



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 06/02/16

Amended* Post Date: 06/03/16

The following documents are included in the packet for the P&I Committee on June 7th, 2016:

- 1) Agenda
- 2) Draft minutes from the 05/03/16 meeting
- 3) Bike Route Sign Placement Agreement
- 4) Purchase Request- Maintenance
- 5) Maintenance Report
- 6) ***Carp Disposal**
- 7) Loss Control Minutes



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: June 7th, 2016 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

Margaret R. Bostelmann
Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: 05/03/2016
6. Correspondence
7. Public Comments (3 min limit)
8. Disposal of IT Equipment
9. Izaak Walton League Gift of Property to Green Lake County
10. Green Lake Greenways Bike Route Sign Agreement
11. Use of County Property
12. Purchase Requests
13. Monthly Vouchers
14. Resolutions/Ordinances
15. Green Lake Multi Use Trail
16. Maintenance Report
 - Monthly Activities
17. Parks & Recreation Report
18. Clerk's Report
 - Loss Control Minutes
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 a trespass to county land by adjacent land owner.
20. Reconvene to open session to take action, if appropriate, on matters discussed in closed session.
21. Committee Discussion
 - Future Meeting Dates: Regular Meeting July 5, 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
May 3, 2016

The meeting of the Property and Insurance Committee was called to order by County Clerk, Marge Bostelmann on Tuesday, May 3, 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
Richard Trochinski
Bob Lyon
Mike Starshak

Absent: Patti Garro

Also Present: Marge Bostelmann, County Clerk
Scott Weir, Maintenance
Linda Van Ness, HHS
Nav Ghimire, UWEX
Tony Daley, Berlin Journal

Dawn Klockow, Corporation Counsel
Sheriff Podoll
Amy Brooks, Highway
Harley Reabe, Board Chair
Lauree Renaud

AGENDA

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

ELECTION OF OFFICERS

Election of Chair

Bostelmann asked for nomination for Chair. Trochinski nominated Bernhagen

Motion/second(Starshak/Trochinski) to close nomination and cast a unanimous ballot for Bernhagen for Chair. Motion carried.

Bernhagen was seated as Chair.

Election of Vice-Chair

Bernhagen asked for nomination for Vice-Chair. Lyon nominated Garro

Motion/second(Starshak/Trochinski) to close nomination and cast a unanimous ballot for Garro for Vice-Chair. Motion carried.

MINUTES

Motion/second (Lyon/Starshak) to approve the minutes of April 5, 2016. Motion carried.

CORRESPONDENCE – None

PUBLIC COMMENT – None

IZAAK WALTON LEAGUE GIFT OF PROPERTY TO GREEN LAKE COUNTY

Corporation Counsel reported the League is working to provide the property free from a lease and other encroachments.

USE OF COUNTY PROPERTY

- Norton's Dry Dock Youth Angler Tournament

- Post 306 American Legion Dedication and Memorial Wall
- Catamaran Racing of Wisconsin – 4th Annual Regatta
- Dale Stephens – Princeton Public School

Motion/second(Lyon/Starshak) to approve the requests. Motion carried.

DISPOSAL OF COUNTY PROPERTY

UWEX kitchen stove and list of IT equipment. Discussion held.

Motion/second(Lyon/Starshak) to approve disposal of the UWEX kitchen stove. Motion carried.

Bill Hutchison will be asked to provide information the IT equipment list and how the equipment is disposed of.

PURCHASE REQUESTS

Sheriff’s Office:

2 Apple iPhones	US Cellular	\$0.01 each
4 Radar	Stalker Radar	\$2,450/each

Motion/second(Lyon/Trochinski) to approve the purchase requests from the Sheriff’s Office. Motion carried.

Highway Department:

Air conditioning equipment	Federated Auto Parts	\$4,187.10 – recommended
	Fleet Pride	\$4,774.37
	Humphrey’s	\$5,037.38
Power Seat added to Etnyre Spreader Aring Equipment Co.		\$3,000.00

Motion/second(Lyon/Starshak) to approve the purchase requested as recommended. Motion carried.

Maintenance

Crack Seal all drives and all parking areas at 571 County Road A

Precision Seal Coating Inc.	\$12,250.00
Green Lake County highway	\$13,324.20
Wolf River Seal Coating, Inc.	\$ 6,525.00

Motion/second(Starshak/Trochinski) to approve the bid from Wolf River Seal Coating. Motion carried.

MONTHLY VOUCHERS

Vouchers were presented:

Purchasing:	\$75,727.44
Maintenance:	\$8,118.63
Radio Tower:	\$ 1,054.46
Parks:	\$4,537.61

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

RESOLUTIONS/ORDINANCES – None

GREEN LAKE MULTI USE TRAIL

The Contracts with DOT and DNR have been signed. Renaud explained the trail history and the land owner concerns along the trail and how they are being addressed.

MAINTENANCE REPORT

The Report was submitted to the Committee.

- Monthly activities – The report was reviewed.

PARKS & RECREATION

The Parks report was reviewed.

CLERKS REPORT

- Near Miss Reporting Policy
- Bloodborne Pathogen Policy
- Communication Policy

Bostelmann explained that these policies have been discussed and reviewed by the Loss Control Committee Discussion was held on the policies.

Motion/second(Trochinski/Lyon) to approve the Near Miss Reporting Policy and Communication Policy and the Bloodborne Pathogen Policies. Motion carried.

- Voice Mail upgrade: Bostelmann informed the Committee that the county voice mail system is being upgraded. It has not been upgraded since it was installed in 2006.

CLOSED SESSION:

Motion/second(Trochinski/Starshak) to move 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 a trespass to county land by adjacent land owner. Roll call vote, 4 ayes, 0 nays, 1 absent, (Garro). 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, 4 ayes, 0 nays 1 absent, (Garro). Motion carried.

The committee directed the Corporation Counsel to write a letter to the adjacent land owner and take action as appropriate.

COMMITTEE DISCUSSION

Future Meeting Date: Regular Meeting: June 7, 2016 at 5:00 pm.

Future Agenda items for action & discussion:

ADJOURNMENT

Motion/second(Trochinski/Garro) to adjourn at 5:38 pm. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk

Asset Tag	Description	Asset Type	Purchase Date
1654	Micron ClientPro CR S	computer	1/9/2002
1753	Dell OptiPlex 620	computer	2/21/2006
1784	Dell OptiPlex GX520	computer	6/26/2006
1920	Dell ClientPro 585B	computer	3/24/2008
1980	Dell Precision T3400	computer	1/14/2009
1984	Dell Precision T3400	computer	1/14/2009
1985	Dell Precision T3400	computer	1/14/2009
1987	Dell Precision T3400	computer	1/14/2009
1990	Dell Precision T3400	computer	1/14/2009
1992	Dell Precision T3400	computer	1/14/2009
1993	Dell Precision T3400	computer	1/14/2009
2019	Dell Precision T3400	computer	1/14/2009
2024	Dell Precision T3400	computer	1/14/2009
2029	Dell Precision T3400	computer	1/14/2009
2030	Dell Precision T3400	computer	1/14/2009
2056	Dell Precision T3400	computer	1/14/2009
2068	Dell OptiPlex 360	computer	10/9/2009
2072	Dell Precision T3400	computer	1/14/2009
2169	AsRock Ion330	computer	5/17/2010
1825	Apple MacBook	laptop	7/10/2006
1826	Apple MacBook	laptop	7/10/2006
1607	HP L1730	monitor	2/19/2004
1966	Planar PX212M	monitor	1/13/2009
1967	Planar PX212M	monitor	1/13/2009
1968	Planar PX212M	monitor	1/13/2009
2002	Dell 1908FP	monitor	1/12/2009
2140	Dell 2208WFP	monitor	1/9/2009
1112	APC Back-UPS 650MC	UPS	11/21/2002
2226	APC Back-UPS 900	UPS	1/4/2010
2499	APC Back-UPS 900	UPS	1/4/2010
	Neovo SX19A	monitor	
	Neovo SX19A	monitor	
	Fargo DTC 550	printer	

Bike Route Sign Placement Agreement

This Agreement is between Green Lake County (“County”), a quasi-municipal corporation with its seat of government, and principal place of business located at 571 County Road A, Green Lake, WI 54941, and Green Lake Greenways, Inc., a registered non-profit organization in the State of Wisconsin.

Now, in consideration of the promises and covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Purpose and Scope.

- a. Purpose. This Agreement is for the placement of bike route signs on Town highways. The Parties recognize that bike route signage is a valuable asset to the County as a whole and improves bike safety.
- b. Scope. The town highways where bike route signs will be installed will be mutually agreed upon by the parties, after receiving permission from the Town.

2. Definitions

“Bike route” means any town highway which has been duly designated by the respective Town in conjunction with Green Lake Greenways, Inc., and which is identified by appropriate signs and markings.

“Install” means to construct, manufacture, fabricate, build, raise, assemble, place, affix, attach, create, paint, draw, or in any other way bring into being or establish a sign or sign structure, but it does not include any of the foregoing activities when performed as customary maintenance of the sign or sign structure.

3. Signs

- a. Signs will be provided by Green Lake Greenways.
- b. Installation
 - i. Signs will be installed by Green Lake Parks Department personnel under the direction of the Director of Maintenance and Parks.
 - ii. Signs may be installed on approved existing sign posts when feasible according to industry accepted standards. If an existing sign post cannot accommodate a Bike Route sign, the Green Lake County Director of Maintenance and Parks may install the sign on a steel post after consultation with Green Lake Greenways.
 - iii. Green Lake Greenways shall contact Digger’s Hotline or its equivalent if a sign post must be installed.

Bike Route Sign Agreement

- iv. Any bike route signs required on Town, City or Village roads require approval from each respective municipality. The County will not install bike route signs on Town, City or Village roads without written permission from the municipality. Green Lake Greenways is responsible for obtaining written permission from each Town on the bike route for Bike Route sign installation and shall provide said written permission to Scott Weir, Director of Maintenance.
- c. Cost
 - i. Green Lake Greenways will be responsible for the all costs of all Bike Route signs and posts.
 - ii. The County will be responsible for all sign installation costs which includes labor and incidental supplies.

4. Liability for Accident and Injury

Notwithstanding anything to the contrary, the County expressly retains its protections under Wis. Stat. §895.525, 895.529 and 893.80, and any other liability limiting statute.

5. Miscellaneous

- a. This Agreement shall be construed according to the laws of the State of Wisconsin and venue shall lie in the Green Lake County Circuit Court.
- b. This Agreement shall remain in force until the signs are installed. Once the signs are installed on Town Highways, this Agreement shall terminate the day after the last Bike Route sign is installed. The Bike Route sign installation under this Agreement is a one-time installation and the County has no duty to install additional signs or maintain or replace the Bike Route signs. The County will notify Green Lake Greenways when the last sign has been installed
- c. The captions in this Agreement are for reference only and shall not be used to construe the Agreement.
- d. Each party has participated in negotiating and drafting this Agreement; therefore, if an ambiguity or a question of intent or interpretation arises, this Agreement is to be construed as if the Parties had drafted it jointly, as opposed to being construed against a Party because it was responsible for drafting one or more provisions of this Agreement.
- e. If any term of this Agreement is to any extent illegal, otherwise invalid, or incapable of being enforced, such term shall be excluded to the extent of such

Bike Route Sign Agreement

invalidity or unenforceability; all other terms hereof shall remain in full force and effect; and, to the extent permitted and possible, the invalid or unenforceable term shall be deemed replaced by a term that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term.

- f. The parties acknowledge that they will not hold themselves out as an agent, partner or co-venturer of the other party and that this Agreement is not intended and does not create an agency, partnership, joint venture or any other type of relationship, except the contract relationship established herein.
- g. No amendment to this Agreement shall be valid and effective unless made in writing and signed by an authorized representative of each of the parties.
- h. This Agreement may not be assigned without the express written permission of the other party, which consent shall not be unreasonably withheld.
- i. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute of one and the same document.

6. Effective Date

This Agreement will become effective once all parties have completed any required approval process and the appropriate representative of each party has signed below. Each individual signing this Agreement attests that they have the authority to bind their respective party to this Agreement.

BY: Green Lake County, WI

BY: Green Lake County Greenways, Inc.

Harley Reabe, Chair
Green Lake County

Lauree Renaud, President
Green Lake Greenways, Inc.

Date

Date

Margaret Bostelmann
Green Lake County Clerk

Date

REQUEST FOR PURCHASE APPROVAL

ITEM TO BE PURCHASED: Windsor Chariot Iscrub 24

DEPARTMENT: Maintenance

ACCOUNT NUMBER: 16-100-06-51600-344-00/16-101-06-51600-999-006

GOVERNING COMMITTEE: Property & Insurance

PROPERTY AND INSURANCE APPROVAL DATE: 06/07/16

REASON FOR PURCHASE: Maintain all hard surface flooring

BID INFORMATION: Used- DC Supply & Flooring-\$4,500.00
Similar models and age have run from \$6,300.00-\$7,800.00 in the past. This particular unit has 1
old year gel batteries \$1,500.00 value.

June 7, 2016
Property & Insurance Committee
Monthly Report
Maintenance/Parks & Recreation Department

Highway Departments 1/2

Installed 220v 20amp whip from electrical panel #5 for portable pump station-1
Scheduled Maintenance performed
General Maintenance performed

Towers

Scheduled Maintenance performed
General Maintenance performed

FRI

Reported that HVAC not working just blowing warm air-Disconnect was shut off
Turned on and set timer/schedule for on ceiling exhaust fans
Reported that HVAC in small production area not working blowing warm air-Unit froze up (block of ice)
thawed cleaned/installed a programmable thermostat for this unit and set all thermostats in production
areas to the same temp.
Maintenance Requests performed

Lake Steel Street

Installed 5 white boards per request-Food Pantry
Applied driveway seal on old faded yellow parking lines in customer/client parking
Scheduled Maintenance performed
General Maintenance performed

571 County Road A

Replaced defective compressor stage 2 on OAHP #2-Bassett Mechanical
Replaced defective compressor stage 2 on OAHP #3-Bassett Mechanical
Adjusted locking mechanism on cabinet in vault-ROD
6 month service completed on clean agent fire suppression system-ROD-Starfire Systems, Inc.
Installed task light judicial asst.-Courts
Rerouted phone wire at work station wanted phone on right hand side-COC
Replaced T-8 bulb elevator 2
Changed environments room #2122-HHS
Crack fill/seal completed on parking/drive 05/29/16-Excellent job!-Wolf River Seal Coating Inc.
Replaced light bulb break area-Corrections
Requested to repair/check outlet keeps tripping out-Result-microwave bad-Corrections
Adjusted shower head spray pattern unit J-Corrections
Replaced bulb shower area unit M-Corrections

Reported dryer on right side not heating up long enough then cooling down-Ran dryer through cycle all is operating within high and low set points-no malfunctions.-Corrections
Sanitized entire ISO #3/ feces were smeared on the inside of the glass and possibly other areas of cell/Requested clean- up of this cell-Corrections
Unplugged toilet unit D #1-Corrections
Report of dryer's not working properly-Cleaned excess lint out of vent-Corrections
Unplugged toilet ISO #2 - Corrections
Unplugged toilet ISO #3 - Corrections
Unplugged rec. toilet #4 - Corrections
Unplugged toilet unit C #7 - Corrections
Unplugged toilet unit E # 5 – Corrections
Report of dish machine doors leaking-Found caps on wash/rinse bar unit o-rings worn and full of debris-replaced O-rings cleaned and ordered new caps- kitchen-Corrections
Disposed of Bio-Haz to CHN Maintenance Department - Corrections
Replaced light bulb Unit B shower area-Corrections
Unplugged toilet unit D #1- Correction
Repaired coin op on right side dryer male locker room-Corrections
Unplugged toilet unit K - Corrections
Unplugged toilet unit C #7- Corrections
Replace light bulb cooler-kitchen - Corrections
Installed new signage for food service vendor-kitchen - Corrections
Unplugged toilet unit C #3/#4 - Corrections
Unplugged toilet unit D #1 - Corrections
Unplugged toilet unit B #9 – Corrections
Unplugged sink – unit A – Corrections
Unplugged toilet – unit C #3/4-Corrections
Unplugged toilet rec. #5 - Corrections

Parks & Recreation

DNR required water test completed and sent to WSLH- Dodge Memorial
Cement pads and coal bin stations installed (2) - Dodge Memorial
Weed killer applied-Mascoutin Valle State Trail
Shoulders mowed-Mascoutin Valley State Trail
Grading completed-Mascoutin Valley State Trail
1/3 of 2yd. dumpster filled with carp 05/27/16- 8:02a.m.-Reported to SO-Boat launch-Dodge Memorial
Cut fallen tree after winds/storm-Mascoutin State valley Trail
Cleaned up limbs all parks after winds/storms
One of our Part – Time Summer Maintenance staff has started 05/31/16- Welcome Austin Davis
General Maintenance performed
Scheduled Maintenance performed

Office Supply Requests-53
Maintenance Supply Requests-18
Maintenance Work Order Requests-37

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 Supervisor/Parks Director
Green Lake County

From: Bostelmann, Marge
Sent: Friday, June 03, 2016 11:55 AM
To: Stobbe, Samantha
Subject: FW: Carp in Dodge Memorial dumpster

-----Original Message-----

From: Putzke, Mark
Sent: Friday, June 03, 2016 11:40 AM
To: Sheriff - Detectives; Sheriff - Patrol; Sheriff - Communications; Sheriff - Boat Patrol
Cc: Sheriff - Management; Bostelmann, Marge; Maintenance; Ackerman, Nathan
Subject: FW: Carp in Dodge Memorial dumpster

Patrol/Boat Patrol/Communications -

Some information on Carp removal and littering concerning Dodge Memorial Park and our County Park systems.

This spring, an improved Carp barrier was installed at the Cth.K Dodge Memorial Park bridge. Thousands of Carp are being netted and detained with the full support of the DNR and GL Sanitary District. Water quality, native weeds, and native fish will all improve over time.

Bowfishing, an increasingly popular sport, has flourished. However, Carp are a rough fish with little value and are being randomly discarded. Carp are considered an invasive species and a harm to our environment. Bowfishing/Sparring helps remove Carp. However, what to do with the waste and decay is another issue. Wasting Carp is not a crime or forfeiture. Many are simply "land spread" as fertilizer on fields. Obviously, a County dumpster is not a good option as the dumpster has another intended purpose. Posting of the dumpster should/may be done to avoid Carp placement there or the County ordinance changed.

Disposing of Carp randomly on the bank, on County property, on private property without permission, or otherwise not in a trash receptacle is littering and is citable. Patrol staff who observe littering should take enforcement action. Staff who observe citizens disposing of Carp in the County dumpster should make a positive educational contact as to why this is not preferred.

The attempt at a temporary remedy will involve Mr. Charlie Marks and the Green Lake Sanitary District. Mr. Marks will be placing trash barrels North and South of the Cth.K bridge for the collection of Carp carcasses - Dodge Park only. These barrels will be marked as "Carp" and emptied every other day until they are removed after the spawning season --- around July 4th.

Administrator Bostelmann has been advised of this and has approved of the barrels. Maintenance Supervisor Wier has been copied into this message. Warden Ackermann agrees and we are all square with the DNR.

Let's monitor and see how this goes ----- all positive.

Mark P. Putzke
Chief Deputy Sheriff
Green Lake County Sheriff's Office
571 County Road A P.O. Box 586
Green Lake, WI. 54941-0586
Ph. #920-294-4134 (x1140)
Fax. #920-294-3850
e:(mputzke@co.green-lake.wi.us)

-----Original Message-----

From: Preuss, Jason

Sent: Friday, May 27, 2016 10:27 AM

To: Sheriff - Patrol

Cc: Weir, Scott

Subject: Carp in Dodge Memorial dumpster

All,

On 05/26 or early on 05/27 someone had placed at least a 100-150 carp in the west dumpster at Dodge Memorial Park. Looking to see if any patrol officers may have stopped and ran a plate or talked with them? Also, if you see them at the dock from here forward, if you could please stop and talk with them and tell them to not place any carp in the dumpster.

Thank you,

Jason H. Preuss

Deputy Sheriff

Green Lake County Sheriff's Department

571 CTH A

Green Lake, WI 54941

(920) 294-4000-Office

(920) 294-3850-Fax

jpreuss@co.green-lake.wi.us



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Margaret R. Bostelmann, WCPM
County Clerk

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

Loss Control April 28, 2016 Minutes (to be approved 7/2016)

Attendance:

Marge Bostelmann, Amy Brooks, Kathy Munsey, Gary Podoll, Mark Putzke, Jodi Traas, Aaron Wagner, Ron Severson, Nan Hanson

Minutes:

The January 28, 2016 minutes were reviewed – approved as written.

Workers Compensation – Loss Run

Reviewed the Workers Compensation-Loss Run report to date for 2016.

POLICIES:

Communications Policy:

The Policy was reviewed. Policy has been approved as changed. Policy will now go to P&I.

Bloodborne Pathogen Exposure Control Policy:

The Policy was reviewed, with some changes being made. Policy is approved as changed, will now go to P&I.

Green Lake County Near Misses Report Policy:

The Policy was reviewed and approved. Policy will go to P&I.

Tornado Drill:

Mark Putzke reported that the April 14th drill was observed with no problems or complications. He did state that next year he would conduct a drill for second shift as well as first shift. He reported that the Jail also took part in the drill, the inmates were aware of the drill, and took shelter in place.

Next meeting is set for Tuesday, July 12th, 2016 at 9:00 a.m.

Nan Hanson
County Clerk's Office