

PROPERTY AND INSURANCE COMMITTEE

May 1, 2007

The meeting of the Property and Insurance Committee was called to order by Chair John Brennan on May 1, 2007 at 4:00 PM at the radio tower site on Highway 23 to evaluate the area needing to be fenced and evaluate the buildings at the tower site and reconvened 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 (4:30)
Gus Mueller
Mike Stoddard

Also Present:

Marge Bostelmann, County Clerk
Al Shute, Director of Planning and Zoning
Sheriff Mark Podoll
John Simpson, Contract Maintenance Supervisor

County Board Supervisors: Vern Ammentorp, Dan Priske, and Elden Dallman.

AGENDA

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

PUBLIC COMMENTS

Sandy Cwik City of Green Lake stated that in private business, budgets and accounting is important and believes it should be important for the County also. She stated that a study needs to be done, not a wish list and that the project needs to be done within a budget of \$20,000,000. This committee is shunning their responsibilities by not visiting Vilas County and listening to PTD.

For the record she disagrees with Dennis Galatowitsch that the public does not understand this issue and a referendum may be a good idea.

Supervisor Ammentorp asked why the agenda for this meeting was not in the newspaper.

MINUTES

Motion/second (Stoddard/Thom) to approve the minutes of April 3, 2007 correcting that Orrin Helmer called the meeting to order. Motion carried.

CORRESPONDENCE

Bostelmann read a letter from Jon Wilsnack requesting that the County quit claim the strip of right-of-way along County Road K and the Tom Mill farm to Mr. Miller.

APPEARANCES

Green Lake Farm Bureau Members regarding Farm Bureau building upgrade: Arden Patchett stated that the foundation of the Farm Bureau building, located on the Highway grounds is separating from the floor and they want to put a bracing wall up to hold the wall and repair the separation. He also stated that the City gave them a permit to install gutters and downspouts toward Hill Street. They may not put in the gutters at this

time to see how the repair works. The drainage pipe would be underground. Helmer stated that the property where the underground drain pipe would be installed County property and the city can not give a permit to dig in someone else's property. He stated that until the Committee sees the plan it is hard to give permission. **Motion/second(Helmer/Mueller)** to require that a copy of the plans be presented to the Property and Insurance Committee before approval of the project can be considered by the County. Motion carried.

Sheriff Podoll expressed his thanks to John Simpson, Interim Maintenance Supervisor for all the work he has done in the week since he has started.

FENCING RADIO TOWER AREA

Shute explained that fencing is a condition of the conditional use plan. It was determined the small block building and the telephone pole with the old antenna that are no longer used will need to be removed. Helmer asked Shute how high the fence must be along the guy wires. Shute explained that the fence needs to be 10 feet in diameter around the structure and six feet high and that the land owner is responsible for the fencing. Discussion was held on whose responsibility it is to fence the tower site.

Motion/second(Helmer/Thom) to refer this to Assistant Corporation Counsel to review and determine who is responsible for the construction of the fence and ownership of the tower site. Motion carried.

LONG RANGE PLAN

Bostelmann read an email from Kurt Berner of the Samuel's Group stating that he will make a presentation at the next P&I Committee meeting of their findings of space reduction in preparation for a presentation at the June County Board meeting.

Ammentorp and Priske stated that the County needs to have PTD's design to compare their design with the Potter Lawson design.

REP FOR DEVELOPMENT OF DOWNTOWN COURTHOUSE SITE

Bostelmann presented one draft of request for proposal and one draft request for qualifications. Helmer stated that these requests have to be worded in a way that the building many never be available. Bostelmann explained that she has contacted Bill Wheeler, Tri-county Economic Development Director regarding assistance for investigating the feasibility of developing the downtown site. She also stated that Bill Wheeler is willing to work with the County as needed.

Bostelmann will ask Wheeler for input on this and invite him to the July P&I meeting.

STREET RIGHT-OF-WAY ACQUISITION AT THE NORTHEAST CORNER OF CTH E AND N. HUNTER ROAD No discussion

VEHICLE IMPOUND AREA No discussion

CITY REQUIREMENT FOR HIGHWAY SHOP 1 DOORS

A plan and cost was presented to the Committee to install 5 new doors at Highway Shop I. The estimated cost of the 5 doors is just under \$40,000. The project will need to be bid in the newspaper.

Motion/second(Mueller/Stoddard) to have the project bid with bids to be opened at the June meeting. Motion carried.

USE OF COUNTY PROPERTY – No requests.

RESOLUTIONS/ORDINANCES None

RECYCLING OLD EQUIPMENT - IT

A list of items to be recycled was given to the committee. Helmer stated that the IT Committee has not reviewed this yet.

Motion/second(Thom/Mueller) to approve the list pending approval by the IT Committee. Motion carried, 4 ayes, 1 nay (Helmer).

PURCHASE REQUESTS

Law enforcement

3 Code 3 lights for Squad	Havey	\$949.00 – recommended
	Rennert’s	\$1,023.00

Helmer stated that the new LED lights use 21 amps compared to 55 amps for the old lights.

2 Radar Units	Decatur	\$1,276.98
	Midwest	\$1,260.00– recommended

Maintenance - Wiring

Maintenance Department	Ripon electric	\$916.00
Computer drops	EESI – Berlin	\$598.00

Small and large courtrooms.	Ripon electric	\$1507 (estimate, will bill time and material)
Expand video conferencing	EESI – Berlin	\$1693 (includes all labor and material required)

Bill Hutchison recommends EESI for the cabling.

Motion/second(Stoddard/Thom) to approve the purchases requests as approved and recommended by the Governing Committee and the wiring from EESI of Berlin. Motion carried.

VOUCHERS

Vouchers were presented for Maintenance in the amount of \$19,626.18 and for Purchasing in the amount of \$ 6,720.00

Motion/second(Thom/Stoddard) to approve the Maintenance and Purchasing vouchers as presented with the exception of Ayres until the survey is delivered. Motion carried.

MAINTENANCE REPORT

John Simpson stated that he started last Monday, April 23, 2007. He is trying to make the maintenance department credible and accountable. If they go anywhere it is by approval. Packing slips must be given to Simpson for approval to be forwarded for payment. Employees have been asked to detail what they do so daily, weekly and monthly work schedule can be implemented. He is addressing with employees how to take care of customers and that when an employee is contacted they are to respond with a time when things will be taken care of and then follow up to make sure that the task was done with satisfaction.

Things that are seen are written down in a notebook to be taken care of. When the item is addressed it is crossed of the list. He will be going to HHSD to talk with Linda Van Ness on Friday and will be going to talk with Podgorski at the Highway Department soon. He has shut off all the heaters/boilers in the safety building. He is still looking for the manuals for those boilers. He has taken care of safety hazards as they are seen. The dampers at the safety building are working now. The chiller

was short on glycol and the flow valve was broken. The jail is now getting outside air. Brewer is now looking at the air handling units in the safety building.

The gas being turned off to the boilers at the Safety building should save about \$4,000/month. Things are now getting accomplished correctly. All the air conditioning units are working at this time. He has ordered a ladder for the third floor so that the staff will no longer have to stand on the chair. The attic ladder has been repaired. The staff is now labeling things like switches, etc. Files are being updated. A walky-talky will be put on the maintenance desk so that employees can always be found.

Simpson explained that of the four radios in the department only two work occasionally. He has purchased two small walky-talkies that work very well. They were \$35 for two. He wants to get 8 so that all the employees have one and extras are available for the Clerk's office and to be left in the maintenance office. He also wants to equip the employees with a tool belt and their own tools that they carry with them as needed. He asked Brewer for a cost to address the air flow in the middle of the courthouse building.

Simpson stated that all three employees want to go a seminar in Green Bay, if they all go, there is no one left to work. Simpson recommends Mike Timm have approval to go to the training.

Motion/second(Helmer/Stoddard) to approve sending Mike Timm to the 2007 Spring Housekeeping and Building Forum in Green Bay on May 8th. Motion carried.

Motion/second(Helmer/Thom) to authorize the purchase of the tool belts, tools and the radios. Motion carried.

Simpson stated that he has received a letter from the DNR requesting information on the high power well. He will work with Jim Hebbe on the request. The county plans to keep the well at this time.

Simpson stated that the parks need to be opened. Paul Wagner will take the water samples in the park. Wagner will stay working with the maintenance department while they are short employees. Wagner will be asked to turn the water line on in the parks and write a procedure on how the job is done.

The water softeners in the jail are scaled up and are not working. Simpson is getting a quote for a kit and the head to be replaced.

CLERKS REPORT

A request has been received from Dean Sales to farm the county A property.

Motion/second(Thom/Mueller) to approve entering into a rental agreement with Dean Sales to farm the county A property. Motion carried.

Bostelmann presented the fire inspection for the courthouse suggesting extension cords be eliminated if possible and to put the plate on the boiler receptacle in the boiler room.

Bostelmann presented notes from the last Loss Control Committee. The committee discussed the suggestion upgrading the County smokeless policy. The Committee will wait to see what the state law will be; if nothing is done at the state level the county policy will re-evaluated.

The county has received the reimbursement from Waste Management for the time and mileage for Gene Thom, John Brennan and Dan Sondalle for the time spent on the Landfill negotiations. Bostelmann has sent a letter requesting that the county enter into an agreement which would give the County a 30% reduction on waste collection for county property.

The County has received a \$400 incentive check for electrical lighting upgrade at the HHS building.

CLOSED SESSION

Move into closed session per ss. 19.85 (1)(f) Considering medical history of a specific person.

Motion/second(Thom/Helmer) to go into closed session per ss 19.85(1)(f) Considering medical history of a specific person. Roll call vote, 5 ayes and 0 nays, motion carried.

OPEN SESSION

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

COMMITTEE DISCUSSION

Next meeting dates: Regular meeting on June 5, 2007

If needed, a meeting will be scheduled before the County Board meeting to interview for a summer parks worker.

Future Agenda Items: Samuel's report. Farm Bureau, vehicle impound, radio tower site, RFP for development of downtown site, Highway shop door bid opening, County K right-of-way.

ADJOURNMENT

Motion/second(Stoddard/Mueller) to adjourn at 6:40 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk