



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 03/01/2018

Amended* Post Date:

The following documents are included in the packet for the Property and Insurance Committee on March 6, 2018:

- 1) Amended Agenda
- 2) Minutes from 01/03/2018
- 3) Bid specifications for paving of Sunset Park parking lot
- 4) Annual Reports
 - a. Maintenance
 - b. Parks
- 5) Maintenance Monthly 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: March 6, 2018 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: 01/03/2018
6. Correspondence
7. Public Comments (3 min limit)
8. Use of County Property
9. Bid specifications for paving of Sunset Park parking lot
10. ~~Update and possible action on Potter Lawson security study*~~
11. Budget Adjustments
12. Purchase Requests
13. Resolutions/Ordinances
14. Annual Reports
 - Maintenance
 - Parks
15. Maintenance Report
 - Monthly Activities
16. Parks & Recreation Report
17. Committee Discussion
 - Future Meeting Dates: Regular Meeting April 3rd, 2018 -5:00 PM
 - Future Agenda items for action & discussion
18. Adjourn

*item removed 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
January 3, 2018

The meeting of the Property and Insurance Committee was called to order by Chair Vicki Bernhagen on Wednesday, January 3, 2018 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
Michael Starshak

Absent: Robert Lyon

Also Present: Liz Otto, County Clerk
Scott Weir, Maintenance Supervisor
Harley Reabe, County Board Chair
Mark Podoll, Sheriff

Dawn Klockow, Corporation Counsel
Tony Daley, Berlin Journal

AGENDA

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

MINUTES

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

CORRESPONDENCE - none

PUBLIC COMMENTS - none

USE OF COUNTY PROPERTY

Dean Luker of the Berlin River Riders Snowmobile Club did not appear. No action taken.

BUDGET ADJUSTMENTS - none

PURCHASE REQUESTS

- Bush Hog RG72 Road Grader – Parks & Recreation/Maintenance
Single vendor: Ed Priebe Sales & Service (state contract) - \$1,180.00

- MF 1526 CMPCT HYD Loader Tractor – Parks & Recreation/Maintenance
Single vendor: Ed Priebe Sales & Service (state contract) - \$21,021.00

Maintenance/Parks Supervisor Scott Weir explained the purchases. Discussion held. *Motion/second (Garro/Trochinski)* to approve the bids for both the Bush Hog from Ed Priebe Sales & Service for \$1,180.00 and the Loader Tractor from Ed Priebe Sales & Service for \$21,021.00. All ayes. Motion carried.

RESOLUTIONS/ORDINANCES - none

MAINTENANCE REPORT

The Report was submitted to the Committee.

- Monthly activities reviewed and discussed.

Discussion held on the mail process changes. County Clerk Liz Otto explained the changes made to this point.

PARKS & RECREATION REPORT

- The report was reviewed.

COMMITTEE DISCUSSION

Future Meeting Date: February 6, 2018 at 5:00 pm.

Future Agenda items for action & discussion:

ADJOURNMENT

Chair Bernhagen adjourned the meeting at 5:11 PM.

Submitted by,

Liz Otto
County Clerk

ASPHALT PRODUCTS AND PAVING

2 Weeks

5/07/18 and 5/18/18

REQUEST FOR SEALED BIDS: PARKING LOT PAVING - SUNSET PARK

Bids will be opened at the Green Lake County Maintenance and Parks Department, 571 County Road A, Green Lake, WI on Monday, April 2, 2018 at 10:00 am.

Bids should include fine grading, asphalt materials, paving, compaction and trucking. Bids should also meet Wisconsin DOT mix standards for 3LT-58-28s lower layer (565 ton) and 4LT-58-28s upper layer (565 ton). Project is to be completed by May 18, 2018. Onsite inspection contact Maintenance/Parks & Recreation Director Scott A. Weir (920)-229-5119/(920)294-4012

Sunset Park - South Parking lot 400' x 65', 4" thick

Bids must be submitted no later than 10:00 am on April 2, 2018.

Publish: March xx and March xx, 2018

GREEN LAKE COUNTY MAINTENANCE DEPARTMENT 2017 ANNUAL REPORT

	2017	2016
571 County Road A		
Security Access/Emergency Lighting (battery back up)	894.17	2,716.00
Mandated Inspections/Service		
Fire Alarm System	2,795.00	2,962.90
Fire Supression - Jail Kitchen	488.16	120.7
Fire Sprinkler System	350	350
Elevator Inspection	506	595
Elevator Service	4,421.76	4,274.00
Cross Connection Valves	0	404
Star Fire - Register of Deeds	1,260.00	1,230.00
Portable Fire Extinguishers	517.76	613
Permits to Operate	300	300
Electrical	1,240.42	2,401.87
HVAC	3406.14	
Jail	5465.87	
IT/CRU	3,413.01	
	Total	12,285.02 19,091.83
Plumbing	699.69	3,374.47
Building		
HHS lobby entrance door closure	869	
Jail secure slide door carriage/controller	440	
SO lower level/SO storage building/SO sally Port	350.08	
Fire Alarm Systems repair	1,591.00	
Other building repairs	477.33	
	Total	3,377.33 6,947.47
Grounds/Grounds Improvements	4,848.55	7,744.77
Signage	127.46	583.22
Janitorial Equipment/Supplies	18,484.84	16,812.47
Contracted Services FRI	10,918.45	12,864.54
Pest Control		
Corrections	800	753

Govt. Center/HHS/Justice Center	94.95	100.59
Lake Steel Street Maint./Parks & Rec. Buildings	35	315
Land Conservation Storage Building	262.5	275
Trash/Recycle		
Corrections	2,858.87	2,352.70
Govt. Center/HHS/Justice Center	3,441.38	2,950.05
Document Destruction	1,777.70	2,569.13
Parking/Walkways Salt	1,665.87	1,812.98
Emergency Generator	290.19	323.8
Water Conditioning	1,911.00	2,322.00
Maintenance Tools/Consumables	2,201.36	2,440.11
Capitol Equipment		
Fork Lift Safety Cage	856.26	
Erskine 2010 48" Snow Blow Attachment	4,550.00	
FH AG-125 48" Ditch Mower Attachment	1,979.00	
Dannmar 10,000lb. 2 Post Vehicle Lift	2,499.00	
Vestile Power Washer	359.39	
Total	10,243.65	9,734.00
Equipment Maintenance/Repair	3,472.00	4,197.89
Maintenance Fuel		
Highway Department 1/2	89.54	144.28
FRI	147.66	160.48
571 Grounds	1,023.50	743.83
Food Pantry/Lake Steel	133.31	64.26
General	1,624.63	1,588.24
Fork Lift	34	
Radio Tower Sites-Generators/Buildings/Grounds		
Generator system repair	1,424.02	1,105.19
Generator system maintenance	201.48	71.2
Buildings/Grounds/Fuel	978.73	1,327.82
Highway Departments 1/2 Partial year (approx. 4 months)		
Buildings	1,558.20	43,320.40
Electrical	74.41	732.36
Plumbing	0	460.04
HVAC	0	1,927.94
Water Conditioning	0	411.15

Lake Steel Street		
Food Pantry		
Building	107.64	148.23
Electric	39.14	18.47
Grounds	271.19	396.44
HVAC	122.89	112.12
Plumbing	272.17	84.9
Plumbing/Maintenance area	579.22	0
Building/Maintenance area	1,677.18	24.47
FRI		
Electrical	59.01	37.98
HVAC	63.51	93.61
Plumbing	161.98	85.84
Building	51.96	0
Janitorial	0	85.9
Safety Loss/PPE		
Safety Shoes	908.75	
Eye Wash Stations	310.04	
Portable First Aid Kits updated	144.9	
PPE	116.15	
Training	844.68	

GREEN LAKE COUNTY PARKS & RECREATION DEPARTMENT ANNUAL REPORT

	<u>2017</u>	<u>2016</u>
BUILDINGS/GROUNDS/FURNISHINGS	14,074.88	1,781.81
SECURITY LIGHTING / ELECTRICAL		
ZOBEL PARK	1,122.37	1,023.62
KINGSTON PARK	154.70	158.54
SUNSET PARK	511.74	510.45
DODGE PARK	967.92	800.29
TOTAL: SECURITY/LIGHTING & ELECTRICITY	2,756.73	2,492.90
MANDATED WATER TEST	29.00	29.00
TRASH/RECYCLE	2,274.91	2,048.40
SEWER/SANITARY	2,077.98	3,763.64
BOAT LAUNCH MAINTENANCE	5,440.00	2,743.58
EQUIPMENT/EQUIPMENT REPAIR & MAINTENANCE		
EQUIPMENT MAINTENANCE	5,671.20	16,819.53
FINAL PAYMENT WACKER WHEEL LOADER	-	7,032.00
EQUIPMENT RENTAL/LEASE	474.80	295.64
SIGNAGE		9,227.85
SANITATION	1,181.56	2,196.63
PLUMBING	281.47	294.88
PPE	114.60	23.90
TOOLS/CONSUMABLES	844.55	521.86
FUEL	3,069.00	2,039.11
WILDLIFE HABITAT MANAGEMENT	1,000.00	1,000.00
GREEN LAKE TRAIL PROJECT (MULTI-USE PATH)	5,765.00	32,530.00

SNOWMOBILE TRAIL MAINTENANCE

BERLIN RIVER RIDERS	8,808.29	
PRINCETON SNO BARONS	7,435.13	7,475.00
MARKESAN SNO DRIFTERS	7,781.66	11,025.00
GREEN LAKE TERRACE SNO STREAKERS	2,735.54	2,850.00
BRIDGE GRANT	49,078.00	
BID ADVERTISING		<u>142.75</u>
TOTAL:	67,030.33	21,492.75

PARKS REVENUE

PARKS DONATIONS		3,520.63
BOAT LAUNCH FEES	<u>37,957.92</u>	<u>37,917.55</u>
TOTAL:	37,957.92	41,438.18

February 06, 2018
Property & Insurance Committee
Monthly Report
Maintenance Department
Parks & Recreation Department

571 County Road A

Installed new seals water supply line connections to sink-Phase 2 Breakroom LL
State Elevator inspection completed 01/29/18
Repaired HP 2.33 lower level hall- phase 1- strainer
Updated addition 3 parking lot lighting fixtures with led lamps
Replaced main blower belt - OAHP #2
Replaced main blower belt - OAHP #3
Replaced defective controller HP 2.17 phase 1/ 1st floor/ supplies jail admin. / 2 offices
Exterior window cleaning has been scheduled – 2nd week of May /18 – Fish Window Cleaning
Repaired supply line toilet Unit E cell 1 - Corrections
Replaced ballast and lamps light fixture shower area Unit A - Corrections
Replaced caulking on dirty dish side of dishwasher-kitchen – Corrections
Replaced sprayer hose on spray nozzle-kitchen - Corrections
Replaced batteries in emergency back-up lighting units (25) - Corrections
Repaired damaged intercom hand set micro switch/Unit C – Corrections
Replaced damaged housing for fire suppression system sensor – Unit M - Corrections
Installed new contactor HP 3.9 Program 1 – Corrections
6 month fire suppression inspection and testing in jail kitchen completed by Fire & Safety Equipment Co.
01/23/18 – Corrections
Removed toilet paper on emergency lighting unit per request – Unit M – Corrections
Removed food splatter on wall above TV and day room tables per request – Unit C – Corrections
Cleaned food stains on walls above day room tables per request – Unit D – Corrections
Unplugged far toilet Unit M – Corrections
Repaired black plastic trim on visitation booth Unit D – Corrections
Unplugged sink Unit N – Corrections
Temporary patched damaged floor 2 areas - Iso prep area - Corrections
Replaced defective upper and lower temp probe and float assembly – kitchen – Corrections
Replaced spout o-ring small sink – kitchen – Corrections
Replaced worn belt dishwasher exhaust fan/kitchen - Corrections
Unplugged sink Unit B – cell 3-4 - Corrections
Replaced ballast and 3 lamps in fixture-kitchen – Corrections
Sprayed for ants unit N and master control – food storage and food debris - Corrections
Replaced 2 T-8 lamps Rec. 2 – Corrections
Repaired trim on cabinet officer station in booking - Corrections
Replaced 2 lamps doors 5/6 – Corrections
Sprayed for ants ISO cell 1 – food debris - Corrections
Replaced 4 lamps - jail booking – Corrections
Replaced 2 lamps jail property area – Corrections
Report of ants Unit A – food debris/open food on top of storage container – sprayed - Corrections

Report of 2 leg casters on rolling table are separated would like new casters-found casters all full of dirt debris-cleaned – Corrections
Moved (rearranged) environments Program 1 – Corrections
Repaired latch top cupboard Program 2 – Corrections
Used camera/ wand to look for contraband in sewer pipe jail booking – nothing viewed – Corrections
Installed additional multi fold towel dispenser master control per request – Corrections
Tighten screws on guard button unit B ground level – Corrections
Unplugged sink Unit E cell 1 – Corrections
Transported 5 Bio Hazz. bags (used razors)to Theada/Berlin for disposal – Corrections
Replaced ballast in light fixture Unit J over first bunk - Corrections
Installed new 100' wash-down hose lower level garage per request - SO
Report of washer leaking water around door – tested - found no leaks at this time – Corrections
Replaced lamps in fixture- Unit L above toilets - Corrections
Unplugged toilet men's restroom – SO
Repaired HP 2.9 1st floor phase 1 –strainer – SO
Arranged refill of discharged portable fire extinguisher from squad – SO
Opened overhead door on SO storage garage at highway grounds - SO
Repaired friction clips to recessed light housing women's rest room phase 2 1st floor
Training Room set up for 01/05/18 – UWEX
Training Room set up for 01/08/18 – UWEX
Training Room set up for 02/07/18 - UWEX
Drilled additional electrical cord access holes in cabinet open office area per request - UWEX
Set up Training Room for 01/11/18 – ROD
Re-installed ADRC signage after sign modifications - HHS
Removed ADRC sign per request for modifications – HHS
Replaced lamp middle fixture south bank - HHS
Temporary repair on department specific file cab – parts ordered through purchasing – DA
Installed new locking hub on file cabinet - DA
Replaced 4 lamps in fixture open office area – LUPZ
Squeaky keyboard tray open office area – lubed – CA
Replaced one of the worn/tired Windsor commercial vac cleaners – M
Switched doors in conference room # 2513 for extra layer of security per judge request - C
General Maintenance performed
Scheduled Maintenance performed

Towers

General Maintenance performed
Scheduled Maintenance performed

Lake Steel Street

Unthawed and unplugged approx. 4' of sewer line – Food Pantry
4'x6' welded steel shelf ordered and delivered – Food Pantry
West side of maintenance area- interior steel wall's completed
East side of maintenance area – interior steel wall's completed
220 v outlet/wiring installed in new welding area/Maintenance
Old boiler removed from boiler room/Maintenance

Old boiler room rewired for 220v for 2 stage air compressor/Maintenance
2 stage air compressor unit installed in old boiler room/supply lines to follow/Maintenance
Work continues in maintenance area
General Maintenance performed
Scheduled Maintenance performed

FRI

Maintenance Work Order Request performed
Arranged outside vendor for block heater timer repair/warranty work
Request to check timer outlet breaker tripping – Checked out good- Replaced per request – Found plug corrosion on truck block heater- Suggest using 25' 14ga outside extension cord

Parks & Recreation

Attached is Bid Request to asphalt boat launch parking area at Sunset Park
Primary outline of Issac Walton League property gone over with contracted county surveyor
Took delivery of new loader tractor and grader – 01/29/18 - Priebe
Scheduled Maintenance performed
General Maintenance performed

Submitted by:

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