discussion and Action on Future Long Range Plan: Brennan stated that he likes the idea of sub-committee. Thom suggested that this be discussed at the June 18th meeting.

USE OF COUNTY PROPERTY

- Sound System Dodge Memorial Park:

Motion/second(Stoddard/Mueller) to approve the use of the sound system. Motion carried.

- 4-H Horse Project Members:

Motion/second(Stoddard/Mueller) to approve if okay with the Highway Department. Motion carried.

FARM BUREAU BUILDING UPGRADE

A drawing was sent to the Committee. Merlyn Soda showed some pictures to build a retaining wall. They hope to avoid putting the gutters on the building. If necessary the drain pipes would be put in next year. *Motion/second(Thom/Mueller)* to approve the retaining wall at this time and if the drain is necessary, they come back to the Committee for approval.

HIGHWAY PROPERTY K = THOMAS MILLS PROPERTY

Jon Wilsnak appeared to explain that when Mills purchased the property the right of way was there. Wilsnak is proposing that the right of way be abandoned and returned to Mills. The Ayres survey was presented. Gelhar received \$1000 for the property from the County in 1974. Selsing suggested a minimum bid. *Motion/second(Thom/Mueller)* to sell the property on open bid with a minimum bid equal to the expenses. Motion carried.

RADIO TOWER AREA

- Fencing: Selsing recommends that the County put the fence around the tower site. The Committee discussed the height of the fence and the guy wire. The Committee would rather have the fencing be more than 10 feet to accommodate the height of the guy wire. Shute and Simpson will review the area and make a recommendation to the Committee. Simpson recommends a gate that is the size of the pickup so a truck can be driven up to the building. Bid specification will be presented next month.
- Removal of small concrete building. Two bids were received, one from Egbert for \$720 and one From

Kinas Excavating for \$1650.

Motion/second(Mueller/Thom) to approve Egbert's bid for \$720. Motion carried. Egbert will be asked to complete the job within 60 days.

PROPOSED CHANGE TO FISH REARING PONDS

The Sanitary District is requesting that the agreement be amended relating to the right of first refusal. *Motion/second(Stoddard/Thom)* not to accept the amendment.. Four ayes, 1 abstention (Mueller), Motion carried

RESOLUTIONS/ORDINANCES

- Relating to Local Government Property Insurance Fund. The LGPIF is updating their records and is requesting the updated resolution be submitted.

Motion/second(Helmer/Mueller) to approve the resolution and send it on to the June County Board. Motion carried.

PURCHASE REQUESTS

IT

Printer	Technology Resource Advisor	\$5383.00
	Office Max	\$5349.35 – recommended

Motion/second(Helmer/Thom) to approve the purchases request. Motion carried.

VOUCHERS

Vouchers were presented for Maintenance in the amount of \$8,340.48 and for Purchasing in the amount of \$ 10,017.53.

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

MAINTENANCE REPORT

Simpson stated that he has put in a lot of hours and asked if the County could review his contract to increase his hours by 10 to 12 hours per week. This will be discussed by the Committee.

Power Washer: The power washer has been broken for quite awhile. The Highway department has a very large washer that is on a truck and a smaller unit that is owned by the State of Wisconsin that is used at the Wayside on Highway 73. This washer will be used for cleaning the rest room at the parks and cleaning other county buildings to name of few.

Motion/second(Thom/Stoddard) to approve the purchase of a power washer for \$499.00 from Kitz Pfeil. Motion carried.

Safety Building: The Maintenance Department employees have turned off all the boilers in the safety building, the steam humidifiers and we turn on the chiller only when needed. The fire alarms in the cells have been cleaned. This cleaning has reduced the number of time the fire alarm goes off when inmates take showers. D block is the only problem now and we will be checking that next Tuesday, June 5th. The problem continues and is getting worse. Legacy will be coming in on Thursday to address the issue. He stated that he needs to find a list of the devises and a manual on how to work on the system. The committee agreed that this has to be done. All the intake vents have been cleaned. The three exhaust fans on the outside wall heading west have been

marked, with two of them needing replacement. The third one we can't yet find where it goes. The bubbler in lower level I broken and we have bids to purchase a new one. We fixed the exhaust fan for the kitchen dishwasher. The water softener in the jail boiler room is being rebuilt on June 5th. This will help with several problems including reducing the need to replace water valves because of lime build up. The kitchen is especially bad with lime build up.

Courthouse: Brewer has checked all the air conditioning units for the season. The units are now labeled and all information about the units is written down. Brewer is finishing up today. They found two exhaust fans over the little courtroom with motors that were broken and not running. Brewer found a double damper in the 3rd floor Child Support air conditioning system and took one out and it now works fine. Found one air conditioner that was broken above the rear covered entrance to the building that did not work and does not do anything and it will be removed. Simpson stated that he would like to have the 3rd floor air-conditioning work finished so that it will work properly.

Motion/second(Helmer/Stoddard) to approve Brewer continuing the work on the controls for the 3rd floor air conditioning system. Motion carried.

The backup for the IT air conditioner is broken and needs to be replaced \$3392 installed.

Motion/second(Thom/Mueller) to replace the back-up air conditioner for IT for \$3392 from Brewer. Motion carried.

Simpson presented a quote of \$1,986 to address the air conditioning and heat in the Human Resources, Treasurer, Maintenance and Purchasing departments.

Motion/second(Stoddard/Thom) to approve the repair. Motion carried.

Human Services: Maintenance staff has replaced two bathroom fans at HHS. List of the required repairs needed has been supplied by Karen Davis. Air conditioners have been checked and labeled the same as the Courthouse. All information is now recorded. The crew has started working on the safety doors so they will be adjusted to open and close properly. The new sign has been installed.

Ongoing work: Maintenance staff is continuing to work on Standard Operating Procedures (SOP) for all procedures done by the maintenance department. These SOPs will probably number at least 150. Inventory lists are being created for all supplies in the vault with complete descriptions, min/max and order quantity.

Staff training on the following things: A) how to treat the customer, B) how to respond to a need, C) how to do the job correctly, D) how to follow up, E) how to start the SOP.

Simpson is involved in the door project at Highway, and is coordinating the project with Steve Westpfahl.

Hours: To date Simpson has worked 197.5 hours since April 23rd. He has about 190 hours left for the next six weeks. This is about 32 hours per week. Things are going well, but the limited time will slow the process. Simpson was faced with quite a few crisis the first few weeks that he was here which caused me to use more hours than I expected. Simpson is willing to work more hours daily but that would require a change in the contract. If the Committee feels this is necessary we can discuss it.

Simpson also stated that he needs the additional help to replace Dennis Rowen's position while he is sick.

Motion/second(Thom/Mueller) to purchase a water cooler for the safety building from Quinn Plumbing and Heating and fire alarms as needed. Motion carried.

Bostelmann will give Simpson and the Committee the accounting definition of line items in the maintenance budget.

Motion/second(Stoddard/Thom) to recess for 5 minutes from 7:00 to 7:05. Motion carried.

CLERKS REPORT

Bostelmann presented the 2007 Department Premium Allocations Premium Summary from Aegis Corporation.

COMMITTEE DISCUSSION

Discussion was held on the contract hours for John Simpson.

Next meeting dates: Regular meeting on July 3, 2007

Agenda Items: Maintenance Contract with Simpson

ADJOURNMENT

Motion/second(Stoddard/Mueller) to adjourn at 7:55 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk