

**PROPERTY AND INSURANCE COMMITTEE**  
**March 2, 2010**

The meeting of the Property and Insurance Committee was called to order by Chair Gene Thom on Tuesday, March 2, 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

Absent: Gus Mueller

Also Present:

Margaret Bostelmann, County Clerk  
Jeff Haase, Assistant Corporation Counsel  
Scott Weir, Maintenance Supervisor  
Dan Priske, Supervisor  
Sheriff Podoll  
Sue McConnell, Supervisor  
Jason Kauffeld, UWEX  
Al Shute, Zoning Director

Others Present:

Kurt Berner, Samuels  
Curt Schleicher, Samuels  
Paul Brummund, Potter Lawson  
Lauree Renaud  
Pam Schumacher

**AGENDA**

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

**MINUTES**

*Motion/second (Schroeder/Stoddard)* to approve the minutes of February 2, 2010 change under Tower update that the Markesan tower is next, not Kingston and the February 3, 2010 are amended to include a motion to move all departments to the County A site. All ayes. Motion carried.

**OPEN BIDS FOR COUNTY PAPER**

Bids were open for the official paper:

\$192 per page – 2010

\$192 per page – 2010 and \$202 per page – 2011.

*Motion/second(Stoddard/Schroeder)* to approve the bid for 2 years. Motion carried.

**CORRESPONDENCE** None

**PUBLIC COMMENT**

Sue McConnell stated that some of the shrubbery at the new building is planted too close to the building. She would like to see them moved out a few feet.

Lauree Renaud thanked the Committee for the work done on the Mascoutin Trail and that when the Mascoutin reroute is designed she requests that the boardwalks be designed for 8 feet width rather than 5 feet width.

**APPEARANCES** None

**LONG RANGE PLAN DISCUSSION**

**Radio Tower** – Podoll explained that they started the Berlin site today. They are getting ready for the foundation for the shelters. Then they will be moving to the Princeton site. Podoll is working with a property owner in the Markesan area for that site.

**County A project update:** An update was presented with the current budget. Court electronics will be \$20,063 for upgrades and details will be brought back to the committee for approval.

**Phase 2 design schedule, contracting ideas and construction start dates:**

Paul Brummund drafted a project schedule that was explained by Kurt Berner. Berner explained ways to bid the project. He suggested that the current contractors be given the opportunity to bid first. Berner wants to do one bid pack. County Mutual and Wisconsin Department of Workforce Development approved the ODIP extension for the additional scope of the project. Discussion was held on the need to bid the work if it is an extension of the current project. Haase will look into this.

Berner presented the Additional Service Authorization for Potter Lawson. The cost is \$345,000 which is the amount Samuel's planned for the budget. The Samuel's contract will come forward with the GMP of the \$4.9 million to be approved at the March 16<sup>th</sup> County Board meeting.

***Motion/second(Helmer/Schroeder)*** to send a resolution with the contracts to the County Board at the March 16<sup>th</sup> County Board meeting. Motion carried.

**Budget Adjustments:**

# 79 Security door - \$1059.24

# 80 Modify security frames in booking - \$733.32

# 81 Stainless Steel heavy duty hinges on toilet compartments - \$380.92

#86 Upgrade Locks to Max Security Primus Locks - \$4,350.01

***Motion/second(Helmer/Schroeder)*** to approve the adjustments. Motion carried.

**MAINTENANCE REPORT**

The report was sent to the committee.

Weir stated that he will be talking with the Berlin High School shop teacher to build the boat envelope banks. Bostelmann is looking for an agreement for the businesses that will be selling the annual boat launch permits. She has discussed contracts with the City of Green Lake Clerk but has not heard yet. Discussion was held on the proposed staffing schedule at the new building.

The Parks carryover fund was presented to the Committee. It was sent to Finance for approval.

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

**PARKS & RECREATION**

**Re-route of Mascoutin Trail:** No news.

Thom explained that the farmer who rents the land from the Berlin Conservation Club is

planning to rent the land again this year. Discussion was held regarding the possibility of the corn on the trail being disturbed prior to harvest. Haase will draft an agreement between the farmer and the County.

*Motion/second(Helmer/Schroeder)* to enter into an agreement with the farmer that he can plant the corn on the trail and will not seek damages if the crop is destroyed on the trail. Motion carried.

**Snowmobile Bridge Update:** Bostelmann has paid the last bills for the Berlin snowmobile bridge and will be submitting the reimbursement request this month.

**APPOINT EIC 25 X25 TEAM**

After speaking with Brian Driscoll from the State regarding Team membership, Kauffeld and Bostelmann recommended the EIC Team include the County Board Chair, Sue McConnell, Bostelmann, Kauffeld, and Scott Weir from the County and Ken Bates and Gordie Farrell from the Green Lake School.

*Motion/second(Schroeder/Stoddard)* to appoint the team as recommended. Motion carried.

**PROFESSIONAL SERVICES – 25 X 25 GRANT**

Bostelmann sent a proposal from MSA for profession services to administer the grant. The County is currently under contract with MSA to administer the Housing Grant. Corporation Counsel Selsing reviewed the contract and advised that the agreement with MSA is considered an extension of the current relationship with MSA and approved the contract.

*Motion/second(Schroeder/Stoddard)* to approve entering into the contract with MSA for profession services as outlined in the scope of work for the implementation of the EI 25 x 25 grant for the fee of \$22,500. Motion carried.

**USE OF COUNTY PROPERTY** No requests.

**RESOLUTIONS/ORDINANCES** None

**DISPOSAL OF PROPERTY – LUPZ Van**

A letter was sent to the Committee from Al Shute requesting permission to dispose of one of their vans. The van will not be replaced at this time.

*Motion/second(Schroeder/Helmer)* to send the van to auction “as is” for disposal. Motion carried.

**PURCHASE REQUESTS**

**Law Enforcement**

Van	Ewald’s (State bid)	\$19,370.00
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**Maintenance/Parks**

2 Windsor Versamatic Commercial Vacuums – VS18		
	Palmer Company	\$1,400.00 (preferred)
	King Clean	\$1,999.00
	ABC Vac Warehouse	\$1,798.00

New Scag STT61V-ss Zero Turn Commercial Mower		
	Service Motors	\$12,000.00
	Mid-State Equipment	\$11,995.00 (preferred)
Used Grasshopper Lawn Mower		
	GLC Highway Dept	\$1,866.00
16' 7,000lb Tandem Utility Trailer		
	Eldorado Trailer	\$2,650.00
	Goodrich Trailer	\$1,799.00
	S&B Trailer	\$1,750.00 (preferred)
Fimco 60 gallon Utility Sprayer		
	Nationwide Wholesale	\$559.00 (preferred)
	Gemplers	\$635.00
	Agri Supply	\$659.00
	Ben Meadows Supply	\$620.00

**Motion/second(Stoddard/Helmer)** to approve the purchase request low bids. All ayes. Motion carried.

### **MONTHLY VOUCHERS**

Vouchers were presented:

Maintenance in the amount of \$13,005.19; Parks for \$1,462.92; Purchasing in the amount \$19,256.25; Building Project costs of \$2,238,777.79; Radio Tower Project \$139,335.00; and Markesan Snowmobile club: \$10,750.57 for the bridge installation.

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

### **CLERKS REPORT**

Discussed under agenda items.

### **COMMITTEE DISCUSSION**

Meet with Potter Lawson on March 9<sup>th</sup> at 3:30 to discuss the county board room and administrative offices.

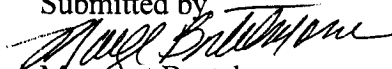
**Future Meeting Date:** April 6, 2010 at 4:30PM

**Future Agenda items for action & discussion:**

### **ADJOURNMENT**

**Motion/second (Stoddard/Schroeder)** to adjourn at 6:30 p.m. All ayes. Motion carried.

Submitted by



Margaret Bostelmann

County Clerk