

## PROPERTY AND INSURANCE COMMITTEE

June 6, 2006

The meeting of the Property and Insurance Committee was called to order by Vice – Chair Orrin Helmer on June 6, 2006 at 6:00 PM in the County Boardroom, Green Lake County, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Orrin Helmer  
John Brennan  
Gene Thom  
Gus Mueller  
Mike Stoddard

Others Present:

Marge Bostelmann, County Clerk  
Dave Mendleski, Maintenance Supervisors  
Paul Brummund and Beth Prochaska and Kevin Anderson of Potter Lawson  
Sheriff Mike Handel  
Nancy Thelen, Jail Inspector, DOC  
Sid Samuels and Tom Jones of Samuels Group  
Judge McMonigal  
Mark Trochinski, Undersheriff  
Joy Waterbury, Berlin Journal  
Dan Steffens – Concessionaire  
Tom Gneweich

Supervisors: Margaret Hollander, Dan Priske, Vern Ammentorp, Sue McConnell

### **AGENDA**

*Motion/second (Stoddard/Thom)* to approve the amended agenda. Motion carried.

### **OPEN BIDS**

**Painting at Fox River industries** Hopps Painting Service \$2445.00  
*Motion/second(Helmer/Stoddard)*to approve the bid from Hopps for \$2445.00. Motion carried.

**Painting Highway Shop 2**  
**Painting Sand Storage Building Highway Shop 2** Eberheart \$8500.00  
Gneiser Eberheart \$12,000.00  
*Motion/second(Stoddard/Thom)* to approve the bid from Eberhart for \$8500. Motion carried.

**Replace Concrete Walkway at Courthouse** Ross Construction \$2700.00  
*Motion/second(Stoddard/Helmer)* to approve the bid from Ross for \$2700. Motion carried.

**Replace Windows at Highway Shop 1**

**Replace Door in Safety Building**

Lakeside \$6541  
Gneiser \$3300

*Motion/second(Helmer/Thom)* to award the bid to Gneiser for \$3300 after verifying that the bid meets the specifications of the bid and if the specifications are not met to approve the bid from Lakeside for \$6541.00. Motion carried.

**PUBLIC COMMENTS**

Tom Gnweich apposes moving of the Courthouse to the County A property because the CR Meyers study stated that there is no population increase projected and there is room for expansion here at the present site. Prisoners may not have to be put in jail for a first offense which will reduce the prison population. It will hurt the economy of the City of Green Lake. A petition was presented with 2000 signatures several years ago stating that the Courthouse should not be moved.

**MINUTES**

*Motion/second (Helmer/Stoddard)* to approve the minutes of May 2, 2006, May 4, 2006 and May 8, 2006. Motion carried.

**APPEARANCES**

Potter Lawson Report – Paul Brummund, Beth Prochaska and Kevin Anderson presented an Agenda/Outline that will be followed through the process. The scheduled program review meetings were listed. The plan will project capacity for 2010 and projected to 2020. June will be scheduled for program verification, July the master plan, and August for Schematic Design. Dates to meet were discussed. Meetings on July 6<sup>th</sup>, July 25<sup>th</sup> August 29<sup>th</sup>, September 30<sup>th</sup> at 5 pm were scheduled.

Bostelmann presented the contract, which has been reviewed by Sondalle. A few changes were made and Sondalle has requested that the Committee accept the contract pending final approval by Corporation Counsel.

*Motion/second(Helmer/Stoddard)* to accept the draft of the contract pending final approval by Corporation Counsel. Motion carried.

Tom Jones, Samuels Group – Jones explained that he lives here in the City of Green Lake and is a taxpayer of the County. He chaired the Ad Hoc Committee at the City of Green Lake relating to zoning and building issues in the city. Sid Samuel, President of the Samuels Group stated that he has worked with Waukesha County, Chippewa County, Marathon County, Langlade County, Vilas County and Oneida County. He explained that a Project Manger work for the owner of the project and reviews the architectural drawings making sure that estimates are accurate. They oversee all project changes and the costs of the changes. They have worked with Potter Lawson in the past. Samuels presented a brochure on Preparing ahead for construction efficiencies and how that is accomplished. The project manager would bid out the project in bid packages allowing smaller companies to bid on parts of the project. They are paid a fee for the service based on each phase of the project. Helmer stated that it is the practice of the County to interview several firms for the fee and then take the recommendation to the County Board for approval.



\$10/each over extra large

Mendleski stated that he is proposing 3 shirts per person.

*Motion/second(Thom/Stoddard)* to approve 3 shirts per person with logos, and if employees want additional shirts they can purchase their own. Motion carried.

### **Highway**

Vibratory Asphalt Compactor Roller

Miller- Bradford & Risberg	\$98,860
Roland Machinery	\$98,775
Fabco	\$97,334 – recommended

### **HHS**

Work Station

Scharpf – Sole Bid	\$788.35
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### **IT**

11 Work stations

Dell	\$11,640.31 – recommended
Micron	\$13,519.00

3 IBM T43 Laptops

Technology Resources	\$6,609.00
Office Max	\$6,349.92 – recommended

1 LCD Projector

Technology Resources	\$2,677.00 – recommended
Tech Depot	\$2,947.49

*Motion/second(Helmer/Stoddard)* to approve the purchases as recommended by the governing committees. Motion carried.

### **EMPLOYEE TRAINING – MAINTENANCE**

This request has been withdrawn.

### **JOB CLASSIFICATION UPGRADES - MAINTENANCE**

Will be discussed in closed session under negotiation strategies.

### **AIR QUALITY IN SHERIFF'S OFFICE**

Mendleski called Bill Freeman from EMC and found that they did do a mold test last year and they tested. Mendleski asked why it was not in the report and Freeman explained that he didn't find anything so he didn't mention it. The cost to check on other contaminants is \$1400, which was more than approved at the last meeting. This will be held over until next month.

### **USE OF COUNTY PROPERTY**

Tammy Duve has requested permission to use the Horse ring on June 11<sup>th</sup> from 1:30 pm to 4:30 pm and June 17<sup>th</sup> from 8:30 am to 11:30 am and .

*Motion/second(Stoddard/Thom)* to approve the use of the horse ring as requested. Motion carried.

## **RESOLUTIONS/ORDINANCES**

Relating to Wireless E911:

***Motion/second (Thom/Stoddard)*** to approve the resolution and send to the County Board in June.  
Motion carried.

## **VOUCHERS**

Vouchers were presented for Purchasing in the amount of \$66,534.88 and for the Maintenance Department in the amount of \$13,022.36  
***Motion/second(Thom/Stoddard)*** to approve the Maintenance and Purchasing vouchers as presented.  
Motion carried.

## **MAINTENANCE REPORT**

**Computer Monitor Recycling:** We now have to pay \$10 each to get rid of old computers. IT selling items online will eliminate the cost of disposal.

**Summer Help:** Merle Lohry started working in the parks on May 22<sup>nd</sup>. He said that this will be his last year.

**Highway Shop I:** One of the big springs in the big overhead door at shop I broke and the other three are weak. I ordered four new springs. The cost will be \$1600 for the springs and installation.

**Boat Launch fees** - \$846.06

## **CLERKS REPORT**

### **Budget Adjustment**

We have received \$20,242.78 from the state for the snowmobile bridge project. I would like to request and budget adjustment increasing the revenue and expense so it does not look like the Maintenance budget is over.

***Motion/second(Helmer/Thom)*** to approve the budget adjust request and send it on to Finance.  
Motion carried.

**Unlocked doors in the morning** – Some employees arrive to work early. Discussion was held on when keys are to be given out and how to manage the keys. Mendleski will get information on a patented key system for the courthouse.

***Motion/second(Thom/Stoddard)***to open the back door by the parking lot of the courthouse at 6:50 a.m. and open the rest of the Courthouse door at 7:30 a.m.. 3 ayes and 1 nay (Helmer) Motion passed.

**Maintenance Closets** – Mendleski will look into outing locks on the closet doors and bring a cost back to the Committee next month.

**Signage for elevator on the second floor.** The signage is up and signage will be ordered for the 3<sup>rd</sup> floor also.

**Wheel chairs on second floor** – Discussion was held on where to keep a wheel chair on the second floor and how often a wheel chair is requested for use, no action at this time.

**CLOSED SESSION**

Move into closed session per ss. 19.85 (1)(b)(g)(c)(e) conferring with legal counsel to discuss pending litigation/evaluation/employee discipline and negotiations relating to Valley Trails Landfill contract.

*Motion/second(Thom/Stoddard)* to go into closed session per ss 19.85(1)(e)(g) conferring with legal counsel to discuss pending litigation, and negotiations relating to Valley Trails Landfill contract and negotiation strategies for job classification upgrades. Roll call vote, 4 ayes and 0 nays, motion carried.

**OPEN SESSION**

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

**COMMITTEE DISCUSSION**

Construction Manager: Discussion was held on how a construction manager could help the County. Bostelmann will gather information from other Counties on company's that do construction management and present names to the Committee at the next meeting.

**Next meeting dates:** Regular meeting on July 6, 2006 at 5:00 PM, Special meeting on July 25<sup>th</sup> August 29<sup>th</sup>, and September 30<sup>th</sup> at 5:00 pm.

**Agenda items:**

**ADJOURNMENT**

*Motion/second (Stoddard/Thom)* to adjourn at 9:15 PM. Motion carried.

Submitted by,

Marge Bostelmann  
County Clerk