



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 09/29/17

Amended* Post Date:

The following documents are included in the packet for the Property and Insurance Committee on October 3, 2017:

- 1) Amended Agenda
- 2) Draft minutes from September 5, 2017
- 3) Email Communications on the Electric Bicycles on the Mascoutin Trails
- 4) Fox River Industries bids for HVAC System
- 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: October 3, 2017 Time: 5:00 PM

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

Amended* AGENDA

Committee Members

Vicki Bernhagen, Chairman
Patti Garro, Vice Chair
Michael Starshak
Robert Lyon
Richard Trochinski

Elizabeth Otto, Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: 09/05/17
6. Correspondence
7. Appearances
 - Lauree Renaud – Multi Use Trail Easements*
8. Public Comments (3 min limit)
9. Izaak Walton League Gift of Property to Green Lake County
10. Electric Bicycles on Mascoutin State Trail*
11. Use of County Property
12. Budget Adjustments
13. Purchase Requests
 - Fox River Industry bids for HVAC System*
14. Resolutions/Ordinances
15. 2018 Health Insurance cost*
16. Update on Fox River Industries Lease Agreement
17. Potter Lawson Security Proposal
18. Green Lake Multi Use Trail
 - Approval of Easements
19. Maintenance Report
 - Monthly Activities
20. Parks & Recreation Report
21. Committee Discussion
 - Future Meeting Dates: Regular Meeting November 7, 2017 -5:00 PM
 - Future Agenda items for action & discussion
22. Adjourn

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Elizabeth Otto, County Clerk

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date Of the meeting.

PROPERTY AND INSURANCE COMMITTEE
September 5, 2017

The meeting of the Property and Insurance Committee was called to order by Chair Vicki Bernhagen, on Tuesday, September 5, 2017 at 5:00 PM in the Green Lake County Board Room, Green Lake County Government Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Vicki Bernhagen
Patti Garro
Robert Lyon
Richard Trochinski

Absent: Michael Starshak

Also Present: Liz Otto, County Clerk
Scott Weir, Maintenance Supervisor
Tony Daley, Berlin Journal
Joy Waterbury, Supervisor
Mark Podoll, Sheriff (5:11)

Dawn Klockow, Corporation Counsel
Ed Schuh, Fox River Industries Manager
Jason Jerome, HHS Director
Lauree Renaud, Green Lake Greenways

AGENDA

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

MINUTES

Motion/second (Trochinski/Garro) to approve the minutes of August 1, 2017. All ayes. Motion carried.

CORRESPONDENCE –

- County Clerk Liz Otto informed the committee that the mod factor for Worker's Compensation for 2018 will be .87.
- County Clerk Liz Otto gave the committee an update on the Challenge Walk for MS which will take place on September 22, 2017. Approval had previously been given by the committee for the use of Sunset Park on that day.

PUBLIC COMMENT – none

IZAAK WALTON LEAGUE GIFT OF PROPERTY TO GREEN LAKE COUNTY

Corporation Counsel Dawn Klockow stated Attorney Sondalle is currently working on legal descriptions.

USE OF COUNTY PROPERTY – none

BUDGET ADJUSTMENTS - none

PURCHASE REQUESTS – none

2018 BUDGET UPDATE - none

RESOLUTIONS/ORDINANCES – none

POTTER LAWSON SECURITY PROPOSAL

Chair Vicki Bernhagen requested this item be put on the October agenda when the County Administrator can be present.

GREEN LAKE MULTI USE TRAIL

Lauree Renaud of Green Lake Greenways gave an update on the memo of understanding. She explained that the project is now in the process of obtaining easement approvals with property owners. Renaud suggested that the easements be approved by the county as well. Chair Bernhagen requested this item be put on the October agenda.

MAINTENANCE REPORT

The Report was submitted to the Committee.

- Monthly activities – discussion held including landscaping issues.

PARKS & RECREATION REPORT

- The report was reviewed.

CLOSED SESSION

- *Motion/Second (Garro/Trochinski)* to convene into Closed Session pursuant to Wis. Stat. §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 a closed session. This closed session deals with renegotiation of a lease in conjunction with investing county funds into repairing and replacing leased building infrastructure.

Roll call vote to convene into Closed Session at 5:20 PM – Ayes - 4, Nays - 0, Absent – 1 (Starshak), Abstain - 0. Motion carried.

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

Motion/Second (Garro/Lyon) to reconvene into open session at 5:34 PM. Roll call vote – Ayes - 4, Nays - 0, Absent – 1 (Starshak), Abstain - 0. Motion carried.

Findings of Closed Session – Corporation Counsel Dawn Klockow will proceed with the lease negotiations for the Fox River Industries building as directed and approved by the P&I Committee in Closed Session.

COMMITTEE DISCUSSION

Future Meeting Date: October 3, 2017 at 5:00 pm.

Future Agenda items for action & discussion: Potter Lawson proposal, easement discussion/approval for multi-use trail

ADJOURNMENT

Chair Bernhagen adjourned the meeting at 5:34 PM.

Submitted by,

Elizabeth Otto
County Clerk

Otto, Liz

From: Raleigh Moses, Kelly L - DNR <Kelly.RaleighMoses@wisconsin.gov>
Sent: Tuesday, September 26, 2017 8:23 AM
To: 'erantala@co.langlade.wi.us'; Dan Peters (dpeters@co.forest.wi.us); 'Kriese_mm@co.brown.wi.us'; Keith Marquardt; Tobias, Sam; 'Loren.Dieck@outagamie.org'; Butzine, Kristine A. (Kristine.Butzine@outagamie.org); David Myers; 'monty.brink@co.oconto.wi.us'; 'ealeson@co.door.wi.us'; 'Way, Rob (RWay@co.winnebago.wi.us)' (RWay@co.winnebago.wi.us); Pete Tarnowski <PeteTarnowski@co.manitowoc.wi.us> (PeteTarnowski@co.manitowoc.wi.us); timryan@co.manitowoc.wi.us; 'psmith@co.florence.wi.us'; ebrolin@co.florence.wi.us; Adam Backus; Otto, Liz; 'Speckmag@co.portage.wi.us'; John Francis (John.Francis@co.waupaca.wi.us); jon.daniels@co.marathon.wi.us; peter.knotek@co.marathon.wi.us
Subject: ACTION REQUIRED: Electric Bikes

Hi All,

As of August 1, electric bikes are allowed on our **NR 51.73 – Designated** State Trails that allow bikes. Below is the entire administrative code language.

NR 45.05(3)(em) Motor bicycles.

1. A motor bicycle as defined in s. 340.01 (30), Stats., may be operated on trails listed in s. NR 51.73 (1) and subject to this chapter that are otherwise open to bicycles under any of the following conditions:

- a. When equipped with an electric motor: at speeds of less than 15 miles per hour while the motor is engaged.
- b. When equipped with a non-electric motor: without the motor engaged, running or otherwise in operation.

2. The department may allow operation of motor bicycles on specific trails or sections of trails not listed in s. NR 51.73 (1) that are all of the following:

- a. Open to nonmotorized bicycle use.
- b. Specified in a department master plan under ch. NR 44.
- c. Posted as open for such use.

3. The department may prohibit operation of motor bicycles on specific trails or sections of trails by posted notice. No person may operate a motor bicycle on a trail open to bicycles and posted closed to motor bicycles.

Note: Any motor bicycle capable of speeds greater than 30 miles per hour is a motorcycle per s. 340.01 (32), Stats. and may only be operated by the public off of public roads where authorized and under the conditions of s. NR 45.05 (5).

However, as a State Trail Cooperative Partner you may prohibit motor bicycles on State Trails that you manage ("by posted notice"). This "opt out" provision was added into the proposed code changes specifically to accommodate our trail cooperators.

Please let me know by **October 6th** if any of your cooperative state trails will be prohibiting electric bicycles. If you prohibit motor bicycles, you are **required** to post notice of the prohibition on the trail. A simple sign(s) at trailheads along the lines of "Electric bicycles not allowed" would work.

DNR Please let me know if you there been any changes on the state trails that would not allow winter bicycle use? I believe there are a couple of state trails that do not allow winter bicycle use in my work area.

Finally, please take a moment to review the Wisconsin State Park System Bicycle Trail webpage - <http://dnr.wi.gov/topic/parks/activities/bike.html>. The page includes basic information, including winter/fat biking and electric bikes. Please let me know if there are any needed changes or suggestions.

Thanks,
Kelly

We are committed to service excellence.

Visit our survey at <http://dnr.wi.gov/customersurvey> to evaluate how I did.

Kelly Raleigh Moses

Northeast District Trail Coordinator

Bureau of Parks / Fisheries, Parks, and Wildlife Division

Wisconsin Department of Natural Resources

Green Bay Service Center

2984 Shawano Avenue

Green Bay, Wisconsin 54313-6727

Phone: (920) 662-5138

Cell: (920) 366-5095

Fax: (920) 662-5413

kelly.raleighmoses@wisconsin.gov



dnr.wi.gov





Brewer Heating & Cooling
N8804 Douglas Street
Ripon, WI 54971



Email: info@brewerheating.com
Web: http://www.brewerheating.com

Phone: (920) 748-6494
Fax: (920) 748-6520
Appleton: (920) 993-9440
Toll Free: (866) 803-8428

Estimate

41486

Printed 6/19/2017

Bill To:

FOX RIVER INDUSTRIES
PO BOX 69
BERLIN, WI 54923

Work Location:

Primary
FOX RIVER INDUSTRIES
222 LEFFERT ST.
BERLIN, WI 54923

Expected Service Date: 6/19/2017

Date	Product/Service	Description	Price	Qty
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Notes

RE: QUOTE TO REMOVE 2 MODINE HEATERS & REPLACE WITH FURNACE:

1) REMOVAL OF TWO UNIT HEATERS:
RHEEM R92P-70,000 BTUH, 92% AFUE, SINGLE STAGE FURNACE
RETURN AIR BOX WITH FILTER
PVC VENTING AND INTAKE PIPING
GAS PIPING
DRAIN LINE
HONEYWELL T4000 DIGITAL THERMOSTAT
INSTALL SUPPLY DUCTING WITH 6 SUPPLY OUTLETS □ GRILLES AND REGISTERS
ALL MATERIALS AND LABOR

TOTAL PROJECT - \$8,762.00

Just heating

OPTION:

UPGRADE TO RHEEM 2-STAGE FURNACE. ADD \$1,210.00
RHEEM 3 TON CENTRAL AIR CONDITIONER. ADD \$3,940.00
(220 VOLT WIRING IS NOT INCLUDED)

> includes A/C

TOTAL \$13,912

Terms: 50% downpayment + 50% upon completion of project

Please sign and return a copy of this estimate and the work will be scheduled at your earliest convenience. If you have any questions regarding this estimate please feel free to contact us. Thank you for your business.

I hereby agree to the work outlined above and understand that payment is due upon completion.

Customer Signature _____ Date / /

We appreciate your business!

BERLIN HEATING & COOLING

a Division of Crown Heating & Cooling, Inc.

134 Quarry Street

Berlin, WI 54923

phone (920)361-3066

Signature Page:

PROPOSAL SUBMITTED TO:
Fox River Industries
eschuh@co.green-lake.wi.us

QUOTE #: 6111
DATE: 6/30/2017
PHONE: 920-361-3484
LOCATION: 222 Leffert Street
Berlin

WE HEREBY SUBMIT ESTIMATES FOR YOUR CHOICE OF THE FOLLOWING:

AIR CONDITIONER CHOICE

	SIZE	MODEL
R410A TEMPSTAR 13-SEER	2.5 Ton	N4A330

WARRANTY POLICY: All units have a 10-year parts and compressor warranty
and a 1-year labor warranty

FURNACE CHOICE

EFFICIENCY	MODEL #	SIZE	PRICE
95% TEMPSTAR Single-Stage	N9MSE	80,000 BTUs	

WARRANTY POLICY: All units have a 10-year parts warranty and a 1-year labor warranty

PACKAGE PRICE with furnace and air conditioning installation and ductwork

\$ 8,820.00

Heat & A/C

TERMS: 50% down as authorization to start job, additional payments required as job progresses.
Final payment due upon completion.

Acceptance of Proposal by Customer

Authorized Signature

Paul Maas
OWNER

THIS PROPOSAL IS VOID IF NOT ACCEPTED IN 30 DAYS

NOTE: Price includes all parts and labor to complete job, and sales tax.



CONDON TOTAL COMFORT INC.

HEATING & AIR CONDITIONING

Fox River Industries
222 Leffert Street
Berlin, WI 54923

July 26, 2017

Re: New Horizontal Furnace and A/C

We are pleased to quote the following:

- 1 - Aire-flo 80AF1UH070P12A horizontal gas furnace, 66,000 Btuh, 80% Afue
- 1 - Aire-flo AH24D1B horizontal cased coil
- 1 - Aire-flo 4AC13N24P 2 ton 13 Seer A/C system with lineset and pad
- 1 - Condensate pump and drain
- 1 - Compressor Crankcase Heater
- 1 - Hard Start kits
- 1 - Loss of Charge kit
- 1- 7 day programmable thermostat
 - Duct system with 6 supply, 1 return
 - B-Vent piping for furnace
 - Gas piping for furnace
 - Registers and grilles
 - Local permit

Price: \$ 7,855.00 tax included

Heat & A/C

Best Regards,

A handwritten signature in black ink, appearing to read 'Carissa Karsten'.

Carissa Karsten – Project Manager | Estimator
Email: carissak@condontotalcomfort.com
Office: 920-748-5050 ex. 211
Cell: 262-442-0702

October 03, 2017
Property & Insurance Committee
Monthly Report
Maintenance/Parks & Recreation Departments

571 County Road A

Request to check camera in padded cell/power to unit/advised to contact their vendor Accurate Controls – Corrections

Made adjustments on secure door #13 per request – Corrections

Unit B report of light entering shower not working and far left light on second level not working/Checked all were operational/signed off by officer on duty – Corrections

Replaced ballast and lamps on one fixture Unit D – Corrections

Replaced ballast and lamps on 2'x2' light fixture - male change-over – Corrections

Repaired inside handle secure door #4 – Corrections

Replace ballast and lamps shower Unit M – Corrections

Replaced 2 worn 3" body and ball drain units along with actuators jail laundry wash machines 09/14/17 – Corrections

Unplugged toilet/cleaned flush valve diaphragm Unit C cell 7/8 – Corrections

Rehung mirror male restroom – jail lobby – Corrections

Cleaned spit wads off exit sign per request Unit K – Corrections

Repaired broken latch on cabinet door Program 2/lube d and tightened all locks – Corrections

Replaced lifting sealant around shower drain Unit C - Corrections

Moved environments back to original room specifications- Room #2142 - HHS

Installed additional bulletin board per request - CC

New saline eye wash stations installed all custodian rooms/replaced free standing container

New saline eye wash station installed maintenance work area/replaced free standing container

Request for addition secure key EC4 – key made and delivered - CC/TRES Storage – ROD

Replaced 2 lamps in first light fixture entrance - ROD

Replacement of following parts to environments – chair- left arm pad open office area/chair – left arm pad open office area/chair- right arm pad open office area/chair-left arm pad open office area/chair-left arm pad register of deeds office - ROD

Request for 2 additional secure keys ED4 – keys made and delivered - UWEX lower level storage

Installed 3 open records plaques – TRES

Installed requested bulletin board - TRES

General Maintenance Performed

Scheduled Maintenance performed

Towers

General Maintenance performed

Scheduled Maintenance performed

FRI

Installed fresh water emergency eye wash station by fork lift battery charging area per request
Applied temporary sealant on requested area of roof where leaking reported

Lake Steel Street

New saline eyewash station installed Maintenance Garage/Storage area
New saline eyewash station installed Parks & Recreation Garage & Storage
New saline eyewash station installed in custodian room – Food Pantry area
Sealguard 990 High Solids Silicone Roofing Elastomer-(Roof Project) 1st. coating completed - By doing this project in house the savings are approx.. \$13,200.00 + . Big THANKS goes out to Ron, Zach, Troy for going above and beyond on this project.
Replaced water stained ceiling tiles
General Maintenance performed
Schedule Maintenance performed

Parks/Boat Launches

Chip seal completed drive and parking area lower level – Zobel
Chip seal completed drive and parking area upper level – Zobel
Chip seal completed parking – Twin Lake
Dumpsters removed for season-Dodge-Sunset-Spring
09/01/17 was LTE Part-Time Summer Maint. Conner Richter was last day- returned for his senior year of high school at Princeton –Thanks Conner- GREAT JOB!
Boat launches scheduled for removal last week of October weather permitting – Dodge –Sunset-Twin-Spring Valley
Cement sidewalk/approach to ADA Playground equipment scheduled for week of 10/09/17 weather permitting - Zobel
Boardwalk height straightening (large section) scheduled for week of 10/16/17 weather permitting – Mascoutin Valley State Trail
General Maintenance performed
Scheduled Maintenance performed

Office Supply Requests – 67
Maintenance Supply Requests – 14
Maintenance Work Order Requests - 31

Submitted by:



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