



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 10/31/19

Amended* Post Date:

The following documents are included in the packet for the Property and Insurance Committee on November 5, 2019:

- 1) Amended Agenda
- 2) Minutes from 10/1/19
- 3) Draft Ordinance Regarding Use of County Facilities
- 4) Resolution Relating to Inclusion under the State Income Continuation Insurance Plan
- 5) Buildings and Grounds Report
- 6) 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: November 5, 2019 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: *10/1/19
5. Public Comments (3 min limit)
6. *Correspondence
 - *Wisconsin County Mutual Insurance-Deductible Limits
7. Review draft of Ordinance Regarding the Use of County Facilities
8. *Resolutions
 - *Relating to Inclusion Under the State Income Continuation Insurance Plan
9. Update Worker's Comp insurance
10. Security Systems Update
11. Maintenance Report
 - Buildings and Grounds Report
 - Monthly Activities
12. Committee Discussion
 - Future Meeting Dates: Regular Meeting 12/3/2019 -5:00 PM
 - Future Agenda items for action & discussion
13. 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

October 1, 2019

The meeting of the Property and Insurance Committee was called to order by Chair Vicki Bernhagen on Tuesday, October 1, 2019 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
Keith Hess
Richard Trochinski
David Abendroth
Patti Garro

Other County employees present:

Liz Otto, County Clerk	Sheriff Mark Podoll
Scott Weir, Maintenance Supervisor	Jason Jerome, HHS Director
Dawn Klockow, Corporation Counsel	Barry Mashuda, Hwy Commissioner
Cathy Schmit, Cty Administrator	Lori Evans, SO Admin Asst
Nicole Geschke, HR Coordinator	

MINUTES

Motion/second (Garro/Trochinski) to approve the minutes of September 3, 2019 with no additions or corrections. Motion carried with no negative vote.

PUBLIC COMMENTS

Sheriff Mark Podoll spoke regarding his concerns with the proposed health insurance for 2020 including hiring effects, network coverage, and providers in the area.

AWARD OF CONTRACT FOR GREEN LAKE COUNTY GOVERNMENT CENTER VETIBULE REMODEL

County Administrator Cathy Schmit stated that a bid was received from Samuels Group for \$90,740 which is under the budgeted amount of \$113,125. Schmit also stated that this bid could be reduced by \$6,000-\$7,000 if Accurate Controls takes care of the new cardreader. *Motion/Second (Abendroth/Hess)* to approve bid at \$83,740. Discussion held. Abendroth withdrew the motion, Hess withdrew the second. *Motion/second (Abendroth/Hess)* to approve the bid from Samuels Group at \$84,740. Motion carried with no negative vote.

HIGHWAY STORAGE BUILDING – SHOP 2 BID RESULTS

Chair Bernhagen informed the committee that a bid of \$116,793.68 from Modern Pole Builders was approved by the Highway Committee. *Motion/second (Trochinski/Garro)* to approve the bid from Modern Pole Builders. Motion carried with no negative vote.

REQUEST FOR QUOTE FOR REPLACEMENT OF DOMESTIC WASTE WATER TANK – SHOP 2
UPDATE ON EXPERIENCE MODIFICATION FACTOR FOR 2020 WORKERS COMP INSURANCE

Chair Bernhagen informed the committee that the Highway Committee approved a bid from Egbert Excavating for \$6,480 for replacement of the domestic waste water tank at Shop 2. *Motion/second (Garro/Trochinski)* to approve the bid from Egbert Excavating. Motion carried with no negative vote.

UPDATE ON EXPERIENCE MODIFICATION FACTOR FOR 2020 WORKERS COMP INSURANCE

County Clerk Liz Otto stated that the mod factor for 2020 will be .72 as determined by the WCRB (Wisconsin Compensation Rating Bureau). Otto explained that the lower the rating the better premium rate we receive. The 2019 rating was .94.

RESOLUTIONS

- **Modify Health Insurance Plan Design and Update Personnel Policies and Procedures Manual**

County Administrator Cathy Schmit and County Clerk Liz Otto explained the proposal in the resolution to join the state plan through Employee Trust Funds (ETF) for 2020. Discussion held.

Motion/second (Hess/Trochinski) to approve the resolution and forward to Personnel, Finance and County Board. Motion carried with no negative vote.

2020 BUDGET DISCUSSION

County Administrator Cathy Schmit stated that the budget is compiled and ready for publication following the Finance meeting on October 10.

SECURITY SYSTEMS UPDATE

No update at this time per County Administrator Cathy Schmit.

MAINTENANCE REPORT

- Building and Grounds Report – No discussion or questions.
- Monthly Activities - The report was reviewed.

COMMITTEE DISCUSSION

Future Meeting Date: November 5, 2019 at 5:00 PM.

Future Agenda items for action & discussion:

ADJOURNMENT

Chair Bernhagen adjourned the meeting at 5:55 PM.

Submitted by,


Liz Otto
County Clerk

ORDINANCE NO. -2019

Creating an Ordinance regarding the Use of County Facilities

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the th day of 2019, does ordain as follows:

- 1 **WHEREAS**, the County Clerk often receives inquiries from non-profit groups, school
- 2 districts, and other organizations requesting the use of County Buildings or real property
- 3 for non-county functions; and,

- 4 **WHEREAS**, a policy for applying for use of County buildings or real property is
- 5 necessary to ensure that all groups that request use of County buildings or real property
- 6 are treated equally and follow the same rules for use.

Roll Call on Ordinance No. -2019

Submitted by Property & Insurance
Committee:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this DATE
day of MONTH, 2019.

, Chair

, Vice-chair

County Board Chairman

ATTEST: County Clerk
Approve as to Form:

Corporation Counsel

7 **NOW, THEREFORE, THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY**
8 **OF GREEN LAKE DOES ORDAIN AS FOLLOWS:**

9 Section 1. Green Lake County Ordinance, County Facilities, use of is hereby created as
10 follows:

11
12 Definitions, as used in this ordinance,

13
14 “County-Owned Facilities” means the

- 15 • Green Lake County Government Center, located at 571 County Road A, Green
16 Lake, WI.
- 17 • Green Lake County Fairgrounds located at 570 South Street, Green Lake, WI.
- 18 • Green Lake County Highway Department located at 570 South Street, Green Lake,
19 WI.
- 20 • Green Lake County Highway Department located at N1906 STH 73, Manchester,
21 WI.

22
23 Reservation of County Facilities

24
25 A. Policy on Reservation. The County-owned facilities are primarily for the exclusive
26 use of the County for the operation of county government. However, under proper
27 circumstances, the use of County-owned facilities or parts thereof may be permitted by
28 outside groups wishing to hold an event. This Ordinance is intended to regulate exclusive
29 use of the County’s facilities or parts thereof in the County so that the general welfare of
30 the County is protected.

31
32 B. Reservation County-owned Facility Space. A person, group, firm, organization,
33 partnership or corporation may reserve the use of a County-owned facility by written
34 application filed with the County Clerk for a permit for use of the same. The County Clerk
35 shall forward the application to the Property and Insurance Committee for its review. The
36 Property & Insurance Committee shall have the authority to issue permits for the use of
37 County-owned facilities. County-owned facilities are reserved on a first-requested, first-
38 reserved basis.

39
40 C. Application. Applications shall be submitted to the County Clerk at least 30 days
41 prior to the date on which the use is requested. The application shall contain the following
42 information:

- 43
44 1. The name, address and telephone number of the applicant.
- 45 2. The name, address and telephone number of the headquarters of the same and
46 the responsible and authorized officers of the same.
- 47 3. The name, address and telephone number of the person who will be the
48 responsible party during the event.
- 49 4. The County-owned facility being requested for use
- 50 5. The date when the use is requested and the hour of the proposed use date.

- 51 6. The anticipated number of person to use the facility. If more than 1000 persons
52 are expected to attend, an additional separate permit under Ordinance Chapter
53 109 is required.
54

55 Note: Applicants should be mindful that the Property and Insurance Committee
56 meets monthly and may need to submit an application for use of a facility more than
57 30 days in advance to ensure that the Committee can review the application at its
58 next scheduled meeting.
59

60 D. Fees and charges.
61

- 62 1. Deposit. The applicant must deposit [\$ENTER SUM HERE]. If there is no
63 damage and trash is picked-up and properly disposed, the deposit will be
64 returned. If there is damage or trash left behind, the deposit will be forfeited and
65 applied to the costs. Checks will not be negotiated unless the deposit is forfeited.
66
67 2. Applicant is responsible for the pick-up and removal of trash. Applicant is
68 responsible for any damage to the facility. Any damage to the facility during
69 Applicant's event will be deducted from the deposit. If trash is not picked-up and
70 removed, the cost of pick-up and removal will be deducted from the deposit. If
71 the deposit does not cover damage or trash removal or both (if applicable) the
72 County may submit the matter to the Corporation Counsel to recover the damage
73 and costs remaining.
74
75 3. The Maintenance Supervisor shall have the authority to determine damage to the
76 Government Center. The Highway Commissioner shall have the authority to
77 determine damage to the Highway Department and County Fairgrounds.
78

79 E. Action on application. The Property & Insurance Committee shall act promptly on
80 all applications for permits and shall consider applications at its next regularly scheduled
81 meeting.
82

83 F. Reasons for Denial. Applicants may be denied for any of the following reasons:
84

- 85 1. The proposed use would violate federal, state or local ordinances.
86 2. If the application is missing any information required.
87 3. The application is made less than the required 30 days in advance of the
88 requested exclusive use.
89 4. If a permit is required for a large assembly and is not granted.
90

91 G. Indemnification/Insurance.

- 92 1. The applicant must provide proof of insurance for a minimum of \$250,000
93 naming the County as an additional insured.
94 2. If the applicant does not have a minimum insurance policy for \$250,000, the
95 applicant, if a non-profit entity, may apply to the County's insurance carrier for
96 "Tenant-User Liability Program", and if approved shall pay the insurance

97 premium and be responsible for paying any deductible under the “Tenant-User
98 Liability Program”.

99
100 H. A permit is not required for a county sponsored activity, including but not limited to
101 the County Fair, and 4-H groups.

102 Section 2. This ordinance shall become effective upon passage and publication.

103 Section 3. The repeal and recreation of any section herein shall not have any effect on
104 existing litigation and shall not operate as an abatement of any action or proceeding then
105 pending or by virtue of the repealed sections.

106 Section 4. All ordinances and parts of ordinances in conflict herewith are hereby
107 repealed.

RESOLUTION NUMBER -2019

RELATING TO INCLUSION UNDER THE STATE INCOME CONTINUATION INSURANCE PLAN

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of December 2019, does resolve as follows:

- 1 **WHEREAS**, the County understands that certain benefits are valuable for the economic
- 2 security and well-being of its employees, such as income continuation benefits in the
- 3 event of a short-term or long-term disability; and,
- 4 **WHEREAS**, the State of Wisconsin Group Insurance Board offers an Income
- 5 Continuation Insurance Plan to eligible personnel through the program of the State of
- 6 Wisconsin Group Insurance Board; and,
- 7 **WHEREAS**, the County can elect to participate in the Income Continuation Insurance
- 8 Plan.
- 9 Fiscal note is attached.
- 10 vote is needed to pass.

Approved by Personnel Disapproved by Personnel

Roll Call on Resolution No. -2019

Submitted by Property & Insurance Committee:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 17th day of December, 2019.

Vicki Bernhagen, Chair

Patricia Garro

County Board Chairman

David Abendroth

ATTEST: County Clerk
Approve as to Form:

Richard Trochinski

Corporation Counsel

Keith Hess

11 **NOW THEREFORE BE IT RESOLVED**, that the Green Lake County Board of
12 Supervisors hereby elects to offer the Income Continuation Insurance Plan to eligible
13 personnel through the program of the State of Wisconsin Group Insurance Board, and
14 agrees to abide by the terms of the plan as set forth in the contract between the Group
15 Insurance Board and the Administrator.

16 **BE IT FURTHER RESOLVED**, that any employee who elects to participate in the
17 Income Continuation Insurance Plan will pay the full cost of any premiums.

18 **BE IT FURTHER RESOLVED**, that the County Clerk is hereby authorized and directed
19 to take all actions and to make salary deductions and submit payments required by the
20 State of Wisconsin Insurance Board to provide Income Continuation Insurance Plan.

21 **BE IT FURTHER RESOLVED** that the County Administrator is authorized to sign all
22 contracts necessary to enter into the Income Continuation Insurance Plan.

23 **BE IT FURTHER RESOLVED**, that this resolution shall be effective on the later of the
24 1st of the month on or after 90 days following its receipt at the Department of Employee
25 Trust Funds.

26 **FISCAL NOTE:** no fiscal impact to the County

CERTIFICATION

I hereby certify that the foregoing resolution is a true, correct and complete copy of the resolution duly and regularly passed by the Green Lake County Board of Supervisors on the ____ day of _____, 2019, and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this _____ day of _____, 20 ____.

Elizabeth A. Otto
County Clerk
571 County Road A
Green Lake, WI 54941
lotto@co.green-lake.wi.us

Number of eligible employees _____

69-036-_____
ETF Employer Identification
Number

November 04, 2019
Parks & Recreation Committee
Parks & Recreation Department
Quarterly Report

Zobel Memorial Park

Bike rack removed for season
Picnic tables put away for season
Brushing/trimming started will continue work as access and weather permits
Scheduled Maintenance performed
General Maintenance performed

Sunset Park

Daily and Yearly boat launch pass info attached – Thank you Amanda Toney for the excellent work on this. To sum it up we sold less yearly passes and less daily passes than our average.
Parking lot paving completed – 10/22/19 NEA
New parking lot shouldered with $\frac{3}{4}$ " gravel 3 sides 24.27 tons- 10/24/19
Picnic tables put away for season
Dumpster removed for season
Bike rack removed for season
Trash signage removed for season
Launches removed for season 10/29/19
Restroom vault pumped/Restroom vault past inspection 10/01/19
Scheduled Maintenance performed
General Maintenance performed

Twin Lake Park

Picnic tables put away for season
Brushing tree trimming complete
Launch removed for season 10/29/19
Restroom vault pumped/Restroom vault passed inspection 10/01/19
Scheduled Maintenance performed
General Maintenance performed

Spring Valley Park

Picnic tables put away for season
Brushing tree trimming complete
Trash signage removed for season
Restroom vault pumped/Restroom vault passed inspection 10/01/19
Launch removed for season 10/29/19

Scheduled Maintenance performed
General Maintenance performed

Dodge Memorial Park

Remove all interiors of vault toilet to prepare for removal
Restroom scheduled for removal 2nd/3rd week in November weather permitting
Picnic tables put away for season
Trash signage removed for season
Volleyball net removed for season
Brushing tree trimming and old depleted landscaping scheduled for 2nd week in November weather permitting
Replacement restroom info in packet
Pavilion winterized for season
Dumpsters removed for season
Information submitted in packet for launch area restroom
ADA fishing pier removed for season 10/24/19
Launch's removed for season 10/29/19
Scheduled Maintenance performed
General Maintenance performed

Lake Maria Park

Removed all interiors of vault toilet to prepare for removal
Picnic tables put away for season
Replacement restroom info packet
Brushing tree trimming in progress
Scheduled Maintenance performed
3 ton of ¾" gravel added to landing
Restroom holding tank failed inspection restroom scheduled for removal 2nd week in November weather permitting
General Maintenance performed

Kingston Park

Picnic tables put away for season
Volleyball net removed for season
Dumpster removed for season
Brushing tree trimming completed
Scheduled Maintenance performed
General Maintenance performed

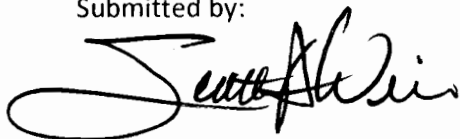
Mascoutin Valley State Trail

Repaired 2 vandalized board walk signs on small section of boardwalk 09/26/19
End section of large boardwalk still scheduled for repair currently 2 feet of water where section is temporarily repaired
Picnic table put away for season

North end of large boardwalk repaired
Final mowing of shoulders performed 09/26/19
Bike rack removed for season
Scheduled Maintenance performed
General Maintenance performed

City of Green Lake Multi Use Path shoulders mowed 09/17/19 final for season

Submitted by:

A handwritten signature in black ink, appearing to read "Scott A. Weir". The signature is written in a cursive style with a large, looping initial "S".

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

November 05, 2019
Property & Insurance Committee
Monthly Report
Green Lake County Maintenance Department

571 County road A

Replaced damaged/cracked elbow drain pipe sink by micro wave/kitchen - Corrections
Replaced drain basket and gaskets/nut- effect of repairing damaged drain pipe/kitchen - Corrections
Replaced damaged spray hose dishwasher pre-wash - Corrections
Adjusted locking mechanism Huber change over door/hallway – Corrections
Replaced dim LED night lite in Unit D cell #3 – Corrections
Adjusted micro switch on door alarm male changer Huber – Corrections
Replaced ballast in light fixture Unit A above bunks 1/2 – Corrections
Replaced hot water cartridge staff restroom in booking - Corrections
Request to repair manual key lock on door L-2 (Unit K side) will not turn-cleaned food debris out of door jamb and lockset – Corrections
Request to lube doors/squeaking/Units N-12, B-12, C-12/lubed – Corrections
Report of popping noise coming from Unit C door/checked neither co nor maint. repair could hear any out of normal operational sounds - Corrections
Repair damaged cabinet door 911 side - Communications
Installed dedicated 120v outlet for drone trailer to eliminate breaker trip in SO garage – SO
Replaced flush handle cartridge men’s restroom - SO
Installed Alio Time Clock in staff entrance area for Justice Center per request - IT
Rerouted existing unused data cable from patrol office to Justice Center staff entrance area for Alio Time Clock per request – IT
Installed new lift cylinder in office chair – IT
Fire suppression system inspected/maintenance completed in vault 10/16/19 - ROD
Facilities fire inspection completed by local fire department – 10/04/19
Removed broken off key from lock for file cabinet room #2103 - HHS
Request for task light to be installed room #2103 – HHS
Installed stand up desk room #1150 – HHS
Installed casters on cart health unit - HHS
Replaced in flush handle cartridge women’s staff restroom 2nd floor - HHS
Replaced door stop Training Room entrance door from hallway – UWEX
Replace expired lighting control power pak educator office - UWEX
Set up Training Room for 10/24/19 - CC
Removed 14 containers of records from storage for document destruction – Courts/Probate
Replaced 1 bulb in light fixture Maintenance Director office - MAINT
Painted all exterior steel entrance/exit doors entire facility
Adjusted flow valve on elevator 5/ Phase 2 - Otis
Converted 3 parking lot light fixtures to LED 2 security - 1 regular

Stripped and waxed 1st floor lobby phase 1 - 11/01/19-11/02/19
Emergency generator fueled/winterized for season
Seasonal Maint. performed on all OAHP's - ACC
Scheduled Maintenance performed
General Maintenance performed

Lake Steel Street

Scheduled Maintenance performed
General Maintenance performed

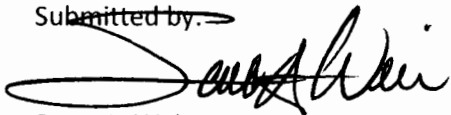
Towers

Scheduled Maintenance performed
General Maintenance performed

FRI

Installed Data Cable from existing network rack to Day Services room per request - IT
Request to unplug toilet men's restroom corn area/plunged 3 times/cleared

Submitted by. →

A handwritten signature in black ink, appearing to read "Scott A. Weir", written over a horizontal line.

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