

## PUBLIC PROPERTY COMMITTEE MINUTES

DECEMBER 23, 2009

The Public Property Committee of the Grant County Board of Supervisors met in the Grant County Administration Building, Room 266, Lancaster, WI on Wednesday, December 23, 2009 at 9:00 a.m. pursuant to the December 15, 2009 meeting.

The meeting was called to order by Chair Dwight Nelson. John Patcle, seconded by Stephen Adrian, moved that the meeting was in compliance with the open meeting law. Motion carried.

The roll was taken and a quorum was present. The following committee members were present: Dwight Nelson, Linda S. Adrian, Stephen Adrian, Pat Schroeder, Maynard Behncke, John Beinborn. John Patcle, County Board Chair and Nancy Scott, Finance Director was also in attendance.

Maynard Behncke, seconded by John Beinborn, made a motion to approve the agenda. John Patcle asked to have the order changed to insert line item 7 under line item 4. Motion carried.

Pat Schroeder, seconded by John Beinborn, moved to approve the minutes of October 28, 2009 and December 15, 2009. Motion carried.

Dolores Schwantes, Fair Secretary was present to request that she be able to carry-over \$700.08 for Road Care and \$1,560.45 for Gravel and Fines into the 2010 Public Property Budget. The amount will have to be taken from the Building Fund. Motion carried.

Johnson Controls: Nick Laubusch and Kelly Boggs, gave a presentation on what their company can offer the County in energy efficiency. They offer Energy Performance Contracting that would cost \$25,000.00 to conduct a study on all County owned buildings to help the county save costs on their utility bills. They can offer assistance in receiving grant monies for the county to assist in the cost and they offer ways to improve the efficiency in the county buildings. Orchard Manor has signed them on to do a study for their facility. The committee was in agreement to recommend that Johnson Controls meet with the Finance Director and the Finance Committee for their further recommendations.

Insurance: Marty Malloy, A.J. Gallagher and Company, reported that all was going well in the county as far as the claims were concerned. They would like to do some more safety training at Orchard Manor; they have held some training at the Highway that has been very beneficial.

Randy Peterson, Tricor presented the renewal information to the committee. Pat Schroeder, seconded by John Beinborn, made a motion to renew the policies for Travelers, Boiler-Hartford Steam Boiler and Wisconsin Health Care, with the exclusion of the Terrorism Policy and leave the Self Insured for the collision. Motion carried.

Courthouse Maintenance: Mark Udelhofen was present to update the committee on the Courthouse. He reported that a lamp post had been hit when Bennett's did the snow removal from the parking lot. The lamp parts will be ordered and the bill will be sent to Bennett's. The heat tape on the Courthouse

roof seems to be working fine. The replacement windows will be finished in the spring. The hearing room is all finished and put back together. Mark asked for permission to go ahead with the carpeting project in the courthouse in the Clerk of Court Office.

**Shredding machine:** John Patcle explained to the committee that the shredding machine in the courthouse is very old and keeps jamming. The Courthouse employees are using the Administration Buildings shredder at this time. Pat Schroeder, seconded by Stephen Adrian made a motion to have John Patcle look into contracting with Southwest Opportunity Center to see how much it would cost to have them shred the old papers verses buying a new shredder for the Courthouse. Motion carried.

Dwight Nelson shared with the committee a letter that John Patcle received from Arlene Freymiller to place a flag back on the top of the Courthouse.

Administration Building Maintenance: Bryan Martens is on FMLA. The County Clerk, Linda Gebhard reported that all was going well at the Administration Building. The Experience Workers employee, John Mest is working out well with no complaints to report.

Capital and Custodial Policy: Nancy Scott, Finance Director, presented the Capital and Custodial Assets Policy as a result of the last audit recommendations. The policy establishes a minimum value for capitalizing and depreciating equipment for financial reporting. It also documents the equipment inventory procedures previously put in place by Public Property. Maynard Behcke, seconded by Patrick Schroeder, made a motion to accept the revision to the policy. Motion carried.

Vehicle Lease Program: Nancy Scott, Finance Director, briefly presented the information received from Enterprise in a meeting with the Directors of the Health and Social Services Departments and the Comptroller of Unified Community Services regarding a possible vehicle lease program to reduce county travel costs. The Program would likely target high mileage employees. The committee instructed Nancy to continue to explore the option along with the affected departments.

2009 Public Property Expenditures had been addressed at the previous meeting and action was taken at that time.

The payment procedure of paying Public Property requests was discussed. The committee made a recommendation that all Public Property requests should be submitted to the County Clerk. The County Clerk office will then make a payment voucher to pay for the requests to the appropriate vendors. This will ensure that all the payments requested will be coming from the same payment source and a better handle on tracking the payments can be implemented.

The Save the Fountain Fund: The committee wanted to clarify that the \$10,000.00 start up money for the fund was located in the Courthouse and Administration Building Repair account. There was no need for the Finance Committee to take action on the transfer because both of those accounts fall under the Public Property committee control.

The committee also discussed a previous motion that had been made at the October 28, 2009 meeting to take the Blue Boy Statue down and store inside out of the elements. After discussion; Patrick

Schroeder, seconded by Linda Adrian, made a motion to rescind their previous motion to move the statue inside and now motioned to leave the Blue Boy Statue where it is on the fountain and deal with repairing it at a later time. Motion carried.

Youth and Ag Building Roof: Stephen Adrian gave the committee an update on the new roof for the Youth and Ag Building. They are going to proceed with a rubber roof slopped truss rafter design. The roof cost projected at \$109,000.00, shingles \$12,000.00 and reinforcement of door \$5,000.00. The original roof will not be torn off; new roof will set on top of the brick walls. Air conditioning units will have to be moved to the ground on an enclosed cement pad. The Ag and Extension committee would like to have a firm bid and direction on this project sometime before April 2010 to bring before the full County Board.

The Committee discussed a motion that was made at the October 28, 2009 meeting by Patrick Schroeder, seconded by Linda S. Adrian, which stated that the Administration Building offices and Courthouse could not remodel their offices without the approval of the Public Property Committee. After discussion it was decided by the committee to rescind that motion, Pat Schroeder made the motion to rescind that motion, seconded by John Patcle. Motion carried.

County vehicle/equipment: None to report.

Pat Schroeder, seconded by John Beinborn, made a motion to adjourn the meeting pursuant to the next meeting on January 27, 2010 at 9:00 a.m.