



# 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: April 4, 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: 03/07/2017
6. Correspondence
7. Public Comments (3 min limit)
8. Izaak Walton League Gift of Property to Green Lake County
9. Use of County Property
  - Highway Shop 1-Bus Trip
  - Highway Shop 1-July 4 Parade Line Up
  - Highway Shop 1-Harvest Fest parade Line Up
  - Highway Shop 1-Angler Youth Fish Tournament parking
  - Highway Shop 1-Clean Sweep
10. Purchase Requests
  - Highway-Chainsaw
  - Highway-Frost tooth attachment
  - IT-Laptop for Drug Court Coordinator
  - \*IT-Laptops (5) for UW-Extension
  - \*IT-Laptops (2) for Health Unit
  - \*IT- HHS Avatar Licenses
  - \*Maintenance-FHM 48" Ditch Bank Flail Mower
  - \*Sheriff's Dept- 2 Squad Cars
11. Resolutions/Ordinances
  - Resolution Relating to Outdoor Recreation Aids
12. Highway Office Relocation
13. \*West Wing Access through Security
14. Green Lake Multi Use Trail
15. Lighting at Zobel Park
16. Maintenance Report
  - Monthly Activities
17. Parks & Recreation Report
18. Clerk's Report
19. Committee Discussion
  - Future Meeting Dates: Regular Meeting May 2, 2017 at 5:00 PM
  - Future Agenda items for action & discussion
20. 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**

**March 7, 2017**

The meeting of the Property and Insurance Committee was called to order by Vice-Chair, Patti Garro, on Tuesday, March 7, 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: Patti Garro Absent: Vicki Bernhagen  
Richard Trochinski Michael Starshak  
Bob Lyon

Also Present: Samantha Stobbe, Deputy County Clerk Dawn Klockow, Corporation Counsel  
Scott Weir, Maintenance Supervisor Mark Podoll, Sheriff  
Amy Brooks, Highway Commissioner Cathy Schmit, County Administrator  
Harley Reabe, County Board Chairman

**AGENDA**

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

**MINUTES**

*Motion/second (Lyon/Trochinski)* to approve the minutes of February 7 and February 10, 2017. Motion carried.

**CORRESPONDENCE** – None

**PUBLIC COMMENT** – None

**IZAAK WALTON LEAGUE GIFT OF PROPERTY TO GREEN LAKE COUNTY**- The change in the easement, which will eliminate the current lease, needs to be filed with the Register of Deeds. The easement has not been filed with the Register of Deeds as of today.

**USE OF COUNTY PROPERTY**

**Highway Shop 1: Bus Trip**

*Motion/second(Lyon/Trochinski)* to approve the use of the Highway grounds. Motion carried.

**Dodge Memorial Park: Senior Picnic**

Discussion Held.

*Motion/second(Lyon/Trochinski)* to approve the use of Dodge Memorial Park. Motion carried.

**PURCHASE REQUESTS**

**Highway:**

Hotbox

- Sherwin Industries \$57,178.00 for two —Recommended
- Midwest Paving Inc. \$56,724.00 for two

*Motion/second (Lyon/Trochinski)* to approve the purchase of the hotboxes for Highway from Sherwin

Industries. Motion carried.

**IT:**

Lenovo T560 Laptop for County Administrator

- Lenovo \$1,702.59
- SHI \$1,708.28

*Motion/second (Trochinski/Lyon)* to approve the purchase of Lenovo T560 Laptop for the County Administrator from Lenovo. Motion carried.

County Law Case Management Software for Corporation Counsel

- Cycom Data Systems \$3,930.00—Sole Provider

*Motion/second (Trochinski/Lyon)* to approve the purchase of County Law Case Management Software through Cycom Data Systems for the Corporation Counsel. Motion carried.

**RESOLUTIONS/ORDINANCES** – None

**COMMITTED/CARRYOVER FUNDS** – Approved Amounts as presented for Maintenance, County Clerk and Sheriff’s Office.

**GREEN LAKE MULTI USE TRAIL** – Finished amendment to contract with MSA. County Administrator signed the amendment and Corporation Counsel faxed it off today. Waiting for the next step.

**JUSTICE CENTER CLIMATE CONTROL** – Discussion Held.

*Motion/second (Lyon/Trochinski)* to allow the County Administrator and Maintenance Supervisor to make decisions regarding climate control in the building without approval from committee. Motion carried.

**MAINTENANCE REPORT**

The Report was submitted to the Committee.

- Monthly activities – The report was reviewed.

The Maintenance Annual Report was reviewed. Discussion held.

**PARKS & RECREATION REPORT**

The Parks/Boat Launch list of projects for 2017 was reviewed.

**CLERKS REPORT** –

- Snowmobile grant money for the two bridges has been received in the amount of \$48,275.00 and the project is complete.
- Aegis Corporation sent a letter stating that we will be receiving a premium refund in the amount of \$2,027.00 as a result of an overpayment for the Workman’s Compensation policy.

**COMMITTEE DISCUSSION**

**Future Meeting Date:** April 4, 2017 at 5:00 pm.

**Future Agenda items for action & discussion:** Lighting at Zobel Park

**ADJOURNMENT**

Garro adjourned the meeting at 5:21PM.

Submitted by,

Samantha Stobbe  
Deputy County Clerk

DRAFT

# Use of County Property & Equipment

## Green Lake County Highway Department

Location: Shop 1 - Green Lake

Equipment to be used: NA

Start Date: Multiple Dates - See Below

End Date: Multiple Dates - See Below

Requested By: Louis Bock

Event: Bus Trips

Additional Information: Use of grounds for parking approximately 18-24 vehicles

04/22/17 - 04/30/17

05/15/17 - 05/20/17

06/19/17 - 06/23/17

09/30/17 - 10/08/17

10/12/17 - 10/18/17

11/26/17 - 12/02/17



Approved by Highway: 03/08/17

Approved by P&I:

**Use of County Property & Equipment**  
**Green Lake County Highway Department**

Location: Shop 1 - Green Lake

Equipment to be used: Grounds and Rest Room

Start Date: 07/04/2017

End Date: 07/04/2017

Requested By: Liane Walsh - Green Lake Chamber

Event: July 4th Celebration

Additional Information: Parade Line Up

Approved by Highway: 03/08/17

Approved by P&I:

**Use of County Property & Equipment**  
**Green Lake County Highway Department**

Location: Shop 1 - Green Lake

Equipment to be used: Grounds and Rest Room

Start Date: 09/23/17

End Date: 09/24/17

Requested By: Liane Walsh - Green Lake Chamber

Event: Harvest Fest

Additional Information: Parade Line Up - Sunday Car Show

Approved by Highway: 03/08/17

Approved by P&I:

**Use of County Property & Equipment**  
**Green Lake County Highway Department**

Location: Shop 1 - Green Lake

Equipment to be used: Only the use of the grounds for parking Trucks and boats

Start Date: June 17 2017

End Date: June 17 2017

Requested By: Norton's Dry Dock

Event: Angler Youth Fishing Tournament

Additional Information: Contact information Krista Norton 920-295-3462

Approved by Highway: 03/08/17

Approved by P&I:



**Use of County Property & Equipment**  
**Green Lake County Highway Department**

Location: Shop 1 - Green Lake

Equipment to be used: Forklift, orange cones, signs

Start Date: August 11, 2017

End Date: August 11, 2017

Requested By: Paul Gunderson

Event: Clean Sweep Hazardous Waste Collection

Additional Information: see attached letter

Approved by Highway: 03/08/17

Approved by P&I:



# GREEN LAKE COUNTY

## Department of Land Conservation

571 County Road A  
PO Box 3188  
Green Lake, WI 54941-3188

Phone: 920-294-4051  
FAX: 920-294-4056  
Email: [lcd@co.green-lake.wi.us](mailto:lcd@co.green-lake.wi.us)

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February 15, 2017

TO: Amy Brooks, Highway Commissioner  
FR: Paul Gunderson, County Conservationist  
RE: Clean Sweep Hazardous Waste Collection August 11, 2017

The Land Conservation Committee would like to request use of the highway department building, otherwise known as the dairy barn, on Friday, August 11, 2017 for the clean sweep hazardous waste collection.

We would like to please use the following items as well that day:

1. Forklift. Will we need a spare LP tank?
2. Forklift trailer-moving bracket with a couple-three "log" chains.
3. Forklift barrel clamp
4. A barrel bung wrench if you have.
5. Orange Cones: as many as we can get as we have additional traffic routes this year.
6. Straight and Curved Arrow Signs: as many as we can get as we have additional traffic routes this year.
7. At least 6 Stop Signs with stands.
8. An EXIT sign if available.

Please let me know if this will work out for you.

Thank you.

# REQUEST FOR PURCHASE APPROVAL

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ITEM TO BE PURCHASED: MS 880 Chainsaw

DEPARTMENT: Highway Department

ACCOUNT NUMBER: 17-701-29-53220-362-120

GOVERNING COMMITTEE: Highway Committee

Approval Date: 03/08/17 from Bignell's Powersports Inc for \$1,600.00

PROPERTY AND INSURANCE APPROVAL DATE:

REASON FOR PURCHASE: Replace damaged chainsaw.

BID INFORMATION:

Bignell's Powersports, Inc -	\$1,600.00	* Recommended
Integrity Lawn Service & Supply, Inc -	\$1,674.00	

# Q U O T A T I O N

BIGNELL'S POWERSPORTS, INC.  
360 SOUTH PIONEER PARK RD  
WESTFIELD, WI 53964 USA  
Phone #: (608)296-3290  
Fax #: (608)296-4694

PHONE #: (920)294-4060  
CELL #:  
ALT. #: (920)294-4064  
P.O.#:  
TERMS: **Net 10th EOM**  
SALES TYPE: **Quote**

DATE: 2/22/2017  
ORDER #: 1054122  
CUSTOMER #: 100993  
CP: **MATT**  
LOCATION: 1  
STATUS: **Active**

**BILL TO 100993**

GREEN LK CO HWY DEPT  
PO BOX 159  
570 SOUTH ST  
GREEN LAKE, WI 54941

**SHIP TO**

GREEN LK CO HWY DEPT  
570 SOUTH ST  
GREEN LAKE, WI 54941

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
STI	MS 880 41 46RSLF	MS 880 2/9757 46RSLF-123	1	\$2,105.54	\$1,600.00	\$1,600.00

NO RETURN ON ELECTRICAL ITEMS/ NO RETURNS ON SPECIAL ORDER ITEMS

THANK YOU FOR CHOOSING BIGNELLS POWERSPORTS FOR ALL YOUR OUTDOOR POWER AN POWERSPORTS NEEDS

Thank you for your business! Prices reflected on this quote are valid for 30 days.

SUBTOTAL:	\$1,600.00
TAX:	\$0.00
<b>ORDER TOTAL:</b>	<b>\$1,600.00</b>

Authorized By: \_\_\_\_\_

# Q U O T A T I O N

PAGE: 1

INTEGRITY LAWN SERVICE & SUPPLY, INC  
 526 E Fond du Lac St  
 Ripon, WI 54971  
 Phone #: (920)748-5013  
 Fax #: (920)748-5028

PHONE #:  
 CELL #:  
 ALT. #:  
 P.O.#:  
 TERMS: **Net 10 1st&15th**  
 SALES TYPE: **Quote**

DATE: **3/1/2017**  
 ORDER #: **258**  
 CUSTOMER #: **102241**  
 CP: **Michelle**  
 LOCATION: **1**  
 STATUS: **Active**

### BILL TO 102241

GREEN LAKE COUNTY  
 P.O. BOX 3188  
 571 COUNTY RD A  
 GREEN LAKE, WI 54941 USA

### SHIP TO

GREEN LAKE COUNTY  
 P.O. BOX 3188  
 571 COUNTY RD A  
 GREEN LAKE, WI 54941 USA

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
STI	MS880 41	MS 880 41 46RS9757	1	\$1,929.95	\$1,674.00	\$1,674.00

Prices reflected on this quote are valid for 30 days and while current supplies last. However, prices are subject to change if the program or promotion the prices were quoted under is no longer in effect.

SUBTOTAL: **\$1,674.00**  
 TAX: **\$0.00**  
**ORDER TOTAL: \$1,674.00**

Authorized By: \_\_\_\_\_

# REQUEST FOR PURCHASE APPROVAL

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ITEM TO BE PURCHASED: Frost Tooth attachment for excavator

DEPARTMENT: Highway Department

ACCOUNT NUMBER: 17-701-29-53220-362-120

GOVERNING COMMITTEE: Highway Committee

Approval Date: 03/08/17 Roland Machinery for \$3,500.00

PROPERTY AND INSURANCE APPROVAL DATE:

REASON FOR PURCHASE: Frost tooth attachment for excavator to be used to remove tree stumps, install silt fence, culvert replacement, etc...

BID INFORMATION:	Roland Machinery -	\$3,500.00	* Recommended
	Brook's Tractor -	\$3,500.00	

**ROLAND MACHINERY COMPANY  
604 STOKELY DR**

**DEFOREST WI 53532  
PH: 608-842-4151 FX: 608-842-4193**

Account# 326280	Work Ord	Brc 13	Sl's 68	S A L E S O R D E R E S T I M A T E		Date 03-01-17	Time 08:43	Order # 4341059	Page 1
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old To: 001  
GREEN LAKE COUNTY HIGHWAY DEPT  
PO BOX 159  
POB PODGORSKI

Ship To:  
GREEN LAKE COUNTY HIGHWAY DEPT  
570 SOUTH ST

GREEN LAKE WI 54941 GREEN LAKE WI 54941  
Ship Via

Entered By scotto	Customer Purchase Order QUOTE	Customer Contact KEVIN	Ord Date 03-01-17
Model	Serial Number	Equip ID	Customer Job number Customer Phone # 1-920-294-4064

Ord	Ship	B/O	Mfg Part Number	Description	Bin	Unit Price	UM	Extended
1			WOP JRB FROST TOOTH WI	Sales Tax Number -		3,500.00		3,500.00 0.00

Total Amount 3,500.00

PARTS MUST BE RETURNED WITHIN 20 DAYS OF DELIVERY  
IN ORDER TO RECEIVE CREDIT.  
HANDLING FEE APPLIES FOR ALL PARTS RETURNS

Total Weight  
0.0

# BROOKS TRACTOR

SINCE 1945

www.brookstractor.com

## Corporate Office

1900 W. Main St. • PO Box 9  
 Sun Prairie, WI 53590  
 608.837.5141 • Fax: 608.837.4012

Milwaukee • 414.462.9790  
 De Pere • 920.336.5711  
 West Salem • 608.786.2644  
 Plover • 715.254.2777  
 Mt Pleasant • 262.898.6700

Ship to : GREEN LAKE CO HWY  
 570 SOUTH ST  
 GREEN LAKE, WI 54941

Invoice to : GREEN LAKE COUNTY HIGHWAY  
 570 SOUTH STREET  
 PO BOX 159  
 GREEN LAKE WI 54941

Branch <b>01 - SUN PRAIRIE</b>		
Date <b>03/01/2017</b>	Time <b>7:52:31 (0)</b>	Page <b>1</b>
Account No. <b>12505000</b>	Phone No. <b>9202944060</b>	No. <b>00</b> <b>002013</b>
Ship Via	Purchase Order	
Sales Tax No.		
		Salesperson <b>CLS</b>

ESTIMATE EXPIRY DATE: 04/30/2017

## PARTS QUOTE • NOT AN INVOICE

4

<u>Part#</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Amount</u>
BD ripper with pins	20 day lead time			
WITH PINS				
RIPPER 220D	RIPPER 220D	1	3500.00	3500.00
			Subtotal:	3500.00
			Tax:	.00
Authorization: _____			TOTAL:	3500.00

• All prices are valid for 60 days from estimate date. • Ship dates and availability are valid at time of estimate, and are subject to change. • Products are designed to OEM specifications. Any specifications deviation requested by the Customer will result in non-returnable product that will not be warranted by BTI. • Any alterations for deviation from the above involving extra costs will become an extra charge over and above the estimate. • Estimate may not include unforeseen repairs or parts needed, torch or welding time not included. • Freight and taxes not included unless otherwise noted. • Final payment shall be received within the terms of your account or any/all legal action available may be taken without further notice including a lien on your asset.

**Acceptance of proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to complete this order as specified.

Date of acceptance: \_\_\_\_\_ By: \_\_\_\_\_





**Green Lake County IT Department - Purchase Requests**

\*account number=(year)-100-25-51450-xxx-000

Item #	Item	Quantity	*Account Number	Reason for Purchase	Vendor	Price per Item	Total	Delivered Price?
1	Lenovo T560 laptop (20FH001RUS)	1		Drug Court - Grant	SHI	\$1,376.72	\$1,376.72	Yes
					CDW	\$1,406.47	\$1,406.47	Yes
2	Lenovo T560 laptop (20FH001TUS)	5	810	UWEX	SHI	\$1,565.00	\$7,825.00	Yes
					CDW	\$1,572.00	\$7,860.00	Yes
3	Avatar licenses (3)	1	214	HHS	Netsmart	\$2,924.16	\$2,924.16	n/a
					Sole provider			
4	Lenovo T560 laptop (20FH001RUS)	2	810	Health Unit	SHI	\$1,376.72	\$2,753.44	Yes
					CDW	\$1,406.47	\$2,812.94	Yes

Item 1 - Purchased with HHS grant funds (account #17-207-36-51235-340-084). Pending approval by IT Committee 4/3/17

Items 2-4 Pending approval by IT Committee on 4/3/17, contained in 2017 IT Budget

# **Request for Purchase Approval**

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**Item to be purchased:** 2017 Dodge Durango, AWD

**Sheriff's Recommendation:** To Purchase them from Ewald Automotive

**Account Name and Number:** 17-100-09-52150-810-003

**Governing Committee:** Judicial and Law Enforcement

**Governing Committee Approval Date:** April 12, 2017

**Property and Insurance Approval Date:** April 4, 2017

**Reason for Purchase:** Replacing squad that is due for replacement and mechanical issues.

**Bid Information each:** Ewald's – Sole Vendor – State Bid \$29,725.00

**Prepared For:**  
Sheriff Mark Podoll  
Green Lake County Sheriff's Department  
486 Hill Street  
Green Lake, WI 54941  
Phone: (920) 294-4000  
Fax: (920) 294-3850  
Email: mpodall@co.green-lak  
e.wi.us

**Prepared By:**  
Chrissy Gensch  
Ewald Automotive Group  
2570 E. Sumner St  
Hartford, WI 53027  
Phone: (262) 673-9400  
Fax: (262) 673-0575  
Email: cgensch@ewaldauto.com

## 2017 Fleet/Non-Retail Dodge Durango Special Service AWD WDEE75

### QUOTE WORKSHEET

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#### QUOTE WORKSHEET - 2017 Fleet/Non-Retail WDEE75 Special Service AWD

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MSRP	\$34,195.00
Destination Charge	\$1,095.00
Optional Equipment	\$5,080.00
Dealer Advertising	\$0.00
PRE-TAX ADJUSTMENTS:	
STATE OF WISCONSIN MUNICIPAL DISCOUNT	(\$10,645.00)
Total Pre-Tax Adjustments	(\$10,645.00)
Taxable Price	\$29,725.00
TOTAL	\$29,725.00

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Customer Signature / Date

Dealer Signature / Date

2017 AWD Dodge Durango SSV to the specifications as detailed. Registration fees are not included. Delivery can be anticipated approximately 90-120 days from order. Payment terms are net 10 days.

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 483.0, Data updated 3/21/2017  
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Customer File:

March 30, 2017 2:21:30 PM

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# Request for Purchase Approval

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**Item to be purchased:** 2017 Dodge Ram 1500

**Sheriff's Recommendation:** To Purchase them from Ewald Automotive

**Account Name and Number:** 17-100-09-52150-810-003

**Governing Committee:** Judicial and Law Enforcement

**Governing Committee Approval Date:** April 12, 2017

**Property and Insurance Approval Date:** April 4, 2017

**Reason for Purchase:** Replacing squad that is due for replacement.

**Bid Information each:** Ewald's – Sole Vendor – State Bid \$29,393.00

**Prepared For:**  
Sheriff Mark Podoll  
Green Lake County Sheriff's Department  
486 Hill Street  
Green Lake, WI 54941  
Phone: (920) 294-4000  
Fax: (920) 294-3850  
Email: mpodall@co.green-lak  
e.wi.us

**Prepared By:**  
Chrissy Gensch  
Ewald Automotive Group  
2570 E. Sumner St  
Hartford, WI 53027  
Phone: (262) 673-9400  
Fax: (262) 673-0575  
Email: cgensch@ewaldauto.com

## 2017 Fleet/Non-Retail Ram 1500 SSV 4x4 Crew Cab 5'7" Box DS6T98

### QUOTE WORKSHEET

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#### QUOTE WORKSHEET - 2017 Fleet/Non-Retail DS6T98 SSV 4x4 Crew Cab 5'7" Box

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MSRP	\$39,975.00
Destination Charge	\$1,395.00
Optional Equipment	\$2,400.00
Dealer Advertising	\$0.00
PRE-TAX ADJUSTMENTS:	
STATE OF WISCONSIN MUNICIPAL DISCOUNT	(\$14,377.00)
Total Pre-Tax Adjustments	(\$14,377.00)
Taxable Price	\$29,393.00
TOTAL	\$29,393.00

---

Customer Signature / Date

Dealer Signature / Date

2017 Ram 1500 SSV to the specifications as detailed. Registration fees are not included. Delivery can be anticipated approximately 90-120 days from order. Payment terms are net 10 days.

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 483.0, Data updated 3/21/2017  
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Customer File:

March 23, 2017 10:22:26 AM

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