



# ***GREEN LAKE COUNTY***

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

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**Original Post Date: 04/28/2017**

**Amended\* Post Date:**

**The following documents are included in the packet for the Property and Insurance Committee on September 5, 2017:**

- 1) Agenda
- 2) Draft minutes from the 08/01/17
- 3) Monthly 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: September 5, 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: 08/01/17
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. Purchase Requests
  - ~~HVAC system for Fox River Industries — 3 bids\*~~
  - ~~Renegotiate lease for the FRI building\*~~
12. 2018 Budgets
13. Resolutions/Ordinances
14. Potter Lawson Security Proposal
15. Green Lake Multi Use Trail
16. Maintenance Report
  - Monthly Activities
17. Parks & Recreation Report
18. \*Consider motion to convene into closed session pursuant to:
  - \*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 reasons require a closed session. This closed session deals with renegotiation of a lease in conjunction with investing county funds into repairing and replacing leased building infrastructure.
19. \*Reconvene to open session to take action, if appropriate, on matters discussed in closed session.
20. Committee Discussion
  - Future Meeting Dates: Regular Meeting October 3, 2017 -5:00 PM
  - Future Agenda items for action & discussion
21. Adjourn

~~Strike through items have been deleted from the agenda~~

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

August 1, 2017

The meeting of the Property and Insurance Committee was called to order by Chair Vicki Bernhagen, on Tuesday, August 1, 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  
Robert Lyon  
Michael Starshak  
Richard Trochinski

Also Present: Liz Otto, County Clerk  
Scott Weir, Maintenance Supervisor  
Harley Reabe, County Board Chair  
Amanda Toney, Treasurer  
Mark Podoll, Sheriff (5:21)

Dawn Klockow, Corporation Counsel  
Amy Brooks, Highway Commissioner  
Toney Daley, Berlin Journal  
Sarah Guenther, Register of Deeds

### AGENDA

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

### MINUTES

*Motion/second (Trochinski/Garro)* to approve the minutes of July 5, 2017. All ayes. Motion carried.

CORRESPONDENCE – Maintenance Supervisor Scott Weir stated that he had received a letter from Asplund requesting use of the Mascoutin Trail access for tree trimming. Weir gave his approval.

PUBLIC COMMENT – none

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

Corporation Counsel Dawn Klockow stated there is nothing new to report.

### USE OF COUNTY PROPERTY –

- License to cross county property for Wisconsin Waterfowl Association  
Corporation Counsel Dawn Klockow has drafted an agreement for the term of November 1, 2017 through March 31, 2018. *Motion/second (Garro/Lyon)* to approve the license. All ayes. Motion carried.
- 13 DOT 1 – Green Lake Half Marathon  
*Motion/second (Lyon/Garro)* to approve the use of one barricade pending approval by the Highway Committee. All ayes. Motion carried.

BUDGET ADJUSTMENTS - none

## **PURCHASE REQUESTS –**

- Transcendent Software – Treasurer Amanda Toney and Register of Deeds Sarah Guenther explained the request for the purchase of Transcendent software for the Treasurer’s office. This has been previously approved by the Land Information Council and will be paid for through grant funds. *Motion/second (Garro/Lyon)* to approve the purchase pending approval from the Administrative Committee. All ayes. Motion carried.
- Highway – 2017 Ford F450 Truck and Ford F450 Dump Body – *Motion/second (Starshak/Lyon)* to approve the purchase of the 2017 Ford F450 Truck from Sondalle Ford for \$33,863.00 and the Ford F450 Dump Body from Casper’s Truck Equipment for \$15,004.00. Discussion held. All ayes. Motion carried.
- Circuit Court – Projector for courtroom - *Motion/second (Garro/Trochinski)* to approve the purchase of a laser projector from CEC for Courtroom I for \$5,125.02. Discussion held. All ayes. Motion carried.

## **2018 BUDGET UPDATE**

Maintenance Supervisor Scott Weir presented the maintenance and parks budgets. County Clerk Liz Otto presented the proposed 2018 insurance budget as well as the purchasing budget. Discussion held.

*Motion/second (Garro/Trochinski)* to approve budgets and forward to the County Administrator. All ayes. Motion carried.

## **RESOLUTIONS/ORDINANCES – none**

## **HIGHWAY DEPARTMENT BUILDINGS AND GROUNDS IMMEDIATE NEEDS**

Discussion held. The Highway Committee needs to formalize their request with cost estimates before anything needs to come back to the P&I Committee. This can be taken off of future agendas until this is done.

## **POTTER LAWSON SECURITY PROPOSAL**

Discussion held. *Motion/second (Lyon/Starshak)* to put on the September agenda and request that the County Administrator be present to discuss this in more detail. All ayes. Motion carried.

## **GREEN LAKE MULTI USE TRAIL**

Maintenance Supervisor Scott Weir stated that a meeting is set for August 2 at 9:00 AM. He will update at next month’s meeting.

## **MAINTENANCE REPORT**

The Report was submitted to the Committee.

- Monthly activities – discussion held.

## **PARKS & RECREATION REPORT**

- The report was reviewed. Discussion held.

**CLERKS REPORT** – County Clerk Liz Otto gave the committee members a Green Lake County Fair schedule from the UW-Extension office and stated that all certificates of insurance have been provided.

## **COMMITTEE DISCUSSION**

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

**Future Agenda items for action & discussion:** Supervisor Trochinski requested that the following item be placed on the September agenda: Discussion and possible action regarding Fox River Industries lease agreement and building improvements.

**ADJOURNMENT**

Chair Bernhagen adjourned the meeting at 5:48 PM.

Submitted by,

Elizabeth Otto  
County Clerk

DRAFT

September 05, 2017  
Property & Insurance Committee  
Monthly Report  
Maintenance/Parks & Recreation Departments

Highway Department Shop 1 & 2

Disconnected water meter from building #3 and return to City of Green Lake – gals. Documented - 1  
Installed foam roof enclosures along both eave ends of entire roof line and replaced all end screws with 2" grip tite screws – SO cold storage building - 1  
Installed door sweep ground level shop door to 1<sup>st</sup> floor offices – 1  
Installed door seal on ground level shop door to 1<sup>st</sup> floor offices – 1  
Repaired door handle/lock on ground level shop door to 1<sup>st</sup> floor offices - 1  
Repaired damaged water line building #3 - 08/03/17 - 1

571 County Road A

Painted all safety bollards at facility  
Installed requested public notice plaque reception area – ROD  
Removed and disposed of bio hazz. material – Corrections  
Retrieved broken toilet brush end from clogged toilet – Corrections  
Replaced lamps/ballast Unit A above sink area – Corrections  
Replaced lower drain seal dishwasher tank – kitchen – Corrections  
Remove bio hazz. materials from sally port and put in bio hazz. container SO garage – Corrections  
Request to replace ear piece visitation booth #1-Accurate Controls replacement – Corrections  
Replaced flush handle corrections rest room – Corrections  
Unplugged toilet court hold cell #2 – Corrections  
Reattached soap dispenser to wall – master control – Corrections  
Reattached fire alarm control panel cover – Communications  
Replaced pre ordered parts for 2 chairs - Communications  
Replaced back up power battery in exit light- back control area - EOC – SO  
Removed mounting bolts holding aluminum deck plate from decommissioned detective unit per request – SO  
Replaced battery in emergency light IDF Room 1248 - SO  
Unplugged condensate line HP 1.28 Dev. 153 - Open Office Area - DA  
Installed additional 2<sup>nd</sup> floor signage Phase 1 for HHS per request - CA  
Meeting Request Set Up/Training Room – WRDA 08/10/17  
Removed brass survey cap/marker from post per request - LUPZ  
Assembled and delivered 2 office chairs – HHS  
Changed battery in auto flush urinal valve – first floor men's restroom - HHS  
Fire Suppression system inspected and serviced – 08/02/17 – Preztborn  
Fire Inspection Report & Notice performed – Phase 2 – Reports forward to County Admin.  
Scheduled Maintenance performed  
General Maintenance performed

Towers

Scheduled Maintenance performed  
General Maintenance performed

FRI

Maintenance Work Order Requests performed  
Ordered/Rec. and delivered 1 Eye Wash Station per request

Lake Steel Street

Removed all deteriorated asphalt (approx. 3ton) from previous cooler/freezer location, Parks & Recreation Building and replaced with 3 yds. of  $\frac{3}{4}$ ' gravel  
Scheduled Maintenance performed  
General Maintenance performed

Parks/Boat Launches

Removed swim buoy and anchor from beach area (dragged up from swim area) and return SO for replacement to swim area - Dodge  
Removed down tree 08/22/17 – Mascoutin Valley State Trail  
Replaced damaged left front corner bumper launch #3 – Dodge  
Added gravel to washed out areas boat launch – Spring Lake  
Added gravel to washed out areas boat launch – Twin Lake  
Added gravel to washed out areas boat launch – Spring Lake – Kingston  
Mowed shoulders – 08/09/17 - Mascoutin Valley State Trail  
Mowed shoulders – 08/17/17 – MUP – City of Green Lake  
Wood preservative applied to boardwalks 08/24/17 – Mascoutin Valley State rail  
Request for intern to do project – Spring Valley Park – Request attached – Request granted 08/03/17  
Scheduled Maintenance performed  
General Maintenance performed

Office Supply Requests - 54  
Maintenance Supply Requests - 19  
Maintenance Work Order Requests - 28

Submitted By:



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

## Weir, Scott

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**From:** Cisar, Anna <anna.cisar@goldensandsrccd.org>  
**Sent:** Wednesday, August 02, 2017 9:27 AM  
**To:** Weir, Scott  
**Subject:** Spring Lake Boat Launch Request

Good Morning Scott,

My name is Anna Cisar, I work with Golden Sands RC&D, Council as the Regional Aquatic Invasive Species Coordinator for Green Lake, Marquette, Waushara, and Waupaca Counties. Paul Gunderson had informed me that the Maintenance Department takes care of the county boat launches. I have a question in regards to Spring Lake's boat launch...

Brady, a student from Ripon College (and the Green Lake Association intern) is looking for a senior research project. I know that Spring Lake was found to have a zebra mussel population last fall. There is another lake in Waushara County that has similar circumstances. Brady and I would like to study the density of the zebra mussel population of both lakes. To do this we would secure a sample plate to a pier, in this case the pier at the boat launch, and suspend the plate in the water. (A sample plate is a series of four square plates that are 6, 8, 10 and 12 inches in size, pyramiding from smaller plates at the top, down to larger plates at the bottom.) Once in the water, Brady would come back at the end of the month to check the plate and again every month until the pier is removed for the winter.

Is this something that the Maintenance Department would allow? I will be around the Green Lake County Land Conservation office for the rest of this week or at the Fair. Please let me know what you think or if we can talk some more about this project.

Regards,  
Anna

Cell Phone: 715-923-5809

Anna Cisar

Regional Aquatic Invasive Species Coordinator  
Green Lake, Marquette, Waupaca, & Waushara Counties  
Golden Sands Resource Conservation & Development Council, Inc.

[Anna.Cisar@goldensandsrccd.org](mailto:Anna.Cisar@goldensandsrccd.org)

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Stevens Point, WI 54481

*Green Lake County: (920) 294-4051*

*Marquette County: (608) 296-2815 ext. 114*

[www.goldensandsrccd.org](http://www.goldensandsrccd.org)

[www.facebook.com/goldensandsrccd](https://www.facebook.com/goldensandsrccd)

**Snapshot Day! August 5th 9 am-1 pm** AIS Coordinators Anna Cisar and Chris Hamerla, and Citizen Lake Monitoring Network Coordinator Paul Skawinski will be leading a site for Snapshot Day at the **Wild Rose Fish Hatchery**. See the link below for more information and to register. If you have any questions contact Anna at [anna.cisar@goldensandsrccd.org](mailto:anna.cisar@goldensandsrccd.org).  
<https://www.wisconsinrivers.org/events/display/item/snapshot-day-5>