



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 01/28/16

Amended* Post Date:

The following documents are included in the packet for the Property and Insurance Committee on February 2, 2016:

- 1) Agenda
- 2) Draft minutes from the 12/15/15 and 01/05/16 meeting
- 3) Committed Funds for 2016
- 4) Maintenance Report



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Margaret R. Bostelmann, WCPM
County Clerk

Office: 920-294-4005
FAX: 920-294-4009

Property & Insurance Committee Meeting Notice

Date: February 2nd, 2016 Time: 5:00 PM

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

AGENDA

Committee Members

Gene Thom, Chairman
Harley Reabe, Vice-Chair
Patti Garro
Vicki Bernhagen
Richard Trochinski

Margaret R. Bostelmann
Secretary

No Per Diem for
Non-committee
Members

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: 12/15/15 & 01/05/2016
6. Correspondence
7. Public Comments (3 min limit)
8. Izaak Walton League Gift of Property to Green Lake County
9. Use of County Property
10. Request from City of Berlin Related to the sale of County Property:
Tax Parcel 206-03025-0200
11. Purchase Requests
12. Monthly Vouchers
13. Resolutions/Ordinances
14. Committed Funds
15. Maintenance Report
 - Monthly Activities
16. Parks & Recreation
 - Payment Request-Wacker Wheel Loader
17. Clerk's Report
18. Committee Discussion
 - Future Meeting Dates: Regular Meeting March 1st, 2016 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, Margaret R. Bostelmann, 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
December 15, 2015

The meeting of the Property and Insurance Committee was called to order by Chair Gene Thom on Tuesday, December 15, 2015 at 5:30 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: Gene Thom
Harley Reabe
Vicki Bernhagen
Richard Trochinski
Patti Garro

Also Present: Marge Bostelmann, County Clerk Dawn Klockow, Corporation Counsel
Amy Brooks, Highway

AGENDA

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

GREEN LAKE PROJECT TRAIL UPDATE

- Review and approve MSA Engineering contract: The contract was reviewed by the Committee. Corporation Counsel stated that she has reviewed the contact and approves it.

Motion/second(Bernhagen/Garro) to approve entering into the engineering contract with MSA for the Green Lake Trail. Motion carried.

PURCHASE REQUESTS

Highway – Chip Spreader:

Aring Equipment \$245,000 – recommended

Motion/second(Bernhagen/Garro) to approve the purchase of the Chip Spreader as recommended. Motion carried.

COMMITTEE DISCUSSION

Future Meeting Date: Regular Meeting: January 5, 2015 at 5:00 pm.

Future Agenda items for action & discussion:

ADJOURNMENT

Motion/second (Reabe/Trochinski) to adjourn at 5:35 pm. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk

PROPERTY AND INSURANCE COMMITTEE
January 5, 2016

The meeting of the Property and Insurance Committee was called to order by Chair Gene Thom on Tuesday, January 5, 2016 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: Harley Reabe
Vicki Bernhagen
Richard Trochinski
Patti Garro

Absent: Gene Thom

Also Present: Marge Bostelmann, County Clerk
Scott Weir, Maintenance
Sheriff Podoll
Deb Schubert, Supervisor
Tony Daley, Berlin Journal

Dawn Klockow, Corporation Counsel
Amy Brooks, Highway
Joy Waterbury, Supervisor
Sue Wendt, Supervisor

AGENDA

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

MINUTES

Motion/second (Garro/Trochinski) to approve the minutes of December 1, 2015. Motion carried.

CORRESPONDENCE – None

PUBLIC COMMENT – None

APPEARANCE – None

IZAAK WALTON LEAGUE GIFT OF PROPERTY TO GREEN LAKE COUNTY

Lehner has received the Izaak Walton League by-laws and will be reviewing the material in the next week. This will be on the agenda next month.

USE OF COUNTY PROPERTY – None

**REQUEST FROM CITY OF BERLIN RELATING TO THE SALE OF COUNTY PROPERTY;
TAX PARCEL 206-03025-02000 – EVAN WENDLANDT**

Discussion was held. Evan Wendlandt will be invited to the next meeting to discuss the property. *Motion/second(Bernhagen/Trochinski)* to suspend action until the next P&I meeting. Motion carried.

PURCHASE REQUESTS

Coroner: Smart phone .01 for the phone and \$24.95/month
Motion/second(Garro/Bernhagen) to approve the purchase of the smartphone for the Coroner. Motion carried.

Circuit Court: Courtroom upgrade	Accurate Control	\$66,500.00
	SKC	\$36,343.52
	Arrow AV Group	\$14,515.64
	CEC	\$ 9,000

Motion/second(Trochinski/Garro) to approve the quote from CEC for \$9,000. Motion carried.

MONTHLY VOUCHERS

Vouchers were presented:

Purchasing: 2015 – \$9,480.95	2016 – \$1,750.67
Maintenance: 2015 – \$7,514.58	2016 – \$581.03
Radio Tower: 2015 – \$1,071.68	2016 – \$ 0
Parks: 2015 – \$593.73	2016 – \$28.88

Motion/second (Garro/Bernhagen) to approve the vouchers as presented. Motion carried.

RESOLUTIONS/ORDINANCES – None

MAINTENANCE REPORT

The Report was submitted to the Committee.

- Monthly activities – The report was reviewed
- Fox River Industries Bathroom Remodel: The bid specification will be sent out.

PARKS & RECREATION

The Parks report was reviewed.

- Monthly activities – The report was reviewed
- Weir requested permission to allocate unused funds for an additional payment on the Wacker Wheel Loader. This will be on the agenda next month.

CLERKS REPORT – None

CLOSED SESSION

Motion/second(Garro/Bernhagen) to convene into closed session pursuant to Wis. Stat. section 19.82(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. This closed session is in regarding a notice of claim. Roll call vote 4 ayes, 0 nays, 1 absent (Thom), motion carried.

RECONVENE INTO OPEN SESSION

Motion/second(Trochinski/Bernhagen) to resume open session. Roll call vote 4 ayes, 0 nays, 1 absent (Thom), motion carried. No action taken.

COMMITTEE DISCUSSION

Future Meeting Date: Regular Meeting: February 2, 2016 at 5:00 pm.

Future Agenda items for action & discussion:

ADJOURNMENT

Reabe adjourned the meeting at 5:22 pm. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk

DRAFT

**REQUEST FOR COMMITTED FUNDS
PROPERTY & INSURANCE COMMITTEE
March 2016**

PURCHASING

Copy machines

15-100-04-51430-810		\$.00
15-101-04-51420-999-000		<u>\$20,849.51</u>
(Annual copy machine purchase)	<u>TOTAL</u>	\$20,849.51

INSURANCE

Loss Control

15-100-04-51930-507-000		\$ 845.82
15-101-04-51930-999-000		<u>\$2,332.25</u>
	<u>TOTAL</u>	\$3,178.07

911

Upgrade 911 Equipment

15-100-00-58300-000-000		\$ 3,880.00
15-101-00-58300-999-000		<u>\$50,852.71</u>
	<u>TOTAL</u>	\$54,732.71

911 User Fee

15-101-00-58200-999-002	<u>TOTAL</u>	\$10,880.00
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February 2, 2016
Property & Insurance Committee
Monthly Report- Maintenance/Parks & Recreation

Highway Department 1 & 2

New windows- insulation and trimming completed-2
Installed new 80,000 btuhr ceiling mount forced air furnace south bay-2
Drilled access hole in wall for IT cat wire for printer upper level-1
Installed 220v20a circuit and all terminations for portable brine pump install-1

Towers

All tower sites- emergency generator timers/controllers 9v batteries replaced
Berlin site access not plowed-01/05/16 inspection-reported to Communications admin.
Markesan site access not plowed-01/05/16 inspection-reported to Communications admin.
Green Lake site-red beacon (night beacon) not operating-01/08/15-Reported to Corrections Admin.
Scheduled Maintenance performed
General Maintenance performed

FRI

Bid Request for restroom remodel posted in paper(s)/trade advertisement
Maintenance Requests performed

571 County Road A

Replaced defective emergency light-Courtroom A-(charging system bad)
Replaced closure HHS lobby entrance door-Warranty
Repaired task light room #2135-HHS
Replaced ADA drive and closure unit- HHS staff entrance door-\$3,608.00
Replaced 2 light bulbs Phase 2- UWEX open office area
Request to check out upright reach in cooler- kitchen- getting warm-Checked-Going through defrost cycle-Corrections
Repaired intercom station cell D#1-Corrections
Unplugged toilet cell D#1-Corrections
Replaced light bulb-Security Elevator-Corrections
Unplugged toilet rec. #4 -Corrections
Repaired door handle- door #3-booking-Corrections
Unplugged toilet cell C#9-Corrections
Repaired bent latch assembly on door- laundry/restroom area-Corrections

Repaired north overhead garage door lift arm-sally port-Corrections
Mandated fire suppression system inspection completed/ kitchen-Corrections
Installed 220v/15a floor outlet in training room phase 2 LL for portable cook top unit-UWEX
Replaced defective compressor capacitor in HP 2.17/Dev 210-jail admin office-Corrections
Unplugged sink drain cell E#1-Corrections
Repaired lint trap- dryer-Corrections
Scheduled service completed on elevators-Otis- Door closure spring adjusted elevator # 1
Wiring ran for electrical test stations/ Single and Three Phase-Maintenance area LL Phase 1
Repaired bent metal shelving -DA
Entered into a twice yearly maintenance service contract with Basset Mechanical for all 6 OAHP's-
Reason for this is we are now at 30% of the life cycle of this equipment.
Guards installed on electrical emergency heaters (2) thermostats -LL sheriff's garage
Replaced drive belt on RF/OAHP 2
Scheduled Maintenance performed
General Maintenance performed

Parks

General Maintenance performed
Scheduled Maintenance performed

Submitted by:

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