



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 09/2/2021

Amended* Post Date: 09/3/2021

The following documents are included in the packet for the Property and Insurance Committee on September 7, 2021:

- 1) ***Amended Agenda**
- 2) Minutes from 08/03/2021
- 3) Resolution Approving a Boat Washing Station at Dodge Memorial Park Boat Launch
- 4) Maintenance 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: September 7, 2021 Time: 4:30 PM

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

Amended* AGENDA

Committee Members

David
Abendroth,
Chair
Charles
Buss
Patti Garro
Richard
Trochinski
Keith Hess

Elizabeth
Otto,
Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Approval of Minutes: 08/3/2021
5. Public Comment (3 Minute Limit)
6. *Appearances:
 - *Anna Cisar – Boat Wash Station Update
7. Correspondence
 - Lexipol Manual Services Support Renewal
8. Resolutions
 - Resolution Approving a Boat Washing Station at Dodge Memorial Park Boat Launch
9. Use of County Property
 - Harvestfest Parking/Parade
10. Discussion regarding 2022 County Health Insurance
11. Maintenance Report
 - Buildings and Grounds Report
 - Monthly Activities
12. Committee Discussion
 - Future Meeting Dates: Regular Meeting 10/05/2021 at 4:30 PM
 - Future Agenda items for action & discussion
13. Adjourn

Due to the COVID-19 pandemic, this meeting will be conducted and available through in person attendance (6 ft. social distancing and face masks are required) or audio/visual communication. Remote access can be obtained through the following link:

Topic: Property and Insurance
Time: Sep 7, 2021 10:30 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/88234722220?pwd=YzhWbUc0UmlOK0FsL3VQNWhHOHZKUT09>

Meeting ID: 882 3472 2220
Passcode: 210273

Dial by your location
+1 929 436 2866 US (New York)
+1 301 715 8592 US (Washington DC)

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

August 3, 2021

The meeting of the Property and Insurance Committee was called to order by Chair Abendroth on Tuesday, August 3, 2021 at 4:30 PM in the Green Lake County Board Room, Green Lake County Government Center, 571 County Road A, Green Lake, WI. The meeting was held both in person and via Zoom. Requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Dave Abendroth
Chuck Buss
Patti Garro (4:32)
Richard Trochinski
Keith Hess (Zoom)

Other County employees present: Cathy Schmit, County Administrator (Zoom); Scott Weir, Maintenance Supervisor; Liz Otto, County Clerk; Sheriff Mark Podoll; Dawn Klockow, Corporation Counsel (Zoom); Jason Jerome, HHS Director

MINUTES

Motion/second (Hess/Trochinski) to approve the minutes of July 6, 2021 with one correction in voting. Motion carried with no negative vote.

PUBLIC COMMENT - none

CORRESPONDENCE

County Clerk Liz Otto read an email from Louis Bock in regard to the new requirements for use of county property. Bock stated he can't continue his senior trips due to the liability insurance requirements. The committee took no action.

SAFETY DAYS REIMBURSEMENT

County Clerk Liz Otto advised the committee that Wisconsin County Mutual reimbursed the Highway Department in the amount of \$579.21 for their safety days training which was done here. WCMI provides the training annually but with the pandemic they couldn't do in person training at the usual location in Stevens Point so they provided the videos and reimbursed the county for hearing testing and lunch.

2022 BUDGET DISCUSSION

Budgets for maintenance, purchasing/utilities, and insurance were presented to the committee. County Clerk Liz Otto gave a brief overview of the insurance and purchasing/utilities budgets.

SIMPLEX ALARM SYSTEMS

Maintenance Supervisor Scott Weir stated that 2 alarms in Dispatch and the jail have been reconfigured after consulting with Sheriff Podoll and Chief Deputy Matt Vandekolk. Sheriff Podoll stated he appreciates the changes made.

ORDINANCE

- **Amending Ordinance No. 19-2019 (Chapter 121) Use of County Facilities**

Motion/second (Buss/Hess) to approve the ordinance amendment and send to County Board for final approval. Motion carried with no negative vote.

PURCHASE REQUEST – AIR CONDITIONING FOR FRI

HHS Director Jason Jerome explained that two air conditioning units at FRI recently went out. One was repaired but the other one needs to be replaced. Two bids received with the HHS Committee recommending approval of the Brewer Heating & Cooling quote for \$6,260. The other bid was from Condon Total Comfort for \$8,696. Discussion held regarding the bid process and the use of other in-county vendors. Jerome stated that in the future they will solicit bids from county vendors as well. *Motion/second (Garro/Trochinski)* to approve the bid from Brewer Heating & Cooling for \$6,260. Motion carried with no negative vote.

DISCUSSION REGARDING 2022 COUNTY HEALTH INSURANCE

County Administrator Cathy Schmit stated that the renewal numbers will be available from WEA the first part of September. Those figures will be brought before the committee and County Board in the form of a resolution.

MAINTENANCE REPORT

- Buildings and Grounds Report – no updates to the packet report
- Monthly activities

COMMITTEE DISCUSSION

Future Meeting Date: September 7, 2021 at 4:30 PM.

Future Agenda items for action & discussion:

ADJOURNMENT

Chair Abendroth adjourned the meeting at 4:46 PM.

Submitted by,

Liz Otto
County Clerk

RESOLUTION NUMBER -2021

Resolution Approving a Boat Washing Station at Dodge Memorial Park Boat Launch

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of August 2021, does resolve as follows:

- 1 **WHEREAS**, Green Lake is Wisconsin's deepest, natural, inland lake with a two-story
- 2 fishery; and
- 3 Majority vote is needed to pass.

Roll Call on Resolution No. -2021

Submitted by Parks Commission
Committee

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this xx day
of D[MONTH], 2021.

William Boutwell, Chair

Curt Talma

County Board Chairman

Charlie Wielgosh

ATTEST: County Clerk
Approve as to Form:

Todd Morris

Corporation Counsel

Jerry Specht

Vonn Roberts

Michael Shattuck

WHEREAS, A Lake Management Planning team made up of the Green Lake Association, Green Lake Sanitary District, Green Lake and Fond du Lac County Land Conservation Departments, Wisconsin Department of Natural Resources biologist, the USGS and the Cities of Green Lake and Ripon have all taken an active role in managing and protecting the health of Big Green Lake; and

WHEREAS, invasive aquatic species and preventing new invasive species in Big Green Lake is a priority because invasive aquatic species impact the health of our lakes; and

WHEREAS, installing a boat wash station will assist in preventing the spread of aquatic invasive species by providing another tool to boaters to remove aquatic invasive species from their boats, trailers and other boating equipment.

NOW THEREFORE BE IT RESOLVED, that the Green Lake County Board of Supervisors support the installation of a boat wash station at Dodge Memorial park.

BE IT FURTHER RESOLVED, that the County Administrator and County Conservationist shall work with the partners listed in the attached Memorandum of Understanding to implement the installation of a boat wash station at Dodge Memorial park.

BE IT FURTHER RESOLVED, that the County Administrator may execute the attached Memorandum of Understanding after Corporation Counsel approval.

BE IT FURTHER RESOLVED, that boat launch fees may be used to fund the County's portion of the cost of the boat wash station as set forth in the Memorandum of Understanding.

FISCAL NOTE:

Table 1. Boat Wash Station Funding Source Breakdown. (From Memorandum of Understanding)

Organization	Upfront Cost + Year 1	Annual O&M*, Years 2-3	Max. Annual O&M, Years 4+ (Pending Program Evaluation)
WDNR Grant	\$13,527	\$6,559 / yr	\$0 / yr
Green Lake Association	\$10,000	\$2,100 / yr	\$3,000 / yr
Green Lake Sanitary District	\$10,000	\$2,100 / yr	\$3,000 / yr

Green Lake County Boat Launch Fee Request	\$11,500	\$0 / yr	\$5,000 / yr §
Green Lake Land Conservation Department^	\$2,000	\$0 / yr	\$0 / yr

27 § 10% of collected boat launch fees, not to exceed \$5,000

28 *O&M stands for operation & maintenance

29 ^ Land Conservation Department funds come not from County tax dollars but State allocated dollars meant to be

30 used for Green Lake County's lakes and rivers.

GREEN LAKE BOAT WASH STATION MEMORANDUM OF UNDERSTANDING
July 21, 2021

Golden Sands Resource Conservation & Development Council, Inc.
Green Lake Association
Green Lake County, Wisconsin
Green Lake Sanitary District

THIS MEMORANDUM OF UNDERSTANDING (MOU) is hereby entered into among the
above parties.

I. Introduction:

This Memorandum of Understanding (MOU) has been created to define the duties and responsibilities of the involved parties to implement and maintain a boat washing station on Big Green Lake. The threat of new aquatic invasive species (AIS) entering Big Green Lake defines the need for proactive prevention strategies.

The organizations leading this prevention strategy are Golden Sands Resource & Conservation Development Council (RC&D), Inc., Green Lake Association, Green Lake County via its Land Conservation Department, and Green Lake Sanitary District—also known as the Boat Wash Planning Team (BWPT). Working together, these organizations have designed a plan for a boat wash station at Dodge Memorial Park, a County-owned boat landing. This boat wash station will provide tools and staff at the boat landing to execute the State-mandated law of draining all water and manual removal of plants, animals, and mud in order to stop the spread of invasive species.

II. Purpose:

The purpose of this Green Lake Boat Wash Station MOU is to define each party's responsibilities regarding the maintenance and operation of the boat wash station on Big Green Lake.

III. Scope:

The Green Lake Boat Wash Station includes a non-heated, electric, pressure wash unit that will be housed on an enclosed trailer at Dodge Memorial Park (DMP) during the boating season. The boat wash station will prioritize washing boats that have been used on other lakes. The wash area will be blacktopped and sloped toward the center so that the wash water will be collected in a coffin inlet and exit into an underground filter diaphragm. The entire wash station will be sloped away from the lake so that all water, whether it is infiltrated into the ground or exits to the ditch along County Highway K, will not enter Big Green Lake by direct surface runoff.

Signage and other educational materials will be put-up around DMP to inform boaters on the proper use and purpose of the wash station. Signage and other educational materials will be provided and installed by Green Lake Association, Green Lake Sanitary District and/or RC&D.

The wash station will be staffed for the initial three years of the project; throughout that period the BWPT will assess the station's staffing needs. Having this wash station staffed will help focus the boat washing efforts to boats and equipment that are coming in from other lakes. Following the initial three years, BWPT will decide whether to continue staffing the station. If BWPT discontinues staffing, the wash station will transition to public use.

IV. Definitions:

Definitions for technical and operational aspects. Include any acronyms or community-specific terms.

BWPT: Boat Wash Planning Team refers to the organizations leading this prevention strategy — RC&D, Green Lake Association, Green Lake Land Conservation Department, and Green Lake Sanitary District

V. Policy:

A. The boat wash station will be used by trained staff who will be covered under an insurance policy purchased by RC&D. If a boat user is adamant about using the boat wash station themselves, a waiver, found in Appendix A, will need to be signed by the user before using the wash station and trained staff will be present and supervising the boat wash user.

B. If trained staff are not onsite, the wash portion of the boat wash station will be locked and unavailable for use.

C. The operating procedure for the boat wash station was adapted from Minnesota's Decontamination Handbook. All staff will follow the operating procedure found in Appendix B.

VI. Terms of Collaboration:

By signing this MOU, each party agrees to roles and responsibilities defined below:

A. Grant Funding

A Wisconsin DNR Surface Water grant will be written to pursue grant funds for the first three years of this project. The following project items are grant eligible expenses: a portable pressure washer unit (30% of cost¹), staffing, signage, and educational outreach and support. Permanent structures—such as the infiltration system, cement pad, well for water supply, and electricity—are not grant eligible, nor is maintenance or the remaining 70% of the pressure washer unit, and will need to be funded by the parties. Green Lake Association, Green Lake Sanitary District and/or RC&D will write apply for WDNR Surface Water Grant to pursue funds for the first three years of the boat wash station project. If RC&D is to write grants, they will be written as a contracted service.

B. Funding

¹ Grant funded equipment costs that exceed \$5,000 must be depreciated over the life of the grant.

During the first three grant-funded years, non-eligible grant items (the infiltration system, cement pad, well, electricity, maintenance, and remaining 70% of pressure washer unit) will be funded by the Green Lake Sanitary District and Green Lake Association, assuming total project costs do not exceed \$16,000 per entity. Green Lake County will also fund this project, not to exceed \$13,500, by using money collected from the boat launch fee or State dollars meant to be used for Green Lake County's lakes and rivers – not County tax dollars. See the funding breakdown below in Table 1.

Table 1. Boat Wash Station Funding Source Breakdown.

Organization	Upfront Cost + Year 1	Annual O&M*, Years 2-3	Max. Annual O&M, Years 4+ (Pending Program Evaluation)
WDNR Grant	\$13,527	\$6,559 / yr	\$0 / yr
Green Lake Association	\$10,000	\$2,100 / yr	\$3,000 / yr
Green Lake Sanitary District	\$10,000	\$2,100 / yr	\$3,000 / yr
Green Lake County Boat Launch Fee Request	\$11,500	\$0 / yr	\$5,000 / yr §
Green Lake Land Conservation Department^	\$2,000	\$0 / yr	\$0 / yr

§ 10% of collected boat launch fees, not to exceed \$5,000

*O&M stands for operation & maintenance

^ Land Conservation Department funds come not from County tax dollars but State allocated dollars meant to be used for Green Lake County's lakes and rivers.

After year three, following the life of the grant, staffing costs and maintenance will be additional items that will need to be funded. These expenses are outlined in the five-year plan found in Appendix C and will be funded by the Green Lake Sanitary District and Green Lake Association, not to exceed \$3,000 per year each, and by Green Lake County via the boat launch revenue, not to exceed \$5,000 per year. These funds will be kept in a restricted fund account held and operated by Green Lake Association. This plan shall be reviewed prior to the expiration of the five year-plan and adjusted as necessary in writing and agreement by all the parties.

C. Unexpected Expenses

If any unexpected expenses arise the Green Lake Association and Green Lake Sanitary District will discuss and come to terms with how those expenses will be paid between themselves.

D. Staffing

1. The boat washing inspector position will be staffed for the first three years by RC&D. After program review following the first three years, staffing needs will be discussed and addressed.

2. A contract between RC&D and the Green Lake Association will be drawn up so that RC&D will be responsible for all payroll and HR-related services. RC&D will also take on additional insurance to cover this program. RC&D agrees that the individuals providing the services under this MOU are not employees or agents of Green Lake County. It is hereby further acknowledged by all parties that the County shall not be liable in any way for Worker's Compensation, Unemployment Insurance, FICA or for any other employment benefits. If Worker's Compensation is required by law, RC&D shall provide the same. RC&D will invoice the Green Lakes Association, as the holder of the grant funds, to cover costs incurred to employ the boat wash station staff including time required to hire said staff.

3. The WI DNR Surface Water Grant will cover the staffing costs for the first three years of the program. If, after review of the program, staff are still needed to run the boat wash program the staff funding is budgeted in the annual operation and maintenance costs for Years 4 and beyond.

4. As local partners, Green Lake Association and Green Lake Sanitary District will help advertise the staffing position and assist in the hiring process.

5. All staff using the pressurized boat wash station will be trained on how to properly use the equipment by the Green Lake Land Conservation Department annually. All staff will follow the Boat Washing Manual protocol adapted from Minnesota DNR, attached in Appendix B.

E. Maintenance

1. Maintenance expenses, both planned and unplanned have been budgeted for. The Green Lake Association, Green Lake County using boat launch fees, and Green Lake Sanitary District have agreed to an annual dollar value to go into a restricted fund account to pay for these maintenance expenses as needed (see the funding breakout above in Table 1).

2. Maintenance will be conducted by a third party organization (e.g., Hydroclean Equipment) to run a minimum of three maintenance checks per season: de-winterize in May, mid-season check around July, and winterization in September/October. Additional maintenance checks may be necessary depending on level of use. The Green Lake Land Conservation Department will be responsible for communicating and coordinating maintenance. Maintenance checks and other expenses will be paid by the Green Lake Association from the restricted fund.

3. Spring set-up and fall take-down will be conducted by the Green Lake Land Conservation Department. Any equipment will be housed at the Green Lake County Fairgrounds over winter. When equipment is not in use during the boating season, the equipment will be locked inside the enclosed trailer.

F. Liability:

1. RC&D, as the staffing agent, will take on an insurance policy to cover our boat wash staff from injury, and insurance to cover property damage to boats, trailers and vehicles subject to the terms and limits within the policy.

G. Oversight:

1. Planning and research behind the boat wash station design will be led by RC&D and supported by the Green Lake Association, the Green Lake County Land Conservation Department, and the Green Lake Sanitary District.

H. Amendments or Termination:

Any amendments or terminations to this MOU shall be in writing and signed by all parties.

I. Miscellaneous

1. This MOU will be governed by the laws of the State of Wisconsin and venue shall be in the Green Lake County Circuit Court.
2. The parties agree to abide by all applicable state, federal and local laws or ordinances.
3. Severability. Any enforceable portions of this agreement shall be enforced even though other portions of the MOU may be deemed unenforceable.
4. Statutory Protections. It is agreed by the parties that nothing in this MOU, including but not limited to indemnification and hold harmless clauses, shall in any way constitute a waiver on the part of the County of any immunity, liability limitation or other protection available to the County under any applicable statute or other law. To the extent that any provision of this MOU is found by any court of competent jurisdiction to conflict with any such legal protection, then whichever protections, either legal or contractual, provide a greater benefit to the County shall apply unless the County elects otherwise.
5. No Partnership or Joint Venture. This Agreement shall not in any way be deemed to create a partnership or joint venture between the parties to the Agreement.
6. Multiple Originals. This MOU may be executed in multiple originals, each of which together shall constitute a single agreement.

J. Indemnification.

RC&D agrees to protect, indemnify, defend and hold harmless Green Lake County, its boards, commissions, officers, agents, employees and representatives from and against any and all liability, including claims, causes of actions, damages, demands, costs, expenses, losses and damage to any property or bodily injury to any person including death, as a result of any act or omission of RC&D, its officers, members, employees, agents, representatives, directors in connection with the terms of this MOU. In case any action or proceeding is brought against Green Lake County by reason of any such claim or cause of action, RC&D upon notice from Green Lake County shall defend Green Lake County and be responsible for payment of attorney fees and costs.

APPROVED BY:

Hannah Butkiewicz, Executive Director
RC&D

Date

Stephanie Prellwitz, Executive Director
Green Lake Association

Date

Catherine J. Schmit, County Administrator

Date

Paul Gunderson, County Conservationist
Green Lake Land Conservation Dept.

Date

Lisa Reas, Administrator
Green Lake Sanitary District

Date

September 07, 2021
Property & Insurance Committee
Monthly Report
Green Lake County Maintenance Department

571 County Road A

Repaired vandalized intercom unit- Unit D cell #5 – Corrections
Replaced expired 2'x2' light fixture with LED Unit- Unit L above inmate phone kiosk – Corrections
Replaced vac breaker and gasket unit D cell #2 - Corrections
Request to repair booking officer desk the motor will not allow desk to raise/check all was operational – Corrections
Report of flush button not working properly ISO cell #2/checked found it was dirty/cleaned/works – Corrections
Replaced 10hp 3 phase drive motor for exhaust air OAHP #3 – Corrections
Replace 1 lamp in fixture vent hood over oven/kitchen - Corrections
Replaced 1 - 2' lamp in fixture between door 15/16 - Corrections
Replaced cold water cartridge staff restroom sink – Communications
Replaced 2/ 4' bulbs in light fixture break area - Communications
Report of door closing hard have to pull it shut ISO cell #1/lubed latch – Corrections
Replaced 2 expired 2' lamps in light fixture between doors 15/16 – Corrections
Installed removed screw from intake #4 light fixture – Corrections
Refastened hot water push button cell #4 unit D – Corrections
Repaired both shower push buttons Unit K – Corrections
Replaced bolt for support bracket for taller chair in intake – Corrections
Repaired vinyl flooring in front of intake property room - Corrections
Painted over removed/scratched off paint ISO cell #3 – Corrections
Replaced 1 - 2' bulb in light fixture west of security desk – SO
Repaired leaking flush handle 1st floor women's staff restroom - HHS
Replaced controller on HP 1.23 2nd floor – HHS
Assembled signage Health Unit – HHS
Replaced 1 2' lamp I in light fixture hallway aging unit area – HHS
Repaired door closure – IT
Installed modified security bracket for IT work station – IT
Assemble 4 chairs for health unit and delivered – HHS
Replaced 6 lamps in can fixtures main hall 2nd floor
Replaced expired inducer unit water heater #2
General Maintenance performed
Scheduled Maintenance performed

500 Lake Steel Street

General Maintenance performed
Scheduled Maintenance performed

Tower Sites

Princeton

Markesan

Kingston

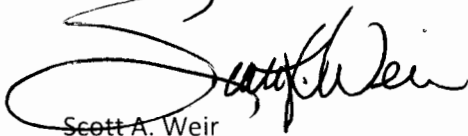
Green Lake

Berlin

General Maintenance performed

Scheduled Maintenance performed

Submitted by:

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

Scott A. Weir

Maintenance Director

Parks & Recreation Director

Green Lake County