

PROPERTY AND INSURANCE COMMITTEE
November 6, 2012

The meeting of the Property and Insurance Committee was called to order by Chair Gene Thom on Tuesday, November 6, 2012 at 4:30 PM in the Green Lake County Board Room, Green Lake County Government Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Gene Thom
 Mike Stoddard
 Joanne Guden
 Dave Richter
 Don Peters

Also Present:

Marge Bostelmann, County Clerk	Dan Sondalle, Corporation Counsel
Scott Weir, Maintenance	Sue Wendt, County Board Supervisor
Sheriff Mark Podoll	Jack Meyers, County Board Chairman
LeRoy Dissing, HHS	Phil Robinson, HHS
Ed Schuh, FRI	Jim Hebbe, LCD
Tony Daley, Newspaper	

The pledge of allegiance was recited

AGENDA

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

MINUTES

Motion/second (Guden/Peters) to approve the minutes of October 2, 2012. Motion carried.

CORRESPONDENCE - None

PUBLIC COMMENT – (3 minute limit) – None

APPEARANCES – None

RIGHT OF WAY FOR HIGHWAY EAST ENTRANCE TO FAIRGROUNDS – BRUCE KNAUB

Bostelmann presented the request. Sondalle and Bostelmann will meet with Knaub and send the request to Highway for recommendation to P&I.

USE OF COUNTY PROPERTY - None

HORSES ON MASCOUTIN TRAIL

Bostelmann sent the Committee an email from the County Mutual Insurance explaining there is always additional liability risk. Discussion was held on additional damage to the trail by horses, snowmobile

usage and how that may scare a horse and possible hazards of bike riders riding through horse droppings. No action was taken by the committee.

PURCHASE REQUESTS:

Land Conservation

Truck topper	Toys for Trucks	\$1185 – recommended
	Jason Industries	\$1219
	Lakeland Truck Caps	\$1244

Motion/Second (Guden/Stoddard) to approve the truck topper as recommended by the Governing Committee. Motion carried.

COPY MACHINE PROPOSAL

Bostelmann presented a budget to purchase and provide copy machines for all departments over 5 years.

The proposed plan will rotate copiers between departments to provide copier upgrades and lower maintenance contracts. Discussion was held.

Motion/second (Guden/Richter) to move forward with the proposal. Motion carried.

RENTAL OF OFFICE SPACE IN HHS BY FORWARD SERVICES

Dissing explained how the state decided to request a proposal for W2 service. The service region is very large, from Green Lake to Vilas County. Forward Services was selected for the region and they would like to maintain a presence in the County. Dissing believes that the Wisconsin Works program should be in the HHS building because most of the people who use the service also utilize other HHS services. Dissing explained that they are in the building now because the County is contracting with them to provide the service until the 1st of the year.

They will be here 3 times a week and the county will provide office space, copy machine, computers and phones. Dissing calculated a cost of \$525/month that would be paid to the County in rent. The Committee asked Dissing to find out what other counties are charging for rent. This will be on the agenda for next month.

FACILITY FOR FOOD PANTRY AND MAINTENANCE

Phil Robinson stated that he met with Fran Hill to discuss and view what space was available for the food pantry to move to Town Square. Space and parking will be a concern if the pantry is relocated there. Cost for the space rental would be about \$34,000/year to move the pantry there. After the meeting he and other staff went back to the old HHS building to assess space there.

Robinson presented the idea of setting up a resale store in the remaining area of the HHS building. Guden stated that they should look into it and bring back figures to discuss at the next meeting. This would help the community and provide work for FRI consumers. This will be on the agenda for next month.

MONTHLY VOUCHERS

Vouchers were presented:

Maintenance – \$ 9,753.00

Parks – \$23,125.07

Purchasing – \$18,215.21

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

REQUEST FOR ADDITIONAL MAINTENANCE REPAIRMAN

Weir presented a job description for an additional maintenance repairperson. He also presented costs for contracting for cleaning services that the position would do if approved. Weir is proposing the reduction of FRI contracted services to help with the cost of the position. Meyers stated that he has met with Weir, Schuh, Dissing and Bostelmann. Meyers stated that the county went from about 80,000 square feet of office space to about 150,000 square feet of office space after moving into the new building. He also explained that maintenance takes care of 32 buildings in the county and stated that this position is totally justified. He stated that the Maintenance department has done a great job so far with the employees they have and should be commended.

Discussion was held on wages, and level of expertise needed for the requested position. Podoll stated that Maintenance takes care of their jail doors that eliminate having an outside company contracted. He stated they are adjusting their time to work in the jail and he wants to make sure that whoever is hired has the level of expertise that is needed. Bostelmann explained how in years past the maintenance department was mostly custodial and vendors were called in when equipment repairs were needed. Staff in the maintenance department today performs preventative maintenance and has a skill level to make necessary repairs. This results in a budgetary cost savings. The Committee wants to see FRI contracted services maintained even if the hours of service is reduced.

Motion/second (Guden/Stoddard) to approve moving forward with the position and maintain the FRI services at 30 hours per year and attempt to reviewing the salary of the maintenance repairman position. Motion carried.

MAINTENANCE REPORT

The Report was submitted to the Committee.

- Monthly activities – The report was sent to the Committee

PARKS & RECREATION

Piers/ boat launches for Spring Lake and Twin Lake have been purchased with grant funds.

CLERKS REPORT –

SpyGlass – Bostelmann presented a proposal from SpyGlass to review phone and internet bills for costs savings. She will check with other counties to see if there is anyone in the State who does this. This will be discussed next month.

COMMITTEE DISCUSSION

Future Meeting Date: December 4, 2012 at 4:30 pm.

Future Agenda items for action & discussion: Rental of Office space for Forward Services, Proposal to audit phone and internet service, alternate use of old HHS building – resale store, .

ADJOURNMENT

Motion/second (Stoddard/Guden) to adjourn at 6:09 p.m. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk