



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 02/03/2017

Amended* Post Date: 02/06/2017

The following documents are included in the packet for the Property and Insurance on February 7, 2017:

- 1) Agenda
- 2) Draft minutes from the 01/03/2017
- 3) Purchase Request for a Snow Blower through Maintenance
- 4) Purchase Request for Cellphones for Sheriff's Office
- 5) Maintenance Report
- 6) ***Parks and Recreation Annual Report**



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

Office: 920-294-4005
FAX: 920-294-4009

Property & Insurance Committee Meeting Notice

Date: February 7, 2017 Time: 5:00 PM

Location: Government Center, County Board Room, 571 County Road A, Green Lake WI

AGENDA

Committee Members

Vicki Bernhagen, Chairman
Patti Garro, Vice Chair
Michael Starshak
Robert Lyon
Richard Trochinski

Elizabeth Otto, Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: 01/03/2017
6. Correspondence
7. Public Comments (3 min limit)
8. Izaak Walton League Gift of Property to Green Lake County
9. Use of County Property
10. Purchase Requests
 - Maintenance-Blower
 - Sheriff's Office Smartphones
11. Resolutions/Ordinances
12. Green Lake Multi Use Trail
13. Maintenance Report
 - Monthly Activities
14. Parks & Recreation Report
15. Clerk's Report
16. Committee Discussion
 - Future Meeting Dates: Regular Meeting March 7, 2017 at 5:00 PM
 - Future Agenda items for action & discussion
17. Adjourn

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Elizabeth Otto, County Clerk

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date Of the meeting.

PROPERTY AND INSURANCE COMMITTEE
January 3, 2017

The meeting of the Property and Insurance Committee was called to order by Chair, Vicki Bernhagen, on Tuesday, January 3, 2017 at 5:00 PM in the Green Lake County Board Room, Green Lake County Government Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Vicki Bernhagen
Richard Trochinski
Bob Lyon
Michael Starshak

Absent: Patti Garro

Also Present: Liz Otto, County Clerk
Cathy Schmit, Administrator
Jason Jerome, HHS Director
Amy Brooks, Hwy Commissioner

Dawn Klockow, Corporation Counsel
Scott Weir, Maintenance Supervisor
Tony Daley, Berlin Journal
Mark Podoll, Sheriff

AGENDA

Motion/second (Trochinski/Starshak) to approve the agenda. Motion carried.

MINUTES

Motion/second (Starshak/Lyon) to approve the minutes of December 6, 2016. Motion carried.

PARKS AND RECREATION FUND

No updates – this item was left on the agenda in error.

CORRESPONDENCE – None

PUBLIC COMMENT – None

IZAAK WALTON LEAGUE GIFT OF PROPERTY TO GREEN LAKE COUNTY

Corporation Counsel Dawn Klockow stated that Attorney Lehner has sent the easement language to Mascoutin for review. Since Lehner is retiring, Dan Sondalle will be taking over the case. After the language is approved, a resolution will be adopted.

USE OF COUNTY PROPERTY –

Green Lake Yacht Club has requested permission for parking on the grass at Sunset Park in August of 2018 for a regatta. Scott Weir provided additional information on the request. Discussion held on possible additional requirements.

Motion/second (Lyon/Trochinski) to approve the request for parking at this time. Motion carried.

PURCHASE REQUESTS

Highway:

(2) power washers (1 for each shop)

- MSE Midwest Service Equipment Inc. \$7,240.00 for two (recommended)
- Hydroclean Equipment Inc. \$9,500.00 for two

Motion/second (Starshak/Lyon) to approve the purchase of the 2 power washers from MSE Midwest Service Equipment, Inc. Motion carried.

IT:

Server for Transcendent software

- Silicon Mechanics \$5,651.00
- Thinkmate \$6,105.00

Motion/second (Starshak/Lyon) to approve the purchase of the server for Transcendent software from Silicon Mechanics. Motion carried.

RESOLUTIONS/ORDINANCES – None

GREEN LAKE MULTI USE TRAIL – No update

MAINTENANCE REPORT

The Report was submitted to the Committee.

- Monthly activities – The report was reviewed.

PARKS & RECREATION REPORT

The Parks report was reviewed.

- Activities – Activities were reviewed.

CLERKS REPORT – County Clerk Liz Otto stated that the two snowmobile bridges have been completed by MPB Builders and invoices have been received. Scott Weir has approved the work so the invoices will be paid and the DNR will reimburse the County.

COMMITTEE DISCUSSION

Future Meeting Date: February 7, 2017 at 5:00 pm.

Future Agenda items for action & discussion:

ADJOURNMENT

Bernhagen adjourned the meeting at 5:11 PM.

Submitted by,

Liz Otto
County Clerk

REQUEST FOR PURCHASE APPROVAL

ITEM TO BE PURCHASED: Erskine 48" snow blower attachment (Whacker)

DEPARTMENT: Parks & Recreation/Maintenance

ACCOUNT NUMBER: 17-100-06-51600-811-000

GOVERNING COMMITTEE: Property & Insurance

PROPERTY AND INSURANCE APPROVAL DATE:

REASON FOR PURCHASE: Snow removal/grounds and facilities

BID INFORMATION: Waupun Equipment Co. Inc. – \$4,775.00
Mid State Equipment - \$4,625.00
Priebie Sales & Service - \$4,550.00 - Recommended

Request for Purchase Approval

Item to be purchased: Smart Phones (12)

Sheriff's Recommendation: To Purchase them from US Cellular

Account Name and Number: 17-100-09-52150-810-003

Governing Committee: P&I

Governing Committee Approval Date:

Property and Insurance Approval Date: February 7, 2017

Reason for Purchase: The current phones are outdated. They are dropping calls and losing signal. Due to technology Smart phones are being requested. With the Smart phones having cameras, this will eliminate the need for us to purchase upgraded cameras for our patrol officers in the future.

Bid Information each: US Cellular
Sole County Vendor for Cell Phones
Approximate increase of \$15.00 per month, per phone

February 7, 2017
Property & Insurance Committee
Monthly Report
Maintenance/Parks & Recreation Department

Highway Department 1 & 2

Replaced and re-attached torsion spring bracket overhead door #8 - 2
Replaced remote switch for outside brine tank pump – 1
Request to fix salt shed lights not working – Checked - breaker turned off – turned on - 1
General Maintenance Performed
Scheduled Maintenance Performed

FRI

Request to check furnace that it was not working properly- Checked/tested –at this time found all operational-FRI will monitor
Maintenance Requests performed

Towers

Replaced on board battery charger for generator – Berlin
Replaced battery for generator – Berlin
General Maintenance performed
Schedule Maintenance performed

Lake Steel Street

General Maintenance performed
Scheduled Maintenance performed

571 County Road A

Replaced seals on dishwasher back flow preventer- dishwasher – Kitchen – Corrections
Unplugged toilets main pod area – (2) – Corrections
Unplugged toilets receiving area – (2) - Corrections
Unplugged first sink unit A – Corrections
Replace ballast and lamps unit M #4 - Corrections
Report of secure elevator lights are not working- switch off-turned on- Corrections
Mandated fire inspection performed – Fire & Safety Equipment Co. – kitchen - Corrections
Installed new diaphragm in toilet flush valve - Communications
Re-installed handle on break room sink – SO
Report of GFI outlet not working SO breakroom – checked- coffee maker defective - SO
State elevator inspection completed -01/11/17 Bureau Veritas/National Elevator Inspection Services
Removed key board tray per request conference room desk – CC

Switched copy machines around per requests LUPZ/COURTS
Installed anchors for wall hangings – LUPZ
Opening framed and drywall and taped- mud, primer, paint to be completed week of 02/13/17-LUPZ/LC
Repaired arm on chair – UWEX
Replaced seal in toilet flush handle 2nd floor women's restroom ADA stall – HHS
Moved all environments for probate office from clerk of courts along with signage back to circuit court judge area - Courts
General Maintenance performed
Scheduled Maintenance performed

Parks/Maintenance

Maintenance on seasonal equipment being performed
Replaced brushes on Kubota power broom attachment
Replaced hydraulic/drive belts on Scag mower
General Maintenance performed
Scheduled Maintenance performed

Office Supply Requests – 83
Maintenance Supply Requests – 20
Maintenance Work Order Requests - 32

Submitted by:



Scott A. Weir
Maintenance/Parks & Recreation Director
Green Lake County

GREEN LAKE COUNTY PARKS DEPARTMENT

2016 ANNUAL REPORT

| | |
|---|------------------|
| BUILDINGS/GROUNDS/PARK FURNISHINGS | 1,781.81 |
| SECURITY/LIGHTING | |
| ZOBEL PARK | 1023.62 |
| KINGSTON PARK | 158.54 |
| SUNSET PARK | 510.45 |
| DODGE PARK | 800.29 |
| TOTAL:SECURITY/LIGHTING & ELECTRIC | 2,492.90 |
| MANDATED WATER TEST | 29 |
| TRASH/RECYCLE | 2,048.40 |
| SEWER/SANITARY | 3,763.64 |
| BOAT LAUNCH MAINTENANCE | 2,743.58 |
| EQUIPMENT/EQUIPMENT REPAIR & MAINTENANCE | |
| EQUIPMENT MAINTENANCE | 16,819.53 |
| FINAL PAYMENT WACKER WHEEL LOADER | 7,032.00 |
| EQUIPMENT RENTAL/LEASE | 295.64 |
| SIGNAGE | 9227.85 |
| SANITATION | 2,196.63 |
| PLUMBING | 294.88 |
| PPE | 23.9 |
| TOOLS/CONSUMABLES | 521.86 |
| FUEL | 2,039.11 |
| WILDLIFE HABITAT MANAGEMENT | 1,000.00 |

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| GREEN LAKE TRAIL PROJECT (MULTI-USE PATH) | 32,530.00 |
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SNOWMOBILE TRAIL MAINTENANCE

| | |
|---|------------------|
| PRINCETON SNO BARONS | 7,475.00 |
| MARKESAN SNO DRIFTERS | 11,025.00 |
| GREEN LAKE TERRACE SNO STREAKERS | 2,850.00 |
| BID ADVERTISEMENT | 142.75 |
| TOTAL | 21,492.75 |

PARKS REVENUE

| | |
|-------------------------|------------------|
| PARKS DONATIONS | 3,520.63 |
| BOAT LAUNCH FEES | 37,917.88 |
| TOTAL | 41,438.51 |