

PROPERTY AND INSURANCE COMMITTEE

October 7, 2008

The meeting of the Property and Insurance Committee was called to order by Chair Gene Thom on Tuesday, October 7, 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: Mike Stoddard
Orrin Helmer
Gene Thom
Gene Schroeder

Absent: Gus Mueller

Also Present:

Marge Bostelmann, County Clerk
Jeff Haase, Assistant Corporation Counsel
Scott Weir, Maintenance Supervisor
Mark Podoll, Sheriff
Dan Priske, Board Vice-Chair
Kurt Berner and Curt Schleicher from Samuel's Group
Kevin Anderson, Potter Lawson

Others Present: Pat Wolff, Pam Schumacher

AGENDA

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

MINUTES

Motion/second (Schroeder/Stoddard) to approve the minutes of September 2, 2008 as presented. Motion carried.

CORRESPONDENCE None

PUBLIC COMMENT None

APPEARANCES None

DISCUSSION ON LONG RANGE PLAN

Discussion relating to hallway reduction size:

Kurt Berner presented a site plan based on the approved project. The HHS basement will not be finished. The geothermal system may have some heat pumps in a corner of the HHS basement; this is still yet to be determined. Kurt explained the decision to reduce the upper floor width by 5 feet affected the structural design by causing additional loading to the structural members of the second floor system. This issue would have impacted the project budget. In order to keep the project on budget the team proposed reducing the size of both floors by 2.5 feet. The second floor hearing suite will have an area to build in the future.

A schedule of mile stones was presented. Bid package 1 will be ready on November 17th with bid review on December 2nd. Bid package 2 will be sent out on March 2nd with opening on

March 16th. Curt Schleicher will be working with the day to day details including draw downs.

The geothermal design will start with information from Focus on Energy on incentives. Kurt would like to see a bid for a culvert and entry to the field. He is also looking for a point person that he can keep updated as things develop. The Committee will discuss the point person and make a recommendation to the County Board Chair.

GMP Contract with Samuel's Group: Kurt wrote a new contract giving the Samuel's group the financial risk. He stated that their contract is for the cost less the Architects contracted amount. He explained his contract as approved by Selsing.

Contract Amendment with Potter Lawson: The contract has been reviewed and approved by Selsing. . Priske would like a second attorney (such as Quarles & Brady) who deals more with construction contracts review the two contracts.

Motion/second(Schroeder/Stoddard) to approve the signing of the contracts after review by an attorney familiar with construction contract. Motion carried.

Request for Proposal for Development of Downtown site, Sale of 515 Gold Street and HHS building: Berner presented a proposed RFP for county facilities. He would like a response from the Committee within a week on how the request can be revised. Helmer stated he would not like to see the Gold Street property sold before 2009. This will be on the agenda for the November P&I Committee meeting to discuss.

MAINTENANCE REPORT

Weir's report was sent to the committee in advance. Van Ness stated that she has had positive comments on the maintenance received at the HHS building since Weir started. Discussion was held on the back-up generator at HHS for the refrigerator containing the vaccines.

Discussion was held on the 2008 maintenance budget. The Committee recommended that Weir review needed repairs that can be done this year. Weir mentioned the leaks in the CO-RAY-VAC heating system at the Highway Shop. The committee advised Weir to check on replacing the system if needed.

REVIEW MAINTENANCE JOB DESCRIPTIONS

Weir presented changes to the maintenance job descriptions that better defines what the employees are doing. Some employee responsibilities have been shifted.

Motion/second(Helmer/Stoddard) to approve the changes to the Mail Clerk/Custodian, Maintenance Repair Helper Custodian and Maintenance Custodian and send them on to the Personnel Committee. Motion carried.

SIGNAGE FOR COUNTY BUILDINGS RE: WEAPONS AND SMOKING

Signs were presented. Discussion was held.

Motion/second(Helmer/Stoddard) to approve the new signage if less them \$20 for lettering only on a clear background and the \$13.50 for the solid signs. Motion carried.

USE OF COUNTY PROPERTY

Dean Slark is asking permission for the 4-H Dog Project members to use a part of the Highway grounds for an agility course. A diagram was presented using a spot on the east side of the Highway Building.

Motion/second(Stoddard/Schroeder) to approve the use the highway grounds for the /4-H Dog Project agility contest pending Highway Committee approval. Motion carried.

RESOLUTIONS/ORDINANCES None

PURCHASE REQUESTS

Health & Human Services

Refrigerator

Blumke's	\$549.00
Moriarty	\$649.95

Motion/second(Helmer/Schroeder) to approve the purchases as requested and recommended by the Governing Committee and to approve the glass shelves if those are more desirable. Motion carried.

Maintenance Department would like to purchase the LCD truck that is scheduled to go to auction and send the Maintenance truck to auction instead. Weir should call Sweeney for a cost.

Motion/second(Stoddard/Schroeder) to approve the departmental switch of the LCD truck to the Maintenance Department and send the maintenance truck to the auction. Motion carried.

MONTHLY VOUCHERS

Vouchers were presented for Maintenance in the amount of \$18,608.58 and for Purchasing in the amount of \$127,472.04 which includes \$91,800 for Samuel's and \$23,676.68 for Potter Lawson.

Motion/second(Helmer/Stoddard) to approve the Maintenance and Purchasing vouchers. Motion carried.

CLERKS REPORT

Bostelmann report was sent to the Committee and explained agenda items.

Bostelmann requested permission for Deb Davey to attend an education seminar relating to the new USPS regulations on October 22, 2008 from 9 to noon in Oshkosh. There is no cost for the class but mileage will need to be paid.

Motion/second(Stoddard/Schroeder) to approve Davey attending the class in accordance with County policy. Motion carried.

Bostelmann presented the notes from the last loss control meeting.

CLOSED SESSION

Move into closed session per ss. 19.85 (1)(g) to confer with legal counsel to discuss Notice of Claim.

Motion/second(Schroeder/Stoddard) to go into closed session per ss 19.85(1)(g) to confer with legal counsel to discuss Notice of Claim. Roll call vote, 4 ayes and 0 nays, motion carried.

RESUME OPEN SESSION

Motion/second(Helmer/Stoddard) to resume open session. Roll call vote, 4 ayes and 0 nays, motion carried

ANNOUNCE FINDINGS OF CLOSED SESSION

Motion/second(Helmer/Schroeder) to deny the claim filed by the Estate of Wayne C. Brock and /or Kimberly Brock, legal Heir for Wayne Brock. Motion carried.

COMMITTEE DISCUSSION

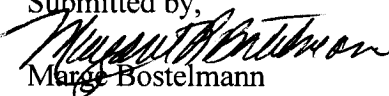
Next meeting dates: Regular meeting: November 4, 2008 at 4:30 p.m.

Agenda Items:

The Committee discussed who the point person should be for building project as requested by Berner of the Samuel's Group. Gene Thom is willing to take on the responsibility at this time. This will be on the agenda for the County Board for Helmer to appoint.

ADJOURNMENT

Motion/second(Stoddard/Schroeder) to adjourn at 6:25 p.m. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk