



# ***GREEN LAKE COUNTY***

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

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**Original Post Date: 09/30/16**

**Amended\* Post Date:**

**The following documents are included in the packet for the P&I Committee on October 4, 2016:**

- 1) Agenda
- 2) Draft minutes from the 09/06/16 and 09/20/16 meeting
- 3) Use of County Property- Homecoming Bonfire
- 4) Purchase Requests
  - a. Livescan Desktop for Booking
  - b. Livescan Printer for Booking
  - c. Used Plow Truck
  - d. Chip Seal Twin Lake Park parking area
- 5) Maintenance Report



# 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: October 4, 2016 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

Margaret R. Bostelmann  
Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: 09/06/2016 & 09/20/2016
6. Appearances:
  - Karlene Grabner – Green Lake Park and Recreation Foundation
7. Parks and Recreation Fund
8. Correspondence
9. Public Comments (3 min limit)
10. Izaak Walton League Gift of Property to Green Lake County
11. Safety Drill/Shooting – Judge Slate, Facility and Security Committee
12. Use of County Property
  - Highway Grounds- Green Lake Homecoming Bonfire
13. Purchase Requests
  - Livescan Desktop for Booking
  - Livescan Printer for Booking
  - Used Plow Truck
  - \*Chip Seal Twin Lake Park parking area
  - \*Transcendent Software
14. Monthly Vouchers
15. Resolutions/Ordinances
16. Green Lake Multi Use Trail- Summary
17. Maintenance Report
  - Update on Spiders in the Building
  - Monthly Activities
18. Parks & Recreation Report
19. Clerk's Report
20. Committee Discussion
  - Future Meeting Dates: Regular Meeting November 1, 2016 at 5:00 PM
  - Future Agenda items for action & discussion
21. 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**  
**September 6, 2016**

The meeting of the Property and Insurance Committee was called to order by Chair, Vicki Bernhagen, on Tuesday, September 6, 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  
Patti Garro  
Richard Trochinski  
Bob Lyon  
Mike Starshak

Also Present: Marge Bostelmann, County Clerk  
Scott Weir, Maintenance  
Harley Reabe, Board Chair  
Jason Jerome, HHS Director  
Joy Waterbury, Supervisor  
Tony Daley, Berlin Journal  
Dawn Klockow, Corporation Counsel  
Sheriff Podoll  
Mark Putzke, Chief Deputy  
Kathy Munsey, Health  
Todd Morris, Parks & Rec Fund

**AGENDA**

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

**MINUTES**

*Motion/second (Trochinski/Garro)* to approve the minutes of August 2, 2016. Motion carried.

**APPEARANCES**

- Chief Deputy Mark Putzke – Spiders in the building

Putzke stated that he has been working with Weir on spiders in the building; he had medical reports of three spider bites in the jail. Maintenance has put in spider boxes and other remedies that have been tried. Weir explained that an exterminator has been working with them. They have tried using spray in some areas but the area must be vacated for 8 to 12 hours after the treatment. Discussion was held on termination of insects by the exterminator. Pictures were presented of spider webs in the dispatch windows. The windows in dispatch will be fixed.

- Todd Morris – Rotary Park Sign at Zobel Memorial Park

Morris requested permission to put a sign up at the playground identifying it as Rotary Playground Park because of the donation made by local Rotary Clubs when the park was built.

*Motion/second(Garro/Starshak )* to approve the “Rotary Playground Park” sign at Zobel Memorial Park. Motion carried.

**PARKS AND RECREATION FUND**

Bostelmann explained that the County started a fund to accept donation to build the handicap accessible playground at Zobel Park. The fund still exists at the Green Lake /Ripon Foundation which is under the Oshkosh Area Foundation. A representative from the Oshkosh area Foundation will be here next month to explain the fund.

**CORRESPONDENCE** – None

**PUBLIC COMMENT** – None

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

The legal description has been completed so the survey work should be completed soon.

**OFFICE LOCATION FOR COUNTY ADMINISTRATOR**

The Committee will tour the Government Center building on September 20<sup>th</sup> before County Board at 5:30.

**USE OF COUNTY PROPERTY**

Highway Grounds Parking – Senior Center Bus Trip September 9, 2016.

*Motion/second(Garro/Trochinski)* to approve the use of the County Property to park cars for the Senior Bus trip. Motion carried.

**PURCHASE REQUESTS**

**Sheriff’s Office:**

Spillman Incident Based Reporting System \$18,726.00 – sole vendor

*Motion/second(Starshak/Garro)* to approve the purchase of the reporting system. Motion carried.

Security Electronics Upgrade \$17,983.58 – sole vender

*Motion/second(Garro/Trochinski )* to approve the purchase of the security electronics upgrade. Motion carried.

Armored and Sniper Platform for SWAT Vehicle \$76,900 – Execarmor  
\$98,750 – International Armor Group

*Motion/second(Garro/Lyon )* to approve the purchase from Execarmor. Motion carried.

Cabinetry for SWAT Vehicle \$15,041.35 – CTECH Manufacturing  
\$13,205.42 – Aluminum Cabinet Company

*Motion/second(Garro/Trochinski )* to approve the purchase of the cabinetry from CTECH. Motion carried.

LiveScan Desktop for Booking will be brought back month.  
Livescan Printer for Booking will be brought back next month.

**MONTHLY VOUCHERS**

Vouchers were presented:

Purchasing:	\$16,747.25
Maintenance:	\$6,048.03
Radio Tower:	\$2,505.42
Parks:	\$1,230.32

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

**RESOLUTIONS/ORDINANCES**

- Amend Chapter 228 of the Green Lake County Code

Klockow explained her research on the ordinance and also explained that the Personnel Policy and Procedures manual also will be amended to conform with this ordinance. Munsey stated that electronic delivery devices such as e-cigarettes are not FDA approved and that they are also marketing to children with the flavors. She also stated that they are not a proven cessation device, and the battery packs have been known to explode causing injury to the user.

*Motion/second(Lyon/Garro)* to approve the Ordinance and send on the HHS for approval then on to the County

Board. Motion carried, 4 ayes, 1 nay (Starshak).

### **GREEN LAKE MULTI USE TRAIL**

Bernhagen, Bostelmann and Weir were part of a phone conversation with representative from DOT, DNR and Green Lake Greenways. A summary of the trail project will be provided to the Committee members.

### **MAINTENANCE REPORT**

The Report was submitted to the Committee.

- Air conditioning in IT Server Room

Weir explained some of the situations where the air conditioning has not worked. He suggests that a system be installed that would sense temperature and turn on when the temperature dips.

- Monthly activities – The report was reviewed.

*Motion/second(Trochinski/Garro)* to request \$13,000 from the Finance Committee for repair of the Lake Steel building roof. Motion carried.

### **PARKS & RECREATION**

The Parks report was reviewed.

- Activities – Activities were reviewed.

### **CLERKS REPORT** – None

### **CLOSED SESSION**

*Motion/second(Starshak/Garro)* 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 notice of claim. 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(Starshak/Garro)* to reconvene in open session. Roll call vote, 5 ayes, 0 nays, motion carried. The Committee was updated on notice of claim which has been forwarded to the County Mutual Insurance Company.

*Motion/second(Garro/Starshak)* to deny the claim. Motion carried.

### **COMMITTEE DISCUSSION**

**Future Meeting Date:** Special meeting September 20<sup>th</sup> at 5:30; Regular Meeting: October 4, 2016 at 5:00 pm.

**Future Agenda items for action & discussion:** September 20<sup>th</sup> – tour government center

### **ADJOURNMENT**

Bernhagen adjourned the meeting at 6:15 PM.

Submitted by,

Marge Bostelmann  
County Clerk

**PROPERTY AND INSURANCE COMMITTEE**  
**September 20, 2016**

The meeting of the Property and Insurance Committee was called to order by Chair, Vicki Bernhagen, on Tuesday, September 20, 2016 at 5:30 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  
Bob Lyon  
Mike Starshak

Also Present: Marge Bostelmann, County Clerk Dawn Klockow, Corporation Counsel

**AGENDA**

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

Lyon did not attend the tour.

**TOUR OF COUNTY BUILDING**

The Committee toured the second floor of the south wing. Room 2300 that had been used for child support was toured. Discussion was held on other areas of the Government Center that can be used.

**DETERMINE LOCATION FOR COUNTY ADMINISTRATOR**

*Motion/second(Starshak/Garro)* to utilize the area that was previously used for child support for the County Administrator's office. Motion carried.

**COMMITTEE DISCUSSION**

**Future Meeting Date:** Regular Meeting: October 4, 2016 at 5:00 pm.

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

**ADJOURNMENT**

Meeting adjourned at 5:45 PM

Submitted by,

Marge Bostelmann  
County Clerk

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

Location: Shop 1 - Green Lake

Equipment to be used:

Start Date: Oct 5, 2016 @ 8pm

End Date: Oct 5, 2016

Requested By: Tim Gerner, City of Green Lake, Police Dept.

Event: Green Lake HS homecoming bonfire

Additional Information: Fire Dept has been notified and will be onsite.

Approved by Highway: 09/14/16

Approved by P&I:

# Request for Purchase Approval

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**Item to be purchased:** LiveScan desktop for Booking

**Sheriff's Recommendation:** To Purchase it from MorphoTrak

**Account Name and Number:** 16-100-09-52700-999-008

**Governing Committee:** Judicial and Law Enforcement

**Governing Committee Approval Date:** August 10, 2016

**Property and Insurance Approval Date:** September 6, 2016

**Reason for Purchase:** We are required to send fingerprints of persons charged to the State, both for persons in custody and those who are not in custody. The LiveScan machine we use for non-custody bookings is located between the two courtrooms. It is very old, the technology is out of date and it is no longer supported by the vendor, MorphoTrak. The unit in the jail will be rotated upstairs and this unit will replace the jail LiveScan.

<b>Bid Information each:</b>	MorphoTrak	\$7,862.00
	Suprema Real Scan	\$7,900.00



MorphoTrak's on-going commitment to customer satisfaction and the delivery of the highest level of support in the industry is demonstrated by our placing resources in the field near the customer to provide on-site customer support.

MorphoTrak LiveScan Stations include a 1 Year on-site warranty for both parts and labor. Should Green Lake County report a problem, MorphoTrak will dispatch a MorphoTrak Representative from our Madison, Wisconsin office to go on-site to resolve the problem as opposed to other vendors who send a "box with a replacement part". We send a highly trained support representative to provide problem resolution. This ensures that Green Lake County staff members are not burdened with the added task of "parts replacement".

Due to the mobility of the MorphoDents, the warranty is a 1 Year advanced exchange parts replacement.

**Solution Description and Pricing**

MorphoTrak proposes the equipment and services described in Tables 1-2.

**Tenprint Capture - Cabinet**

**Table 1. Pricing**

Description	Unit Price
MorphoTrak Livescan Station Cabinet Tenprint, including: <ul style="list-style-type: none"> <li>♦ MorphoTrak Livescan Station Application Software</li> <li>♦ FBI Appendix F Certified Tenprint 500PPI Scanner</li> <li>♦ Computer, monitor, keyboard</li> <li>♦ Ruggedized fixed-height Cabinet</li> <li>♦ UPS</li> <li>♦ Standard WDOJ Workflows and Profiles</li> <li>♦ Installation / On-site Training</li> <li>♦ <b>Warranty:</b> 1 Year On-site <b>Advantage</b> Solution warranty, 9X5, Next day on-site response and parts replacement</li> <li>♦ Freight</li> </ul>	<b>\$8,736</b>
<b>Less discount for receipt of Purchase Order by no later than 9/15/2016</b>	<b>(\$874)</b>
<b>TOTAL</b>	<b>\$7,862</b>
<b>Annual Maintenance – Options (to start after 1 Year Warranty)</b>	
<b>Annual Maintenance On-site Advantage</b> Solution, 9X5, Next day on-site response and parts replacement	<b>\$1,806</b>
<b>Annual Maintenance Help Desk Advantage</b> Solution, telephone technical support and parts replacement	<b>\$740</b>
<b>**Please refer to Table 3 for Tenprint Card Printer Pricing**</b>	

**MorphoDent**

**Table 2. Pricing**

Description	Qty	Unit Price
MI01-000005-02 <b>MorphoDent Solution</b> including: <ul style="list-style-type: none"> <li>♦ MorphoDent Device</li> <li>♦ MorphoMobile Windows Software Application</li> <li>♦ USB 2.0 Data Cable</li> <li>♦ MorphoDent Quick Start Guide</li> <li>♦ <b>Warranty:</b> 1 Year <b>Advantage</b> standard warranty</li> <li>♦ Freight</li> </ul>	<b>1-25</b>	<b>\$1,700</b>
<b>Optional Maintenance</b>		
<b>Maintenance: 1 Year Advantage</b> Maintenance		<b>\$175</b>

Standard shipping is 30 days after MorphoTrak receipt of order, or as otherwise scheduled.

Home (<http://www.fulcrumbiometrics.com/>) > Live Scan Devices (<http://www.fulcrumbiometrics.com/Live-Scan-Devices-s/37.htm>) >

### Biometric Devices

#### Mobile Biometric Devices

(<http://www.fulcrumbiometrics.com/Mobile-Biometric-Devices-s/137.htm>)

#### Fingerprint Scanners

(<http://www.fulcrumbiometrics.com/Biometric-Fingerprint-Scanners-s/34.htm>)

#### Eye/Iris Cameras

(<http://www.fulcrumbiometrics.com/Iris-Cameras-s/36.htm>)

#### Palm Vein Scanners

(<http://www.fulcrumbiometrics.com/Fujitsu-Palm-Vein-Scanners-s/102.htm>)

#### Live Scan Devices

(<http://www.fulcrumbiometrics.com/Live-Scan-Devices-s/37.htm>)

#### Signature Pads

(<http://www.fulcrumbiometrics.com/category-s/200.htm>)

# Suprema RealScan-F Live Scan



Our Price: \$7,900.00

Product Code: 101321

Qty: 1

**ADD TO CART**

([//cdn3.volusion.com/esklz.dzwfg/v/vspfiles/photos/101321-2.jpg?1456491657](http://cdn3.volusion.com/esklz.dzwfg/v/vspfiles/photos/101321-2.jpg?1456491657))

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[EMAIL A FRIEND \(/EmailaFriend.asp?ProductCode=101321\)](#)

### Developer Tools

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#### FbF® Biometric Framework

(<http://www.fulcrumbiometrics.com/FbF-Biometric-Framework-s/90.htm>)

Alternative Views:

#### FbF® Developer Bundles

(<http://www.fulcrumbiometrics.com/FbF-Developer-Bundles-s/134.htm>)

#### Biometric Software Kits (SDK's)

(<http://www.fulcrumbiometrics.com/Biometric-Software-Kits-s/1.htm>)

#### Embedded SDK & EVB's

(<http://www.fulcrumbiometrics.com/Embedded-SDK-EVB-s/152.htm>)

#### Smart Card Developer Tools

(<http://www.fulcrumbiometrics.com/Smart-Card-Tools-s/217.htm>)

### Deployment Licenses

#### Neurotechnology Licenses

(<http://www.fulcrumbiometrics.com/Neurotechnology-Deployment-Licenses-s/201.htm>)

#### Innovatrics Licenses

(<http://www.fulcrumbiometrics.com/Innovatrics-Deployment-Licenses-s/202.htm>)

### Biometric Solutions

#### Mobile Apps

(<http://www.fulcrumbiometrics.com/Mobile-Apps-s/110.htm>)

#### Live Scan Systems

(<http://www.fulcrumbiometrics.com/Live-Scan-Systems-s/107.htm>)

#### Access Control Units

(<http://www.fulcrumbiometrics.com/Access-Control-Units-s/46.htm>)

FEEDBACK +

# Request for Purchase Approval

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**Item to be purchased:** LiveScan printer for Booking

**Sheriff's Recommendation:** To Purchase it from MorphoTrak

**Account Name and Number:** 16-100-09-52700-999-008

**Governing Committee:** Judicial and Law Enforcement

**Governing Committee Approval Date:** August 10, 2016

**Property and Insurance Approval Date:** September 6, 2016

**Reason for Purchase:** For printing LiveScan fingerprints. This will replace the LiveScan printer in the jail. That printer will move to the booking area between the courtrooms and replace the old, failing unit that is there. That unit is also no longer being supported by the vendor.

<b>Bid Information each:</b>	MorphTrak	\$1,550.00
	Mentalix	\$2,000.00

**Options and Pricing**

**Table 3. Pricing**

	Description	Unit Price	Annual Maintenance*
ESLO-CDMSUG-00	LiveScan Mugshot Capture (camera, software, mounting hardware)	\$1,600	\$240
ESLO-PMLDCT-00 ESLO-0MLDHT-00	Printer Black & White Tenprint Card, Duplexer, 1 additional Tray	\$1,325	\$199
ESLO-PMLDCT-00 ESLO-0MLDHT-00 (2)	Printer Black & White Tenprint Card, Duplexer, 2 additional Trays	\$1,550	\$213
	MorphoDent Black Polymer Device Sleeve**	\$45**	N/A
	MorphoDent Bluetooth 2.1 USB Micro Adapter	\$25	N/A
	MorphoDent Battery 5 Pack Replacement	\$160	N/A

\*Annual Maintenance to start after 1<sup>st</sup> Year Warranty

**\*\*Purchase a MorphoDent Device by 9/15/2016 and MorphoTrak will include the Device Sleeve at no charge!**

**Customer Responsibilities**

Green Lake County is responsible for the following:

Connection to the Wisconsin Department of Justice (WDOJ) Badgernet network is required for electronic submission and is Green Lake County responsibility.

- ◆ Providing necessary facility resources required for equipment installation and operation including access, space, environmental control, electrical power and networking.
- ◆ To obtain and maintain the required transmission lines and hardware for remote communications to and from the necessary agencies.
- ◆ Obtaining all required authorizations for connecting to the WDOJ.

**MorphoDent – Specific:**

- ◆ End-user training
- ◆ Ensuring the required inter-agency agreements are in place between itself and WDOJ, local, state and government AFIS
- ◆ Ensuring Green Lake County provided workstations support at minimum Bluetooth 2.0 or USB 2.0. If USB 2.0, at least one (1) available port is required.
- ◆ Ensuring Green Lake County workstations are able to connect to the WDOJ State network
- ◆ Ensuring that the Wireless Wide Area Network (WWAN) will support either HTTP/HTTPS or SMTP/S-MIME data protocols to exchange data between MorphoMobile and the WDOJ AFIS
- ◆ Executing a Memo of Understanding (MOU) with WDOJ for access to the WDOJ AFIS and FBI RISC for the purpose of mobile search requests.
- ◆ Installing MorphoMobile Application Software on each Green Lake County workstation or smart phone
- ◆ Pairing each MorphoDent with each Green Lake County provided workstation via Bluetooth or USB
- ◆ Provide the necessary network connectivity between the Green Lake County LAN and incoming WAN transactions including requisite backend connectivity
- ◆ Testing the MorphoDent and MorphoMobile Software as per the Quick Start Guide
- ◆ Battery replacement is handled as a consumable and is outside the scope of warranty and annual maintenance coverage

**Assumptions**

In developing this proposal, MorphoTrak has made the following assumptions:

- ◆ With the exception of the State AFIS, there are no external interfaces to support which includes but is not limited to records management system, booking system, mugshot system, etc.
- ◆ An inter-agency agreement between Green Lake County and WDOJ will be in place.

# Mentalix<sup>TM</sup>

Promotions!



Home » Products » Card Print Add-On Package (CO)



## Card Print Add-On Package (CO)

\$ 2,000.00

- Fed Submit CardPrint software
- FBI-certified fingerprint/palm print card printing software supports certified laser printer (included)
- Enables printing of electronic fingerprints at FBI-certified quality on standard ten-print card forms or on blank card stock, along with card boundaries & mug shots
- Integrated with Fed Submit live scan software interface
- Requires a Mentalix Fed Submit live scan system
- Fed Submit Certified B/W Printer with tray add-on
- Lexmark T650dtn printer
- Laser (black & white) duplex/network printer
- FBI-certified fingerprint card printing
- 1200 x 1200 dpi resolution
- Universal tray add-on enables printing of arrest forms & reports on lettersize paper, while fingerprint or palm print cards are printed from alternate tray
- One-year warranty included

**Add to cart**

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SKU: be31315a599a

Feedback

# REQUEST FOR PURCHASE APPROVAL

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ITEM TO BE PURCHASED: Used Plow Truck

DEPARTMENT: Highway

ACCOUNT NUMBER: 16-701-29-53281-810-000 (Capital Equipment)

GOVERNING COMMITTEE: Highway

Approval Date: 9/14/16

PROPERTY AND INSURANCE APPROVAL DATE:

REASON FOR PURCHASE: We are adding two more plow rates, need a spare plow truck.

BID INFORMATION: Approval to purchase a used truck for up to \$32,500.00

# REQUEST FOR PURCHASE APPROVAL

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ITEM TO BE PURCHASED: Chip Seal Twin Lake parking area

DEPARTMENT: Parks & Recreation

ACCOUNT NUMBER: 16-100-12-55200-350-000

GOVERNING COMMITTEE: Property & Insurance

PROPERTY AND INSURANCE APPROVAL DATE: 10/04/16

REASON FOR PURCHASE: Repair parking lot

BID INFORMATION: Green Lake County Highway Department will perform service.  
Approx. Cost \$5,955.00



## REQUEST FOR PURCHASE APPROVAL

### Item To Be Purchased:

Transcendent Software

Department: Land Information Office

Account Number: 16-101-20-51711-999-000

Governing Committee: Land Information Council

Governing Committee Approval Date: 7-11-2016

P&I Approval Date:

### Reason for Purchase:

This purchase is for Transcendent Technologies Permit Management Suite of software. The suite consists of modules for tracking Land Use Permits, Sanitary Permits, and Farmland Preservation Compliance. The software supports future departmental integration of records of the Treasurer, GIS, Land Conservation, Planning & Zoning and Register of Deeds. The Land Information Council approved the purchase on 7-11-2016 not to exceed \$30,000 for initial fees and startup costs and the remainder to be used for annual fees. The initial fees and startup costs totaled \$30,000. This purchase is pending Land Information Council approval of an additional \$6,500 for annual fees at their Oct. 10th, 2016 quarterly meeting. The total of \$36,500 is assigned funds from the Land Information carryover funds that are earmarked for this project.

This software purchase has been reviewed by the county Information Technology Dept.





# permit management suite

[Support](#)[Customer Login](#)

## Overview

The Ascent-Permit Management Suite consists of products used for the tracking and maintenance of both sanitary and land use permits within the County. This suite of products provides automation of the workflow process of permit application, creation, inspection, and maintenance of various permit types.

Online access to permit information is a key design goal in our permit related products. All information is easily accessible by the public, and also provides an easy mechanism for sanitary maintenance providers to enter inspection/pumping reports online. This eliminates the need to fill out cards to return via mail and also streamlines the County process so it doesn't have to enter the information manually. An automated "Alert" system notifies the County personnel of any issues related to the maintenance of the system.

The system also monitors any scheduled, or performed, "Activity" related to a specific permit or property record. Other items that are tracked are violations, hearings, and fees also associated with a permit or property record.

This software is fully integrated with the County's tax database to provide the most accurate and up to date owner, address, and parcel information. This integration process eliminates multiple data repositories and the constant maintenance required by having multiple parcel databases.

## Functional Modules

The Ascent-Permit Management Suite consists of the following modules:

- **POWTS Permits**
- **Land Use Permits**

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# powts permits module

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"POWTS Permits" is an inventory and maintenance database for private on-site wastewater treatment systems. The application stores all pertinent information from the sanitary permit application, scanned images of the plan itself, and also provides integration points with the County's parcel management system.

This innovative system automates the maintenance of these systems by automatically generating notices and providing a web portal for the pumpers to easily enter pumping information. This reduces the amount of time the County spends entering these reports into the system manually.

## System Features

- Based on perpetual maintenance schedule to assist pumpers workload
- Automatic updates of ownership changes in parcel management system.
- Provides a variety of standard reports, plus the capability to generate custom reports
- Scanned and PC images can be stored, associates with permits, and viewed by users
- Built in user security
- Tracking for any type of septic system
- Automated notification for missed maintenance
- Tracking of multiple maintenance schedules per system
- Proven methods to become compliant with Wisconsin Administrative Code Comm 83.55

## Benefits

- Creates an efficient data model and overall work flow instead of departmentalized business silos
- Integration to other systems eliminates redundant data and provides a mechanism to notify appropriate resources of action if action needs to be taken.
- Improves data accuracy with automated error checking and reduced manual data entry
- Provides new reports
- Easy to import/export various data for exchanges between local governments, state departments, and private industry
- Flexible data model allow for future expansion and integration to other departmental needs
- Pick lists from database for many things such as system components, manufacturers, tank information, installers, etc.

## Web Portal

The "POWTS Permits" software's web portal provides a self service mechanism for the pumpers to enter information about the system they pumped and maintained. This has proven to greatly reduce the need to have internal county staff enter this information and allows them to be more productive in other areas. Internal alerts are also generated as a result of the information provided in the pumping report. This portal also provides the public access to basic system information and pumping history.

[Request More Info](#)



# land use permits module

[Support](#)[Customer Login](#)

"Land Use Permits" is an inventory and tracking database application for all land use permits issued by the County. The application stores all pertinent information from the permit, tracks activities associates with the permit, and also provides integration points with the County's parcel management system.

Various online queries and reports automate the workflow associated with the lifecycle of the land use permit. The integration with other systems in the county greatly reduces the amount of data that needs to be maintained, and provides a seamless interface to applications such as the County's GIS.

## System Features

- Browser based application requires no desktop client
- Use defined permit types, violation, project types, project subtypes, etc.
- Automatic updates of ownership changes in parcel management system.
- Provides a variety of standard reports, plus the capability to generate custom reports
- Scanned and PC images can be stored, associates with permits, and viewed by users
- Built in user security
- Tracking for any type of land use permit (conditional, stipulated, variance, etc.)
- Robust activity tracking to automate departmental workflow
- Support for multiple site addresses associated with parcel, multiple properties associated with permit, multiple permits associates with a property, multiple projects associates with permit
- Proven methods to become compliant with Wisconsin Administrative Codes
- Pick lists from database for many things such as permits types, zoning, project types, violation type, activities, etc.

## Benefits

- Creates an efficient data model and overall work flow instead of departmentalized business silos
- Integration to other systems eliminates redundant data and provides a mechanism to notify appropriate resources of action if action needs to be taken.
- Improves data accuracy with automated error checking and reduced manual data entry
- Provides new reports
- Easy to import/export various data for exchanges between local governments, state departments, and private industry
- Flexible data model allows for future expansion and integration to others departmental needs

## Functional Components

The "Land Use Permits" software provides a set of integrated components that allow the County to track all permits and activities associates with those permits in one location. The following functional modules are included:

- Permits
- Activities
- Violations
- Hearing
- Projects
- Fees
- Notes

10/04/16  
Property & Insurance Committee  
Monthly Report  
Maintenance/Parks & Recreation Department

#### Highway Department Locations 1 & 2

Repaired cut control wire on electronic eye overhead door #5- (door rail had been bent into it wire cutting it)-1  
Scheduled Maintenance performed  
General Maintenance performed

#### Tower Sites

Scheduled Maintenance performed  
General Maintenance performed

#### FRI

Removed dead mouse from blower unit in small production room HVAC unit  
Maintenance Requests performed

#### Lake Steel Street

Scheduled Maintenance performed  
General Maintenance performed

#### 571 County Road A

Replaced defective digital compressor controller 1<sup>st</sup> stage/ compressor 1/ OAHP 3 - Corrections  
Adjusted security door #2-limit switch block (closed position)-Corrections  
Report of weak water pressure - Corrections-All systems operational/ all pressures checked on facilities booster pumps along with diagnostics log showed no low pressure-70lbs-82lbs run pressure. Checked city water pressure 54lbs.  
Unplugged toilet unit K 2<sup>nd</sup>. stall - Corrections  
Replaced light bulb unit D #3 – Corrections  
Request to drill hole in unit K ADA detention railing in shower – Corrections  
Unplugged toilet ISO #2 - Corrections  
Installed new toilet diaphragm valve master control rest room - Corrections  
Unplugged toilet unit K 1<sup>st</sup> stall- Corrections  
Called in for alarm on fire panel 9/02/16- 10:30p- no alarm- supervisory alert to IM245 (OAHP 4 smoke damper )-replaced relay on 9/06/16- Corrections  
Replaced cold water cartridge master control sink - Corrections

Replaced worn belt on RA drive OAHP-3 – Corrections  
Unplugged toilet 2 unit K-Corrections  
Replaced security glass unit E #1- Corrections  
Unplugged drain of 3rd basin sink-food debris-Kitchen-Corrections  
Replaced ballast in secondary light unit J – Correction  
Unplugged toilet rec #2 – Corrections  
Unplugged toilet unit B #7 – Corrections  
Unplugged toilet unit B # 5 – Corrections  
Unplugged toilet unit D # 3 – Corrections  
Replaced light bulb in walk in cooler-kitchen – Corrections  
Unplugged toilet unit C #5 - Corrections  
Notified by text for high temp alarm in communications sever room-9/02/16-reset thermostat- CRU  
2/CRU3- Communications  
Windows inspected per request-Report forwarded to all parties- GLCM/Corcoran Glass-  
Communications  
Installed 2 steel-solid base thermostat guards/protectors for back up heat-phase 1 lower level garage  
Installed 2 thermostats for electric back up heaters-phase 1 lower level garage  
Relocated environments from designated office to conference room per request- LUPZ  
Request to check micro phone 6 county board room- not working-volume turned off-set volume to  
other mic settings-tested- CC  
Replaced 2 ballast – Court room A- Courts  
Repaired thresh plate exit door west wing phase 2  
All portable fire extinguishers inspected and re-cert- Fire & Safety Equipment  
PM/SM Service completed on all OAHP – Bassett Mechanical  
Scheduled Maintenance performed  
General Maintenance performed

#### Parks & Recreation

Dumpster removed from Dodge, Sunset, Kingston for season  
Pit restrooms pumped- Dodge, Sunset, Kingston  
Flush toilets pavilion restrooms locked and secured for season, water turn off- winterized - Dodge  
Scheduled Maintenance performed  
General Maintenance performed

Office Requests-47

Maintenance Supply Requests-12

Maintenance Work Order Requests-26

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 'S' and 'W'.

Scott A. Weir  
Maintenance/Parks Director  
Green Lake County