

## PROPERTY AND INSURANCE COMMITTEE

July 6, 2010

The Committee met at 3:30 to tour the 571 County A facilities.

The meeting of the Property and Insurance Committee was called to order by Gene Thom on Tuesday, July 6, 2010 at 4:30 PM in the Committee Room at 571 County Road A, Green Lake County, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Gene Thom  
Mike Stoddard  
Rick Perr  
Joanne Guden  
Dave Richter

Also Present:

Margaret Bostelmann, County Clerk  
Jeff Haase, Assistant Corporation Counsel  
Scott Weir, Maintenance Supervisor  
Linda Van Ness, HHS Director  
Sheriff Podoll  
Dan Priske, Board Chair

Others Present:

Kurt Berner, Samuels  
Curt Schleicher, Samuels  
Paul Brummund, Potter Lawson  
Tony Daley,  
Lauree Renaud  
Glen McCarty

### **AGENDA**

*Motion/second (Stoddard/Guden)* to approve the agenda. All ayes. Motion carried.

### **MINUTES**

*Motion/second (Guden/Stoddard)* to approve the minutes of June 1, 2010 as corrections that Gene Thom called the meeting to order, correcting the Fair gravel bid and correcting a typographical error. Motion carried.

**CORRESPONDENCE** – None

**PUBLIC COMMENT** – None

### **APPEARANCES**

Vance Forrest, Aegis Corporation – ODIP; The county purchases the workers comp insurance through Aegis. Forrest explained that currently \$357,153 has been invoiced to the county; 49% is paid to Aegis for administration with the balance paying claims then being returned to the County. At this time the County can expect a \$180,000 dividend on the current phase.

Lauree Renaud – Mascoutin Trail: Renaud presented a press release regarding economic impact and health benefits of bicycling according to UW-Madison. She stated that the trail's improvements have spurred on the other counties to improve their section of trail. She also presented information on the Green Lake Greenways organization. More gravel on the trail from F to Quarry Road would benefit the trail.

## **LONG RANGE PLAN DISCUSSION**

**County A project update:** Curt Schleicher gave the update for the phase 1 construction. They are working on the punch list for the move to start on July 16, 17 and 18<sup>th</sup>.

**County A Addition Update:** Kurt Berner appeared to present the initial costs for the new phase. Estimates came in at \$5,049,143 with additional scope of \$392,533 for a total of \$5,441,676. The funds available are \$5,466,689 a difference of \$25,013. They will look at changes in the electrical and other costs reduction. Excavation has started and footings have started.

Unisex bathroom: *Motion/second(Guden/Richter)* to approve the men's bathroom on the first floor between the Clerk/Treasurer's office and the ROD's office being made into a unisex bathroom. Motion carried.

### **Budget Adjustments:**

#114 – Drywall closures at CMU room 1249 – \$6,897.29

#122 – Provide input & interfacing, programming & warranty for Sally port smoke detector – \$1,109.15

#123 – Add wire for owner supplies clocks in rooms 1246 & 1249 – \$303.19

#124 – Voice & data cables per Hutchison – \$14,017.45

#125 – Core floor drain for booking showers & replace toilet seat - \$575.45

#126 – Add framed mirror to jury toilet rooms 2503 & 2504 – \$146.66

#127 – Add counter top extension – \$1,656.76

#129 – Additional Parking for HHS - \$10,926.47

*Motion/second(Stoddard/Perr)* to approve the adjustments excluding #129 – additional parking at this time. Motion carried.

**Obscure glass in HHS offices:** This was in the scope and will be added at no cost.

### **Future of Current Courthouse Building:**

**Sale of Gold Street Property:** Discussion held on selling the property.

*Motion/second(Richter/Guden)* to approve selling the Gold Street property and have the Finance Committee establish the minimum bid and have the bids opened at the September P&I committee meeting. Motion carried.

**RFP's for downtown site:** The proposal was sent to the Committee for review. This is the same template that was used two years ago. *Motion/second(Richter/Guden)* to approve the RFP and have Samuel's send it out. Motion carried.

**Signage:** Brummund presented signage for the new building and requested approved by the Committee.

*Motion/second(Guden/Stoddard)* to approve the department signs for the building as presented by Brummund. Motion carried.

**July 22<sup>nd</sup> City of Green Lake Downtown Revitalization Committee meeting:** An invitation was sent to the members to attend the meeting sponsored by the City of Green Lake Downtown Revitalization Committee. *Motion/second(Stoddard/Guden)* to approve per diem for any member of

the P&I Committee that attends the meeting. Motion carried.

**Open House July 11<sup>th</sup> at the New Building:** Bostelmann explained the Shirley Abrahamson has a commitment and can not attend; Justice Prosser is willing to say a few words. Bostelmann invited J.B. Van Hollen but he has not responded. Luther Olsen, Joan Ballweg and Tom Petri will be attending to say a few words. Winn Collins has been asked to “MC” the event. The ribbon will be cut by the previous P&I Committee members.

**Recognition Plaque:** A recognition plaque will be made with the names of all the County Board members who were on the board at the time the project was approved.

**Negotiations for County Well:** Priske stated that the City would like to have the well at the courthouse and he would like to see negotiations start with the city. McCarty wanted the Committee to know that it is a liability to the county right now. The City would have to expend about \$25,000 for testing to see if the well is viable to the City. McCarty stated that they received a variance and that a 100 foot easement of property is not needed but an area for maintenance would need to be available,

#### **UPDATE RADIO TOWER PROJECT**

Podoll reported that Green Lake tower is up, next will be Princeton, then Berlin, then Markesan and Kingston. The towers will be operational by end of August.

#### **PARKS & RECREATION**

##### **Mascoutin Trail Reroute:**

Berlin building supplies for the board walk

77 by 5x11: \$2,491.91      386 by 5x12: \$11,484.54      Total: \$13,976.45

77 by 8x10: \$4,274.42      386 by 8x12: \$19,280.47      Total: \$23,554.89

77 by 10x11: \$5,733.86      386 by 10x12: \$25,694.88      Total: \$31,428.74

**Motion/second(Guden/Richter)** to see if the Green Lake Greenways is willing to pay for the additional costs of material and installation for a board walk wider then 5 feet. Motion carried.

**Motion/second(Richter/Guden)** to bid the work as soon as there is an answer from the Green Lake Greenways and that they show financial responsibility for the difference and that Green Lake County will only fund the 5 foot board walk. Motion carried.

#### **MAINTENANCE REPORT**

The monthly activities report was sent to the committee.

**Removal of Buckthorn on County property:** Mary & Jim Ratos would like to volunteer to remove invasive buckthorn from the neighboring county property located in SE ¼ of Section 15 (T15N R12E) in the wetland near Dodge Memorial Park. This will be done under the supervision of the Land Conservation Department.

**Motion/second(Stoddard/Richter)** to approve the volunteer removal of the invasive buckthorn under the direction of the Land Conservation Department. Motion carried.

#### **UPDATE EIC 25 X 25 GRANT**

The EIC Committee has discussed a project of having a kiosk at new building and school explaining the energy conservation by the new LEED County building. They are working on a study circle of the Natural Step process.

**USE OF COUNTY PROPERTY**

**Clean Sweep – Department of Land Conservation**

**Norton’s Dry Dock – Dave Norton**

**Chalk Art Fest – Chamber of Commerce**

*Motion/second(Guden/Richter)* to approve the use of County Property as requested. Motion carried.

**RESOLUTIONS/ORDINANCES**

Resolution to purchase a radio site in Kingston 2.3 acres from Carl Bender and Carol Bender for \$13,800 and send to County Board in August: Podoll explained the need to purchase a site in the Kingston area for the radio tower and send the resolution to the County Board for approval.

*Motion/second(Stoddard/Richter)* to send the resolution to the August County Board. Motion carried.

*Motion/second(Richter/Guden)* to authorize Bostelmann to sign the offer to purchase as approved by corporation counsel. Motion carried.

**PURCHASE REQUESTS**

**Maintenance**

Portable electric barrel air compressor Max. pre. 200/120 v. /cfm 90 psi.

Menards (range 300 - \$400)

Fleet Farm (range 300 - \$400)

**DHHS – Health Unit**

Refrigerator	Bluemkes	\$1239 – recommended
Amana 19 cu ft Model ABL 1922	Moriarity	\$1350
Hand held radios	State Bid	\$2582.95
From the bioterrorism funds		

**Sheriff’s Office**

Scanning Equipment	Promark International	\$32,460 – recommended
	Michael Stapleton Assoc.	\$35,265
	Vitruel Imaging	\$175,000

*Motion/second(Guden/Richter)* to approve the recommended purchase requests and that the Health Department make sure the ice maker is big enough to fit their needs. All ayes. Motion carried.

**MONTHLY VOUCHERS**

Vouchers were presented:

Maintenance in the amount of \$18,395.68; Parks for \$2,109.49; Purchasing in the amount \$16,937.84; Building Project costs of \$1,450,872.20; Radio Tower Project \$45,070.08. *Motion/second (Stoddard/Richter)* to approve the vouchers. All ayes. Motion carried.

**DISPOSAL OF SHERIFF'S OFFICE EXERCISE EQUIPMENT**

Podoll requested that the equipment be auctioned.

*Motion/second(Stoddard/Guden)* to approve sending things to auction. Motion carried.

**DISPOSAL OF OFFICE FURNITURE**

Weir stated that he would like some of the furniture for the maintenance department. Weir stated that Scharfs Office Supply is interested in purchasing some of the furniture. Weir will provide more information next month.

*Motion/second(Richter/Guden)* to allow maintenance to dispose of the broken or damaged furniture/equipment to Scott's discretion. Motion carried.

**CLERKS REPORT**

**6:00 CLOSED SESSION**

Move into closed session per ss. 19.85 (1)(c) Personnel Matters & discipline; LTE Interviews ; (g) to confer with legal counsel on pending litigation.

*Motion/second(Stoddard/Guden)* to go into closed session per ss 19.85(1) (c) Personnel Matters, LTE Interviews; (g) to confer with legal counsel. Roll call vote, 5 ayes and 0 nays, motion carried.

**RESUME OPEN SESSION**

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

**ANNOUNCE FINDINGS OF CLOSED SESSION**

*Motion/second(Guden/Stoddard)* to offer the LTE position to Jamie Brieese. Motion carried.

*Motion/second(Stoddard/Richter)* to deny a claim made against the county. Motion carried.

**COMMITTEE DISCUSSION**

**Future Meeting Date:** July 11<sup>th</sup> Open House. August 3, 2010

**Future Agenda items:** Disposal of furniture.

**ADJOURNMENT**

*Motion/second (Stoddard/Perr)* to adjourn at 8:00 p.m. All ayes. Motion carried.

Submitted by,

Margaret Bostelmann  
County Clerk