

**PROPERTY AND INSURANCE COMMITTEE**  
**September 6, 2005**

The meeting of the Property and Insurance Committee was called to order by Chairman Bernie Kasierski on September 6, 2005 at 6:00 PM in the County Boardroom, Green Lake County, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present:           Bernie Kasierski                           Absent: Gus Mueller  
                  Gene Thom  
                  Orrin Helmer  
                  Mike Stoddard

Others Present:  
Marge Bostelmann, County Clerk  
Dave Mendleski, Maintenance Supervisor  
Dan Sondalle, Assistant Corporation Counsel  
Mike Handel, Sheriff  
Jim Hebbe, Land Conservation  
Laura Polcyn, Communications  
Al Shute, Land Use Planning & Zoning.

**AGENDA**

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

**OPEN BIDS:**

<b>Boiler:</b>	Brewer Heating & Cooling	\$29,500
	BurCon Services	\$38,709

*Motion/second(Helmer/Thom)* to accept the low bid from Brewer Heating & Cooling if the bid meet specifications and have Finance approve the fund from the Contingency. Motion carried.

**MINUTES**

*Motion/second(Thom/Helmer)* to adopt the minutes of August 2, 2005 as presented. Motion carried.

**APPEARANCES:**

**Gary Podoll – Wireless E911 Proposal**

Podoll explained that cellular calls now will go to any dispatch. Podoll used that example of someone calling 911 from Playground Park in Green Lake During the Art Fair and the call went to Door County. Podoll explained that the equipment needed will be shared with Waushara County. Waushara County has approved the project and now Green Lake County needs to approve the project. The system is tied to a mapping system, which would show where the call is coming from for both cellular phones and landlines.

*Motion/second(Helmer/Stoddard)* to proceed with the project. Motion carried.

## **LONG RANGE PLAN FOR COUNTY FACILITY**

The committee will discuss this next month when Jeff Cohen presents his findings of the cost analysis of housing prisoners out of county vs. the cost of a new jail.

## **CORRESPONDENCE**

Bostelmann presented a letter from AEGIS Corporation stating that the County received a dividend for \$44,178.59 for the 2004 Workers Compensation policy year. Helmer asked if the County was with Wausau Insurance would the dividend be as high. Bostelmann will review the proposal from Wausau.

Bostelmann presented a letter stating that WP&L is requesting approval from the PSC to increase rates by 4.8%.

## **MANCHESTER DAM**

**Jim Hebbe** reported that a public hearing will be held at the Manchester Senior Center to present plans for the removal of the Manchester Mill Dam. LCD has looked into the cost of repairing the dam but no one has been willing to pledge/provide the funds for the repair.

*Motion/second(Thom/Stoddard)* to request that a bid package to remove the dam be put together and sent out and the bids come back to the P&I Committee to be opened next month. Motion carried.

## **AIR QUALITY IN SHERIFF'S OFFICE**

Laura Polcyn appeared to explain that she has pictures of mold in the air-handling unit in the jail office, and explained other areas of the building that has moisture problems. She has statements that when employees come back to work on rotations they have nosebleeds and respiratory problems that they do not have outside the building or at home. Mendleski explained that in January of 2004 all ducts were cleaned, and an air quality study of the safety building was completed in July of 2004. The floor to the Huber shower is leaking to the lower level and will be repaired at the beginning of 2006. Discussion was held that the leak should be repaired as soon as possible.

*Motion/second(Thom/Helmer)* to have Mendleski to get bids to fix the leaking floors in the Huber dorm for next month's meeting. Motion carried.

## **DISPOSAL OF HIGHWAY EQUIPMENT**

The Highway Department is requesting the following pieces of equipment be sent to the auction:

One ¾ ton 1982 Chevy Truck with service body # unit 59 – 112,119 miles

One 1972 Oshkosh Truck # unit 11 with V-plow, wing and dump body – 11,819 miles

One 1962 Oshkosh Truck #unit 12 with V-plow, wing, and dump body – 18,119 miles

*Motion/second(Stoddard/Thom)* to approve the equipment going to auction. Motion carried.

## **PURCHASE REQUESTS**

**Purchasing**

Mail Machine

MGM Business Systems Refurbished	IJ65 Automatic Mailing Machine	\$3,995.00
MGM Business Systems	IJ70 Automatic Mailing Machine	\$6,885.00
Badger Mailing	WJ170 Automatic Mailing Machine	\$5,391.00 - recommended
		<i>2-year service contract and starter kit included - savings of \$1,546 (\$3,845)</i>
Pitney Bowes	Galaxy Automatic Mailing System	\$6,447.00

**UWEX**

Hon 600 series lateral files	Office Max	\$523 – recommended
	Corporate Express	\$533
	Scharpf’s Office Products	\$584

**Sheriff**

3 Lightbar packages for Squads	Havey	\$7,857.00 – recommended
	Mobile Office Design	\$8,945.73

One used auction vehicle                      undercover vehicle      not to exceed \$6,000 plus trade-in

**Motion/second(Helmer/Thom)** to approve the purchases as recommended by the governing committees. Motion carried.

**RESOLUTIONS/ORDINANCES** None

**2006 BUDGETS**

The finance Committee has requested all departments to reduce their 2005 levy by 3% for 2006.

Maintenance Budget: Mendleski proposed to remove the truck fund, and lowering several accounts to equal the 3% reduction

Purchasing: Bostelmann proposed reducing maintenance contract and office supplies to equal the 3% reduction.

Insurance: no change

**Motion/second(Stoddard/Helmer)** to accept the recommendations of the maintenance budget and purchasing budget to reduce the 2005 levy by 3%. Motion carried.

**USE OF COUNTY PROPERTY**

Molly Haak requested permission to put a collection box for paper goods in the courthouse October 17 –21 for paper goods for the local food pantry for Make a Difference Day.

**Motion/second(Helmer/Stoddard)** to approve the placement of a collection box in the Courthouse for Make a Difference Day. Motion carried.

Shute stated that the public and private businesses are allowed to use the big photocopier. The costs for the copies are about \$1.00 less than Kinko’s. Discussion was held. The committee

suggested that comparable cost be looked into to determine if the costs should be increased.

### **VOUCHERS**

Vouchers were presented for \$8,901.28 for purchasing, \$14,565.44 for maintenance and \$3,785.00 for E911 annual service contract.

*Motion/second(Helmer/Stoddard)* to approve the vouchers as presented. Motion carried.

### **SECURITY SYSTEM AS HHS**

Mendleski stated that he has discussed this project with Linda Van Ness and she would rather see a camera in the front lobby that would be seen at the Sheriff's office as opposed to a card entering system. The cost would be between \$1500 and \$2000.

*Motion/second(Thom/Stoddard)* to approve the installation of a camera that will be seen by the Sheriff's office. Motion carried.

### **MAINTENANCE REPORT**

**Cooling System SO:** On August 13<sup>th</sup> I was called in around 6 AM. A seal on one of the big pumps went out on the cooling system in the Sheriff's Office. We had to replace the bell housing. It is up and running.

**Boilers/Water Heaters/Air Compressors:** All boilers and air compressors (except Courthouse) passed state inspection after some safety valves were replaced. The inspector also checked safety valves on water heaters.

**Painting HHS:** Painting at HHS building has been completed. Linda called and thanked me for the upgrade.

**Sheriff Office Roof:** Harry Treder stopped in and they should be starting on the roof on the sheriff office shortly.

**Boat Slip:** The boat slip fees have really slowed down. The total as of 8/30/05 is \$5,903.85.

**Pump House Well:** Kunckel Engineering from the City and Representative from the DNR were here to check Pump House Well out for the City use. They said it looked doable. So they will move on and get back to the County.

**Fish Pond:** We received 12,000 Brown Trout on August 24<sup>th</sup>. In the next few weeks we will be getting 12,000 Lake Trout.

*Motion/second(Helmer/Thom)* to approve the Maintenance Report. Motion carried.

### **CLERKS REPORT**

**Phone System:** Bostelmann is scheduled to meet with Jeff Bates on September 8<sup>th</sup> to discuss the proposal for a digital phone system.

**CLOSED SESSION**

*Motion/second(Thom/Stoddard)* to move into closed session per ss 19.85(1)(c)(g)(e) for pending litigation/evaluations, and purchase of property. Roll call vote, 4 ayes, motion carried

**RESUME OPEN SESSION**

*Motion/second(Helmer/Stoddard)* to resume open session. Roll call vote, all ayes, motion carried.

The Committee did the annual evaluations for Dave Mendleski and reviewed the evaluation for Mike Timm

*Motion/second(Thom/Helmer)* to accept the evaluation for Mike Timm and send Mendleski's evaluation to the Personnel Committee. Motion carried.

**COMMITTEE DISCUSSION**

**Next meeting date:** October 4 at 6:00 PM.

**Agenda:**

**ADJOURNMENT**

*Motion/second(Stoddard/Thom)* to adjourn at 8:20 PM. Motion carried.

Submitted by,

Marge Bostelmann  
Secretary