



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 11/28/2018

Amended* Post Date: 12/5/18

The following documents are included in the packet for the Property and Insurance Committee meeting on December 4, 2018:

- 1) ***Amended Agenda**
- 2) Minutes from 11/06/2018
- 3) Line Item Transfer
- 4) Discussion and Possible Action on Fairgrounds Electrical Upgrade
- 5) ***UWEX Outreach Program Manager Office**
- 6) ***Information regarding Resolution to Government Center Security Systems and Building Upgrades**
- 7) Resolution Relating to Government Center Security Systems and Building Upgrades



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 4, 2018 Time: 5:00 PM

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

Amended AGENDA**

Committee Members

Vicki Bernhagen, Chair
Patti Garro, Vice-Chair
David Abendroth
Richard Trochinski
Keith Hess

Elizabeth Otto, Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 11/6/18
5. Correspondence
6. Public Comments (3 min limit)
7. Budget Adjustments/Line Item Transfers
8. Purchase Requests
9. *Discussion and Possible Action on Fairgrounds Electrical Upgrade
10. **UWEX Outreach Program Manager Office Space
11. Resolutions/Ordinances
 - Relating to Government Center Security Systems and Building Upgrades
12. Maintenance Report
 - Monthly Activities
13. Committee Discussion
 - Future Meeting Dates: Regular Meeting January 8, 2019 -5:00 PM
 - Future Agenda items for action & discussion
14. 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 6, 2018

The meeting of the Property and Insurance Committee was called to order by Chair Vicki Bernhagen on Tuesday, November 6, 2018 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
David Abendroth
Patti Garro
Keith Hess

Absent:

Also Present: Liz Otto, County Clerk
Scott Weir, Maintenance Supervisor
Sheriff Mark Podoll
Harley Reabe, Cty Board Chair

Dawn Klockow, Corporation Counsel
Tony Daley, Berlin Journal (5:05)
Cathy Schmit, Cty Administrator

MINUTES

Motion/second (Garro/Hess) to approve the minutes of October 2, 2018 and October 23, 2018 with no additions or corrections. All ayes. Motion carried.

CORRESPONDENCE - none

PUBLIC COMMENTS

Sheriff Mark Podoll thanked the Maintenance Department for their assistance with the 911 upgrade and the commemorative wall in the EOC room.

BUDGET ADJUSTMENTS/LINE ITEM TRANSFER - none

PURCHASE REQUESTS

- Purchase of new iPhone for Agriculture Agent in UW-Extension

Motion/second (Hess/Trochinski) to approve the purchase of an iPhone for the Ag agent for .01. All ayes. Motion carried.

WORKER'S COMPENSATION UPDATE FOR 2019

County Clerk Liz Otto provided handouts to the committee outlining the Worker's Compensation insurance policy for 2019. Discussion held. The premium for 2019 is quoted at \$225,333 based on the mod factor of .94 and estimated payroll.

WEST WING SECURITY UPDATE

County Administrator Cathy Schmidt stated that Potter Lawson has submitted a proposal totaling \$1,055,000 in today's dollars for updating security. A resolution will be brought before the committee in December to approve a 3 phase approach to complete the project with all funds being paid with sales tax dollars. Discussion held.

MAINTENANCE REPORT

- The report was reviewed. Maintenance Supervisor Scott Weir gave an update. Discussion held.

COMMITTEE DISCUSSION

Future Meeting Date: Next meeting date: December 4, 2018 at 5:00 PM.

Future Agenda items for action & discussion:

ADJOURNMENT

Chair Bernhagen adjourned the meeting at 5:18 PM.

Submitted by,



Liz Otto

County Clerk

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

No. _____
Date: _____

Department: County Clerk (Insurance)
 Budget Year Amended: 2018

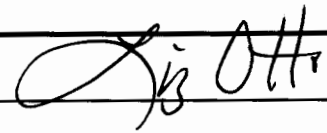
From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-100-04-51930-515	Boiler Insurance	\$ 4,950.00	\$ 100.00	\$ 4,714.00	\$ 4,850.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 100.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-100-04-51930-513	Vehicle Comprehensive	\$ 26,445.00	\$ 100.00		\$ 26,545.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 100.00		

Explanation for Transfer:
Additional Certificates of Insurance required for fleet vehicles under Enterprise FM Trust

Department Head Approval 
 Governing Committee Approval _____

If < \$500:
 Send to County Administrator's Office
 COUNTY ADMINISTRATOR Approval:  10/10/18

If > \$500:
 Send to County Clerk's Office
 FINANCE COMMITTEE Approval given on : _____
Date _____ Revised 02/2017

GREEN LAKE COUNTY FAIR



571 County Road A
Green Lake WI 54941
Phone: 920 / 294-4033
Fax: 920 / 294-4176
Website: greenlake.uwex.edu
Email: kim.zills@ces.uwex.edu

...the best little fair around!

TO: Green Lake County Property & Insurance Committee
RE: Fairgrounds Electrical Upgrade
DATE: November 6, 2018
FROM: Kim Zills

On behalf of the Green Lake County Livestock Council, this request is for an electric upgrade for the three buildings used on the Highway grounds to house animals during the Fair.

An estimate was received in August regarding a request to add additional electrical outlets. At that time we found out that the current electrical situation will not allow additional outlets to be installed. A new electrical source/panel would need to be installed. At this time the Fair budget cannot provide funds for this project so the Livestock Council and it's members would like to retrieve their own estimates and begin fundraising and grant writing to raise funds for this project.

Before moving forward on this project, the Fair and Livestock Council would like approval from the P & I Committee to do so. Once funds and estimates have been received, P & I will be contacted for further approval before any work is completed.

Thank you for your consideration.

Kim M. Zills

From: Reabe, Harley
Sent: Thursday, November 29, 2018 8:51 AM
To: Stobbe, Samantha
Subject: FW: REQUEST: Office space

From: Schmit, Cathy <cschmit@co.green-lake.wi.us>
Sent: Thursday, November 29, 2018 8:45 AM
To: Reabe, Harley <hreabe@co.green-lake.wi.us>
Cc: Dampier, Jay <jay.dampier@ces.uwex.edu>; Harley or Janet <lnllumber@centurytel.net>
Subject: Re: REQUEST: Office space

Excellent, thanks Harley!
Cathy Schmit
Sent from my iPhone

On Nov 29, 2018, at 8:24 AM, Reabe, Harley <hreabe@co.green-lake.wi.us> wrote:
Jay,

I also support this request. Yes it must be approved by P & I and the P & I committee's next meeting is on December 4th. Cathy, I am having Sam put this request on the P & I agenda. If you do not agree please let me know.

Harley

From: Schmit, Cathy <cschmit@co.green-lake.wi.us>
Sent: Wednesday, November 28, 2018 7:24 PM
To: Dampier, Jay <jay.dampier@ces.uwex.edu>
Cc: Harley or Janet <lnllumber@centurytel.net>; Reabe, Harley <hreabe@co.green-lake.wi.us>
Subject: Re: REQUEST: Office space

I would be supportive of this proposal.
I would think this would require approval by P&I.

Cathy Schmit
Green Lake County Administrator

On Nov 28, 2018, at 11:40 AM, Dampier, Jay <jay.dampier@ces.uwex.edu>
wrote:
Cathy and Harley,

As you both know, at the end of the week I officially transition from my Area Director role to my Outreach Program Manager role. In my new role I have quiet a bit of flexibility related to where my home office could be.

I was wondering if Green Lake Co would entertain hosting me by providing office space. The university will provide all my tech gear, so I will not need to request any tech or access to printing, etc. Although I would access the public WIFI.

I have a small budget to cover office space to the tune of \$100 to \$135 per month. I am thinking a target start date of January 1, 2019.

If you are open to discussing this further, what would the next steps be? I am assuming this would need to go to P&I. If you'd like to move forward, I would work with UW to get an agreement and contract drafted for your (and Corp Council) review.

Please let me know your thoughts.

Sincerely, Jay

Jay Dampier, Ph.D. | Area Extension Director, University of Wisconsin - Extension
Serving Adams, Green Lake, Juneau, Marquette and Waushara Counties

UW Extension County Services Center
PO Box 338
480 Underwood Ave, Montello, WI 53949
Telephone: 920-229-6124
711 for Wisconsin Relay

An EEO/AA employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title IX and American with Disabilities (ADA) requirements.

November 30, 2018

To: Members of the Property & Insurance Committee of Green Lake County
Cathy Schmit, County Administrator
Harley Reabe, Green Lake County Board Chair

Included in the packet for the December 4, 2018 Property & Insurance Committee meeting is a Resolution Relating to Government Center Security Systems and Building Upgrades along with documentation supporting the fiscal impact of the security upgrades.


We truly appreciate and applaud your efforts to provide a safe and secure work environment for all employees. However, while we feel the other upgrades in the estimated amount of \$889,625 are necessary and essential to the safety and security of the employees as well as the general public, we feel that the proposed \$58,875 for walls and doors along with the \$98,875 for casework and windows is an unnecessary burden on the taxpayers in Green Lake County. With the other upgrades being put into place, we and our staff feel that this will provide adequate security as well as allowing our departments to continue the level of customer service we currently provide without the additional "walls and windows" impeding the one on one interaction that the general public deserves.

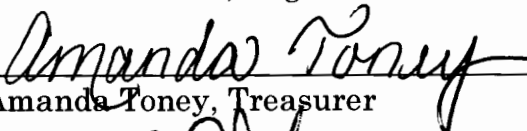
As Department Heads directly affected by the security upgrades involved in the proposal, we would like to advise the Committee that all of the undersigned individuals are opposed to the \$157,750 portion of the proposal which includes upgrades of walls, doors, casework and windows for 6 locations in the West Wing of the Government Center.

Thank you for your consideration on this matter.

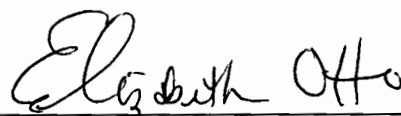
Sincerely,


Green Lake County Department Heads


Sarah Guenther, Register of Deeds

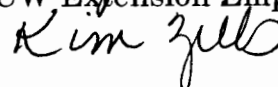

Amanda Toney, Treasurer


Paul Gunderson, County Conservationist


Elizabeth Otto, County Clerk


Matt Kirkman, P&Z Director


Katie Minneman, UW-Extension Employees


Kim Zullo

PROJECT CHARTER

Project Name Green Lake County Security Upgrade(s)	Project Manager Aaron Smak	Date: 9-27-18
Project Purpose Currently, the access control system(s) are failing. The Vendor supporting the system is no longer providing servicing for the system. Furthermore, the county would like to upgrade and consolidate the legacy video surveillance and access control system(s) into one integrated system.		
Goals of the Study (Per RFP) <ol style="list-style-type: none">1) Analyze the two existing door monitoring software systems for the original building and the addition. Reviewed the as-built plans and onsite existing conditions on 4-11-18 and 8-1-18.2) Determine how to integrate or replace the software systems to allow for the entire facility to be one expandable door monitoring system. Proposed solution would be to replace existing proprietary access control panels with non-proprietary IP access control panels that are monitored and controlled on one platform. In addition, it was observed that the existing analog camera system are independent system(s). Current technology allows integrating access control and video surveillance systems into one platform.3) Estimated probable cost(s) for system alteration / upgrade: \$554,064.00, Refer to attachments for breakdown. *Note this estimate is subject to material selection, and economic conditions.4) Meet with Green Lake County to discuss options and associated costs. Met with county on 4-11-18, 8-1-18, and finally 10-1-18.		
Scope <ol style="list-style-type: none">1) Existing camera's are currently legacy analog cameras. The recommendation would be to replace the legacy cameras with Mega-pixel IP cameras for the original building and addition.2) Existing camera's are currently using legacy coax cabling. The recommendation would be to replace the legacy analog coax cabling with Category cabling (E.g. Plenum Category 6) for the original building and addition.3) Replace existing proprietary access control panels with new access control panels that are commonly serviceable.4) Provide a video surveillance and access control platform that allows for integration of the original building and addition into one system.		
Stakeholders <ul style="list-style-type: none">• Green lake Co. Board• IMEG• Green Lake County Staff (Security, I.T. staff)• Potter Lawson		

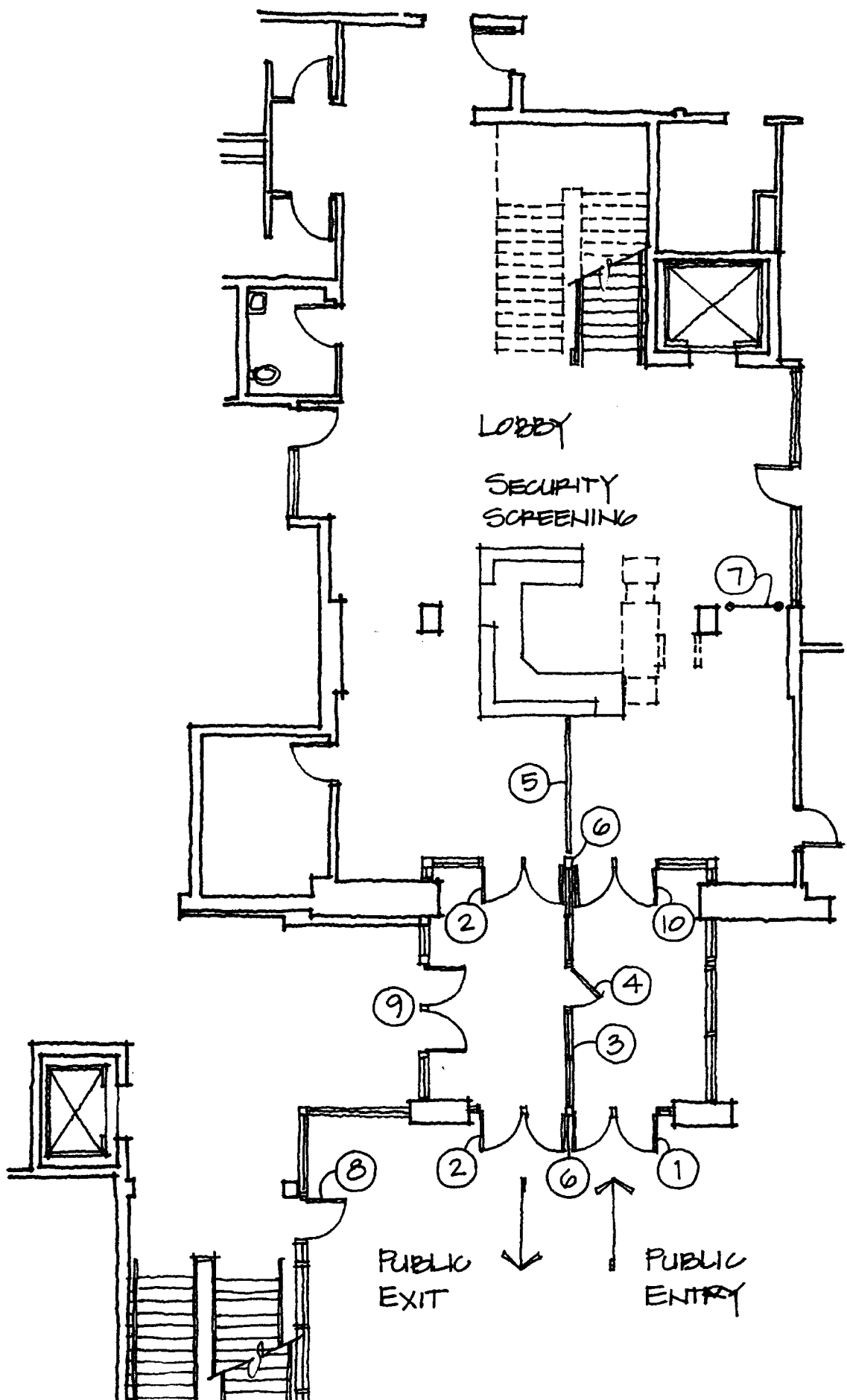
1. Entry only. Doors always open to allow access to the existing phone located in the vestibule. Existing doors and hardware to remain. Existing automatic door opener to remain.
2. Exit only. Locked from exterior side. Free egress with existing panic bar devices. Existing doors and hardware to remain. Existing automatic door opener to remain. Option: Remove existing door pull.
3. Proposed 10'-0" high storefront to match existing.
4. Proposed 8'H x 3'W full light door. Access controlled from entry side.
5. 3'-4" high glass railing system.
6. Modify existing storefront to allow for storefront "T" intersection between doors. (Add 6" wide vertical mullion between doors to allow for hardware clearance.).
7. Existing removable barrier (belt) anchored to adjacent column and wall to remain. Allows for barrier free access.
8. Existing door and hardware to remain. Potter Lawson to provide cost option to add controlled access from exterior.
9. Existing doors and hardware to remain.
10. Entry only. Existing doors and hardware to remain. Re-use existing controlled access from exterior side. Re-use existing automatic door opener.

**Green Lake County Security Upgrades
Preliminary Cost Estimate Summary
October 12, 2018**



	Construction Cost	(additional 25% of Construction Cost) Project Cost
• Security Vestibule upgrade - Option 1	\$ 90,500	\$ 113,125
• Office upgrades, walls and doors - 6 locations (includes adding two second floor doors)	\$ 47,100	\$ 58,875
• Office casework and windows - 6 locations	\$ 79,100	\$ 98,875
• Camera Replacement	\$ 348,250	\$ 435,300
• Access control portals	\$ 259,350	\$ 324,200
Total Estimated Cost	\$ 824,300	\$ 1,030,375

Estimated costs are based on 2018 dollars.



LOBBY

SECURITY SCREENING

PUBLIC EXIT

PUBLIC ENTRY



PRELIMINARY
NOT FOR CONSTRUCTION

GREEN LAKE COUNTY -
SECURITY UPGRADE STUDY

571 COUNTY HWY. 'A'
GREEN LAKE, WISCONSIN
54941
2018.05.00

**ENLARGED PLANS
AND INTERIOR
ELEVATIONS**

A121

1 REGISTER OF DEEDS (1901)
1/4" = 1'-0"

2 REGISTER OF DEEDS (1901)
1/4" = 1'-0"

3 CLERK / TREASURER (1919-1920)
1/4" = 1'-0"

4 CLERK / TREASURER (1919-1920)
1/4" = 1'-0"

5 CLERK / TREASURER (1919-1920)
1/4" = 1'-0"

6 CLERK / TREASURER (1919-1920)
1/4" = 1'-0"

7 CLERK / TREASURER (1919-1920)
1/4" = 1'-0"

8 CLERK / TREASURER (1919-1920)
1/4" = 1'-0"

9 UW EXTENSION (2901)
1/4" = 1'-0"

10 UW EXTENSION (2901)
1/4" = 1'-0"

11 UW EXTENSION (2901)
1/4" = 1'-0"

12 LAND USE PLANNING & ZONING (2912)
1/4" = 1'-0"

13 LAND USE PLANNING & ZONING (2912)
1/4" = 1'-0"

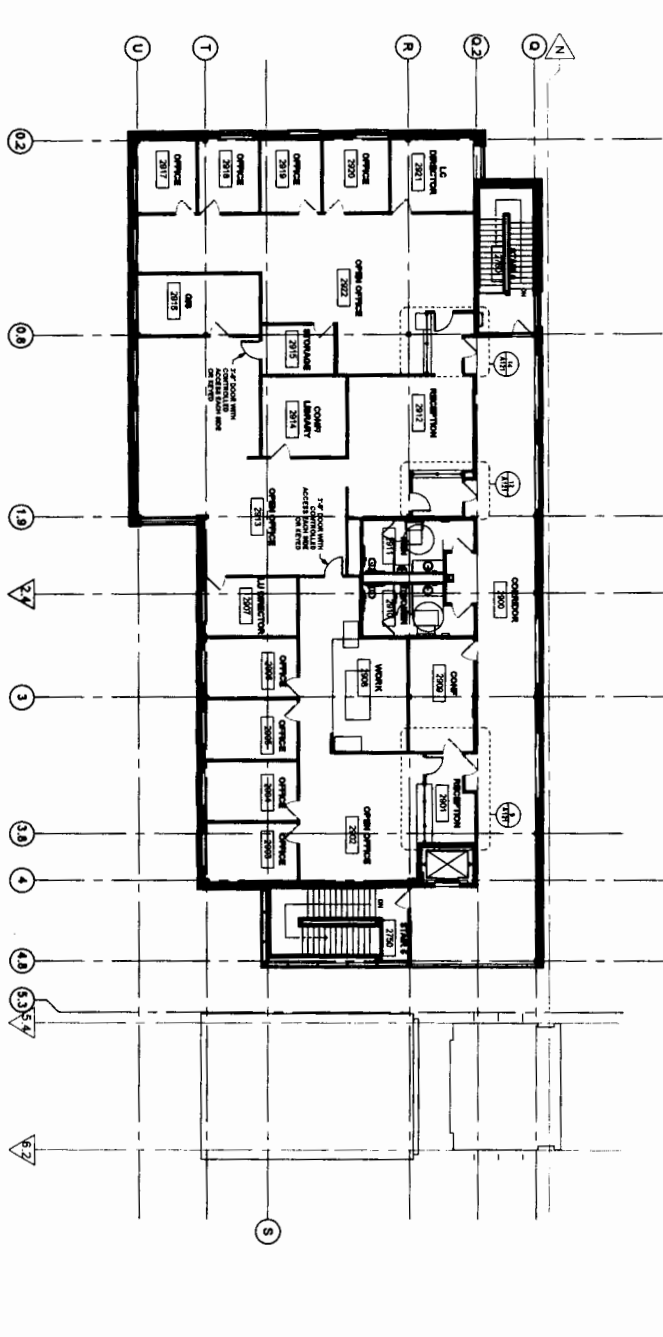
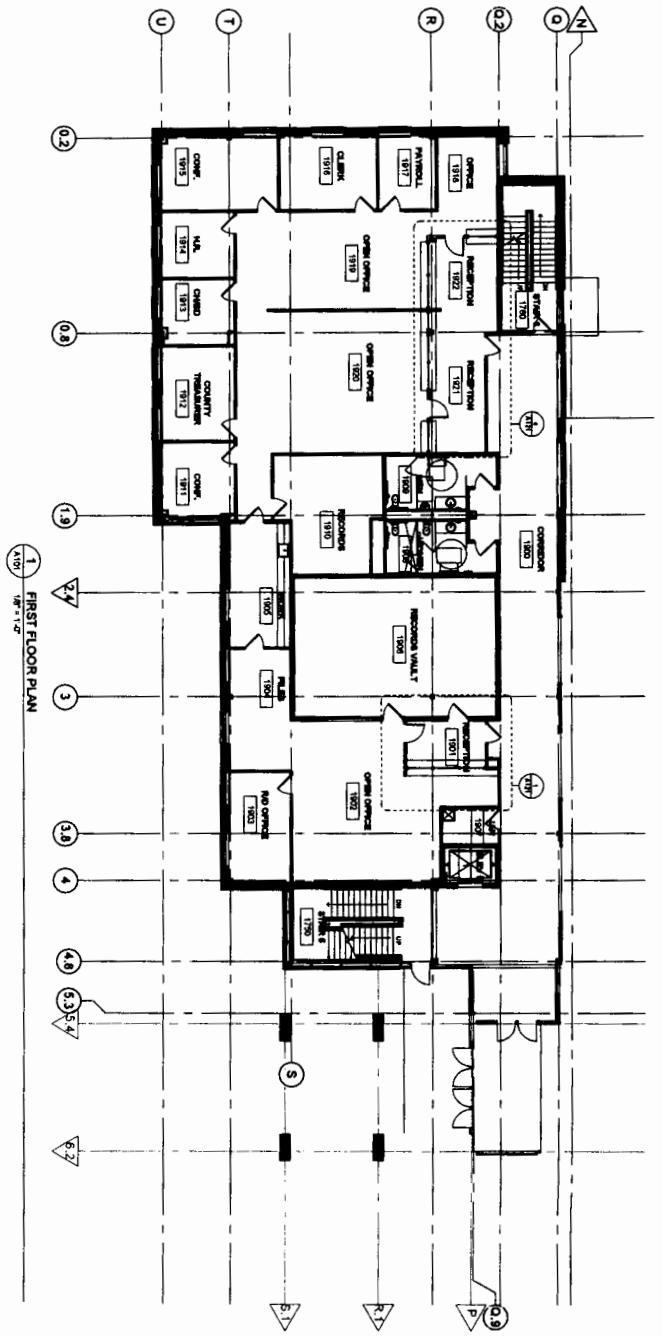
14 LAND CONSERVATION (2922)
1/4" = 1'-0"

15 LAND CONSERVATION (2922)
1/4" = 1'-0"

16 CLERK / TREASURER (1919-1920)
1/4" = 1'-0"

17 CLERK / TREASURER (1919-1920)
1/4" = 1'-0"

18 LAND CONSERVATION (2922)
1/4" = 1'-0"



**Potter
Lawson**
Success by Design

PRELIMINARY
NOT FOR CONSTRUCTION

GREEN LAKE COUNTY -
SECURITY UPGRADE STUDY
571 COUNTY HWY. 'A'
GREEN LAKE, WISCONSIN
54941
2018.05.00

**FIRST AND
SECOND FLOOR
PLANS**

A101

RESOLUTION NUMBER -2018

Relating to Government Center Security Systems and Building Upgrades

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 18th day of December 2018, does resolve as follows:

- 1 **WHEREAS**, Green Lake County is committed to protecting the safety of all employees
- 2 and constituents who occupy and conduct business in the Green Lake County
- 3 Government Center, and
- 4 **WHEREAS**, certain Government Center safety risk concerns and security equipment
- 5 obsolescence and deficiencies have been identified, and
- 6 **WHEREAS**, in December 2017, the Green Lake County Board approved a budget
- 7 adjustment allocating funds for the purposes of a four-part security study by Potter
- 8 Lawson to address a multitude of security concerns, particularly in the area of the West
- 9 Wing of the Government Center, and

Majority vote is needed to pass.

Roll Call on Resolution No. -2018

Submitted by P & I Committee:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 18th day of December 2018.

Vicki Bernhagen, Chair

Patti Garro

County Board Chairman

David Abendroth

ATTEST: County Clerk
Approve as to Form:

Richard Trochinski

Corporation Counsel

Keith Hess

10 **WHEREAS**, Potter Lawson has completed the security study and presented its findings
11 and recommendations to the County along with the projected estimated costs
12 associated with the recommendations, and

13 **WHEREAS**, Green Lake County adopted Ordinance Number 677-99 imposing a 0.5
14 percent County Sales/Use Tax for the purpose of debt retirement incurred for
15 construction of a new facility and/or remodeling of the existing facilities.

16 **NOW THEREFORE BE IT RESOLVED** that the Green Lake County Board of
17 Supervisors does hereby approve the attached schedule of security systems and
18 building improvements and associated estimated costs, and

19 **BE IT FURTHER RESOLVED** that these improvements are determined to be new
20 systems/construction or are related to replacement or improvement of original but now
21 obsolete systems/construction and therefore qualify as an appropriate use of County
22 Sales/Use Tax revenue reserves.

23 Please see the attached Schedule of Improvements.

24 **Fiscal Note:**

25 Approved improvement(s) total costs will be paid using County Sales/Use Tax Revenue
26 proceeds in an amount not to exceed \$1,055,000.

Green Lake County Government Center Security Improvement Schedule

YEAR 1 – 2019

Security Vestibule Upgrade	\$113,125
Camera Replacements	\$435,300
Access Control Portals	\$324,200
Security Electronic Imaging System	<u>\$ 17,000</u>
Total Est.	\$889,625

YEAR 2 – 2020

Office Upgrades: walls and doors – 6 locations	Est. \$ 58,875
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YEAR 3 – 2021

Office Casework and windows – 6 locations	Est. \$ 98,875
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December 04, 2018
Property & Insurance Committee
Monthly Report
Maintenance Department

571 County Road A

Report of ISO 3 toilet not flushing only get it to flush once/cleaned debris in push button/tested 4 flush in a row - Corrections
Repaired damaged shower door latch Unit E was completely off/CO removed/reinstalled - Corrections
Repaired shower floor and mop board Unit K 1st shower – Corrections
Repaired damaged latch/lock to cupboard door 4th door from left bottom Program #2 - Corrections
Unplugged shower floor drain male locker room – Corrections
Replaced ballast and lamps in fixture front of stove top/kitchen – Corrections
Replaced damaged cartridge cold control/intake restroom – Corrections
Tighten loosened top screw in strike plate Unit E shower door – Corrections
Replace defective GFIC outlet for micro wave/coffee/kitchen – Corrections
Replaced missing screw in pre wash spray wand/kitchen – Corrections
Ordered and installed new pre wash spray nozzle per request/kitchen - Corrections
Report of cooler alarm not resetting/pushed selector to safe mode and pushed reset button/reset-also found probe bent and wedged behind post on wire shelf/ tested probe-good/moved to original location
Repaired broken light bracket under station 1 – Communications
Repaired flush button ISO cell #2 – Corrections
Replaced 2 lamps in fixture male locker room – Corrections
Report of emergency beacon light not working in IT/replaced bulb still not working/found switch turned off in Communications/turned switch on – Communications
Set up Training Room per request for 11/13/18 – UWEX
Replaced ballast in fixture waiting area court room - COURTS
Replaced fluorescent bulbs with LED east entrance sign
General Maintenance performed
Scheduled Maintenance performed

Lake Steel Street

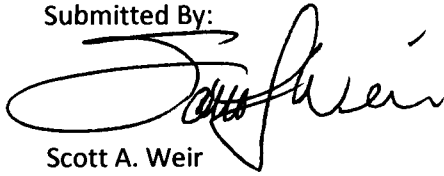
Ceiling completed east work area
Ceiling completed in east electrical/mechanical room
Ceiling completed in east storage room
Ceiling completed in HVAC room/Food Pantry
Work continues in maintenance/parks cold storage are
General Maintenance performed
Scheduled Maintenance performed

Towers

General Maintenance performed
Scheduled Maintenance performed

FRI
Maintenance Request performed

Submitted By:

A handwritten signature in black ink, appearing to read "Scott A. Weir". The signature is fluid and cursive, with a large initial "S" and "W".

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