

PROPERTY AND INSURANCE COMMITTEE
January 5, 2010

The meeting of the Property and Insurance Committee was called to order by Chair Gene Thom on Tuesday, January 5, 2010 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: Gene Thom
Mike Stoddard
Orrin Helmer
Gene Schroeder
Gus Mueller

Also Present:

Margaret Bostelmann, County Clerk
Jeff Haase, Assistant Corporation Counsel
Scott Weir, Maintenance Supervisor
Dan Priske, Supervisor
Joanne Guden, Supervisor
Linda Van Ness, HHS Director
Maureen Schweder, Supervisor
Sue McConnell, Supervisor
Sheriff Podoll
Todd Morris, Zobel Park Playground

Others Present:

Pam Schumacher, Reporter
Leone Seaman
Todd Hudzinski

AGENDA

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

MINUTES

Motion/second (Helmer/Mueller) to approve the minutes of December 1, 2009 and December 2, 2009 as presented. All ayes. Motion carried.

CORRESPONDENCE

PUBLIC COMMENT None

APPEARANCES None

LONG RANGE PLAN DISCUSSION

- Discussion on proposed new addition at CTH A for downtown employees: Mueller stated that he believes that the County needs to move forward with relocating the employees out to CTH A. Thom explained that the project could be completed with only borrowing \$3 million.

- Report on Cornerstone Board Meeting:
Dan Priske, Gene Schroeder, Joanne Guden and Kurt Berner met with the Cornerstone Board

today. Cornerstone Board members will be getting a proposal together to discuss with the County Representatives and Kurt Berner on January 20th. They are interested in the property and are looking at ways to make the project work for everyone.

- Discussion and action on request for special County Board meeting in January:

Request to have a special County Board meeting on January 28th to discuss the Cornerstone proposal and county needs. Hopefully the discussion would be in small groups and then giving those ideas to the whole board. Discussion was held regarding the format of the meeting.

Motion/second(Schroeder/Mueller) to **request that the County Board Chair schedule** have a special County Board meeting on January 28th at 6:00 PM. All ayes. Motion carried. **Orrin Helmer acknowledged the request and will schedule the meeting.**

- Resolution relating to new addition at CTH A for downtown employees: None at this time.

Sue McConnell presented her comments to the Committee, letter was provided to Committee.

Leone Seaman stated that people do not understand that the cost will be covered by the sales tax not the property tax. She believes that it is time to move the departments.

Schroeder discussed the purpose of the Cornerstone Project and their approach to move the project along.

Construction Update:

Curt Schleicher provided the update of the construction project.

Schleicher and Sheriff Podoll explained the upgrade for office keys which cost about \$14,000. This is still being discussed with department heads.

Budget Adjustments:

#64: Adding Cable Tray to Shorten Cable Runs - \$2,149.97

#65: Added Angle at North End of Area B Above Roof C to Support Brick - \$2,535.05

#66 Courtroom Floorboxes in lieu of Spec's – 12 ea - \$7,618.42

#67 Change Fixtures in Showers from QS1 to QV5 - \$571.64

#68 Heat Pump Electrical Requirement Changes - \$12,623.44

#69 Change to 3" Track and Rollers in Lieu of 2" at Sally Port - \$458.33

#70 Plumbing Changes – Adjust Valve and Manhole Elevations and excavate footings - \$5,378.70

#71 Structural Steel Changes in Area C - \$6,937.21

Motion/second(Stoddard/Mueller) to approve the budget adjustments and have them signed.

Motion carried.

MAINTENANCE REPORT

The report was sent to the committee.

PARKS & RECREATION

Appearance by Todd Morris: Morris appeared to discuss a few items. First, the Berlin Rotary has committed \$5,000 for ADA playground equipment at Zobel Park. The Rotary Club is requesting to have the playground area called Rotary Playground with a sign visible along the highway. State approval to alter the sign would need to be looked at.

Second, Alma Hedberg is a member on the Foundation Board and Morris is questioning if she will remain or if it will be a member from the P&I Committee in the future. He also would like to

increase the numbers of members on the Board. The resolution creating the Parks & Recreation Foundation will be looked at to see how it may be amended to change members or increase the number of Board members. This will be done when a new county board chairman is seated. Third Morris asked if a revenue line could be established in the County Parks budget for specific denotations.

Motion/second(Schroeder/Mueller) to request a budget adjustment for a donation revenue line under the parks budget. Motion carried.

Discussion on equipment for the parks: Weir asked about looking into the equipment that will be needed to the upkeep of the parks grounds. Highway has mowers that have been used and may be available to be purchased for the depreciated amounts. Helmer suggested that the Committee wait until the Highway Commissioner makes a recommendation to the Highway Committee regarding the equipment. Bostelmann will contact Podgorski to add this to the Highway agenda for discussion.

Concession stand at Margaret Dodge: Bednarik Bison would like to continue with the concession stand again this year. Helmer explained that the cost was \$300/month for 3 months. A contract will need to be drafted and signed for 2010 season.

Motion/second(Helmer/Mueller) to approve contracting with Bednarik Bison for the 2010 season for \$300 per month for 3 months, June July and August with approval to sell in May and September. Motion carried.

Boar Launch Set up: Weir presented information on the sign to be posted and the forms that would be used. He also stated that the receptacles that would be at the launch site for the fees cost about \$900 each. Discussion held.

Motion/second(Stoddard/Mueller) to instruct Weir to move forward with the purchase and installation of the receptacles if the cost is around \$900 each. Motion carried.

Weir/Bostelmann will look at businesses that can sell the annual stickers. Discussion on the forms will be next month.

Schedule of building repairs: Discussion next month

Schedule of maintenance: Discussion next month

Update Job description for Summer Helper: Weir presented an updated job description for a summer maintenance helper.

Motion/second(Stoddard/Mueller) to approve the updated job description. Motion carried.

Weir needs to develop the justification to hire two summer maintenance helpers for approval next month.

Thom requested Mascoutin Trail Re-route and Snowmobile Bridge be placed on next month agenda.

USE OF COUNTY PROPERTY

A request to use the Highway Shop I area for a ½ marathon on Saturday September 5th was reviewed. Bostelmann will check on insurance and liability coverage for marathon sponsors.

This will be discussed next month.

RESOLUTIONS/ORDINANCES - None

PURCHASE REQUESTS

HHS

| | | |
|---------|-----------------------------|-----------------------|
| Lockers | Locker Supply (Hallowell) | \$990.75 – recommends |
| | Locker Supply (Republic) | \$1493.75 |
| | Global Industries (Capital) | \$\$1299.75 |

Land Conservation

| | | |
|------------------------|--------------------|------------------------|
| Laserlevel/Laserometer | Trimble | \$976.50 – recommended |
| | Martin Instruments | \$1,135.00 |
| | Laser Grade | \$1,195.00 |
| | Seiler | \$1,495.00 |

Motion/second(Stoddard/Mueller) to approve the purchase request as recommended by the Governing Committee. All ayes. Motion carried.

MONTHLY VOUCHERS

Vouchers were presented for Maintenance in the amount of \$188,474.65 for 2009 and 24,015.38 for 2010; for Parks for \$77.00; for Purchasing in the amount of \$4,071.90 for 2009; for Insurance in the amount of \$293,938.00 for 2010; for the Building Project costs of \$1,533,291.86 and for the Radio Tower Project \$1,017,610.00.

Motion/second (Helmer/Stoddard) to approve all the vouchers. All ayes. Motion carried.

CLERKS REPORT

Bostelmann showed the Committee pictures of the Berlin snowmobile bridge. The bridge should be complete by the end of the week.

COMMITTEE DISCUSSION

Future Meeting Date: February 2, 2010 at 4:30PM

Future Agenda items for action & discussion: Fill position of summer maintenance helper, Mascoutin Trail Re-route, Snowmobile bridge update, Use of county Property - Marathon

Podoll will update the committee on the Tower Site project.

Hudzinski reported that the OEI grant has been submitted. He requested that the sustainability team is consulted on the future building plans.

ADJOURNMENT

Motion/second (Stoddard/Mueller) to adjourn at 6:45 p.m. All ayes. Motion carried.

Submitted by,

Margaret Bostelmann