

## PROPERTY AND INSURANCE COMMITTEE

January 3, 2008

The meeting of the Property and Insurance Committee was called to order by Chair John Brennan on Thursday January 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: 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  
Supervisor Vern Ammentorp

### AGENDA

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

### MINUTES

*Motion/second (Helmer/Stoddard)* to approve the minutes of December 4, 2007 as presented and December 11, 2007 with corrections. Motion carried.

### OPEN BIDS FOR COUNTY NEWSPAPER

The Berlin Newspapers provided 2 bids:

Bid 1 for one year: 2008 - \$178/page

Bid 2 for two years: 2008 - \$171/page and 2009 - \$181/page

*Motion/second(Helmer/Thom)* to accept Bid 2 for two years. Motion carried.

### CORRESPONDENCE

A letter was received from Cream City Stateline Scale Co. LLC praising Bob Podgorski on the scale purchase and installation for the Highway department.

APPEARANCES None

### PUBLIC COMMENT

Mark Podoll explained that there is an area behind the Sheriff's garage where vendors and other people park that is causing a problem. He is requesting that no parking signs be placed in the area. He will bring a cost to the committee next month.

### PLOWING AT RADIO TOWER SITE

The agreement the County has with the Pausig family which was entered into in 1996 said that they would plow the snow from the highway to just beyond their buildings and that the county would plow from

where they stop to the radio tower. The new owner is gone all winter in North Carolina. In the past three years the County maintenance department employees plowed the whole driveway to get to the tower. Discussion was held on the need to modify the agreement or require the current owner be responsible to plow the driveway. Discussion was held. The new owner is now running a camp ground on the site. Bostelmann will contact the new owner and ask how he would like to handle the plowing this year and if he would like to have the contract amended. This will be on the agenda for next month's meeting.

### **MAINTENANCE REPORT**

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

Simpson is requesting permission to hire Ripon Electric to run electric to the emergency generator building for the HHS medical supplies. Along with installing the electric, an emergency light, electric heater and pull cord are needed. The total cost is \$812.00.

*Motion/second(Thom/Mueller)* to approve the project . Motion carried.

Bostelmann stated that the Personnel Committee is working on developing a time sheet for all county employees. Because the maintenance department shifts start at 5 am and go to 11:30 pm. A time clock would be good for the department because the department head can not be at work for all those hours. In most other departments in the County, the department head works the same hours as their employees.

### **LONG RANGE PLAN**

#### **Discussion and Action on Future Long Range Plan:**

Ammentorp would like the schematic drawings used by Kurt Berner to develop the costs presented at the December County Board meeting. Bostelmann will contact Kurt Berner and ask for a copy of the schematic drawings used.

Brennan stated that he contacted Beth Prochaska and asked for a detail of the reimbursable costs. Prochaska stated that reimbursable cost will be held to a minimum. The county will be responsible for mileage for client requested travel. Documents can be provided electronically with the County doing the printing to save costs.

Brennan would like Bostelmann to send a letter to all County Board supervisors asking for questions for Kurt to answer at the February County Board meeting. The questions should be sent to the P&I Committee for the February 5, 2008 meeting so they can be forwarded to the Construction Manager to be addressed at the February County Board meeting.

### **USE OF COUNTY PROPERTY**

Gary Knoke from the Berlin High School has requested permission to use the Court facility on January 12<sup>th</sup> for a mock trial. Judge McMonigal is aware of the event and supports the use of the courtroom. Bostelmann will come in on Saturday, January 12<sup>th</sup> to open the doors and then make sure the doors are locked at the end of the event.

*Motion/second(Thom/Stoddard)* to approve Berlin High School's use of the Courthouse for the mock trial on January 12, 2008, Motion carried.

### **RESOLUTIONS/ORDINANCES** None

### **VAN & SQUAD TO AUCTION – SHERIFF'S DEPARTMENT**

Sheriff Podoll explained that his department has four vehicles to be sent to auction. One vehicle is from a law enforcement action that has been titled to the Sheriff's department and one is a squad car with transmission problems. Podoll is also looking at the drug unit vehicles and want to sell the undercover

drug detective's squad car and a van that has been used for drug buys and then purchase a vehicle for the drug detective to use. The auction will be held in May.

*Motion/second(Stoddard/Thom)* to approve sending 4 vehicles to auction and that the revenue go into the squad and squad equipment account to purchase a vehicle for the undercover drug detective. Motion carried.

### **RENTAL 515 GOLD STREET**

The Christine Ann Center is interested in renting an office at 515 Gold Street. Bostelmann and Helmer measured the offices that are there. Currently Family Training is renting office space for \$1/square foot /month. Bostelmann mentioned the \$1/square foot/month cost to the Christina Ann representative and they said that they are interested in the space but wondered if the cost could be reduced. Discussion was held.

*Motion/second(Helmer/Thom)* to approve entering into a lease with Christine Ann at \$1/square foot for the small office room. Motion carried.

Best Friends of South Central Wisconsin, Inc has been using an office at no cost and Bostelmann found out today that the County no longer has a relationship with them. Bostelmann will contact HHS and ask that the HHS Board look at the relationship the County has with Best Friends. The Committee believes that if office space is used the county should be consistent with charging \$1/Square foot.

**PURCHASE REQUESTS** None

### **VOUCHERS**

Vouchers were presented for Maintenance in the amount of \$20,910.41 for 2007 and \$9,780.50 for 2008 and for Purchasing in the amount of \$3,375.04 for 2007 and \$250,155.00 for 2008.

*Motion/second(Helmer/Stoddard)* to approve the Maintenance and Purchasing vouchers as presented for 2007 and 2008. Motion carried.

### **CLERKS REPORT**

The Clerks Report was sent out to the Committee. Bostelmann stated that the Maintenance department is over budget by \$14, 630.99.

### **COMMITTEE DISCUSSION**

**Next meeting dates:** Regular meeting on Tuesday, February 5, 2008 at 4:30.

**Agenda Items:** Questions for Kurt Berner of the Samuels Group under Lang Range Plan, Job description for maintenance supervisor, Agreement relating to Radio Tower site, Rental at 515 Gold Street, Time Clock in Maintenance Department, and No Parking Signs behind Sheriff's Garage.

### **ADJOURNMENT**

*Motion/second(Stoddard/Mueller)* to adjourn at 6:05 p.m. Motion carried.

Submitted by,



Marge Bostelmann  
County Clerk