



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 06/29/17

Amended* Post Date:

**The following documents are included in the packet for the
Property & Insurance Committee meeting on July 5, 2017:**

- 1) Agenda
- 2) Draft minutes from 06/06/17
- 3) 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: July 5, 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: 06/06/2017
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. Purchase Requests
12. 2018 Budget Update
13. Resolutions/Ordinances
14. Highway Department Buildings and Grounds Immediate Needs
15. Potter Lawson Security Proposal
16. Green Lake Multi Use Trail
17. Maintenance Report
 - Monthly Activities
18. Parks & Recreation Report
19. Clerk's Report
20. Committee Discussion
 - Future Meeting Dates: Regular Meeting August 8, 2017 at 5:00 PM
 - Future Agenda items for action & discussion
21. 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

June 6, 2017

The meeting of the Property and Insurance Committee was called to order by Chair Vicki Bernhagen, on Tuesday, June 6, 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

Absent: Mike Starshak

Also Present: Liz Otto, County Clerk
Scott Weir, Maintenance Supervisor
Amy Brooks, Highway Commissioner
Harley Reabe, County Board Chairman
Tony Daley – Berlin Journal (5:20)

Dawn Klockow, Corporation Counsel
Mark Putzke, Chief Deputy
Cathy Schmit, County Administrator
Jason Jerome, HHS Director

AGENDA

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

MINUTES

Motion/second (Garro/Lyon) to approve the minutes of May 2, 2017 and May 30, 2017. All ayes. Motion carried.

CORRESPONDENCE - None

PUBLIC COMMENT – None

IZAAK WALTON LEAGUE GIFT OF PROPERTY TO GREEN LAKE COUNTY

Corporation Counsel Dawn Klockow stated she has been in contact with Attorney Dan Sondalle and advised him that she needs a copy of the warranty deed before a resolution can be drafted. She hopes to have this completed by the August meeting.

USE OF COUNTY PROPERTY - None

BUDGET ADJUSTMENTS

- Maintenance/Purchasing & Utilities – request to transfer \$11,100 from various accounts in Maintenance and Purchasing & Utilities to newly created Food Pantry accounts in order to provide more accurate cost information.

Motion/second (Garro/Lyon) to approve budget adjustment. All ayes. Motion carried.

REQUEST FOR CREDIT CARD APPROVAL

Maintenance Supervisor Scott Weir submitted credit card requests for employees within the Maintenance Department.

Motion/second (Garro/Trochinski) to approve requests as submitted. All ayes. Motion carried.

PURCHASE REQUESTS - None

RESOLUTIONS/ORDINANCES - None

DISCUSSION AND POSSIBLE ACTION ON HIGHWAY DEPARTMENT BUILDINGS AND GROUNDS

Discussion held by committee. Lyon stated he feels the roof, HVAC, and air exchange system needs to be fixed immediately. Bernhagen agreed that these and other safety issues need to be addressed but the possibility of a new building is at least 5-10 years out. Immediate needs should be prioritized and proposals received for the work required. Discussion held on the change to the highway department handling their own maintenance versus the maintenance department doing it in the past. Trochinski stated he is not in favor of this change. Discussion held. Maintenance can still do repairs and maintenance – the highway department will now be charged for supplies and work provided by maintenance.

DISCUSSION AND POSSIBLE ACTION ON ADDITIONAL BUILDING SECURITY

County Board Chair Harley Reabe stated that a meeting was held with Potter Lawson. A proposal was submitted to committee members outlining the project description and the cost involved for Potter Lawson to complete the study and provide estimates. This will be put on the agenda for the July meeting so that the committee can review the proposal.

GREEN LAKE MULTI USE TRAIL - None

MAINTENANCE REPORT

The Report was submitted to the Committee.

- Monthly activities – The report was reviewed. Discussion held on A/C unit in the IT computer room. Maintenance Supervisor Scott Weir explained the system and stated work has been completed.

PARKS & RECREATION REPORT

- The report was reviewed.

CLERKS REPORT

Clerk Liz Otto stated that a donation of \$130.00 was deposited into the boat launch account from the Catamaran Racing Association of Wisconsin in appreciation of the use of Sunset Park for their regatta this summer.

Clerk Otto also reported that Green Lake County received no sliding dividend check from Aegis Corporation this year for our worker's compensation policy. This is due to the high loss ratio incurred from 1/1/2015 to 1/1/2016.

CLOSED SESSION

Consider motion to convene into closed session per Wis. Stat. §19.85(1) – 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.

Motion/second (Trochinski/Lyon) to enter into Closed Session at 5:23 PM. Roll call vote – Ayes - 4, Nays - 0, Absent – 1 (Starshak), Abstain – 0. Motion carried.

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

Motion/second (Garro/Trochinski) to reconvene to open session at 5:35 PM. Roll call vote - Ayes - 4, Nays - 0, Absent - 1 (Starshak), Abstain - 0.

Motion/second (Garro/Trochinski) to send recommendation to County Board to consider right of first refusal on sales properties. All ayes. Motion carried. Chairman Reabe thanked the committee for their consideration on this matter.

COMMITTEE DISCUSSION

Future Meeting Date: July 5, 2017 at 5:00 pm.

Future Agenda items for action & discussion:

ADJOURNMENT

Chair Bernhagen adjourned the meeting at 5:37 PM.

Submitted by,

Elizabeth Otto
County Clerk

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

571 county Road A

Replaced lamps for task light – IT
Replaced 2 float switches for water fill dishwasher jail kitchen - Corrections
Replaced guard scanning buttons in units A, D, K, L and 2 in Jail Rec. - Corrections
Replaced ballast and lamps shower area Unit B – Corrections
Unplugged toilet Unit K - Corrections
Replaced track 3” cam rollers assemblies (2) door #14 - Corrections
Replaced stand pipe and seal kit in dishwasher – kitchen – Corrections
Unplugged toilet Unit J replaced water shut off plunger – Corrections
Installed thermostat locking guard on jail reception over- head electric heating unit - was set at 90 degrees and running 05/25/17 – Corrections
Cleaned security grates on RA Vents Unit B - Corrections
Report of lights out in male Huber locker room/switched turned off - Corrections
Unplugged sink drain Unit B – Corrections
Unplugged Rec 2 toilet – Corrections
Unplugged Rec 4 toilet – Corrections
Replaced chair bases (2) – Communications
Repaired faucet neck medical office – Corrections
Replaced ballast and lamps Unit E shower area – Corrections
Tightened loose security screws stools day room table Unit M – Corrections
Request to look at dish wash unit will not stop filling – Found metal from hand scrubbing pads stuck on magnetic float switch – kitchen – Corrections
Replaced ballast and lamps Unit D cell #2 – Corrections
Replaced lamps in fixture - back hall - TO
Replaced defective M 50 watt stopper power pack - open office lighting – CC/T
Installed addition wall anchors – room 1129 – HHS
Repaired toilet seat women’s restroom – COC
Replaced light motion sensor – records vault – ROD
All parking areas restriped- (Thank you to Martin of the City of Markesan Maintenance Department for use of the portable sprayer)
Added mulch and wash stone to landscaping in needed areas continuing weather permitting – Fridays/
p.m.
All facility elevators serviced - Otis
General Maintenance performed
Scheduled Maintenance performed

Towers

Reset over-crank alarm - Kingston
General Maintenance performed
Scheduled Maintenance performed

FRI/DSI

Performed Maintenance requests
Ordered and delivered restroom partitions for men's restroom production area
Ordered and delivered restroom partitions for women's restroom production area
Ordered and delivered all restroom fixtures for men's restroom production area
Ordered and delivered all restroom fixtures for women's restroom production area
Replaced ballast in 48"/4lamp T-8 fixture supported employment office

500 Lake Steel Street

Reclaimed old AHU 6 system components and revamped to circulate outside/interior air to interior of shop area – reclaimed duct work - temporary installed duct work – Maintenance Shop Area
Installed Dannmar vehicle hoist – Maintenance Shop Area
General Maintenance performed
Scheduled Maintenance performed

Parks

Restriped boat launch parking lot – Dodge Memorial
Restriped beach/pavilion parking lot – Dodge Memorial
Cut up and remove fallen trees in disc coarse area from storms 06/14/17 – Upper Zobel Park
Cut and removed large fallen tree limbs from wind gust 06/10/17 – Dodge Memorial
(FYI) Dumpsters full of household/property trash first day (21 hours) of units being placed 05/25/17 – Dodge Memorial
Picked up limbs and debris from storms on 06/13/17-06/14/17 all parks
Cut up and removed fallen trees from 06/13/17 storm – Mascoutin Valley State Trail
Cut up and removed fallen trees from 06/13/17 storm – disc coarse area Lower Zobel Park
General Maintenance performed
Scheduled Maintenance performed

Office Supply Requests – 42
Maintenance Supply Requests – 17
Maintenance Work Order Request - 30

Submitted by:

A handwritten signature in black ink that reads "Scott A. Weir". The signature is written in a cursive style with a large, stylized initial 'S'.

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