

PROPERTY AND INSURANCE COMMITTEE  
SEPTEMBER 2, 2008

The meeting of the Property and Insurance Committee was called to order by Chair Gene Thom on Wednesday, September 2, 2008 at 4:30 PM in the County Board Room, Green Lake County, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Mike Stoddard                      Absent: Orrin W. Helmer  
Gene Thom  
Gus Mueller  
Gene Schroeder

Also Present:

Marge Bostelmann, County Clerk	Mark Podoll, Sheriff
John Selsing, Corporation Counsel	Lori Evans, Adm. Asst.
Scott Wier, Maintenance Supervisor	Dan Priske, Vice Chair
John Simpson, Maintenance Consultant	Maureen Schweder
Sue Wendt, Asst. Secretary	Pam ??, Berlin Journal

**AGENDA**

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

**MINUTES**

*Motion/second (Schroeder/Stoddard)* to approve minutes of 7/15/08, 9/05/08, 8/12/08, 8/20/08 as presented. Motion carried. Sheriff questioned July minutes regarding auction vehicles for Sheriff.

**CORRESPONDENCE**

None

**PUBLIC COMMENT**

None

**APPEARANCES**

None

**DISCUSSION ON LONG RANGE PLAN**

Special County Board meeting tonight at 6:00 PM. Move this item to the end.

**MAINTENANCE REPORT**

Simpson/Wier report was sent to the committee in advance.

**Courthouse:** New heater coil was installed in Safety Building boiler room by GMS. Scott is working with Brewer and Simpson to locate source of problem. Replaced air conditioner compressor that handles the courthouse phone room. Large roof dish used by UWEX was repaired after being hit by lightning. This should be covered by our insurance deductible.

**Safety Building/Jail:** Chiller on roof still a problem on cold mornings. A water switch is coming and will be installed as soon as it arrives. Both remaining boilers were state inspected. The dual fuel unit was removed from the state listing.

**Human Services:** Replaced one compressor in the large air conditioner at Human Services. Mail box installed on the front of the building for client access. Dahlke Guttering has realigned the main gutter and installed new gutter and downspout on the backside of the freezers. Kinas has agreed to do ditching and tree removal for \$500.00. The new boiler was state inspected and tagged.

**Highway:** A new hot water heater was installed at Highway. The hot water boiler was cleaned, serviced and started to insure proper operation. The boiler and the compressor were state inspected. The state inspector is requiring us to install a flue in the existing chimney to get a proper draft.

In packets is the quote for replacing or repairing the heating coil from Human Services. Brewer: New: 2,309.00 Repair 1,146.00  
**Motion/second (Schroeder/Mueller)** to approve replacing new heating coil from Brewer for \$2,309.00. Motion carried.

Quote to replace boiler in the jail boiler room Brewer: 13,780.00  
Quote to fill the heating circuit with anitfreeze. Brewer: 3,230.00  
Above items were discussed and tabled until next meeting and bring back with two quotes.

Supervisor Schroeder thanked John Simpson for the service he has provided. Things around here have greatly improved.

### **FILL VACANT POSITION - MAINTENANCE**

Mike Timm has submitted an internal post to Highway. If he gets it, we need to redo the job description. Schroeder feels that the position should be upgraded to a higher skill level, more technical. Committee will look at either filling current position and add a new technical position, or upgrade this position to more technical. This will back on next month's agenda.

### **USE OF COUNTY PROPERTY**

Request from the Green Lake Chamber to use the parking lot on Hill and Gold Street for the Harvest Day celebration. They have used the parking lot in past years. The original request forgot to request this parking lot.

**Motion/second (Schroeder/Mueller)** to allow the Green Lake Chamber to use the parking lot on Hill and Gold Street for the Harvest Day celebration. Motion carried.

### **SIGNAGE RELATING TO WEAPONS IN COUNTY BUILDINGS**

The Security and Facilities Committee is requesting that signs be put up at all the entrances of county buildings stating that no weapons are allowed in the building in accordance with the Green Lake County Code of Ordinance #192-27. The committee reviewed three versions of the sign language.

**Motion/second (Schroeder/Mueller)** to approve version #2: "Warning! Weapons or dangerous instruments, the use of, threat, display, or portrayal of is prohibited on County Property" Ordinance #192-27. Motion carried.

**HIGHWAY AUCTION LIST**

List of highway equipment to sell at auction was reviewed by the committee.

*Motion/second (Stoddard/Schroeder)* to approve the list of highway equipment to sell at auction. Motion carried.

Schroeder requested information on the Highway criteria for trading in vehicles.

**RESOLUTIONS/ORDINANCES**

None.

**PURCHASE REQUESTS**

MDC Mounting Systems (2)

State Bids: General Communications MCD Spare Squad \$930

General Communications MDC Truck \$675

Heavy Duty Shredder

Bids: Lynde – Ordway \$1,097.00

Officetronics \$1,216.10

Factory Express \$1,483.50

Shredder Warehouse \$1,837.00

*Motion/second (Stoddard/Schroeder)* to approve above purchases as recommended from Governing Committee. Motion carried.

**MONTHLY VOUCHERS**

Vouchers were presented for Maintenance in the amount of \$30,422.60 and for Purchasing in the amount of 250,179.96.

*Motion/second (Schroeder/Mueller)* to approve the Maintenance and Purchasing vouchers. Motion carried.

**CLERK’S REPORT**

Clerk’s report was sent to the committee in advance and explained agenda items.

**COMMITTEE DISCUSSION**

Next meeting date: October 7, 2008 4:30PM

Agenda items: Replace Boiler in Jail Boiler room

Fill heating circuit with antifreeze.

Update Maintenance job description

**DISCUSSION ON LONG RANGE PLAN**

Schroeder asked Selsing how we should proceed at the special County Board meeting tonight. Selsing recommended that a motion/second be made on the base price, if passed, motion/second on each deduct, and motion/second on each add alt. Then move forward with a Resolution to build per additions and subtractions for X amount of dollars, with sales tax, and forward to September 16, 2008 County Board.

**ADJOURN**

*Motion/second (Schroeder/Mueller)* to adjourn at 5:40 PM. Motion carried.

Submitted by

Sue Wendt,  
Acting Secretary