

PROPERTY AND INSURANCE COMMITTEE
August 2, 2011

The meeting of the Property and Insurance Committee was called to order by Gene Thom on Tuesday, August 2, 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	Linda Van Ness, HHS Director
Scott Weir, Maintenance Supervisor	Judge Slate
Sheriff Mark Podoll	Robin Wallenfang
LeRoy Dissing, HHS Deputy Director	Tony Daley
Mike White and Tom Willett representing the Cornerstone	

AGENDA

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

MINUTES

Motion/second (Guden/Richter) to approve the minutes July 5, 2011 correcting the closed session that a roll call vote was taken. All ayes. Motion carried.

CORRESPONDENCE – None

PUBLIC COMMENT – None

APPEARANCES – None

CORNERSTONE PROJECT PROPOSAL

- Food Pantry relocation
- Maintenance Shed relocation

Mike White and Tom Willett appeared. Discussion was held on relocating the food pantry and maintenance shed. They are willing to help with the cost to relocate the food pantry back into the maintenance shed where it was. White found an area on South Street or in Henry Conti's building for \$7/sq foot \$14,000/year. A second option is to put a new building on the County Road A near the new facilities. Weir reported that a 48 ft x 42 ft basic pole building on a concrete slab could be built for between \$24,000 to \$28,000. Thom stated that a steel structure on concrete would be a better option. Discussion was held.

Cornerstone will draft an offer to purchase for next month and they will work with Weir on costs. The agreement would include a 99 year lease for the food pantry on the Lake Steel Street property if purchased by Cornerstone.

LONG RANGE PLAN DISCUSSION

Budget Adjustments: None

Internal Camera Monitoring System in the court Area

Slate stated that he would like this tabled until he can determine the need for the cameras.

Remaining Court Punch List – Samuels

The request for the variance of the doors was denied. Weir and Severson are working on different hardware to see if this is workable. This will be discussed again next month.

Landscaping & Rain Garden

A letter regarding the landscaping at the Government Center from Tom Traxler to Chairman Priske was sent to the Committee. Traxler questioned the amount of topsoil the landscape contract required. An email from Dave Barrow of Samuel's Group was also included explaining the amount of topsoil used for the project was great that the specifications called for. Traxler also explained that he has notified Egbert Excavating to provide more soil for the rain garden area. The rain gardens were not part of the original landscape specifications. Weir stated that Land Conservation designed a rain garden. The spec for the topsoil was met, but the topsoil was not enough for the rain garden. Egbert will be coming to add the additional topsoil for the area. Weir also explained that the prairie grass around the building needs to be seeded. He stated that burning the fields every few years may be a problem if the building has to be "shut down" due to the smoke while burning. The jail area cannot be shut down and the smoke will be entering building through the air handling system.

GOLD STREET BUILDING DISCUSSION

- Center for Art & Innovation option to purchase – None received.

Richter stated that the contract with Malcolm Bay has been signed. The CAI was excluded.

Bostelmann requested permission to rent an office in the Gold Street building. Thom stated that she has had permission to rent an office if there was a request. Bostelmann explained that someone asked about the old dentist office area. The area was rented for \$500.00/month by the dentist and Bostelmann stated that the office would be rented again for \$500/month. Bostelmann will pursue the tenant. Discussion was held on the leases. Bostelmann will look at changing the leases so the tenants are responsible to clean and maintain the building and grounds.

POLICY FOR INTERIOR DECORATIONS – ROBIN WALLENFANG

The committee was given feedback from employees regarding the policy. The comments were reviewed item by item. Changes will be made and brought back next month.

FRAMING PROPOSAL OF JUDGES PICTURE

Bids were received. Three types of frames were proposed:

Long Loft Gallery price per frame: Burl - \$345 Stradivarius - \$295 Heritage - \$260.
 Ben Franklin price per frame: Burl - \$296 Stradivarius - \$238 Heritage - \$229
 Long Loft Gallery will mount the pictures, provide name plates and size the pictures so they are all identical.

Motion/Second(Guden/Stoddard) to approve the framing from Long Loft for the Burl frame for \$345 each. Motion carried.

Wallenfang will work with Judge Slate on hanging the pictures.

USE OF COUNTY PROPERTY –

- Green Lake 4-H Horse Project Storage Shed:
Slark will be asked to come to the next meeting and clarify the construction of the building.
- Use of Old courthouse Lawn for the Friday night of August 12 & 26 from 2:30 to 7:00 pm for the Green Lake Chamber of Commerce Farmer’s Market
- Ripon College August 22nd at Dodge Memorial Park for the annual picnic from 4:00 – 6:30 PM.

Motion/Second(Stoddard/Richter) to approve the use of the use of property for the Farmer’s Market and Ripon college annual picnic. Motion carried

RESOLUTIONS/ORDINANCES

Resolution 13-2011 Relating to the Sale of Mill Street Vacant Land in Green Lake.

Motion/Second(Guden/Richter) to approve the resolution and send on to County Board. Motion carried

PURCHASE REQUESTS:

Maintenance

Windsor Leed Compliant carpet extractor-Machine #1.008-048.0 Clipper 10 gal – 16 dual counter rotating brushes Palmer Company \$2,995.00

2 Picnic Tables Barco \$298.00 each

Cellular Equipment Proposal BayCom \$4,008.85
 Tabled till September

Bostelmann will provide more information on his request at next months meeting.

HHS

Electric Emergency Van Offeren Electronic \$597.10

2 IPADS Apple \$599.00
 Target \$599.00
 Walmart \$599.00

FRI

Used corn elevator Will seek used one Up to \$2,000.

Treasurer:

Additional Workstation & Installation: Environments \$1,577.11

Motion/Second(Stoddard/Guden) to approve the purchase requests as presented and approved by governing committee excluding the wireless upgrade until more information is provided. Motion carried

Emergency Management

VHF/Trunking mobile and portable radio BayCom \$7,146.00

Mutual Aid Box Alarm System Base station BayCom \$19,997.99

Podoll stated that the grant has a quick turn-around. He received the money today for the grant. The match money is available through budget and fire departments. This request has to go to Judicial Law & Emergency Government Committee on August 10th for approval.

Motion/Second(Stoddard/Guden) to approve the purchase requests from Emergency Government pending governing committee approval. Motion carried

MONTHLY VOUCHERS

Vouchers were presented:

Justice Center - \$77,598.54

Maintenance – \$28,024.05

Parks – \$8,016.66

Purchasing – \$4,921.60

Radio Tower - \$9,450.00

Motion/second (Guden/Stoddard) to approve the vouchers as presented. All ayes. Motion carried.

MAINTENANCE REPORT

The Report was submitted to the Committee.

- Monthly activities – The report was sent to the Committee.

Weir reported that air handler 3 is not working and it is out of warranty. Initial cost is \$3600.00.

PARKS & RECREATION

Strategic Plan: Jason Kauffeld and Weir have been discussing the plan and will report next month.

Mascoutin Re-route: Gravel for the end will be provided by Green Lake Greenways will be finished up on August 15th. Signs have come in. The Berlin Conservation Club will purchase no trespassing signs for the trail. Bostelmann is still waiting for a response from Halbur regarding the fence plan modification.

2012 Budget

The budget was reduced by 3%.

Motion/Second(Guden/Richter) to approve the budget and sent it on to Finance. Motion carried

Discussion was held on a letter complaining about the boat launch daily pass dispenser. Discussion was held on the excessive garbage left in the parks. The Sheriff has increased enforcement which has helped.

Weir is requesting permission to install a hitching post in the Kingston Park for the horses. *Motion/Second(Richter/Guden)* to approve installing a hitching post. Motion carried.

Discussion was held on putting dumpsters back into the parks. Weir will investigate costs and report next month.

CLERKS REPORT

Related to Agenda Items

2012 Budget 911/Radio Tower

Bostelmann presented the budget for the 911/radio tower maintenance agreements. This is the first year for the Radio Tower maintenance contract. The maintenance contract is a 24/7/365 day contract.

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

CLOSED SESSION: None

COMMITTEE DISCUSSION

Future Meeting Date: Regular Meeting: September 6, 2011 at 4:30 pm.

Future Agenda items: Cornerstone Proposal. Cellular Equipment Proposal

ADJOURNMENT

Motion/second (Guden/Stoddard) to adjourn at 7:10 p.m. All ayes, motion carried.

Submitted by,

Marge Bostelmann
County Clerk