



# ***GREEN LAKE COUNTY***

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

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**Original Post Date: 12/01/17**

**Amended\* Post Date: 12/04/17**

**The following documents are included in the packet for the Property and Insurance Committee on December 5, 2017:**

- 1) **Amended\* Agenda**
- 2) Draft minutes from 11/07/17
- 3) Purchase Requests
  - a. Squad Partitions
  - b. Drone and Drone Thermal Imaging Camera-Sheriff's Office\***
  - c. Utility Trailer- Sheriff's Office\***
  - d. I-phone
- 4) Maintenance Monthly Reports



# 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: December 5, 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: 11/07/17
6. Correspondence
7. Public Comments (3 min limit)
8. Use of County Property
9. Budget Adjustments
10. Purchase Requests
  - Squad Partitions-Sheriff's Office
  - Drone and Drone Thermal Imaging Camera-Sheriff's Office\*
  - Utility Trailer- Sheriff's Office\*
  - I-Phone-DHHS
11. Resolutions/Ordinances
12. Maintenance Report
  - Monthly Activities
13. Parks & Recreation Report
14. Committee Discussion
  - Future Meeting Dates: Regular Meeting January 3, 2018 -5:00 PM
  - Future Agenda items for action & discussion
15. 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**  
**November 7, 2017**

The meeting of the Property and Insurance Committee was called to order by Chair Vicki Bernhagen, on Tuesday, November 7, 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  
Michael Starshak

Also Present: Liz Otto, County Clerk  
Scott Weir, Maintenance Supervisor  
Cathy Schmit, County Administrator  
Amy Brooks, Hwy Commissioner  
Mark Podoll, Sheriff (5:05)

Dawn Klockow, Corporation Counsel  
Tony Daley, Berlin Journal  
Harley Reabe, County Board Chair  
Karen Davis, HHS Admin Asst

**AGENDA**

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

**MINUTES**

*Motion/second (Garro/Trochinski)* to approve the minutes of October 3, 2017. All ayes. Motion carried.

**CORRESPONDENCE** – none

**PUBLIC COMMENTS** – none

**APPEARANCES**

- Jerry Specht – Preserving Camp Grow
- No appearance.

**DISCUSSION AND POSSIBLE ACTION ON PRESERVING CAMP GROW**

Corporation Counsel Dawn Klockow stated that the Attorney General has put forth an opinion in regard to appropriating money to a non-profit organization. Discussion held including timing and funding issues. No further action will be taken per Chair Bernhagen.

**PARKING LOT LIGHTING**

County Board Chair Harley Reabe requested that the parking lot lights remain on until all meetings are complete at night. Discussion held. Maintenance Supervisor Scott Weir will change the timing on the lights to 10:00 PM Monday through Friday.

**USE OF COUNTY PROPERTY** - none

## **DONATION AND INSTALLATION FOR DAIRY BARN**

Highway Commissioner Amy Brooks stated that the Highway committee approved the donation with the stipulation that a licensed plumber perform the installation. *Motion/second (Garro/Trochinski)* to approve donation and installation as outlined by the Highway committee. All ayes. Motion carried.

## **BUDGET ADJUSTMENTS**

- Maintenance – transfer \$9,300 from Contingency to Maintenance Service Contracts to cover the cost of a security study by Potter Lawson for the West Wing.

*Motion/second (Garro/Lyon)* to approve budget adjustment. Ayes – 4, Nays 1 (Starshak). Motion carried.

## **PURCHASE REQUESTS**

- iPhone for Drug Court Coordinator

*Motion/second (Trochinski/Garro)* to approve the iPhone for the Drug Court Coordinator. All ayes. Motion carried.

- HP Z240 Desktop Computers – IT (Land Conservation, GIS)
- Alio Purchase Card module – IT

*Motion/second (Lyon/Garro)* to approve the HP Z240 Desktop Computers and the Alio Purchase Card module. All ayes. Motion carried.

- Exhaust fan – Highway  
2 bids received – Brewer Heating & Cooling - \$6,784.00 (recommended)  
Condon Total Comfort - \$6,875.00

*Motion/second (Garro/Starshak)* to approve the purchase of an exhaust fan from Brewer Heating for \$6,784.00. All ayes. Motion carried.

## **RESOLUTIONS/ORDINANCES**

- Relating to Accepting a Donation of Property from the Izaak Walton League for the Green Lake County Parks System

*Motion/second (Starshak/Garro)* to forward the resolution to the County Board for final approval. Discussion held. All ayes. Motion carried.

## **MAINTENANCE REPORT**

The Report was submitted to the Committee.

- Monthly activities reviewed.

## **PARKS & RECREATION REPORT**

- The report was reviewed.

**COMMITTEE DISCUSSION**

**Future Meeting Date:** December 5, 2017 at 5:00 pm.

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

**ADJOURNMENT**

Chair Bernhagen adjourned the meeting at 5:27 PM.

Submitted by,

Elizabeth Otto  
County Clerk

DRAFT

## Request for Purchase Approval

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**Item to be purchased:** Partition for Squad

**Sheriff's Recommendation:** To Purchase it from Havey Communications

**Account Name and Number:** 17-101-09-52150-810-003

**Governing Committee:** Judicial and Law Enforcement

**Governing Committee Approval Date:** November 8, 2017

**Property and Insurance Approval Date:** December 5, 2017

**Reason for Purchase:** Partitions front and back seats for transports in a squad.  
Former partition didn't fit.

**Bid Information each:** Havey Communications – Squad Vendor - \$1,709.00



28835 Herky Drive, Suite #117  
 Lake Bluff, IL 60044

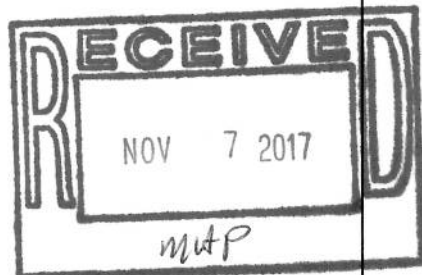
# QUOTE

NAME / ADDRESS
<b>Green Lake Sheriff's Dept.</b> <b>571 County Road A</b> <b>Green Lake WI 54941</b> <b>Attn: Sheriff Podoll</b>

DATE	QUOTE NUM...
11/6/2017	5134

PROJECT

ITEM/SERVICE	DESCRIPTION	QTY	COST	TOTAL
NTSI	Setina K-9/Prisoner Transport System. Includes Partition, Barrier, Mounting Kit & Frames for Dodge RAM.	1	1,709.00	1,709.00
Delivery/UPS	In-Bound Truck Freight Charges	1	239.00	239.00



<b>TOTAL</b>	<b>\$1,948.00</b>
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Phone #	Fax #	E-mail	Web Site
847-816-3737	847-367-0000	mhavey@msn.com	www.haveycommunications.com

# Request for Purchase Approval

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**Item to be purchased:** Drone

**Sheriff's Recommendation:** To Purchase it from RMUS, LLC

**Account Name and Number:** 17-101-09-52126-999-000 - \$4,999.00

**Governing Committee:** Judicial and Law Enforcement

**Governing Committee Approval Date:** November 14, 2017

**Property and Insurance Approval Date:** December 5, 2017

**Reason for Purchase:** The need we have found is to better equip our department in the area of rescue, hazmat, fire assessment, and crime scene documentation through the use of a drone.

**Bid Information each:** RMUS - \$4,999.00  
Multicopter - \$5,034.05





Quote

Created Date 13 Nov 2017      Ref RMUS\_QT\_2568      Customer PO No      Created By Jace Nelson      ETD

Customer:  
Green Lake County Sheriff's Office  
Mark Podoll

Ship To:  
Green Lake County Sheriff's Office  
Mark Podoll

Code	Item	Qty	Unit Price	Discount	Sub Total
DJI-M200	DJI Matrice M200	1	\$4,999.00		\$4,999.00

**Payment Terms**

Payment due prior to product shipment, unless terms have been extended at Net 30.

All sales of UAV Packages are Final. Returns of unopened items in the original packaging are subject to a 20% restocking fee.

Product Cost:	\$4,999.00
Delivery Details:	\$0.00
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Sub Total:	\$4,999.00
Tax (6.85 %):	\$0.00
Total (USD):	\$4,999.00





# Request for Purchase Approval

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**Item to be purchased:** Drone Thermal Imaging Camera

**Sheriff's Recommendation:** To Purchase it RMUS, LLC

**Account Name and Number:** 17-100-09-52126-369-000 - \$4431.45  
17-101-09-52126-999-000 - \$5068.55

**Governing Committee:** Judicial and Law Enforcement

**Governing Committee Approval Date:** November 14, 2017

**Property and Insurance Approval Date:** December 5, 2017

**Reason for Purchase:** There is a need to better equip our department in the area of rescue, hazmat, fire assessment, and crime scene documentation via a drone. This is for the thermal imaging camera that goes with the drone.

**Bid Information each:** RMUS - \$9,500.00  
Multicopter - \$9,998.00



Quote

Created Date 06 Nov 2017 Ref RMUS\_QT\_2531 Customer PO No Created By Jace Nelson ETD

Customer: Green Lake County Sheriff's Office Mark Podoll

Ship To: Green Lake County Sheriff's Office Mark Podoll

Code	Item	Qty	Unit Price	Discount	Sub Total
ZXTA13FP	DJI Zenmuse XT (640x512 30hz 13mm)	1	\$9,500.00		\$9,500.00

Payment Terms

Payment due prior to product shipment, unless terms have been extended at Net 30.

All sales of UAV Packages are Final. Returns of unopened items in the original packaging are subject to a 20% restocking fee.

Product Cost:	\$9,500.00
Delivery Details:	\$0.00
<b>Sub Total:</b>	<b>\$9,500.00</b>
Tax (6.85 %):	\$0.00
<b>Total (USD):</b>	<b>\$9,500.00</b>



Quote: 111317-KG1



### Josh Ward Greenlake County Sheriff

This quote is for the following items:

Quan	Item	Unit	Ext
1	DJI Zenmuse XT 30hz 640 13mm Thermal	\$ 12,075.00	\$ 12,075.00
	<b>Subtotal</b>		\$ 12,075.00
	<b>Enterprise Discount</b>		\$ 2,077.00
	<b>Total Price</b>		\$ 9,998.00

### Training

Upon delivery of the systems, Multicopter Warehouse will provide up to one hour of phone/Skype training and guidance on getting the camera up and running.

Kerry Garrison  
kerry@mcwh.biz  
CEO  
Multicopter Warehouse

7045 S Fulton St #240  
Centennial, CO 80112

# Request for Purchase Approval

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**Item to be purchased:** Utility Trailer – 12’

**Sheriff’s Recommendation:** To Purchase it from I39 Supply

**Account Name and Number:** 17-100-09-52150-810-003

**Governing Committee:** Judicial and Law Enforcement

**Governing Committee Approval Date:** December 13, 2017

**Property and Insurance Approval Date:** December 5, 2017

**Reason for Purchase:** This is a crime scene/drone division trailer.

**Bid Information each:**

I39 -	\$4,065
S & S Trailers	\$4,425

\*There is a trailer on the lot in Portage at I39 without the anti-corrosion hardware at \$3,865.00, a \$200 savings. We would recommend the purchase of this trailer if they still have it. If not we would recommend the purchase of the \$4,065 trailer from I39.

Peter Tonn Enterprises, LLC DBA I39 Supply  
N6100 Johnson Rd  
Portage, WI 53901  
(608)742-6223  
SALES@I39SUPPLY.COM  
WWW.I39SUPPLY.COM



## ESTIMATE

### ADDRESS

Mark Podoll  
Green County Sheriffs Office  
571 County Road A  
Green Lake, Wi 54941

ESTIMATE # 1405  
DATE 12/01/2017

ACTIVITY	QTY	RATE	AMOUNT
EZ-HAULER EZEC 6x12 79" interior height	1	3,890.00	3,890.00T
EZ-Hauler Options Stabilizer Jacks installed	1	75.00	75.00T
Discount Public Safety Discount	1	-100.00	-100.00T
SUBTOTAL			3,865.00
TAX (0%)			0.00
TOTAL			<b>\$3,865.00</b>

Accepted By

Accepted Date

Thank you for your business! We appreciate any and all feedback on our Google listing.

Don't forget to like us on Facebook and follow us on Instagram.

Cheers!

Peter Tonn Enterprises, LLC DBA I39 Supply  
N6100 Johnson Rd  
Portage, WI 53901  
(608)742-6223  
SALES@I39SUPPLY.COM  
WWW.I39SUPPLY.COM



## ESTIMATE

### ADDRESS

Mark Podoll  
Green County Sheriffs Office  
571 County Road A  
Green Lake, Wi 54941

ESTIMATE # 1404

DATE 12/01/2017

ACTIVITY	QTY	RATE	AMOUNT
EZ-HAULER EZEC 6x12 79" interior height Anti Corrosion hardware	1	4,090.00	4,090.00T
EZ-Hauler Options Stabilizer Jacks installed	1	75.00	75.00T
Discount Public Safety Discount	1	-100.00	-100.00T
SUBTOTAL			4,065.00
TAX (0%)			0.00
TOTAL			<b>\$4,065.00</b>

Accepted By

Accepted Date

Thank you for your business! We appreciate any and all feedback on our Google listing.

Don't forget to like us on Facebook and follow us on Instagram.

Cheers!



## Evans, Lori

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**From:** Podoll, Mark  
**Sent:** Monday, December 04, 2017 1:12 PM  
**To:** Evans, Lori  
**Subject:** FW: trailer quote

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**From:** Ward, Josh  
**Sent:** Monday, December 04, 2017 1:08 PM  
**To:** Podoll, Mark <mpodoll@co.green-lake.wi.us>  
**Subject:** FW: trailer quote

Here is the trailer quotes from S&S trailers in WI Rapids

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**From:** Paul Goldenstern [mailto:sandstrailers@yahoo.com]  
**Sent:** Monday, December 04, 2017 12:58 PM  
**To:** Ward, Josh <jward@co.green-lake.wi.us>  
**Subject:** trailer quote

Hi Josh,

The trailers I am quoting you are made by discovery trailers and are all aluminum and carry a 3 year structural warranty.

6x10 with a 24 v-nose, rear ramp door, stainless steel hardware, rear stabilizer jacks, aluminum wheels, 16" on center wall posts and floor cross members , 24" on center roof bows, L.e.d lighting, 6" extra height (78" interior height). The price of this trailer \$ 4,295.00 + tax and license. A 6x12 with the same features as above would be \$4,425.00. A 6x12 with out stainless hardware would be \$4,275.00. I would need to order these trailers and would be able to have one for you approximately the second week of January. If there is anything else I can help with please let me know.

**Thank you,**

**Ira**

**S&S Trailer Sales**

**4411 80th Street South**

**Wisconsin Rapids, WI 54494**

**715-424-1461**



# REQUEST FOR PURCHASE APPROVAL

Item To Be Purchased:

Department:

Account Number:

Governing Committee:

Governing Committee Approval Date:

P&I Approval Date:

Reason for Purchase:

December 05, 2017  
Property & Insurance Committee  
Monthly Report  
Maintenance Department  
Parks & Recreation Department

#### 571 County Road A

Programmed exterior parking lighting times - increased from 8:30p to 10:00p per request  
Repaired left armrest/chair room #1213 – SO  
Repaired lamp on POS1 – Communications  
Replaced humidification canister/probes- CRU 4 – Communications  
Simplex (alert) - Cleaned RM Q2/M2-63 Pod Control Smoke Detector – Corrections  
Repaired flush valve toilet unit C cell 7/8 – Corrections  
Replaced damaged hot water cartridge Master control lower level sink - Corrections  
Cleaned and lubed lock bolts upper tier unit D – Corrections  
Sprayed for ants Master Control – food debris - Corrections  
Request to repair auto desk back dispatch left side – checked was all operational – Corrections  
Replaced damaged chemical dispenser janitorial closet – Corrections  
Replaced worn flange bearing on torsion bar sally port overhead door south/ right side – Corrections  
Report of ants Unit L and J – Found food debris – Sprayed – Corrections  
Cleaned and lubed lock bolt upper tier unit C - Corrections  
Unplugged sink drain unit B/B 1-2 - Corrections  
Repaired damaged seal floor shower unit M – Corrections  
Tightened cylinder set screw – huber entry door - Corrections  
Report of unit M unseasonably cold inmates complaining – check temp 71.8 degrees- In Dead ban - Corrections  
Report of unit E unseasonably cold inmates complaining – checked temp 71.1 degrees – In Dead ban – Corrections  
Sprayed for ants ISO cell prep area and ISO cell 1, 2, 3 food debris - Corrections  
Repaired door stop reception entrance - CC/TR  
Replaced battery/clock - CC  
Moved election bins to lower level storage per request - CC  
Report of squeaky key board tray when typing – lubed – CA  
Relocated Budget Account Coordinator from phase 2 -1<sup>st</sup> floor CC to phase 1- 2<sup>nd</sup> floor CA  
Assembled magazine station – VS  
Installed brochure rack – VS  
Repaired left armrest/ chair - COC  
Moved HP CP5225 printer from HWY to 571 – IT  
Moved HP CM3530 printer from Hwy to 571 - IT

Lake Steel Street

Replaced light bulb walk- in freezer - FP  
Interior work resumes as budget allows – Maintenance/Parks area  
Replaced standard light bulb with LED equivalent small walk in cooler – FP  
Replace batteries in smoke alarm/detectors – FP  
Replaced light bulb walk in freezer with LED equivalent - FP  
General Maintenance performed  
Scheduled Maintenance performed

Towers

General Maintenance performed  
Scheduled Maintenance performed

FRI

Maintenance Request performed  
Installed new T-8/4 bulb ballast on first fixture lunchroom entrance

Parks & Recreation

General Maintenance performed  
Scheduled Maintenance performed

Submitted by:



Scott A. Weir  
Maintenance Director  
Parks Director  
Green Lake County