



# ***GREEN LAKE COUNTY***

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

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**Original Post Date: 03/31/16**

**Amended\* Post Date:**

**The following documents are included in the packet for the Property and Insurance Committee on April 5, 2016:**

- 1) Agenda
- 2) Draft minutes from the 03/01/16 and 03/15/16 meeting
- 3) Use of County Property – Clean Sweep
- 4) Maintenance Report
- 5) Clerk's report – Job Shadow Policy



# 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: April 5<sup>th</sup>, 2016 Time: 5:00 PM**

**Location: Government Center, County Board Room, 571 County Road A, Green Lake WI**

### \*AMENDED AGENDA

#### Committee Members

Gene Thom, Chairman  
Harley Reabe, Vice-Chair  
Patti Garro  
Vicki Bernhagen  
Richard Trochinski

Margaret R. Bostelmann  
Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. \*Minutes: March 1, 2016 and March 15, 2016
6. Correspondence
7. Public Comments (3 min limit)
8. Discussion on FRI Building, Lease Agreement and Responsibility of Tenant
9. Izaak Walton League Gift of Property to Green Lake County
10. Use of County Property
  - Clean Sweep
11. Purchase Requests
12. Monthly Vouchers
13. Resolutions/Ordinances
14. Green Lake Multi Use Trail
  - Memorandum of Agreement between Green Lake County and DOT
15. Maintenance Report
  - Monthly Activities
16. Parks & Recreation Report
  - Greenways request for assistance on sign installation
17. Clerk's Report
  - \*Job Shadow Policy
18. Committee Discussion
  - Future Meeting Dates: Regular Meeting May 3, 2016 at 5:00 PM
  - Future Agenda items for action & discussion
19. Adjourn

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**  
**March 1, 2016**

The meeting of the Property and Insurance Committee was called to order by Chair Gene Thom on Tuesday, March 1, 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:       Gene Thom  
                  Harley Reabe  
                  Vicki Bernhagen  
                  Richard Trochinski  
                  Patti Garro

Also Present:  Marge Bostelmann, County Clerk                   Dawn Klockow, Corporation Counsel  
                  Scott Weir, Maintenance                         Sheriff Podoll  
                  Linda Van Ness, HHS                                 Amy Brooks, Highway  
                  Tony Daley, Berlin Journal

**AGENDA**

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

**MINUTES**

*Motion/second (Bernhagen/Garro)* to approve the minutes of February 3, 2016 correcting the day of the meeting to Wednesday. Motion carried.

**CORRESPONDENCE** – None

**PUBLIC COMMENT** – None

**OPEN BIDS FOR FRI REMODELING BATHROOMS**

CPR from Appleton: \$65,850.14

Weir reviewed the bid. Weir reported that items open, not specified in the bid were, 1. the bathroom lift costs. The type of bathroom lift to be used was not selected at the time of bidding, and 2. permits and fees which are unknown.

Weir will talk with FRI staff to determine the type of lift to be used and contact CRP so the bid can be completed. The Committee will meet at 5:30 PM prior to the County Board meeting on March 15 to discuss the bid costs and determine if the bid is acceptable.

**APPEARANCE** – None

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

Klockow discussed that there are 2 parcels that they would like to give the County. She found an encroachment on one of the parcels. Lehner suggested that they do a lease regarding the encroachment. She recommends that the League take care of the encroachment. The committee discussed the parcels.

**Motion/second(Bernhagen/Garro )** to follow corporation counsels advice and ask the League to clean up the encroachment. Motion carried.

### **USE OF COUNTY PROPERTY**

- Wisconsin Bass Federation: requesting to use the Margaret Dodge Memorial Park on June 4<sup>th</sup> for a Bass Federation Tournament and to set up the weigh station the night before the tournament.
- Highway Grounds for Parking on multiple dates for Louis Bock
- FRI Use of Highway Scale  
FRI would like to weigh corn once per week. Highway will discuss this at their next meeting on March 9<sup>th</sup>.

**Motion/second(Garro/Trochinski)** to approve all the requests. Motion carried.

### **REQUEST FROM CITY OF BERLIN RELATING TO THE SALE OF COUNTY PROPERTY; TAX PARCEL 206-03025-0200**

This will be discussed in closed session.

### **PURCHASE REQUESTS**

Electrical upgrade at FRI for electrical for engine blocks	Ness Electric	\$2,751.99
FRI Spirit CT 800 Commercial Treadmill		
Play it Again Sport	(set up provided)	\$3,000.00 recommended
Sears		\$2,999.99
Guardian Home Medical		\$3,507.00

(\$3000 funding from Knights of Columbus)

**Motion/second(Reabe/Bernhagen)** to approve all the requests. Motion carried.

### **MONTHLY VOUCHERS**

Vouchers were presented:

Purchasing:	2016 – \$57,758.72
Maintenance:	2016 – \$20,505.84
Radio Tower:	2016 – \$ 1,194.72
Parks:	2016 – \$16,607.66
Green Lake Trail	2016 – \$ .00

**Motion/second (Reabe/Garro)** to approve the vouchers as presented. Motion carried.

### **RESOLUTIONS/ORDINANCES** – None

### **COMMITTED FUND**

Maintenance and Clerk's committed funds were presented.

*Motion/second(Bernhagen/Reabe)* to approve the committed funds. Motion carried.

### **MAINTENANCE REPORT**

The Report was submitted to the Committee.

- Monthly activities – The report was reviewed.
- Discussion on the beacon lights and the cost of making the change to LEDs.

### **PARKS & RECREATION**

The Parks report was reviewed.

- Monthly activities – The report was reviewed.

### **CLERKS REPORT**

Loss control notes were presented.

### **CLOSED SESSION**

*Motion/second(Trochinski/Reabe)* to convene into closed session pursuant to Wis. Stat. section 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 closed session. The closed session is regarding the sale of Green Lake County property in the City of Berlin. Roll call vote: 5 ayes, 0 nays, motion carried.

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

*Motion/second(Bernhagen/Reabe)* to resume open session. Roll call vote: 5 ayes, 0 nays, motion carried.

*Motion/second(Bernhagen/Garro)* to direct corporation counsel to proceed as directed in closed session. Motion carried.

### **COMMITTEE DISCUSSION**

**Future Meeting Date:** Regular Meeting: April 5, 2016 at 5:00 pm.

**Future Agenda items for action & discussion:**

### **ADJOURNMENT**

*Motion/second(Reabe/Trochinski)* to adjourn at 5:58 pm. Motion carried.

Submitted by,

Marge Bostelmann  
County Clerk

**PROPERTY AND INSURANCE COMMITTEE**  
**March 15, 2016**

The meeting of the Property and Insurance Committee was called to order by Chair Gene Thom on Tuesday, March 15, 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:       Gene Thom  
                  Harley Reabe  
                  Vicki Bernhagen  
                  Richard Trochinski  
                  Patti Garro

Also Present:  Marge Bostelmann, County Clerk                   Dawn Klockow, Corporation Counsel  
                  Scott Weir, Maintenance                         Ed Schuh, FRI  
                  Ron Severson, Maintenance                   Linda Van Ness, HHS  
                  Jack Meyers, Supervisor                         Joy Waterbury, Supervisor

**AGENDA**

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

**DISCUSSION ON FRI BUILDING, LEASE AGREEMENT AND RESPONSIBILITY OF TENANT**

Linda Van Ness and Ed Schuh presented background information on Disability Services, Inc. (DSI) and Fox River industries (FRI). The lease expired in December of 2013. A new lease needs to be signed. Klockow stated the county is a “hold over” tenant which means the county is there without a lease. The lease stated that any remodeling needs permission from the landlord and improvements become part of the building. If improvements are made, such as remodeling the bathroom, a longer lease may be a good idea. Schuh will look in to obtaining a longer lease.

Discussion was held on maintenance responsibilities between the County maintenance department and FRI. Jodi Traas, from Aegis Corporation will be asked to do an inspection of the building to determine code violations and look at options.

**DISCUSSION AND ACTION ON FRI BATHROOM REMODELING PROJECT**

The project will be put on hold for now.

***Motion/second(Garro/Reabe)*** to postpone action on the FRI bathroom remodeling project bid until the next P&I meeting on April 5<sup>th</sup>. Motion carried.

**COMMITTEE DISCUSSION**

**Future Meeting Date:** Regular Meeting: April 5, 2016 at 5:00 pm.

**Future Agenda items for action & discussion:**

**ADJOURNMENT**

*Motion/second(Garro/Reabe)* to adjourn at 5:35 pm. Motion carried.

Submitted by,

Marge Bostelmann  
County Clerk

DRAFT

# **Use of County Property & Equipment**

## **Green Lake County Highway Department**

Location: Shop 1

Equipment to be used: forklift

Start Date: August 12, 2016

End Date: August 12, 2016

Requested By: Paul Gunderson, County Conservationist

Event: Clean Sweep Hazardous Waste Collection

Additional Information: The Land Conservation Committee would like to request use of the dairy barn and forklift.

Approved by Highway: March 09, 2016

Approved by P&I:



April 5<sup>th</sup>, 2016  
Property & Insurance Committee  
Monthly Report  
Maintenance Department/Parks & Recreation Department

#### Highway Departments – 1 & 2

Cleaned drains on highway shop roof-1  
Performed General Maintenance  
Performed Scheduled Maintenance

#### Towers

Princeton tower-Day beacon not operating-03/15/16-Reported to Communication Admin.  
Princeton tower-Replaced circuit board in generator- utility operating  
Princeton tower-Day beacon not operating-03/21/16-Reported to Communication Admin.  
General Maintenance performed  
Scheduled Maintenance performed

#### FRI

Snaked toilet drain line men's restroom/ production area  
Maintenance Requests performed

#### 571 County Road A

Fire Alarm System-serviced/inspected 03/2/16-03/03/16- Performed by CEC/ 12v 10aphr Batteries replaced in 3 units-2 units replaced by CEC, 1 unit by GLCM  
Replaced ballast in wall pack security light maintenance receiving  
Moved environments room #1116-HHS  
Moved environments room #1123-HHS  
Report of paint chipping off wall room #2110- removed rocking chair from wall-HHS  
Replaced bulb cartridge in projector- training room-UWEX  
Drilled 6- 2' access holes and installed cord grommets- courtroom 1 –Courts  
Replaced worn RF drive belt on OAHP 3  
Replaced worn RF drive belt on OAHP 1  
Replaced batteries in duress buttons (55)-per request-SO  
Installed 3 garment hooks in storage room-SO/Coroner  
Tighten flange nut on vac flush men's restroom –SO  
Moved environments for register in probate to original design-Courts  
Replaced alert beacon light with led type-Treasures  
Replaced ballast light in program unit teachers office-Corrections  
Replaced worn curtains in all 3 sections of dishwasher/kitchen-Corrections  
Unplugged toilet rec. #2-Corrections  
Reported light out/ hall area kitchen/laundry- switch in off position-turned on-Corrections  
Unplugged toilet unit D #4-Corrections

Unplugged toilet unit E #5-Corrections  
Replaced light bulb freezer-Corrections  
Repaired hangers in shower area unit E-Corrections  
Unplugged back floor drain in Huber change over-Corrections  
Request to change #'s on court holding cells stated they are incorrect-master control computer is incorrect-Corrections  
Repaired shower hooks unit E-Corrections  
Unplugged male Huber locker room shower drain-Corrections  
Repaired digital clock (in pieces) kitchen-Corrections  
Replaced rough service bulb cooler-kitchen-Corrections  
Report of sharp metal protruding from concrete floor male change over Huber-found cut off anchor sticking 1/8" above surface/ground flush/sealed-Corrections  
Unplugged toilet unit E-Corrections  
Unplugged toilet rec. #3-Corrections  
Replaced signage and flag lighting with led fixtures (6)  
Performed General Maintenance  
Performed Scheduled Maintenance

#### Lake Steel Street

Added 2 additional ADA parking stalls (4 total-2 required)-food pantry area  
Painted larger symbols for ADA parking stalls-food pantry area  
Increased recycle dumpsters size from 2 yd. to 4 yd. /ordered-food pantry  
Performed General Maintenance  
Performed Scheduled Maintenance

#### Parks

Help Wanted advertisement was put in paper for summer Part-Time Maintenance workers  
Cut up fallen trees and limbs from wind/snow-Zobel  
Boat Launches scheduled for install 3<sup>rd</sup> week of April  
Replacing worn and damaged parts on boat launches  
Zobel Park sign (upper) blew down in wind-sign posts rotted-scheduled for new replacement  
All park identifying signs scheduled for replacement upcoming season (9)-Sample attached  
Requested quote for chip seal at boat launch and parking at Twin Lakes Park/Spring Valley Park-HWY-Arron Wagner  
Getting quotes for additional fall zone material around playground equipment-Zobel Park  
General Maintenance performed  
Scheduled Maintenance performed

Office Supply Requests-67  
Maintenance Supply Requests-20  
Maintenance Work Requests-28

Submitted by:

A handwritten signature in black ink, appearing to read "Scott A. Weir". The signature is written in a cursive, flowing style with a large initial 'S'.

Scott A. Weir  
Maintenance Supervisor/Parks Director  
Green Lake County

current sign design



Font:  
Hwy D 8"

Font:  
Highway D 4"



72"x48" .125 gauge, 3" Rad no holes

Customer Green Lake County (WI)

Customer # c1565

Sales order # SO Q1603484

Sales person Andy B

File name Q1603484 .fs

Customer...

date & signature

... approves for production ☐

... requests changes / additions ☐ (please describe below)



# Green Lake County Career Shadow Policy

## PURPOSE

The intent of the Green Lake County Career Shadow Program is to promote governmental transparency, facilitate career development, and nurture further understanding of public service. This will be done by exposing participants to the realistic work situations which Green Lake County employees may face during a normal work day.

## PROCEDURE

- The interested party will contact the County Clerk's Department or may contact a specific department head/manager/supervisor about the Job Shadow Program. In each instance the individual will be directed to our external website to obtain a Job Shadow Application, or to the County Clerk's Department. The application is to be submitted to the County Clerk's Department with all appropriate signatures.
- Upon receiving an application, the County Clerk and the specific department head will review the application, and begin arrangements for placement. Placement is not guaranteed, but every effort will be made to accommodate the interested party.
- On the day of the Job Shadow, the participant should be dressed in appropriate attire, which will be defined by the individual department.
- Individual departments reserve the right to limit access. Individual departments also reserve the right to request an interview with and individual prior to their accepting a request for placement.

## STAFF RESPONSIBILITIES

- The department head will select the staff mentor to work with a program participant. Staff mentors:
  - Must be in good standing within the Department
  - Should be aware of the program policy, procedure, rules and conditions.

- Should involve participants in discussion, coach, and exemplify job functions and responsibilities to the best of their ability while conducting themselves in a professional manner.
- Will provide status report concerning the program participant to the responsible Department Head.
- Will apply the Career Shadow Rules, Terms and Conditions including the expectations, activities that participant may and may not be involved with.

DRAFT



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

## **CAREER SHADOW PROGRAM**

Welcome to Green Lake County's Career Shadow Program. The intent of this program is to promote governmental transparency, facilitate career development, and nurture further understanding of public service. This will be done by exposing participants to the realistic work situations which Green Lake County employees may face during a normal work day.

Please find attached, and complete in full, the following documents:

- 1) Program Application
- 2) Rules, Terms, and Conditions
- 3) Hold Harmless/Liability Waiver

Upon completion of this packet you should make copies for your records and then deliver this packet, the original, to:

Marge Bostelmann  
County Clerk  
571 County Road A  
Green Lake, WI 54941

# **CAREER SHADOW PROGRAM APPLICATION**

Please Print

## ***Applicant Information***

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

Phone(H): \_\_\_\_\_ Cell: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

### ***Emergency Contact Information (Required)***

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

### ***Job Shadow Request Information***

Department and/or Occupation: \_\_\_\_\_

Number of hours requesting: \_\_\_\_\_

Comments: \_\_\_\_\_

*Please check which dates and times you are available to complete a Job Shadow:*

[illegible]



## **Rules, Terms, and Conditions**

1. Participants must have successfully completed the application, been approved by Administration, signed the hold harmless/liability waiver (attached), and agree to these rules, terms, and conditions.
2. Acceptance and/or availability for the program is not guaranteed.
3. Typically, Green Lake County will only take on one participant at a time.
4. The most qualified applicants with the greatest positive attributes or documentation will be selected first.
5. *Career Shadow* participants are 16 years of age and older and are not formally enrolled in a post high school vocational program. A maximum of 6 hours per division, without divisional substitution, is permitted.
6. Participants may be suspended from the program and asked to leave, with or without cause, which could lead to a revocation from the program.
7. Participants may voluntarily withdraw from the program.
8. Participants must be 16 years of age or older. Participants less than 18 years of age must have signed parental or guardian approval. Age requirement is waived for the National Take your Son or Daughter to Work day, which is observed on the 4<sup>th</sup> Thursday of April each year.
9. The individual will dress in appropriate attire, which may include Personal Protective Equipment, as defined by each department.
10. Participants are to act professionally at all times. Participants are prohibited from (partial list) swearing, commenting or joking inappropriately, consuming alcohol, smoking cigarettes or chewing tobacco, possessing anything illegal, breaching confidentiality, or sleeping while in the program.
11. Participation is voluntary and no payment of any money, goods, or service is expressed or implied.
12. Participants are not permitted to represent themselves as employees or agents of the County of Green Lake.
13. Participants will not, under any circumstances, be allowed to carry any type of knife, weapon, or firearm.
14. Typically, participants will serve only with the mentor to whom he/she is assigned.
15. Participants may not interfere with any action, or any equipment, of any mentor at any time.
16. Participants may be exposed to confidential information of which secrecy is of the utmost importance. Participants may be asked to excuse themselves from some confidential situations.
17. The participant must follow the mentors directions at all times and may participate in minor non-essential tasks as deemed appropriate by the mentor.
18. Participant understands that individual departments may have more extensive requirements than listed above.

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Participant (Signature)

Date

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Responsible Adult (Signature – 16-17 years of age)

Date

\_\_\_\_ Parent    \_\_\_\_ Guardian

## Hold Harmless and Release from Liability Waiver

Participant Name: \_\_\_\_\_

I, the undersigned participant, do hereby acknowledge and fully understand that some occupations within the Green Lake County may be dangerous.

Initials\_\_\_\_\_

I, the undersigned participant, also acknowledge and fully understand that the above named participant may be exposed to injury and/or death, intensely emotional situations, potentially disturbing conflicts, the mentally ill, and/or other physical, property damage, or emotional loss as a result of this program.

Initials\_\_\_\_\_

I, the undersigned participant, together with my estate, any heirs and/or assigns, do hereby hold harmless the County of Green Lake, Wisconsin, its agencies and employees, from and against all liability, damage, loss, claims, demands and actions of any nature whatsoever, including attorney fees, which arise out of or are connected with or are claimed to arise out of my participation within the Career Shadow program.

Initials\_\_\_\_\_

I, the undersigned participant, acknowledge and fully understand that this document shall be considered a complete and total waiver of any and all liability on the part of the County of Green Lake and/or its employees.

Initials\_\_\_\_\_

\_\_\_\_\_  
Participant (Signature)

\_\_\_\_\_  
Date

As the parent/guardian for the above named participant, I authorize my minor child to participate in the Green Lake County Career Shadow Program

\_\_\_\_\_  
Responsible Adult (Signature – 16-17 years of age)

\_\_\_\_\_  
Date

\_\_\_\_ Parent    \_\_\_\_ Guardian    \*\*\*\*\*Required Initials Above

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date