



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 03/02/2017

Amended* Post Date:

The following documents are included in the packet for the Property and Insurance on March 7, 2017:

- 1) Agenda
- 2) Draft minutes from the 02/07/2017 & 02/10/2017
- 3) Use of County Property Highway Request
- 4) Highway Purchase Request
- 5) IT Purchase Request
- 6) Committed/Carryover Funds
- 7) Maintenance Monthly Report
- 8) Maintenance Annual 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: March 7, 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: 02/07/2017 & 02/10/2017
6. Correspondence
7. Public Comments (3 min limit)
8. Izaak Walton League Gift of Property to Green Lake County
9. Use of County Property
 - Highway Shop 1-Bus Trip
 - Dodge Memorial Park-Senior Picnic
10. Purchase Requests
 - Highway-Hot Box
 - *IT-Laptop for County Administrator
 - *IT-CountyLaw Case Mgmt Software for Corporation Counsel
11. Resolutions/Ordinances
12. Committed/Carryover Funds
13. Green Lake Multi Use Trail
14. *Justice Center Climate Control
15. Maintenance Report
 - Monthly Activities
 - Annual Report
16. Parks & Recreation Report
17. Clerk's Report
18. Committee Discussion
 - Future Meeting Dates: Regular Meeting April 4, 2017 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, 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
February 7, 2017

The meeting of the Property and Insurance Committee was called to order by Chair, Vicki Bernhagen, on Tuesday, February 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
Richard Trochinski
Bob Lyon
Michael Starshak

Absent: Patti Garro

Also Present: Samantha Stobbe, Deputy County Clerk
Scott Weir, Maintenance Supervisor

Dawn Klockow, Corporation Counsel
Mark Podoll, Sheriff

AGENDA

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

MINUTES

Motion/second (Starshak/Trochinski) to approve the minutes of January 3, 2017. Motion carried.

CORRESPONDENCE – None

PUBLIC COMMENT – None

IZAAK WALTON LEAGUE GIFT OF PROPERTY TO GREEN LAKE COUNTY-None

USE OF COUNTY PROPERTY – None

PURCHASE REQUESTS

Maintenance:

Blower

- | | |
|-----------------------------|--------------------------|
| • Waupun Equipment Co. Inc. | \$4,775.00 |
| • Mid State Equipment | \$4,625.00 |
| • Priebe Sales & Service | \$4,550.00 – Recommended |

Motion/second (Lyon/Starshak) to approve the purchase of the blower for Maintenance from Priebe Sales & Service. Motion carried.

Sheriff's Office:

Smartphones for Deputies

- | | |
|-----------------------------------|--|
| • US Cellular (cellphone carrier) | Approximately \$15 per month, increase per phone |
|-----------------------------------|--|

Discussion held.

Motion/second (Lyon/Starshak) to approve the purchase of the smartphones for the Sheriff's Deputies from US Cellular if the phones are free. Ayes-3, Nay-1 (Bernhagen). Motion carried.

RESOLUTIONS/ORDINANCES – None

GREEN LAKE MULTI USE TRAIL – No update

MAINTENANCE REPORT

The Report was submitted to the Committee.

- Monthly activities – The report was reviewed.

PARKS & RECREATION REPORT

The Parks report was reviewed.

- Activities – Activities were reviewed.

The Parks Annual Report was reviewed. Discussion held.

CLERKS REPORT – None

COMMITTEE DISCUSSION

Future Meeting Date: March 7, 2017 at 5:00 pm.

Future Agenda items for action & discussion: Lighting at Zobel Park

ADJOURNMENT

Bernhagen adjourned the meeting at 5:17PM.

Submitted by,

Samantha Stobbe
Deputy County Clerk

PROPERTY AND INSURANCE COMMITTEE
February 10, 2017

The meeting of the Property and Insurance Committee was called to order by Chair, Vicki Bernhagen, on Tuesday, February 10, 2017 at 2:00 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
Richard Trochinski
Bob Lyon

Absent: Patti Garro
Michael Starshak

Also Present: Liz Otto, County Clerk
Samantha Stobbe, Deputy County Clerk
Mark Podoll, Sheriff

Cathy Schmit, County Administrator
Dawn Klockow, Corporation Counsel
Harley Reabe, County Board Chair

AGENDA

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

MOTION TO RECONSIDER PURCHASE OF SHERIFF CELL PHONES

Motion/second (Lyon/Trochinski) to reconsider motion approved at the February 7, 2017 meeting to approve the purchase of the smartphones for the Sheriff's Deputies from US Cellular if the phones are free.

PURCHASE REQUEST – SHERIFF CELL PHONES

Motion/second (Lyon/Trochinski) to approve the purchase of smartphones for the Sheriff's Deputies from US Cellular for .25/each with an approximate increase of \$15.00 per month per line. All ayes. Motion carried.

COMMITTEE DISCUSSION

Future Meeting Date: March 7, 2017 at 5:00 pm.

Future Agenda items for action & discussion:

ADJOURNMENT

Bernhagen adjourned the meeting at 2:03 PM.

Submitted by,

Liz Otto
County Clerk

Use of County Property & Equipment
Green Lake County Highway Department

Location: Shop 1 - Green Lake

Equipment to be used: NA

Start Date: 04/01/17

End Date: 04/09/17

Requested By: Louis Bock

Event: Bus Trip

Additional Information: Use of Grounds for Parking for approximately 18-24 Cars

Approved by Highway:

Approved by P&I:

REQUEST FOR PURCHASE APPROVAL

ITEM TO BE PURCHASED: Hot Box

DEPARTMENT: Highway

ACCOUNT NUMBER: 17-701-29-53281-810-000 (Capitol Equipment)

GOVERNING COMMITTEE: Highway

Approval Date: 02/08/17

PROPERTY AND INSURANCE APPROVAL DATE:

REASON FOR PURCHASE: 2 Hot Boxes requested so that we can have one at each shop to be used in north and south sections of the county for patching.

BID INFORMATION:

Sherwin Industries

\$57,178.00 for two

**recommended

Midwest Paving Inc.

\$56,724.00 for two



SHERWIN INDUSTRIES, INC.

2129 W. Morgan Ave.
Milwaukee, WI. 53221
www.sherwinindustries.com

Phone: (920) 894-4184
Fax: (920) 894-4101
Email: kjzep@charter.net

QUOTATION

To:

**Attn: Aaron Wagner
Green Lake County
Highway Department**

Date: 2/2/2017

Your Order #	Our Order #	Sales Rep.	FOB	Ship Via	Terms	Tax ID	Ship Date
		Keith Zepnick	Ship Point	Best Way	NET 30		60-75 Days

Quantity	Item	Units	Description	Unit Price	Total Price
2	2TRS	EA	2 Ton Diesel Fired Thermal OIL Jacket Trailer Mounted Spaulding Hot Patcher w/ the following options: Dump Hopper Deluxe Pintel Hitch RV Style Round Spade Connector Strobe Light Battery Charger (1) Spare Tire And Rim Solvent Tank w/ Top Entry Holder and Hand Held Sprayer Hand Held Torch w/ Holder 5 Place Tool Holder Scrapper Tool For Floor Plate Tamper Holder 20lb Fire Extinguisher w/ Holder	\$55,178.00	\$55,178.00

Subtotal	\$55,178.00
Estimated Freight	\$2,000.00
Tax	Exempt
Balance Due	\$57,178.00

Quotation valid for 10 days

COMMENTS:

Aaron,

Here is the quotation we discussed. Please call me at (920) 362-4467 if you have any questions or need additional information.

Thank you,

Keith



Midwest Paving Equipment, Inc.
 757 DuPage Blvd Suite 2387
 GLEN ELLYN, IL 60137
 (630) 453-0772

Midwest Paving Equipment, Inc.

ESTIMATE

ADDRESS

Green Lake County
 570 South Street
 Green Lake, Wi 54941

SHIP TO

Green Lake County
 570 South Street
 Green Lake, Wi 54941

ESTIMATE # 1008

DATE 10/28/2016

EXPIRATION DATE 11/28/2016

ACTIVITY	QTY	RATE	AMOUNT
MI10259 4 – Ton Hopper (triple wall, insulated, auto temp control, steel material and loading doors, two 7K 8bolt axles, 8" x 14.5" tires with 8-bolt wheels) (diesel burner)	2	20,466.00	40,932.00
Falcon NOW 5 Day Lead Time (All Falcon Now Machines are painted Falcon Red Lead time does not included Shipping)	2	0.00	0.00
Falcon NOW Features Falcon Now Standard Features	2	0.00	0.00
NJP0002 Dump Box- Hopper tilts by means of two hydraulic cylinders and is powered by an onboard 12 volt electric over hydraulic power pack	2	4,625.00	9,250.00
NJP0069 Timer - 24-hour	2	310.00	620.00
NJP0046 Battery Charger Package	2	508.00	1,016.00
NJP0004 Extended Frame (2 ft) (Required for dump boxes that need a tack tank)	2	209.00	418.00
NJP0043 16' Tire Upgrade for 2-Ton, 3-Ton, and 4-Ton Tandem Axle Trailers	2	834.00	1,668.00
NJP0026 LED Upgrade (Two Red LED 4" Round Stop/tail/turn and One Amber Strobe per side and LED marker lights)	2	513.00	1,026.00
NJO0028 Night Work Lights - LED (Qty2)	2	423.00	846.00
NJP0029 Strobe Warning Light	2	313.00	626.00

ACTIVITY	QTY	RATE	AMOUNT
NJP0030 Release Agent Sprayer Bracket	2	279.00	558.00
NJP0099c Additional SRM24 12 Volt Battery	2	254.00	508.00
NJP0099b Tool Holder 3 Positions	2	96.00	192.00
Falcon NOW Options Falcon NOW Options	2	0.00	0.00
NJP0099a Propane Torch with bracket for 20lbs Cylinder (cylinder not included)	2	406.00	812.00
NJP0065 Spare Tire & 8 bolt Wheel (16" Tire)	2	291.00	582.00
NJP0066 Spare Tire Holder	2	313.00	626.00
NJP0052 Fire Extinguisher (5 pound) & Mounting Bracket	2	174.00	348.00
NJP0078 Wheel Chocks with mounting bracket	2	113.00	226.00
Warranty Two Year Factory, Lifetime Frame Warranty	2	0.00	0.00
Training On-site Operation and Service Training	2	0.00	0.00
Manual Operator, Parts and Service Manual	2	0.00	0.00
Shipping	2	735.00	1,470.00
Discount Falcon Factory Discount	2	-1,250.00	-2,500.00
Discount MPE Customer Discount	2	-1,250.00	-2,500.00

Pricing above is based on NJPA Contract #113012FRM
 Discounts Shown are Based on 2 Units being purchased at the same time.

TOTAL

\$56,724.00

Accepted By

Accepted Date



Green Lake County IT Department - Purchase Requests

*account number=(year)-100-25-51450-xxx-000

Item #	Item	Quantity	*Account Number	Reason for Purchase	Vendor	Price per Item	Total	Delivered Price?
1	Lenovo T560 laptop	1	810	County Administrator	Lenovo	\$1,702.59	\$1,702.59	Yes *
					SHI	\$1,708.28	\$1,708.28	Yes
2	CountyLaw Case Mgmt Software	1	214	Corporation Counsel	Cycom Data Systems	\$3,930.00	\$3,930.00	n/a *
					sole provider			

*IT Committee approved 2/6/17

2017 Committed

Committed Maintenance ADA/Security	17-101-06-51600-999-000
Ending 2016 Balance:	\$117.94
Committed Sale of Recyclable Material	17-101-06-51600-999-005
Ending 2016 Balance	\$391.92
Add from 16-100-06-48307-000-000:	<u>\$ 0.00</u>
	\$391.92
Committed Maintenance Capital Improvements:	17-101-06-51600-999-004
Ending 2016 Balance:	\$63,283.34
Add from 16-100-06-51600-811-000:	<u>\$ 887.33</u>
	\$64,170.67
Committed Maintenance Capital Equipment:	17-101-06-51600-999-006
Ending 2016 Balance:	\$ 22,334.75
Add From 16-100-06-51600-810-000:	<u>\$ 5,364.04</u>
	\$27,698.79
<hr/>	
Committed Parks Project	17-101-12-55200-999-000
Ending 2016 Balance:	\$47,316.92
Committed Boat Launch Projects	17-101-12-55200-999-002
Ending 2016 Balance:	\$75,680.22
Add from 2016 difference revenue/expense:	<u>\$35,183.11</u>
	\$110,863.33
Committed Parks Donations	17-101-12-55200-999-003
Ending 2016 Balance:	\$6,850.00
Add from 16-100-12-43604-000-000:	<u>\$3,520.63</u>
	\$10,370.63
Committed Parks Equipment	17-100-12-55200-999-004
Add from 16-100-12-55200-810-000:	\$1,130.09

March 07, 2017
Property & Insurance Committee
Monthly Report
Maintenance/Parks & Recreation Department

571 County Road A

Mounted SCBA from basement of Master Control to Master Control ground level per requested location – Corrections
Repaired interior door handle on secure Door #4 - Corrections
Unplugged toilets Pod area (3) – Corrections
Replaced chemical dispenser with new – Corrections
Repaired loose flooring shower area Unit M – Corrections
Replaced emergency DC power back- up batteries in pre-action fire suppression station – Corrections
Repaired bent door closure arm and replaced bent security screw holding track- female change over interior door - Corrections
Four additional portable fire extinguishers installed in designated break areas 1224 SO-2303 –COC/CA – 2214 DA – 2522 Courts
Repaired locking mechanism of file storage - COC
Wall plugged completed – LUPZ/LC
HVAC control network serviced – ACC Planned Service, Inc.
Fire Alarm Systems service and inspection scheduled for 03/06/17-03/07/17 - CEC
General Maintenance performed
Scheduled Maintenance performed

Highway Departments 1 & 2

Replaced 2 rollers overhead door #2 – Shop 2
Replaced bulbs and ballasts in 2 bay fixtures mechanics area – 1
Replace overhead door operator #8 with new – 2- Overhead Door Inc.
General Maintenance performed
Scheduled Maintenance performed

Lake Steel Street

General Maintenance performed
Scheduled Maintenance performed

Tower Sites

New solenoid/fuel shut valves installed on all emergency generators at all sites- 02/20/17

Kingston - Day beacon not operational 02/20/17 @ 10:48a reported to S.O.
General Maintenance performed
Scheduled Maintenance performed

Maintenance

Replaced bladder in Windsor Chariot floor scrubber
Took delivery of Eskrine Snow Blower attachment 02/28/17

FRI

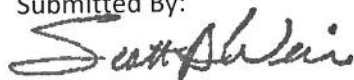
Ness Electric replaced timer back loading dock/ for block heaters- under warranty
Maintenance Requests performed

Parks/Boat Launches

2017 Projects list attached
Brush burnt/disposed of from snowmobile trail clearing- Lower Zobel
Maintenance on seasonal equipment continues
General Maintenance performed
Scheduled Maintenance performed

Office Supply Requests – 62
Maintenance Supply Requests – 17
Maintenance Work Order Requests – 22

Submitted By:



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

2017 Parks/Boat Launch Projects

New fall zone material ADA Play Ground Equipmet – Zobel

Sidewalk from parking lot to ADA playground equipment – Zobel

Rebuild restroom – Maria

New steel roof boat launch restrooms – Dodge

45 yds of 3/8 gravel with lime head of Mascoutin Valley State Trail

New steel doors for restrooms – Spring/Twin

Adjustments (Level) to boardwalk – Mascoutin Valley State Trail

Crack fill boat launch parking area and drive – Sunset

Crack fill boat launch parking – Dodge

Crack fill beach parking area - Dodge

GREEN LAKE COUNTY MAINTENANCE DEPARTMENT 2016 ANNUAL REPORT

571 COUNTY ROAD A

SECURITY

COUNTY CLERK/UWEX	488.7
AUTO SCAN PM	1534.8
SECURITY TOTAL	2,716.12

MANDATED INSPECTIONS/SERVICE

FIRE ALARM SYSTEM	2,962.90
FIRE SUPPRESSION-JAIL KITCHEN	120.7
FIRE SPRINKLER SYSTEM	350
ELEVATOR INSPECTION	595
ELEVATOR SERVICE	4,274.00
CROSS CONNECTION VALVES INSPECTION	404
STAR FIRE-ROD	1,230.00
PORTABLE FIRE EXTINGUISHERS	613
PERMITS TO OPERATE	300

ELECTRICAL

2,401.87

HVAC

19,091.83

PLUMBING

3,374.47

BUILDING

6,947.47

ADA DOOR DRIVE UNITE HHS STAFF ENTRANCE	3,695.00
COMMUNICATIONS WINDOW UNITS CLEANING	1,075.00
HHS RECEPTION COUNTER GLASS	1,112.00
OTHER BUILDING EXPENSE	1,065.47

ENVIRONMENTALS

996.85

GROUNDS

7,744.77

CRACK FILL ENTIRE PARKING AND DRIVE	6,525.00
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SIGNAGE	583.22
JANITORIAL EQUIPMENT AND SUPPLIES	16,812.47
CONTRACTED SERVICES (FRI)	12,864.54
PEST CONTROL	
CORRECTIONS	753
571 COUNTY ROAD A	100.59
FOOD PANTRY/LAKE STEELE STREET	315
LAND CONSERVATION	275
TRASH/RECYCLE	
CORRECTIONS	2,352.70
571 COUNTY ROAD A	2,950.05
DOCUMENT DESTRUCTION	2,569.13
PARKING/WALKWAYS SALT GOVERNMENT CENTER	1,812.98
EMERGENCY GENERATOR	323.8
WATER CONDITIONING	2,322.00
SMALL HAND TOOLS/CONSUMABLES	724.24
MAINTENANCE TOOLS/MAINTENANCE OF TOOLS	1,715.87
CORRECTIONS KITCHEN EQUIPMENT	689.13
CAPITAL EQUIPMENT WACKER WHEEL LOADER	9,734.00
MAINTENANCE OF EQUIPMENT/VEHICLES	4,197.89
MAINTENANCE FUEL	2332.07
HIGHWAY DEPARTMENT	144.28
GROUNDS	743.83
FRI	160.48
GENERAL	1,588.24

RADIO TOWERS GENERATORS-BUILDINGS/GROUNDS/MAINTENANCE

GENERATOR SYSTEM REPAIR	1,105.19
GENERATOR SYSTEM MAINTENANCE	71.2
(Oil for oil changes was taken from Vehicle Maintenance Account for 2016)	
FUEL/MAINTENANCE CHECKS, GROUNDS/MAINTENANCE AND REPAIRS	1327.82

HIGHWAY DEPARTMENTS 1 AND 2

BUILDINGS	1,820.40
BUILDINGS 1-2-3 ROOF REPAIR	41,500.00
FAIR STORAGE SHED	967.53
PLUMBING	460.04
HVAC	1,927.94
WATER CONDITIONING	411.15
ELECTRIC	732.36

FOOD PANTRY

BUILDING	148.23
ROOF COATING MATERIALS	12,787.25
ELECTRIC	18.47
GROUNDS	64.26
PLUMBING	84.9
HVAC	112.12
WALK IN COOLER/FREEZER	164.14
SALT	332.18
MAINTENANCE SHOP/GARAGE	23.47

FOX RIVER INDUSTRIES

ELECTRICAL	37.98
HVAC	93.61
PLUMBING	85.84
JANITORIAL SUPPLIES	85.9