

PUBLIC PROPERTY COMMITTEE

January 29, 2009

The Public Property Committee of the Grant County Board of Supervisors met on Thursday, January 29, 2009 at 9:00 a.m. in Room 266 of the Administration Building, Lancaster, WI, pursuant to the adjournment of the of December 17, 2008 meeting.

Chairman Dwight Nelson called the meeting to order. Members present were Stephen Adrian, Maynard Behncke, Pat Schroeder, Linda Adrian, and John Patcle.

John Patcle, seconded by Stephen Adrian, moved that we be in compliance with the open meeting law. Motion carried.

Maynard Behncke, seconded by Pat Schroeder, moved to approve the agenda. Motion carried.

Pat Schroeder, seconded by Stephen Adrian, moved to approve the minutes. Motion carried.

Insurance – Marty Malloy, Liberty Mutual (Wausau Insurance), reviewed the workman's comp claims. We are seeing weather related claims at this time, only one serious at this time but nothing alarming for this time of year. A motion was made by Pat Schroeder, seconded by Stephen Adrian, that the Bonds are not needed because coverage is already provided under to Commercial Crime Policy, \$580.00 was the premium on the Bond. Motion carried. Marty informed the board that Wausau Insurance has changed hand and now will be under the title of Liberty Mutual. Liberty Mutual has been the owner since 1998 and will now change all policy names to Liberty Mutual as of July 2009.

Randy Peterson, Tricor Insurance reported that there were no changes in the claims at this time. The committee asked Randy to clarify coverage on the Gators that are leased for use at the Fair. It was stated that Local Government covers any physical damages; liability damage would fall under Travelers with Tricor. The alcohol coverage was discussed, Randy was asked to bring the policy to the next Public Property meeting to discuss further. Insurance for the County Board members was discussed. Motion was made by Pat Shroeder, seconded by Stephen Adrian, that the County's two Insurance carriers, Dean Health and Medical Associates meet with Joyce Roling, Personnel Director and Linda Gebhard, County Clerk to draft the options for Health Insurance for the County Board and draw up proposals to present to the Board. Motion carried.

Local Government Property List was discussed, needs to be updated. John Patcle will request each Department to go through their equipment inventory; (examples: copy machines, faxes, equipment, small tools, computers, etc.) to update the contents of the property lists per Department and compile a current statement of value for their inventory.

A request was made by the committee that Travelors and Local Government put a quote together for collision coverage with a deductible of \$50,000.00.

Maintenance – Bryan and Mark reported on the Courthouse and Administration Building needs. There was an old bid for heat tapes for the roof of the Courthouse presented for

\$2700.00. It was decided to have a new bid drawn up and present it to Public Property in May or June to review at that time. The Courthouse windows were discussed; Top Notch Construction and Design LLC had worked on 70 windows to seal them around the moldings. It was decided that the Committee would inspect the windows that had been done at this time and after the bill for these windows was received, the committee will discuss this issue further at a the next Public Property meeting.

Bryan asked the Committee if the Wet/Dry Vacs could be replaced, the current one is over 10 years old and would cost around \$300.00 to fix. He had a quote of \$341.00 to replace the unit with a new one, which would include the Wet/Dry Vacs, stripper, hose and wands. Pat Schroeder, seconded by Maynard Behnke, made a motion to purchase two (2) Wet/Dry Vac machines, one (1) with a scoop attachment to use in the Courthouse. Motion carried. It was also discussed that the small hands tools used between the Administration Building and Courthouse are very old and in need of repair. Linda Adrian, seconded by Stephen Adrian, made a motion to start upgrading the small hand tools, up to a value of \$500.00, to be used between the Courthouse and Administration Building and that an inventory of the new tools be kept on record. Motion carried. Disposal of computers, light bulb and ballast for the County was discussed. Bryan was asked to check with Midwest Lambert Company out of Madison to see if they still pick up these disposable items at Orchard Manor and ask if they would pick up these items for the Courthouse and Administration Building and get the cost of this service. Committee discussed the need in the future to have policies in place on disposing these items or the possibility of each Department adding a disposal account in their budgets to take care of their own disposals. It was also agreed that before the computers could be disposed of, Jeff Anderson, Information Services Manager, would have to erase the information off of them. Steve Adrian, seconded by Linda Adrian, made a motion to have Bryan Martens, Maintenance, check into companies that offer disposal pick up of computers, lights, ballast, etc., getting costs and schedules of pick up times to bring back to Public Property. Motion carried.

Joyce Roling, Personnel Director was not present to give the County Vehicle Policy report.

John Patcle discussed the building maintenance for the grandstand at the Fair Grounds. The committee suggested that the Fair Committee should contact construction companies who deal in the type of work that this job will require, cement and structural needs, to get an idea of the initial cost. Once the Committee has an initial cost of the project and an idea of the work needed established, then they should advertise in the paper for bids.

The Committee requested that an ad be published in the paper to get bids for Lawn Care for the Courthouse lawn this summer. Bids will be due in the Grant County Clerk's Office on February 23, 2009 by 4:00 p.m. to be presented at the next Public Property Meeting in February.

Maynard Behcke discussed Self Organization. Stephen Adrian, seconded by Linda Adrian, made a motion that information is sent out to the County Board members for compensation under Self Organization for County Government so the Board members have time to review the information and that a Round Table Discussion be brought back to the County Board Meeting to further discuss this issue. Motion carried unanimously.

Jack Johnson informed the Committee that there is a new program in place that will allow the inmates to do maintenance jobs under supervision by the Department requesting the work, for Grant County. The inmates will get compensated up to 8 hours off of their sentence for working for departments within Grant County, also helps to rehabilitate the inmate. The Sheriff's office will determine if the trustee can handle the job needed to be done, no set hours are in place, the department needing the help will be obligated to picking up the trustee and bringing them back to the jail. Pat Schroeder, seconded by Stephen Adrian, made a motion that a memo be drafted by John Patcle and bring to the Department Head Meeting in February to make the department aware that the Sheriff's office has a program in place that make their trustees (inmates) available to do work needed be done per their Departments, with them supervising the trustee and being responsible to pick trustee up and bring them back to the jail. Motion carried unanimously.

The committee discussed setting up a day bus tour for the board members to visit all the County facilities to familiarize themselves with the locations and assess maintenance needed on the existing facilities. The tour was set for Thursday, February 26, 2009 at 9:00 a.m. to start out at the Administration Building. Information will be sent out to all the board members in their County Board packets so they will have time to plan on this day. A sign up sheet will be available at the County Board meeting February 17, 2009 for them to sign up.

Purchasing Policy of supplies and equipment was brought up as to what was in place throughout the County for ordering supplies in bulk. Was suggested that this be a line item on the County Board agenda to discuss this further.

Stephen Adrian, seconded by Pat Schroeder, moved to adjourn the meeting to Wednesday, February 25, 2009 at 9:00 a.m. Motion carried.