

PROPERTY AND INSURANCE COMMITTEE

July 3, 2007

The meeting of the Property and Insurance Committee was called to order by Chair John Brennan on July 3, 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
Orrin Helmer
Gus Mueller
Mike Stoddard

Absent: Gene Thom

Also Present:

Marge Bostelmann, County Clerk
John Selsing, Corporation Counsel
John Simpson, Contract Maintenance Supervisor
Al Shute Director of Zoning
Sheriff Mark Podoll

County Board Supervisors:

AGENDA

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

MINUTES

Motion/second (Helmer/Mueller) to approve the minutes of June 5, 2007 as presented. Motion carried.

OPEN BIDS – HIGHWAY K PROPERTY

Thomas Mills	\$4000.00
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Motion/second(Mueller/Stoddard) to accept the bid of \$4000. Motion carried.

AWARD BIDS FOR HWY SHOP L DOORS

Ripon Electric:	\$2,197.00 electric only
Interstate Sawing	\$780 each for doors only \$3900 – sawing only
MPB Builders	\$34,377.00 general contractor except cleanup
MPB Builders	\$6,677.00 framing only
Modern Overhead Door	\$19,085.00 doors only

Simpson recommends that the general contract be awarded to MPB Builders for \$34,377.00

Motion/second(Helmer/Mueller) to accept MPB Builders as general contractor for \$34,377 and send on to County Board for financing from the long term capital outlay account.. Motion carried.

CORRESPONDENCE

Resignation from Dave Mendleski effective September 3, 2007 due to disability.

Motion/second(Stoddard/Mueller) to accept the resignation of Dave Mendleski with regrets and send it on to the County Board.

A Thank you note was received from the Green Lake Chamber of Commerce for the Summer Solstice event.

APPEARANCES – None

LONG RANGE PLAN

Discussion and Action on Future Long Range Plan: The County Board has requested that 2 committees be formed one to look at the location of the project and financing of the project.

SPACE NEEDS EVALUATION – MAINTENANCE AND PURCHASING DEPARTMENTS

Space needs information from C R Meyer, Ayres, Venture and Potter Lawson was sent to the Committee for review. Discussion was held.
CR Meyers 16,725 Maintenance and 3283 for purchasing
Venture and Ayres do not include purchasing
Maintenance department of 5060 for Ayres
Maintenance department of 5310 for Venture
Maintenance department of 8512 sq ft for Potter Lawson includes storage
Purchasing department of 1800 sq ft for Potter Lawson includes storage

Motion/second(Helmer/Stoddard) to recommend to the County Board the Potter Lawson square footages for maintenance department of 8512 sq ft and purchasing department of 1800 sq ft. Motion carried.

USE OF COUNTY PROPERTY

Wyatt Wandersee – Shop II parking lot.

Helmer explained that Wandersee had been parking on a piece of property that was thought to be part of the Wayside parking lot but it is actually the right of way owned by the County. Discussion was held.

Motion/second(Stoddard/Mueller) to deny the request. Motion carried, 3 ayes, 1 abstain (Helmer).

COUNTY WELL - COURTHOUSE

A letter was sent by Jim Hebbe stating that he will send a letter to the DNR that the high capacity well is temporarily abandon. Discussion was held. The city works director will be notified when the DNR representative will be here to discuss the well and to see if an agreement can be reached with the city.

MAINTENANCE CONTRACT - SIMPSON

Helmer suggested that Simpson's contract be extended to September 5th and then look at the extension of a contract at that time. Simpson will give a recommendation at the August meeting for the continuation of the maintenance department

Motion/second(Helmer/Stoddard) to include an additional 100 hour in his current contract. Motion carried.

Motion/second(Helmer/Stoddard) to have an additional 8 week contract for 40 hrs per week with a rate of pay of \$35 per hour with liability insurance paid by Simpson. Motion carried.

Simpson will meet with Helmer and Bostelmann to develop a contract later.

RADIO TOWER AREA

- **Fence Bid Specifications:** Shute presented a map of where the fence would go. The area has been staked out. Highway will be asked to brush the area so a fence can be installed. Bostelmann will contact the owner and check with him for the access to do the brushing. The bid will also be put in the paper to be opened at next month's meeting.

RESOLUTIONS/ORDINANCES

2008 Budget

Bostelmann mentioned that at the last loss control meeting discussion was held on a line item for supplies such a gloves, face masks, and training. Recommend \$2000 under insurance budget.

The budgets will be looked at on August 7th.

PURCHASE REQUESTS

Sheriff Office

3 Squad Cars	Ewald	\$20,649.00 State Bid
Specialized Dispatch Chair	Concept Seating (6 yr. Warranty) Chair Pros (5 yr. Warranty)	\$1,259.00 – recommended \$1,094.88 – plus shipping
Digital Camera	B&H Camera Casino	\$770.95 Plus shipping – recommended \$835.00
Speed Flash	B&H Camera Casino	\$240 Plus shipping – recommended \$274

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 \$8,657.39 and for Purchasing in the amount of \$ 17,380.72.

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

MAINTENANCE REPORT

General notes:

- The power washer is ordered and should be in this weekend. (Cleanliness is on its way).
- Pump house is now being used for park's storage. i.e. supplies
- The arrangement we have with Highway for park's work is going very well, communication is

good.

Safety Building/jail: The air conditioning is functioning. We do not have total control over it yet, but it is maintaining COOL. The chiller did go down one morning (the week of 6/25). It was low on glycol, flow switch malfunctioned. We are having trouble locating the circuit breakers that control the four air conditioning units that control dispatch, sheriff's office, De Anna's office and the phone room. Locating circuit breakers is an ongoing problem throughout the entire building complex. The safety building bubbler should be here next week. Soft water is now operating, and because of it, we are having far fewer calls to reset water valves. Lime build up in the kitchen dishwasher is reducing itself. We still can not get HOT water to the dishwasher. We will address this when we have time.

Courthouse: Brewer finished checking all the air conditioning units for the building yesterday. This included identifying every unit, its air handler, and where the switch is, i.e. we are two thirds of the way done, switch location is a real problem. The back up air conditioner for IT is in and Brewer will try to install it the second week in July. Yesterday while Brewer and Kathy were checking the final unit on the roof, it failed completely. (Compressor is shot) This one must also be replaced because it is for the 3rd floor phone room system. One of the exhaust fans that was replaced on the roof that takes care of the bathrooms is now working. We have identified all of the circuit breakers for the Register of Deeds office. We found 17 circuits mislabeled. NOTE: Bill from IT was a big help so we did not crash his UPS units. The outside door by the County Clerk's office has not functioned properly for some time, I have a quote coming for, 1.) A complete new door set, for \$3300, 2.) a used door replacement that opens only one way with a new threshold, for \$2195 and 3.) a major fix on the current set-up for \$955.

Human Services: All of the air conditioners at HHS are now checked, labeled and switches identified. Because this has been an issue, every time we are called out there we check three things: 1.) make sure the condensers are operating, 2.) make sure the air handler is operating, and 3.) make sure that the fan switch is set to on. All eight systems have been functioning perfectly even though we have been getting calls. We are working on the back double door by the file room. There are no insulation strips, threshold was not properly installed. And the lock set will not stay tight. We are addressing it to make it function as well as possible. The 4 automatic doors at HHS all have problems: 1.) three of them need the bottom bearing replaced. All the balls are gone and the hubs are broken, 2.) the sweeps have to be replaced, and 3.) one door needs the threshold replaced, it was cut out so the door would close. The total fix on the four doors by a local contractor is going to be \$589. ***Motion/second(Helmer/Mueller)*** to approve the repairs of the doors at HHS building for \$589 and the outside door at by the Clerk's office for \$2195. Motion carried.

Ongoing work: We are continuing to work on Standard Operating Procedures (SOP) with the jail and the alarm systems being the major emphasis. In this process we found 10 alarms that no one knew existed and mapped them. We have finally qualified a stainless steel cleaner to be used on railings, drinking fountains, and bathroom fixtures. NOTE: this is going to eliminate three other products that have been used in the past. (We will use them up first). Staff training is going very well. These folks are doing marvelous work as we go through this culture change. We have instituted a policy of a daily staff meeting which closes the loops from the previous day, denoted duties for the current day, covers anything they have noticed or seen, and takes care of our "grocery list". This meeting has been more successful than I would have ever imagined.

Quote to replace the floor in the dispatch area and remove the remaining carpet.
Knutson's tow bids are - \$3731.91 (anti-static) to 1490.31(not static resistant)

Surface & Surroundings tow bids are - \$3250 (anti-static) to \$2550 (not static resistant)
Motion/second(Mueller/helmer) to approve the bid from Surface & Surroundings for \$3250. Motion carried.
Simpson would like to check with other Sheriff's department to see if the less costly tile is appropriate.

Simpson explained that when the electricity went out a few weeks ago, the jail generator worked fine but the generator for the courthouse did not work. The generator worked and ran for the time that the electric was out, but the electricity did not go on in the courthouse. Simpson found that the restrooms, vault heater all outlets, county board room, four air-conditioners, the new boiler, the 3rd floor computer room, the maintenance department and zoning. So it is over loaded. Simpson does not have all the facts and will bring the information to the committee next month.

The brakes went out on the plow truck; the repair estimate was \$772.19.

Simpson has been working to get all the serial numbers on the air-conditioners. 11 units at the Courthouse are over 15 years old, 6 units at HHS are over 24 years old and the Safety building chiller is 13 years old.

Simpson asked the committee to review the budget to discuss the project for this year.

The jail alarms are not complete yet.

Helmer stated that when the electricity went out the nurse was concerned with the \$55,000 worth of vaccines, to Bostelmann's house. Helmer stated that a small generator should be purchased and installed at HHS for the refrigerator. Simpson said that there is a generator that needs to be installed.

CLERKS REPORT

Bostelmann explained the post office box.

COMMITTEE DISCUSSION

Next meeting dates: Regular meeting on August 7, 2007

Agenda Items: Maintenance Contract

ADJOURNMENT

Motion/second(Stoddard/Mueller) to adjourn at 6:55 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk