

PROPERTY AND INSURANCE COMMITTEE
July 5, 2011

The meeting of the Property and Insurance Committee was called to order by Gene Thom on Tuesday, July 5, 2011 at 4:30 PM in the Green Lake County Board Room, Green Lake County Courthouse, 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
Jeff Haase, Assistant Corporation Counsel
Dan Priske, Board Chair
Curt Schleicher, Samuel's Group
Sheriff Mark Podoll
Jason Kauffeld, UWEX

Linda Van Ness, HHS Director
Scott Weir, Maintenance Supervisor
Judge McMonigal
Terry and Nancy Mulville
Robin Wallenfang

Jeff Kiener, Mike White, Curtis Schroeder, Tom Willett and Sue Kinas representing the Cornerstone

AGENDA

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

MINUTES

Motion/second (Guden/Stoddard) to approve the minutes June 7, 2011 and June 14, 2011. All ayes. Motion carried.

CORRESPONDENCE

Letter from Joan Kush regarding the piers.

Letter from Lori Kannenberg regarding the condition of Margaret Dodge Memorial Park and the behavior of people at the park, "like a free for all".

PUBLIC COMMENT – None

APPEARANCES – None

LAND PURCHASE PROPOSAL – TERRY MULVILLE

Terry Mulville presented a proposal for the purchase of 15 feet x 82.5 feet of the downtown lawn area on next to his building for \$12,337.88 which is about \$10/sq ft. This will bring his property into compliance with the City Ordinance. Discussion was held.

Motion/Second(Richter/Peters) to accept the offer with Mulville paying all costs and send to the August County Board meeting for approval. Motion carried.

CORNERSTONE PROJECT

Jeff Kiener and Mike White appeared to discuss the history of the Cornerstone Board of Directors working with the YMCA to bring a facility to this area. This did not work so Cornerstone is now proposing a Fitness/Wellness/Aquatic Project for Green Lake for the whole family, all age groups. They are interested in purchasing the old HHS building.

Curtis Schroeder, Consolidated Construction explained conceptual design with a proposed floor plan with a pool, baby sitting area, multi-purpose room, and community room.

Dr. Tom Willett explained that this is a process over several years and he explained the fund raising and funds to cover annual costs.

Discussion was held on relocating the food pantry and how important that is in the proposal along with the maintenance shed being relocated. This will be on the agenda for next month.

FRAMING PROPOSAL

Robin Wallenfang explained that she has viewed the 12 pictures of the previous judges and presented a proposal for three frame styles. She would do the framing and the pictures would be hung by the maintenance staff. The cost of the 3 frame styles were: \$4140, \$3540 and \$3120

Peters stated that he would like to see another bid for the frame costs. Discussion was held on getting a second quote. Richter will give the specification to Ben Franklyn and Peters will give the specification to someone that he knows who does framing.

POLICY FOR INTERIOR DECORATIONS – ROBIN WALLENFANG

Wallenfang drafted a Policy for Interior Decorations with input from Richter. The committee reviewed the policy and would like this on the agenda next month to be presented as part of the Personnel Policy and Procedures Policy.

Van Ness stated that some of the offices that work with children and mental health patients are different than other administrative offices. The Judge voiced his concerns of policies not being sent out to employees and the committees not getting input on how this will impact the employees. This will be sent to all county employees for comment and this will be on the next agenda.

REPORT ON LOCATION OF BAR ASSOCIATION PICTURE & LITERATURE RACK IN THE GOVERNMENT CENTER

The pictures have not been brought in to the County yet. Judge McMonigal stated that the literature rack is in the conference room with the pictures of the previous Judges. He is concerned with the present and future of where the pictures are hung. This will be on the agenda next month.

Wallenfang presented information on literature racks that would look nice in the new building for about \$350. Judge McMonigal explained that the Bar Association bought the original literature racks. This will be put on the agenda when the Bar Association presents a plan for the racks.

LONG RANGE PLAN DISCUSSION

County A Addition Update: Schleicher stated that Barrows and Weir are working on a few issues with Ahern and the engineers on some issues. Monona Plumbing will also be addressing a few problems this week. Weir stated that they are still working on a few issues.

Budget Adjustments:

#13 concrete work \$4615.00

Motion/Second(Stoddard/Guden) to approve the budget adjustment. Motion carried

Proposal For Internal Camera Monitoring System In Court Area - Judge: Schleicher presented the cost of the cameras from Web Communications \$11,931.00. This will be on the agenda next month.

Remaining Court Punch List: Judge McMonigal presented an updated punch list.

Signage: up but not as discussed. Signage that was discussed has not been received.

Privacy windows for closed proceedings. Schleicher stated the cost is \$1,150.

RIP under desk file drawer, not delivered.

RIP/JA extension of counter to copy machine – postponed

Relocate swipe card reader – courtroom 2 north door. The hardware is in route and will be coming soon for installation.

Courtroom Door noise: A variance request has been sent to the State and we are waiting for approval.

Court/Hallway remote camera system – let Judge Slate weigh in on this.

These issues will be addressed at the next meeting by the Samuel's Group.

Judge stated that he still has some money in his carryover account that could be used for the camera system or other projects that may be needed.

GOLD STREET BUILDING DISCUSSION

No bids were received. Finance suggested that it be put for sale with a realtor or advertised again. CAI would like to present an option to purchase the property at the next P&I meeting.

Motion/Second(Peters/Richter) to list the property with Malcolm Bay Real Estate with an exclusion for the Center of Arts & Innovation with no more than a 5% commission with a term until January 1st. Motion carried.

USE OF COUNTY PROPERTY –

- Land Conservation to use Highway grounds and forklift on August 13 for Clean Sweep:
- Sheriff's Department use the Highway grounds on September 24th for the Safety Days sponsored by the Green Lake County Fire Association from 10 am to 2 pm:
- Green Lake Yacht Club to use Fairground Parking lot for boat trailers on July 28 – 31st.

Motion/Second(Stoddard/Guden) to approve the use of the county property as requested by Land Conservation and the Sheriff's Department and approval for Fairgrounds Parking lot by the Yacht Club pending approval by the highway Committee.

RESOLUTIONS/ORDINANCES – None

PURCHASE REQUESTS:

Sheriff

Inmate time keeping system	TimeKeeping	\$16,617.50
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DA

Shark Copier lightscribe Duplicator Compatible with current equipment.	VinPower Digital	\$599.00
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Land Conservation:

Water Quality Monitor;	Cole-Parmer	\$3,413.40
	GeoTech	\$3,199.45
	Tech Sales	

Motion/Second(Guden/Stoddard) to approve the purchase requests as recommended by the governing committees. Motion carried

MONTHLY VOUCHERS

Vouchers were presented:

- Justice Center - \$133,056.16 (hold check to Potter Lawson for \$14,235.00)
- Maintenance – \$7,406.31
- Parks – \$3,151.13
- Purchasing – \$25,129.02
- Radio Tower - \$440.26

Motion/second (Guden/Stoddard) to approve the vouchers as presented. Hold \$14,000 check for Potter Lawson. All ayes. Motion carried.

MAINTENANCE REPORT

The Report was submitted to the Committee.

- Monthly activities – The report was sent to the Committee.
- Weir requested permission to increase ceiling height to a work area so fork lift can access the area.

Motion/Second(Richter/Guden) to approve the Maintenance Department go ahead and do the work to increase the ceiling at Fox River Industries. Motion carried

Budget: Weir presented the Maintenance budget with the requested 3% cut. Weir explained the cuts he made to his budget.

Motion/Second(Guden/Stoddard) to approve the budget and send on to the Finance Committee. Motion carried

PARKS & RECREATION

Strategic Plan: Jason stated that this is a 5 year plan and this should be addressed by the Committee. He directed the Committee to look at the 5 year action plan on page 28 and 29 for review.

Discussion was held on the garbage in the parks. Weir explained that he did an experiment and put some garbage cans and he stated that his crew started seeing personal garbage from the homes again so he removed the cans. Kauffeld will work with Weir to update the action plan and bring it back to the Committee next month.

Mascoutin Re-route: Petraczek has completed the re-route. Green Lake Greenways has raised the money needed to furnish the gravel for the trail. Weir has it scheduled for this month.

Discussion was held on the need for a canopy and fence around the trail less than 900 feet. Bostelmann has send a request to Chris Halbur of the DNR for this to be modified.

Pier Discussion: Peters went out to see the piers and view the complaint. Weir stated that this type of pier is used in Door County and other areas. Discussion was held on the piers and if posts should be added. The consensus of the Committee is not to add posts on the piers.

CLERKS REPORT

Wrap up has been received for Workers Compensation on the new project.

Budget

Bostelmann presented the budget for insurance which she was able to reduce by .343% and the utility bill which was increased by 10.12%. Bostelmann requested guidance form the Committee regarding the budget increases. She stated that although the new facility is efficient it is much larger. She also explained the additional utility costs the radio towers and food pantry. Discussion was held.

Motion/Second(Richter/Stoddard) to approve the budgets and send them on to the finance committee. Motion carried

CLOSED SESSION:

Motion/Second(Richter/Guden) To move into closed session per ss. 19.85(1)c: Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility, (g) Conferring with legal counsel for the governing body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved – Guaranty Title vs. Green Lake County and Thomas Kloosterboer vs. Susan McConnell and Green Lake Country Land Use Planning and Zoning Committee. Roll call vote, 5 ayes – 0 nays, motion carried.

RESUME OPEN SESSION:

Motion/Second(Guden/Richter) to resume open session. Roll call vote, 5 ayes – 0 nays, motion carried.

ANNOUNCE FINDINGS OF CLOSED SESSION

Motion/Second(Richter/Guden) to deny the claim from Guaranty Title. Motion carried

COMMITTEE DISCUSSION

Future Meeting Date: Regular Meeting: August 2, 2011 at 4:30 pm.

Future Agenda items: Cornerstone Project Proposal, Framing of Judges Pictures, Policy for Interior Decorations, Parks & Recreation Strategic Plan,

ADJOURNMENT

Motion/second (Stoddard/Richter) to adjourn at 8:10 p.m. All ayes, motion carried.

Submitted by,

Marge Bostelmann
County Clerk

