



# ***GREEN LAKE COUNTY***

*571 County Road A, Green Lake, WI 54941*

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**Original Post Date: 06/01/2017**

**Amended\* Post Date:**

**The following documents are included in the packet for the Property and Insurance Committee on June 6, 2017:**

- 1) Agenda
- 2) Draft minutes from the 05/02/2017 and 05/30/2017
- 3) Budget Adjustments
- 4) Credit Card Request Approval
- 5) Maintenance 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: June 6, 2017 Time: 5:00 PM

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

### Amended\* 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: 05/02/17 and \*05/30/2017
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. Budget Adjustments
11. Request for Credit Card Approval
12. Purchase Requests
13. Resolutions/Ordinances
14. ~~Highway Office Relocation\*~~ Discussion and Possible Action on Highway Department Buildings and Grounds
15. Discussion and possible action on additional building security
16. Green Lake Multi Use Trail
17. Maintenance Report
  - Monthly Activities
18. Parks & Recreation Report
19. Clerk's Report
20. Closed Session
  - Consider motion to convene into closed session per Wis. Stat. §19.85 (1) (e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session. This closed session relates to considering first right of refusal on sales properties.
21. Reconvene to open session to take action, if appropriate, on matters discussed in closed session
22. Committee Discussion
  - Future Meeting Dates: Regular Meeting July 5, 2017 at 5:00 PM
  - Future Agenda items for action & discussion
23. 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

May 2, 2017

The meeting of the Property and Insurance Committee was called to order by Chair Vicki Bernhagen, on Tuesday, May 2, 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  
Patti Garro  
Richard Trochinski  
Bob Lyon  
Michael Starshak

Also Present: Liz Otto, County Clerk  
Scott Weir, Maintenance Supervisor  
Amy Brooks, Highway Commissioner  
Harley Reabe, County Board Chairman  
Tony Daley – Berlin Journal  
Dawn Klockow, Corporation Counsel  
Mark Podoll, Sheriff  
Cathy Schmit, County Administrator  
Jason Jerome, HHS Director

### AGENDA

*Motion/second (Garro/Trochinski)* to approve the amended agenda. All ayes. Motion carried. Bernhagen stated that #16 (Green Lake Multi Use Trail) will be moved up to #8 after Public Comment.

### MINUTES

*Motion/second (Garro/Lyon)* to approve the minutes of April 4, 2017. All ayes. Motion carried.

### CORRESPONDENCE

Clerk Otto read a letter from Paul Schwandt, Supervisor #4 and Highway Committee Chair, stating his opinion on the highway building issues and possible solutions.

PUBLIC COMMENT – None

### GREEN LAKE MULTI USE TRAIL

Lauree Renaud of Green Lake Greenways gave the committee an update on the project. She also distributed a map to all committee members.

### IZAAK WALTON LEAGUE GIFT OF PROPERTY TO GREEN LAKE COUNTY

Corporation Counsel Dawn Klockow gave an update on the status of the easement and warranty deed. A resolution will be drawn up when all is completed.

### USE OF COUNTY PROPERTY

**Sunset Park – CRAW (Catamaran Racing Association of Wisconsin):** Requesting overnight parking for boats and trailers for a regatta on June 2–4, 2017.

**Highway Equipment – VFW Run for Sam:** Requesting the use of 9 highway signs and 12 cones for the VFW Run for Sam on July 8, 2017.

*Motion/second (Garro/Starshak)* to approve the use of County property requests as presented. All ayes. Motion carried.

**BUDGET ADJUSTMENTS**

- County Clerk – request to transfer \$300.00 in copier maintenance contracts to the Child Support budget to comply with reimbursement standards from the state.

*Motion/second (Starshak/Garro)* to approve County Clerk budget adjustment. All ayes. Motion carried.

- Highway – request to transfer \$5,200 from the Maintenance Department to Highway. Highway will now be responsible for building maintenance/repairs at both the Green Lake and Manchester shops. Journal entries will be done for expenditures to date.

*Motion/second (Trochinski/Garro)* to approve Highway budget adjustment. All ayes. Motion carried.

**PURCHASE REQUESTS**

**HHS:**

Cell phone purchases and upgrades

- Cell phones and upgrades requested for Aging, Behavioral Health, Children & Families, ESU/Child Support, Fox River Industries, and Public Health. Discussion held. HHS Director Jason Jerome explained the need for each phone.

*Motion/second (Garro/Starshak)* to approve the purchase of all cell phones at .01/each as requested in HHS. All ayes. Motion carried.

**Sheriff's Office:**

2017 Ford Police Interceptor Utility AWD

- Ewald's (sole vendor) - \$28,032.00

*Motion/second (Starshak/Garro)* to approve the purchase of 2017 Ford Police Interceptor Utility AWD from Ewald's. All ayes. Motion carried.

**Highway:**

61" Deck Zero Turn Mower

- Ballweg Implement \$6,733.00 (recommended)
- Powersports \$8,138.00
- Powersports \$7,348.00
- Integrity Lawn \$7,600.00

Discussion held.

*Motion/second (Garro/Trochinski)* to approve the purchase of 61" Deck Zero Turn Mower. All ayes. Motion carried.

**MAINTENANCE:**

Truck and Car Lift

- Northern Tool & Equipment \$2,499.00 (recommended)
- Best Buy Automotive Equipment \$2,499.00
- Equipment Tool \$2,499.00

Discussion held.

*Motion/second (Trochinski/Garro)* to approve the purchase of truck and car lift from Northern Tool & Equipment. All ayes. Motion carried.

**IT ITEMS FOR DISPOSAL:**

Discussion held. Committee requested that a history be given for the disposal of equipment in the future and also that someone from IT be present to answer questions.

*Motion/second (Garro/Trochinski)* to approve the disposal of all equipment per IT request. All ayes. Motion carried.

**RESOLUTIONS/ORDINANCES** - None

**HIGHWAY OFFICE RELOCATION**

Highway Commissioner Amy Brooks distributed a list of eleven possible options. Discussion held. Bernhagen suggested that Maintenance Supervisor Scott Weir do an assessment of the buildings. A joint meeting will be held with the P&I and Highway Committees to tour the buildings at the end of the month.

**WEST WING ACCESS THROUGH SECURITY**

County Board Chair Harley Reabe stated that he and County Administrator Cathy Schmit will be meeting with Potter Lawson on May 16 to get ideas for added security in the West Wing. Potter Lawson is the firm that designed the Government Center.

**LIGHTING AT ZOBEL PARK UPDATE**

Scott Weir gave an update on the costs of electrical service and options at Zobel Park. No action taken.

**MAINTENANCE REPORT**

The Report was submitted to the Committee.

- Monthly activities – The report was reviewed.

**PARKS & RECREATION REPORT**

- The report was reviewed.

**CLERKS REPORT** – None

**COMMITTEE DISCUSSION**

**Future Meeting Date:** June 6, 2017 at 5:00 pm.

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

**ADJOURNMENT**

Chair Bernhagen adjourned the meeting at 5:54 PM.

Submitted by,

Elizabeth Otto

**PROPERTY AND INSURANCE COMMITTEE**  
**May 30, 2017**

The special joint meeting of the Property and Insurance Committee/Highway Committee was called to order by Chair Vicki Bernhagen on Tuesday, May 30, 2017 at 6:00 PM at the Highway Shop, 570 South St., Green Lake, WI 54941. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Vicki Bernhagen (member of both P&I and Highway Committee)  
Patti Garro  
Bob Lyon  
Michael Starshak  
Absent: Richard Trochinski

Also Present: Highway Committee members – Paul Schwandt, Rich Slate, Dennis Mulder  
Liz Otto, County Clerk Scott Weir, Maintenance Supervisor  
Amy Brooks, Highway Commissioner Cathy Schmit, County Administrator  
Harley Reabe, County Board Chairman Tony Daley – Berlin Journal

**AGENDA**

***Motion/second (Starshak/Garro)*** to approve the agenda. All ayes. Motion carried.

**TOUR AND INSPECT HIGHWAY DEPARTMENT BUILDINGS AND GROUNDS TO DETERMINE CURRENT AND FUTURE NEEDS INCLUDING:**

- Highway Shop I – 570 South St., Green Lake

Highway Commissioner Amy Brooks gave a tour of the highway building at Shop I. Maintenance Supervisor Scott Weir provided information on the HVAC and ventilation systems along with roof repairs. Highway Committee Chairman Paul Schwandt went through the points of his recent letter provided to P&I and asked questions related to that. Discussion held.

***Motion/second (Lyon/Garro)*** to adjourn at 6:45 PM and reconvene at Highway Shop II, Manchester. All ayes. Motion carried.

***Motion/second (Starshak/Garro)*** to reconvene at 7:12 PM at Highway Shop II, Manchester. All ayes. Motion carried.

- Highway Shop II – Hwy. 73, Manchester

Highway Commissioner Amy Brooks gave a tour of the highway building at Shop II. Maintenance Supervisor Scott Weir provided information on the HVAC and other building maintenance.

**COMMITTEE DISCUSSION**

**Future Meeting Date:** June 6, 2017 at 5:00 pm.

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

**ADJOURNMENT**

*Motion/second (Starshak/Lyon)* to adjourn at 7:30 PM. All ayes. Motion carried.

Submitted by,

Elizabeth Otto  
County Clerk

DRAFT

# GREEN LAKE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: May 17, 2017  
 Department: Maintenace/Purchasing&Utilities  
 Amount: \$0.00  
 Budget Year Amended: 2017

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

To move budget to Food Pantry accounts

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**Revenue Budget Lines Amended:**

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

**Expenditure Budget Lines Amended:**

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
17-100-04-51430-222-004	Electric & Gas - Food Pantry	\$ 6,000.00	\$ (6,000.00)	\$ -
17-209-32-54641-222-561	Electric & Gas - Food Pantry	\$ -	\$ 6,000.00	\$ 6,000.00
17-100-04-51430-221-003	Water & Sewer - Food Pantr	\$ 600.00	\$ (600.00)	\$ -
17-209-32-54641-221-561	Water & Sewer - Food Pantr	\$ -	\$ 600.00	\$ 600.00
17-100-06-51600-206-00	Service Contracts	\$ 18,970.00	\$ (800.00)	\$ 18,170.00
17-100-06-51600-209-000	Contracted Services	\$ 14,000.00	\$ (1,400.00)	\$ 12,600.00
17-100-12-55200-350-000	Repair & Maintenance	\$ 25,000.00	\$ (2,300.00)	\$ 22,700.00
17-209-32-54641-209-561	Contracted Services - Food	\$ 4,500.00	\$ 4,500.00	\$ 9,000.00
Total Adjustment			\$ -	

Department Head Approval:    
 Date Approved by Committee of Jurisdiction: \_\_\_\_\_

*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_  
 Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_



## Request for Credit Card Approval

Department: MAINTENANCE/PARKS & RECREATION  
 Committee: PROPERTY & INSURANCE

Name of Card Holder	Title of Position	Credit Card Limit
SCOTT WEIR	MAINTENANCE/PARKS RECREATION DIRECTOR	5,000.00
RON SEVERSON	MAINTENANCE TECH.	5,000.00
ZACH WALKER	MAINTENANCE REPAIR	2,500.00
CHARLES THOM	MAINTENANCE REPAIR	1,000.00

**Justification for Credit Card(s):**

PER REQUEST BY COUNTY ADMIN.

Department Head Approval: 

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

*Following this acceptance please forward to the County Clerk's Office.*

Date Approved By Finance Committee: \_\_\_\_\_

June 06, 2017  
Property & Insurance Committee  
Monthly Report  
Maintenance/Park & Recreation Departments

571 County Road A

Installed new Flashed Delta Controller to Version 3.33/Load controller with Justice Center Database  
CP210 – For HP 2.17 Dev 210 – Corrections Administration offices  
Replaced transformer for HP 2.17 Dev 210 – Corrections Administration offices  
Replaced lamp for walk in freezer-kitchen – Corrections  
Adjusted door closure speed for Huber lobby entrance per request – Corrections  
Replaced defective ignitor on lower convection oven – kitchen – Correction - ASC  
Report of lock not working right in wash machine coin drawer- lubed/tested – Corrections  
Sealed aggregate flooring around shower drain – unit C – Corrections  
Cleaned valve for dripping upper shower head unit E - Correction  
Tightened shower hook unit D – Corrections  
Unplugged 1<sup>st</sup> sink unit N – Corrections  
Unplugged toilet Rec. #5 - Corrections  
Replaced lamps lobby – S.O.  
Replaced lift cylinder chair patrol – S.O.  
Repaired snowmobiles and summerized – S.O.  
Installed plastic brochure rack per request Training Room – UWEX  
Installed wall anchors for decorations- rooms #116, #1128, #1125 – HHS  
All HVAC control network serviced along with CRU's #1, #2, #3 serviced along with other scheduled  
maintenance waiting for components for #4 – ACC/GLCM  
Replaced light motion sensor lower level hall Phase 2  
Replaced exhaust blower motor drive belt – OAHP #3 – Corrections  
4 additional exterior safety/security lighting LED retro fits installed  
Scheduled Maintenance performed  
General Maintenance performed

FRI

Request to check N/E HVAC unit not working – Thermostat was locked out – reset – tested –operational,  
FRI will need to reset their schedule in thermostat to their desired days/ times  
Request to check S/W HVAC unit not working – Disconnect was removed – installed – tested -  
operational

Scheduled Maintenance performed  
General Maintenance performed

Towers

Scheduled Maintenance performed  
General Maintenance performed

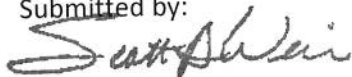
Lake Steel Street

Scheduled Maintenance performed  
General Maintenance performed

Parks

Shoulders mowed Mascoutin Valley State Trail  
Shoulders mowed Hwy. 23 multi- use path  
All Parks pit restroom holding tanks pumped - Hoppa  
Water test performed Dodge Memorial- sent in to state- Approved  
Pavilion opened for season 05/26/17 – Dodge Memorial Park  
50 yds. of new fall zone material installed rotary playground area – Upper Zobel Park  
Resurfaced/rolled Mascoutin Valley State trail from Hwy. 49 to Ripon Road with 3/8" fines  
PTSM Troy Severson has started season 05/30/17  
PTSM Conner Richter is scheduled to start season 06/05/17  
Scheduled Maintenance performed  
General Maintenance performed

Submitted by:



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