



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 07/01/16

Amended* Post Date:

The following documents are included in the packet for the P&I Committee on July 5, 2016:

- 1) Agenda
- 2) Draft minutes from the 06/07/16 meeting
- 3) Minutes from Highway regarding disposal of non-inventory items
- 4) Use of County Property Requests
- 5) Purchase Requests
- 6) Maintenance report



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Margaret R. Bostelmann, WCPM
County Clerk

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

Property & Insurance Committee Meeting Notice

Date: July 5th, 2016 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

Margaret R. Bostelmann
Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: 06/07/16
6. Correspondence
7. Public Comments (3 min limit)
8. Izaak Walton League Gift of Property to Green Lake County
9. *Miscellaneous Non-Inventory Items for Disposal-Highway
10. Use of County Property
 - *VFW-Run for Sam
 - *4th of July Parade
11. Purchase Requests
12. Monthly Vouchers
13. Resolutions/Ordinances
14. Green Lake Multi Use Trail
15. Review Bids for Roofs of Fair Buildings
16. Maintenance Report
 - Monthly Activities
17. Parks & Recreation Report
18. Clerk's Report
 - Pre-Claim Loss-Board of Adjustment
19. Consider motion to convene into closed session pursuant to Wis. Stat. section 19.85(1)(g)(Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigations in which it is or is likely to become involved) The closed session is regarding Notice of Injury – cutting of trees.
20. Reconvene to open session to take action, if appropriate, on matters discussed in closed session.
21. Committee Discussion
 - Future Meeting Dates: Regular Meeting August 2, 2016 at 5:00 PM
 - Future Agenda items for action & discussion
22. Adjourn

**Notice is hereby given that a majority of the Green Lake County Board of Supervisors may be present at this meeting to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the County Board pursuant to the Badke Decision and must be noticed as such although the County Board will not take any formal action at this meeting.*

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Margaret R. Bostelmann, 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

June 7, 2016

The meeting of the Property and Insurance Committee was called to order by Chair, Vicki Bernhagen, on Tuesday, June 7, 2016 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
Mike Starshak (5:20)

Also Present: Marge Bostelmann, County Clerk
Scott Weir, Maintenance
Harley Reabe, Board Chair
Bill Hutchison, IT
Tony Daley, Berlin Journal
Dawn Klockow, Corporation Counsel
Sheriff Podoll
Joy Waterbury, Supervisor
Lauree Renaud

AGENDA

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

MINUTES

Motion/second (Trochinski/Garro) to approve the minutes of May 3, 2016. Motion carried.

CORRESPONDENCE – None

PUBLIC COMMENT – None

DISPOSAL OF IT EQUIPMENT

Bill Hutchison appeared and explained how data is wiped from the devices per the IT policy and the Disposal of Electronic Media Policy. He also explained how electronic items are disposed of. IT is currently working with a company that will pick up and dispose of the equipment at no cost to the County. The equipment is no longer usable by the County at the time of disposal.

Motion/second(Garro/Trochinski) to approve the disposal of the IT equipment. Motion carried.

IZAAK WALTON LEAGUE GIFT OF PROPERTY TO GREEN LAKE COUNTY

Corporation Counsel is waiting for the survey work to be completed.

GREEN LAKE GREENWAYS BIKE ROUTE SIGN AGREEMENT

The agreement drafted by Corporation Counsel was reviewed by the committee. Lauree Renaud presented a sign so the Committee would know what the signs looks like.

Motion/second(Trochinski/Garro) to approve the agreement. Motion carried.

USE OF COUNTY PROPERTY – None

PURCHASE REQUESTS

Maintenance:

Windsor Chariot Iscrub 24 Used – DC Supply & Flooring \$4,500.00 – recommended
Motion/second(Garro/Lyon) to approve the purchase requested. Motion carried.

Sheriff’s Office

2016 Ram 1500 4WD Crew Cab Ewald’s \$28,095.00 – State bid

2016 Ford Transit Cargo Van Ewald’s \$34,517.00 – State bid
Motion/second(Garro/Trochinski) to approve the purchase of the vehicles as requested. Motion carried.

MONTHLY VOUCHERS

Vouchers were presented:

Purchasing: \$34,469.11
Maintenance: \$26,248.65
Radio Tower: \$ 1,139.27
Parks: \$ 7,600.00

Motion/second(Garro/Lyon) to approve the vouchers as presented. Motion carried.

RESOLUTIONS/ORDINANCES – None

GREEN LAKE MULTI USE TRAIL

Department Of Transportation has asked for a third pre-engineering survey showing the landowners that have given approval for the path on their property. Bostelmann will send a letter to DOT from the County in support of the trail.

MAINTENANCE REPORT

The Report was submitted to the Committee.

- Monthly activities – The report was reviewed.

PARKS & RECREATION

The Parks report was reviewed.

Discussion was held on the excessive carp being disposed of in dumpsters. The Green Lake Sanitary District will provide barrels at Margaret Dodge Memorial Park for disposal of the carp.

CLERKS REPORT

- Loss Control Minutes – Policies will be sent to county board.

CLOSED SESSION:

Motion/second(Lyon/Garro) to move into closed session pursuant to Wis. Stat. section 19.85(1)(g) Confering with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigations in which it is or is likely to become involved. The closed session is regarding a trespass to county land by adjacent land owner. Roll call vote, 5 ayes, 0 nays, motion carried.

RECONVENE INTO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS DISCUSSED IN CLOSED SESSION:

Motion/second(Lyon/Starshak) to reconvene in open session. Roll call vote, 5 ayes, 0 nays, motion carried. The Committee was updated on the trespassing concern and how it has been resolved. An agreement will be drafted by Corporation Counsel with specific dates and signed by the parties.

COMMITTEE DISCUSSION

Future Meeting Date: Regular Meeting: July 5, 2016 at 5:00 pm.

Future Agenda items for action & discussion:

ADJOURNMENT

Bernhagen adjourned the meeting at 5:38.

Submitted by,

Marge Bostelmann
County Clerk

Monthly Vouchers

Motion/Second (Slate/Moderow) to approve the May vouchers for \$362,361.40. Motion Carried.

DOT Request for Services

Last month's Discretionary Maintenance Agreement (DMA) for an overlay on STH 44 has been voided, but will be completed with special DMA funding with Marquette County. A new DMA for \$115,000.00 consisting of a seal coat on STH 44 from Marquette Road to STH 73 is requested.

Motion/second (Slate/Moderow) to approve the DMA request for a seal coat on STH 44 for \$115,000.00. Project ID 0024-63-01. Motion Carried.

Financial Reports

Financial reports were reviewed.

Miscellaneous Non-Inventory Items

Discussion held on selling or disposing of old pallets, sign posts & paint totes. P&I approves disposal of property. Highway Committee can recommend to P&I Committee for disposal.

Motion/second (Slate/Moderow) to give the Commissioner the authority to sell or dispose of non-inventory items in any way most beneficial to Green Lake County. Motion Carried.

Near Miss Report

Committee members were updated on two near miss reports.

Resolution Relating to Transportation Funding for Local and State Roads

Motion/second (Bernhagen/Moderow) to approve Resolution Relating to Transportation Funding for Local and State Roads and to forward on to County Board for approval. (3) ayes, (1) nay (Slate). Motion Carried.

Bridge Inspections – Review Request for Proposal & LTE Costs

Two Bridge Inspection request for proposals were received as follows:

Jewell Associates Engineers, Inc. total price \$3,960, and CORRE, Inc. total price \$7,200.00

Discussion held on LTE costs. LTE costs would be \$33.33 per hour, not to exceed \$1,900.00.

Motion/second (Bernhagen/Moderow) to approve hiring a LTE for 2016 bridge inspections, and to forward to Personnel Committee for approval. Motion Carried.

2015 PASER Update

The 2015 PASER Update was explained. Discussion held regarding a way to rank the condition of the shoulders, and an evaluation of which roads have a good subbase.

Cost of Doing Interdepartmental Work

Discussion held on the cost of services along with fine tuning the estimating and bidding processes.

Tire Costs

Tire costs response was reviewed and discussed. No further action needed.

Adopt-A-Highway – County Line Lutheran Church, CTHAW

Motion/second (Bernhagen/Slate) to approve County Line Lutheran Church Adopt-A-Highway on CTHAW from STH 73 to CTH A. Motion Carried.

STP-Rural Standard SMA, CTH D, City of Princeton

STP-Rural Standard SMA on D, City of Princeton from STH 23 to Old Saint Marie Road for a 80/20 Federal/Municipal Cost share was explained and discussed.

Motion/second (Bernhagen/Moderow) to approve Brooks to sign the STP Rural Standard SMA on CTH D in the City of Princeton. Motion Carried.

Use of County Property & Equipment

Green Lake County Highway Department

Location: Shop 1 - Green Lake

Equipment to be used: N/A

Start Date: 7/4/16

End Date: 7/4/16

Requested By: Liane Walsh, Green Lake Chamber of Commerce

Event: 4th of July Parade

Additional Information: Use of grounds for the 4th of July Parade line-up. Please open the west gate.

Approved by Highway: Verbal approval by Committee Chair 6/20/16

Approved by P&I: Verbal approval by Committee Chair 6/20/16

Use of County Property & Equipment
Green Lake County Highway Department

Location: Other

Equipment to be used: Highway Signs and cones

Start Date: July 9

End Date: July 9

Requested By: John Gende

Event: VFW - Run for Sam

Additional Information:

Approved by Highway: Verbal approval by Committee Chair 6/28/16

Approved by P&I:

REQUEST FOR PURCHASE APPROVAL

ITEM TO BE PURCHASED: Two (2) I-Phones

DEPARTMENT: Green Lake County DHHS - Children & Families Unit

ACCOUNT NUMBER: 207-33-54514-225-515

GOVERNING COMMITTEE: Health & Human Services

Approval Date:

PROPERTY AND INSURANCE APPROVAL DATE:

REASON FOR PURCHASE: In the 2015-16 legislative sessions, the legislature passed a significant number of child –welfare related bills. Some of the bills were initiated by the Wisconsin Department of Children & Families to comply with new federal requirements contained in the Sex Trafficking and Strengthening Families Act-PL 113-83.

Within the new legislation is a requirement for child welfare agencies to report information and a photograph of missing children to local law enforcement within eight hours of making the determination the child is missing; and to the National Center for Missing and Exploited Children within 24 hours after making that determination. As a result of the legislation, our agency staff is now required to take photographs and scan them into the eWISACWIS system for all children in out of home care. This includes Kinship Care, Relative Care, Group Home and Residential Care. Presently, our agency has approximately twenty-four (24) children in care per month.

BID INFORMATION: Bid info would be \$0.01 per iPhone, and is anticipated to be \$25 per month charge per phone thereafter.

I-PHONE REQUEST

Children & Family Unit – Green Lake County DHHS

In the 2015-16 legislative sessions, the legislature passed a significant number of child –welfare related bills. Some of the bills were initiated by the Wisconsin Department of Children & Families to comply with new federal requirements contained in the Sex Trafficking and Strengthening Families Act-PL 113-83.

Within the new legislation is a requirement for child welfare agencies to report information and a photograph of missing children to local law enforcement within eight hours of making the determination the child is missing; and to the National Center for Missing and Exploited Children within 24 hours after making that determination. As a result of the legislation, our agency staff is now required to take photographs and scan them into the eWISACWIS system for all children in out of home care. This includes Kinship Care, Relative Care, Group Home and Residential Care. Presently, our agency has approximately twenty-four (24) children in care per month.

After review with the child welfare staff, we feel that the easiest way to accomplish this would be to upgrade the current after-hours telephone to an I-Phone which would give the capability to photograph the children within the time frames required as well as to upload them into the eWISACWIS system. An I-Phone would also enable the workers to quickly search the Wisconsin Circuit Court ACCESS system while they are in the field as background checks are required on all placements due to the internet capabilities that the phone would have. Our present phone does not allow for this.

I would also like to ask for an I-Phone for the Unit Manager Position. I currently utilize my personal I-Phone for the purposes of work to receive e-mails from work as well as be in communication with my staff during any absences I have from the office. Therefore, the Children and Families Unit is requesting two I-Phones.

Per Samantha Stobbe, "There is an additional cost per month per phone, usually \$25, or more depending on how many lines have data on them. Right now your phone costs are minimal, so you would be looking at adding \$25 per phone you convert into an I-Phone per month. I-Phones themselves will cost approximately \$0.01."

July 5th, 2016
Property & Insurance Committee
Monthly Report
Maintenance/Parks & Recreation Department

Highway Departments 1 & 2

Replaced contact block in remote switch for portable brine tank-1
Replaced broken overhead light fixture building #4 - 1
Replaced 12 incandescent light bulbs with CFL equivalent building #4 – 1
Shimmed UWEX/ Fair storage shed up 1 ½" per request – 1
Water meter scheduled for install by city 2nd week of July for fair operations – 1
Upper and lower water feeds to be charged 2nd week in July for fair operations - 1
General Maintenance performed
Scheduled Maintenance performed

Towers

Report of alarm at Kingston tower-Reset/ over-crank alarm
General Maintenance performed
Scheduled Maintenance performed

Lake Steel Street

Repaired ratchet lock (3rd repair) and fabbed a manual lock for panic bar- main exit-Food Pantry
Installed white board per request-Food Pantry
General Maintenance performed
Scheduled Maintenance performed

FRI

Performed building/grounds walk through with Ed/Becky/Dawn
Estimates on facility repairs/upgrades given to Ed Schuh and Joe Gonyo
Key safety topics discussed within facility with Ed/Becky
General Maintenance performed
Maintenance Requests performed

571 County Road A

Repaired floor entrance from jail hallway to male change over-Corrections
Sprayed for fruit flies-medical exam-Corrections
Repaired door latch room #1246 - S.O.
Adjusted/bypassed settings on secure door #14 (dwell/time out- needs to be set in master control computer) (6 adjustments performed) - Corrections
Replaced water hose connection- garage - S.O.
Unplugged toilet unit c #3 - Corrections

Unplugged toilet unit d #1 - Corrections
Unplugged toilet rec. #4 – Corrections
Replaced T-8 bulbs booking – Corrections
Replaced T-8 bulb rec #3 booking – Corrections
Replaced T-8 bulb rec padded cell – Corrections
Replaced O-rings dishwasher drain- kitchen – Corrections
Unplugged toilet ISO cell #1 – Corrections
Unplugged toilet unit D cell #1 – Corrections
Unplugged toilet unit E cell # 1 – Corrections
Sprayed for ants ISO prep area (food debris) – Corrections
Unplugged toilet rec. #5 - Corrections
Replaced blower motor in HP 2.18 services video visit area – Corrections
Check toilet drain detention pin/cleanout for possible evidence rec #4 (call in 3:56 a.m.)- Corrections
Report of water from inspection chase Unit K - Replaced O-ring on toilet diaphragm valve-Corrections
Request for hole to be drilled in shower rail bracket for water to drain so do not have to clean out- Unit J
– Corrections
Unplugged Unit A sink # 1 - Corrections
Repaired defective condensate line hanger on HP 2.29 services 2404, 2405, 2403 - COC
Replaced compressor capacitor in HP 1.28 services open office area - DA
Installed signage (3) for ADRC-HHS
Sprayed for ants south side of facility 1st floor (food debris) interior/exterior - HSS
Removed dead trees- 571 grounds
Replaced T-8 bulb reception – CC
Replaced blower motor capacitor in HP 2.28 services open office – COC
Unplugged condensate line for HP 6.2 services phase 2 breakroom LL
General Maintenance performed
Scheduled Maintenance performed

Parks & Recreation

New park ID signage (all parks) scheduled for install month of June/July
Sunset Park ID sign installed
Zobel Memorial Park (upper) ID sign installed
Zobel Memorial Park (lower) ID sign installed
Cement pad and coal bin installed-Sunset Park
Cut and removed 2 fallen trees-Mascoutin Valley State Trail
Dodge Memorial Park (beach area) ID sign installed
Dodge Memorial Park (boat launch area) ID sign installed
Cement pad and coal bin installed Spring Lake Park-Kingston
Mascoutin Valley State Trail shoulders mowed
Hwy 23 Multi Use path shoulders mowed
General Maintenance performed
Scheduled Maintenance performed

Office Supply Requests-87
Maintenance Supply Requests-17
Maintenance Work Order Requests-29

Submitted by:

A handwritten signature in black ink, appearing to read "Scott A. Weir". The signature is written in a cursive style with a large initial 'S'.

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