



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 02/25/16

Amended* Post Date:

The following documents are included in the packet for the Property and Insurance Committee on March 1st, 2016:

- 1) Agenda
- 2) Draft minutes from the 02/03/16 meeting
- 3) Use of County Property- Louis Bock
- 4) Use of County Property- FRI using Highway Scales
- 5) Purchase Request for Electrical at FRI
- 6) Purchase Request for Spirit CT800 Commercial Treadmill at FRI
- 7) Committed Funds for 2016
- 8) Maintenance Report
- 9) Loss Control Minutes from 01/28/16



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: March 1st, 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

No Per Diem for
Non-committee
Members

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: February 3, 2016
6. Correspondence
7. Public Comments (3 min limit)
8. *Open Bids for FRI Remodeling Bathrooms
9. Izaak Walton League Gift of Property to Green Lake County
10. Use of County Property
 - Wisconsin Bass Federation
 - Highway Grounds for Parking on multiple dates for Louis Bock
 - FRI using Highway Scales
11. Request Related to the sale of County Property: Tax Parcel 206-03025-0200
12. Purchase Requests
13. Monthly Vouchers
14. Resolutions/Ordinances
15. Committed Funds
16. Maintenance Report
 - Monthly Activities
17. Parks & Recreation Report
18. Clerk's Report
 - *Loss Control Meeting Update
19. *Consider motion 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.
20. *Reconvene to open session to take action, if appropriate, on matters discussed in closed session.
21. Committee Discussion
 - Future Meeting Dates: Regular Meeting April 5th, 2016 at 5:00 PM
 - Future Agenda items for action & discussion
22. Adjourn

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
February 3, 2016

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

Also Present: Marge Bostelmann, County Clerk
Scott Weir, Maintenance
Mark Putzke, Chief Deputy
Tony Daley, Berlin Journal
Dawn Klockow, Corporation Counsel
Sheriff Podoll
David Brooks

AGENDA

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

MINUTES

Motion/second (Reabe/Bernhagen) to approve the minutes of December 15, 2015 as presented and correct the minutes of January 5, 2016 stating that Reabe called the meeting to order. Motion carried.

CORRESPONDENCE – None

PUBLIC COMMENT – None

APPEARANCE – None

IZAAK WALTON LEAGUE GIFT OF PROPERTY TO GREEN LAKE COUNTY

Klockow presented information from Attorney Lehner. Discussion was held on the property that is leased to Mascoutin Golf Course. Discussion also on where cars can be parked and can a gravel parking area lot be constructed. Klockow will ask Attorney Lehner to draft the deed to transfer the property. Klockow will draft the resolution for the County Board.

Motion/second(Reabe/Garro) to direct Klockow to discuss the particulars of the gift with Attorney Lehner and prepare all the documents to present to the county board. Motion carried.

USE OF COUNTY PROPERTY – None

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

David Brooks would like to purchase the property near the Mascoutin Trail. Bostelmann stated that Hannah Lueneburg, from the Treasurer's Office, obtained a value from the assessor of \$10,000 per acre for similar parcels. This parcel is .73 acres and the value would be between \$7,000 and \$8,000. Brooks believe the property is in the floodplain and the value may be less that the estimate of the assessor.

Klockow suggested that a purchase offer be sent to the county. Bostelmann and Klockow will work with the buyer on a purchase agreement. The buyer would be responsible for any costs related to the sale.

Motion/second(Garro/Reabe) to have Bostelmann and Klockow work together with the purchaser to draft all necessary documentation for the sale of the property and bring all information and documents to the Committee. Motion carried.

PURCHASE REQUESTS – None

MONTHLY VOUCHERS

Vouchers were presented:

Purchasing:	2015 – \$3,597.35	2016 – \$342,732.16
Maintenance:	2015 – \$2,175.34	2016 – \$5,124.31
Radio Tower:	2015 – \$76.29	2016 – \$ 34,872.00
Parks:	2015 – \$1,017.60	2016 – \$69.45
Green Lake Trail		2016 – \$7,500.00

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

RESOLUTIONS/ORDINANCES – None

COMMITTED FUND

This will be brought next month.

MAINTENANCE REPORT

The Report was submitted to the Committee.

- Monthly activities – The report was reviewed. Discussion was held on the replacement of the ADA drive and closure unit on the HHS staff entrance and the twice yearly maintenance service contract with /Basset Mechanical for all 6 OAHP's.

PARKS & RECREATION

The Parks report was reviewed.

- Monthly activities – The report was reviewed. Payment Request – Wacker Wheel Loader: Weir would like to make an extra payment of the loader, \$9300. **Motion/second(Reabe/Bernhagen)** to approve the additional payment for the Wacker Wheel Loader. Motion carried.

CLERKS REPORT – None

CLOSED SESSION

Motion/second(Garro/Trochinski) to convene into closed session pursuant to Wis. Stat. section 19.82(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 litigation in which it is or is likely to become involved. This closed session is in regarding a notice of claim. Roll call vote 5 ayes, 0 nays, motion carried.

RECONVENE INTO OPEN SESSION

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

Motion/second(Bernhagen/Garro) to deny the claim from James T. Walsh. Motion carried.

COMMITTEE DISCUSSION

Future Meeting Date: Regular Meeting: March 1, 2016 at 5:00 pm.

Future Agenda items for action & discussion:

ADJOURNMENT

Motion/second(Garro/Reabe)a adjourn at 5:49 pm. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk

From: Pence, Becky
Sent: Thursday, February 11, 2016 7:14 AM
To: Stobbe, Samantha
Cc: Louis Bock (lsbock@centurytel.net)
Subject: Ground Use for P&I

Hi Samantha,
Please add Building and Grounds Use to the P& I Agenda for March 2nd. Highway Committee approved request last night.

Building and Grounds Use

Motion/second (Slate/Moderow) to approve grounds use for parking from Louis Bock for April 22nd to May 3rd; Sept 10th to Sept 18th; Oct 1st to Oct 9th; Oct 15th to Oct 23rd; and Nov 27th to Dec 3rd. Motion Carried.

Thank you,

Becky Pence
Administrative Assistant
Green Lake County
Highway Department
920-294-4060

Use of County Property & Equipment

Green Lake County Highway Department

Location: Shop 1

Equipment to be used: Scale

Start Date: upon approval

End Date: ongoing

Requested By: Ed Schuh, Manager Fox River Industries

Event: NA

Additional Information: FRI has two trucks that would use the scale to weigh corn about once per week. The trucks are owned by FRI and insured by Green Lake County.

Approved by Highway:

Approved by P&I:

Ness Electric, LLC- 2016

PO Box 347
 380 Enterprise Dr
 WI 53946

Estimate

Date	Estimate #
1/18/2016	9

Name / Address
Fox River Industries Ron Severson

Description	Qty	Rate	Project	
			Total	
SqD QO2100 Circuit Breaker	1	70.15	70.15T	
1-1/4' EMT	60	1.65	99.00T	
11/4' Thinwall Sweep	2	5.15	10.30T	
1-1/4' Watertite TW Coupling	10	4.67	46.70T	
1-1/4' Rain Tite/WP EMT	6	3.63	21.78T	
SqD QO112L125GRB 1PH 125A 12 Circuit Rain-out Panel	1	132.87	132.87T	
Sq.D QO120 circuit breaker	8	6.16	49.28T	
Sq.D QO115 circuit breaker	1	5.90	5.90T	
SQD 8910DPA14V02 20 Amp	1	70.16	70.16T	
INT T7401B 7 Day Timer	1	222.32	222.32T	
WIE RHC 161606 16x16x8 Nema3	1	165.35	165.35T	
HBL 2311 20A/125V TL plug	8	7.16	57.28T	
HBL 2310 20A/125V TL single receptacle	8	9.60	76.80T	
2G In use cover	4	35.70	142.80T	
P&S WPBD352 2G WP 5hole deep box (3/4')	4	25.83	103.32T	
3/4' AL LB w. cvr. + gskt.	2	13.20	26.40T	
3/4' EMT Connector/Rain-tite	12	1.27	15.24T	
3/4' EMT	20	0.56	11.20T	
#3 THHN Cu Str	140	1.03	144.20T	
#6 THHN Cu Str	70	0.53	37.10T	
#8 THHN Cu Str	70	0.34	23.80T	
11/4' emt 1-hole strap	15	0.49	7.35T	
1/4x1-1/4 Tap Con	30	0.31	9.30T	
#12 THHN Cu Str	150	0.17	25.50T	
SqD PK12GTA Grounding Bar Kit	1	9.16	9.16T	
Miscellaneous	1	30.00	30.00T	
Labor Charge: 2 Men	8	131.25	1,050.00	
Thank you, we appreciate the opportunity to bid your project.		Subtotal	\$2,663.26	
		Sales Tax (5.5%)	\$88.73	
		Total	\$2,751.99	

**EQUIPMENT/REQUEST FOR PROPOSAL
RECOMMENDATION TO HEALTH & HUMAN SERVICES BOARD**

DATE: January 28, 2016

ITEM: Spirit CT800 Commercial Treadmill

UNIT: Fox River Industries

- 1) **PROPOSAL/SPECIFICATIONS:** Weight capacity 450lbs. .5 – 12 mph speed range, 0-15% incline range, folding deck, 4.0 h.p. continuous duty motor 22" x 60" workout area. 5 year warranty on motor, replacement parts, deck and belt, 2 year labor warranty, lifetime frame warranty.

- 2) **REASON FOR PROPOSAL/RECOMMENDATION:** FRI exercise program for consumers 3 times per week at ½ hour each, over 30 consumers participating in program. Non-commercial treadmills breakdown under the heavy use our program demands.

3) BIDS (LISTED BY VENDOR) – all meet above listed specifications

Play It Again Sports: Spirit CT800 Commercial Treadmill **\$3000.00**
Recommended: They will provide free setup of treadmill

Sears: Spirit CT800 Commercial Treadmill **\$2999.99**

Guardian Home Medical Supply: Spirit CT800 Commercial Treadmill **\$3507.00**

- 4) **ACCOUNT NUMBER:** FRI Checkbook - 100% reimbursed under grant award – please see attached letter



January 15, 2016

Fox River Industries

The Wisconsin State Council Knights of Columbus are pleased to inform you that your application for a grant from the Committee for Helping People with Intellectual Disabilities has been approved. Following is the amount of the grant approved. **At any point in correspondence please refer to the Grant # as this is how they are filed.**

Grant # 14 Amount Approved: \$3000.00
(Treadmills)

In order to receive your reimbursement please send copies of invoices and canceled checks showing the amount of money spent for the particular item(s) that the grant was approved for. **The deadline for sending invoices and canceled checks is June 10, 2016.** These should be sent to the following address:

Wisconsin Knights of Columbus
Intellectual Disabilities Committee
Mark Jelinek Coordinator
120 North Park Street
Richland Center, WI 53581

Upon receipt of these items a check will be mailed. All reimbursement requests failing to meet the deadline will result in the grant being voided.

If you would like to be emailed when we are seeking applications for the 2017 distribution please email your address to markmjelinek@gmail.com.

If you should have further questions please don't hesitate to contact me at markmjelinek@gmail.com or (608)604-9302.

Respectfully,
Wisconsin State Council
Knights of Columbus

Mark Jelinek



2016 Committed

Committed Maintenance ADA/Security	16-101-06-51600-999-000
Ending 2015 Balance:	\$13,120.07
Committed Sale of Recyclable Material	16-101-06-51600-999-005
Ending 2015 Balance	\$1,130.90
Add from 15-100-06-48307-000-000:	<u>\$ 97.02</u>
	\$1,227.92
Committed Maintenance Capital Improvements:	16-101-06-51600-999-004
Ending 2015 Balance:	\$69,481.80
Add from 15-100-06-51600-811-000:	<u>\$ 1,713.58</u>
	\$71,195.38
Committed Maintenance Capital Equipment:	16-101-06-51600-999-006
Ending 2015 Balance:	\$ 17,613.75
Add From 15-100-06-51600-810-000:	<u>\$ 4,721.00</u>
	\$22,334.75
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Committed Parks Project	16-101-12-55200-999-000
Ending 2015 Balance:	\$47,316.92
Add From 15-100-12-55200-350-000	<u>\$ 7,032.00 (Only this Year)</u>
	\$54,348.92
Committed Boat Launch Projects	16-101-12-55200-999-002
Ending 2015 Balance:	\$40,678.05
Add from 2015 difference revenue/expense:	<u>\$35,002.17</u>
	\$75,680.22
Committed Parks Donations	16-101-12-55200-999-003
Ending 2015 Balance:	\$6,850.00
Add from 15-100-12-43604-000-000:	<u>\$ 0.00</u>
	\$6,850.00

March 1, 2016
Property & Insurance Committee
Monthly Report
Maintenance Department/Parks & Recreation Department

Highway Departments - 1 & 2

Temporary repaired heater north bay west/inducer motor dirty/cleaned/lubed brass bushings-2
Replaced broken cable overhead door- Door # 6-2-Schuster
Replaced bent side track overhead door-Door #6-2-Schuster
Installed new 80,000 btuhr ceiling mount forced air furnace/north bay/west-2
Installed 2 new rollers overhead door-Door #5-2
Replaced broken cable overhead door-Door #1-2-Schuster
Wired in remote pendant switch along with water tight lock plugs for portable brine tank unit-1

Towers

Green Lake –night beacon not operational-02/03/16-Reported to Communication Admin.
Princeton –day beacon not operational-01/27/16-Reported to Communications Admin.
Load test performed on all site generators-week of 02/01/16
Green Lake-night beacon not operational-02/09/16-Reported to Communications Admin.
Green Lake-night beacon not operational-02/19/16-Reported to Communications Admin.
General Maintenance performed
Scheduled Maintenance performed

FRI

Ron Severson gave Ed Schuh estimate for power stations for block heaters from Ness Electric
Onsite inspection for restroom remodel-CRP-02/04/16
Onsite inspection for restroom remodel-CRP-02/09/16
Maintenance Requests performed

571 County Road A

Temp repaired door closure- reception to s.o. new closure on order (warranty)-SO
Requested to check jail washer/ extractor due to shutting off during operation-Fault code F02505 Temp
A089/D Lev1-machine overloaded temp sensor could not read-Corrections
Intercom hand set unit K not working properly-Diaphragm crushed/repared till new part arrives-
Corrections
Iso cell #3 TV not working-Instructed to point remote toward unit-Corrections
Unplugged shower drain men's locker room-Corrections
Unplugged toilet court holding cell#2-Corrections
Replaced light bulb-property room-Corrections
Unplugged toilet front unit L-Corrections
Repaired flush button unit K front toilet-Corrections

Replaced worn o-ring discharge end- dishwasher-Corrections
Repaired protective wrap on intercom handset unit K-Corrections
Repaired toilet rec. #4-Corrections
Repaired shower track 1st. shower unit N-Corrections
Light reported to be flickering overhead light mezz.-gases in bulb warming up- Unit D-Corrections
Repaired flooring edge from shower area to day area-unit M-Corrections
Relocated HVAC ceiling vent per request-Communications
Repaired hinges cupboards/break room-HHS
Made new electric whip extension for copy machine-Land Conservation
Repaired sink handle-break room-COC/CS
Extracted 2 soiled chairs- room 2012-HHS
Moved environments (book cases)- room 2208 to 2206-DA
Changed environments/court reporter -Courts
Solar tubes slight condensation during very cold weather in between ceiling and roof-LC/LUZP-phase 2
Replaced worn/broken snaps flag poles
Disconnects installed for testing stations-120v/208v3ph-277v/480v3ph-Maintenance
State mandated-Permit to operate inspection performed by NES on all elevators-02/10/16
Adjusted water heaters settings and storage tank settings from 145 degrees to 130- will be approx. 9%-11% reduction in therms used for facility
120v single pole 20amp sub panel mounted and wire for test station-Maintenance
Wiring completed in maintenance area for test stations and required outlets-Maintenance
General Maintenance performed
Scheduled Maintenance performed

Lake Steel Street

Replaced missing threshold main entrance door 2-Food Pantry
Replaced worn sweeps main entrance doors 1-2-Food pantry

Parks

General Maintenance performed
Scheduled Maintenance performed

Office Supply Requests-62
Maintenance Supply Requests-12
Maintenance Work Order Requests-34

Submitted by:

Scott A. Weir
Maintenance Supervisor/Parks Director



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Margaret R. Bostelmann, WCPM
County Clerk

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

Loss Control January 28, 2016 Minutes (to be approved 4/2016)

Attendance:

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

Minutes:

The October 22, 2015 minutes were reviewed – approved as written.

Workers Compensation – Loss Run

Reviewed the 2015 Workers Compensation-Loss Run report. Discussed the impact of how the prior year's losses will affect our premium costs.

Monthly Safety Training Highlights:

Discussed how the Monthly Safety Training emphasis is going. Some departments are taking the courses as a group. Participation appears to be going up.

POLICIES:

Communications Policy:

The draft of the county wide policy was reviewed. Wording change is needed for item A.2 from Bill Hutchinson. Also an additional statement needs to be added that individual departments may have more specific requirements under a department specific policy that would take precedence to the county wide policy. Changes will be made and reviewed at the next Loss Control meeting.

Career Shadow Policy:

Draft was presented. Suggestions was made to add statements under Rules, Terms and Conditions: #8 - making an exception for age on the 4th Thursday of April every year in observance of the NATIONAL TAKE YOUR SON OR DAUGHTER TO WORK DAY. #9 including any Personal Protective Equipment as possible additional required attire. #10 add to the list of prohibited acts - breaching confidentiality. #18 making a statement that other departments may have additional or more extensive requirements.

Close Calls/Near Misses:

Copy of Highway Departments Near Miss Policy was presented.

Tornado Drill:

Tornado drill will be on April 14th for the complete building in conjunction with the State Tornado Drill.

New Business:

Marge reported that Marquette County had an Active Shooter exercise. Discussion followed if Green Lake County should do the same kind of exercise. Gary suggested possibly a Functional drill would be appropriate.

Marge stated she is still concerned about when and how the West Wing doors could be locked in an emergency situation.

Next meeting is set for Thursday, April 28, 2016 at 9:00 a.m.

Nan Hanson
County Clerk's Office