

PROPERTY AND INSURANCE COMMITTEE

November 6, 2007

The meeting of the Property and Insurance Committee was called to order by Chair John Brennan on November 6, 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
Mike Stoddard
Orrin Helmer
Gene Thom
Gus Mueller

Also Present:

Marge Bostelmann, County Clerk
John Selsing, Corporation Counsel
John Simpson, Contract Maintenance Supervisor
Mark Podoll, Sheriff

AGENDA

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

MINUTES

Motion/second (Mueller/Thom) to approve the minutes of October 2, 2007 and October 30, 2007. Motion carried.

OPEN BIDS: Electrical Work

EESI:	Base: \$8,690	Option 1: \$4,996.00	Option 2: \$2,595
Ripon Electric	Base: \$6,286	Option 1: \$3,888.00	Option 2: \$1,548

Motion/second(Thom/Mueller) to accept the bid from Ripon Electric. Motion carried.

Discussion was held on project funding.

Motion/second(Helmer/Thom) to recommend to the Finance Committee that the cost of the electrical work for the base electrical work and option 1 and the security fence for the radio tower site which is a total combined cost of \$18,256 be paid from the County contingency fund. Motion carried.

REPLACEMENT OF COUNTY CLERK'S AIR CONDITIONING

Simpson presented two costs for the replacement air conditioning in the County Clerk's office.

Brewer:	\$3278.00
Berlin Heating and Cooling	\$3794.61

Motion/second(Thom/Mueller) to approve the bid from Brewer Heating. Motion carried.

CORRESPONDENCE

A letter was submitted from Kathy Doro requesting approval to carry over one day of vacation to be

used by November 30th

Motion/second(Thom/Mueller) to send to the Personnel Committee and recommend approval for the request to carry over one vacation day for Kathy Doro in accordance with County policy. Motion carried.

A thank you note was received from the Green Lake High School Student Council for allowing them to have the Homecoming bon fire on the County Highway Grounds.

APPEARANCES None

PUBLIC COMMENT None

LONG RANGE PLAN

Discussion and Action on Future Long Range Plan: Discussion was held on how to hold costs down at the downtown location site. Helmer recommended that the safety building be demolished and that the annex be kept for use. Then an elevator would be the only remodeling needed.

Appearance – Samuel’s Group: No appearance.

APPROVAL OF JOB DESCRIPTION

Custodian/Mail Clerk and Purchasing agent/Mail clerk

The job descriptions were presented and discussed. All the job descriptions for the Maintenance Department were redone in a uniform format.

Motion/second(Stoddard/Helmer) to approve the job descriptions and send them on to Personnel for approval. Motion carried.

VACANCY MAINTENANCE HELPER OR CUSTODIAN

Bostelmann explained to the Committee that the Maintenance Department has an entry level position of Custodian. The position vacated by Dennis Rowen was the maintenance helper position. Bostelmann requested clarification of which position should be posted and advertised. The wages of both positions were discussed. Discussion was held, the Committee agreed that the maintenance helper is the position to be filled.

USE OF COUNTY PROPERTY

The Green Lake Yacht club is requesting permission to use the Highway grounds to park boat trailers from September 19 to 21, 2008.

Motion/second(Thom/Mueller) to approve the requests pending Highway Committee approval. Motion carried.

RESOLUTIONS/ORDINANCES None

PURCHASE REQUESTS

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Fiber point-to-point connection to HHS	Charter Business	\$5,000 – sole provider
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Law Enforcement

Van	Ewald’s	\$18,707.00 – state bid
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2 Light bars for Squad(front)	Havey Rennert's	\$859.00 – recommended \$875.16
2 Light bars Wingman – rear		
2 Light bars Wingman Arrow stik	Havey Rennert's	\$949.00 – recommended \$1,106.50
2 MDC Radio and hardware	General Communications – MDC General Communications – Hardware	\$2295.00 – state bid \$570.00 – state bid

Motion/second(Stoddard/Mueller) to approve the purchases request in accordance with governing committee recommendation. Motion carried.

VOUCHERS

Vouchers were presented for Maintenance in the amount of \$23,326.24 and for Purchasing in the amount of \$10,176.34.

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

MAINTENANCE REPORT

The monthly maintenance report of activities was sent to the Committee.

The two security cameras in the Courthouse no longer work and are not repairable. Simpson will get bids to replace the cameras and check the wiring to see if there are any problems.

Radio tower fence installation: The total cost of the fence installation was \$8,082. Additional fence had to be purchased because of underground wiring and slope.

Maintenance Department Shift Changes: Simpson would like to suggest more conventional shifts for the maintenance department. He suggests that employee shifts start at 5 am and go though the day and have a night shift until about 11 pm. The current shift of 3 am to 11:30 am does not work well. Simpson will draft a shift recommendation for next month's meeting.

CLERKS REPORT

The report was sent to the Committee and explained agenda items as discussed.

Motion/second(Helmer/Stoddard) to recess for 5 minutes. Motion carried.

CLOSED SESSION

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

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

RESUME OPEN SESSION

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

ANNOUNCE FINDINGS OF CLOSED SESSION

Motion/second(Helmer/Thom) to accept the evaluation of Deb Davey. Motion carried.

COMMITTEE DISCUSSION

Next meeting dates: Regular meeting on December 4, 2007

Agenda Items: Maintenance Shift

Helmer reported that at the fishing committee meeting he was told that 20,000 brown trout 3 to 5 inches long are being raised, but they can not raise lake trout because of the VHS fish virus.

ADJOURNMENT

Motion/second(Stoddard/Thom) to adjourn at 8:55 p.m. Motion carried.

Submitted by,



Marge Bostelmann
County Clerk