



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 12/02/2016

Amended* Post Date: 12/05/2016

The following documents are included in the packet for the Property and Insurance Committee on December 6, 2016:

- 1) Amended* Agenda**
- 2) Draft minutes from the 11/01/2016
- 3) Letter from Joy Waterbury regarding the IT Server HVAC Issue
- 4) Palm Print Scanner Purchase Request
- 5) 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: December 6, 2016 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

Margaret R. Bostelmann
Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: 11/01/2016
6. *Open Snowmobile Bridge Bids
7. IT Server HVAC Issue
8. Parks and Recreation Fund
9. Correspondence
10. Public Comments (3 min limit)
11. Izaak Walton League Gift of Property to Green Lake County
12. Use of County Property
13. Purchase Requests
 - Finger Print/Palm Scanners
14. Monthly Vouchers
15. Resolutions/Ordinances
16. Green Lake Multi Use Trail
17. Maintenance Report
 - Monthly Activities
18. Parks & Recreation Report
19. Clerk's Report
20. Committee Discussion
 - Future Meeting Dates: Regular Meeting January 3rd, 2016 at 5:00 PM
 - Future Agenda items for action & discussion
21. Adjourn

**Notice is hereby given that a majority of the Green Lake County Board of Supervisors may be present at this meeting to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the County Board pursuant to the Badke Decision and must be noticed as such although the County Board will not take any formal action at this meeting.*

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
November 1, 2016

The meeting of the Property and Insurance Committee was called to order by Chair, Vicki Bernhagen, on Tuesday, November 1, 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: Vicki Bernhagen
Richard Trochinski
Bob Lyon
Mike Starshak

Absent: Patti Garro

Also Present: Marge Bostelmann, County Clerk
Scott Weir, Maintenance
Amy Brooks, Highway
Jason Jerome, HHS Director
Paul Gunderson, LCD

Dawn Klockow, Corporation Counsel
Sheriff Podoll
Harley Reabe, Board Chair
Joy Waterbury, Supervisor

AGENDA

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

MINUTES

Motion/second (Starshak/Lyon) to approve the minutes of October 4, 2016. Motion carried.

APPEARANCES – None

PARKS AND RECREATION FUND

The members of the Parks Recreational Fund Board met and made the following motion:

Motion/second (Peters/Morris) to close the fund and have the fund balance transferred to the Park Donation account with the funds earmarked for ADA projects. Motion carried.

Klockow reviewed the Parks Recreational Fund contract with the Oshkosh Foundation. Based on her review, to close the Fund, a copy of the Parks Recreational Fund meeting minutes with the motion to close the Fund and a letter from the Highway Chairman, Paul Schwandt requesting to close the Fund should be sent to the Oshkosh Foundation. Discussion held.

Motion/second(Starshak/Lyon) to move forward to close the fund. Motion carried.

CORRESPONDENCE – None

PUBLIC COMMENT – None

IZAAK WALTON LEAGUE GIFT OF PROPERTY TO GREEN LAKE COUNTY

A meeting is scheduled for Monday November 7th to discuss the easements that will need to be created.

USE OF COUNTY PROPERTY

- Highway Grounds – Ripon High School Track Meet

- Highway Grounds – Disaster Relief

Motion/second(Lyon/Trochinski) to approve the use of the Highway grounds. Motion carried.

PURCHASE REQUESTS

Highway:

2 New Tri-Axle Truck & Equipment	Quality Truck – Western Star	\$238,462 – recommended
	Truck Country – Freightliner	\$238,400
	Packer City – International	\$247,189
	Truck Country – Western Star	\$246,794
	Fond du Lac Truck – Mack	\$251,730
	Casper Truck Equipment	\$211,590 – recommended

Motion/second(Lyon/Trochinski) to approve the purchase of one tri-axle truck from Quality Truck and the equipment from Casper Truck Equipment in 2017 and one in 2018. Motion carried.

Land Conservation:

2016 Kawasaki 601 4x4	Bignell’s Powersports	\$7,000.00 – recommended
	Bohn Implement	\$9,125.00 to \$10,095.00
2016 Kawasaki 10 ft. trailer	Eldorado Trailer Sales	\$1,795.00
	Big Trailers	\$1,687.00 – recommended

Motion/second(Lyon/Trochinski) to approve the purchase of the UTV from Bignell’s for \$7,000 and trailer from Big Trailers for \$1687.00. Motion carried.

Parks & Recreation:

Grasshopper Model 725DT lawn mower:	Waupun Equipment	\$12,375.00 – recommended
	Bignell’s Powersports	\$12,800.00
	Schultz Small Engine	\$13,676.25

Motion/second(Starshak/Trochinski) to approve the purchase of the lawn mower from Waupun Equipment for \$12,375. Motion carried.

MONTHLY VOUCHERS

Vouchers were presented:

Purchasing:	\$17,116.68
Maintenance:	\$52,989.08
Radio Tower:	\$0
Parks:	\$1,555.96

Motion/second(Trochinski/Starshak) to approve the vouchers as presented. Motion carried.

COMMITTED FUNDS

The list of committed fund categories for maintenance, parks, 911, and loss control were presented.

Motion/second(Lyon/Trochinski) to approve the committed fund categories for 2017. Motion carried, 3 ayes, 1 abstention (Starshak).

RESOLUTIONS/ORDINANCES – None

GREEN LAKE MULTI USE TRAIL

No update.

MAINTENANCE REPORT

The Report was submitted to the Committee.

- IT Server Room HVAC issue:

Weir explained how the two air conditioning units work in the two server rooms, IT and dispatch. Weir explained that the two units are on the geothermal system and there is no back up if the geothermal system goes out. Putting a three phase unit not on the geothermal would cost be \$28,000 for both areas. Bernhagen would like to see this happen and asked if there is funding at the end of the year could funds be designated for this project. Reabe, Finance Chair stated this would be a Finance Committee decision. He stated that the budget is tight this year. Discussion was held. The Committee will monitor the situation.

- Install Wall between Land conservation and Planning & Zoning.

Gunderson stated that this has been brought up several times on whether to combine LUPZ and LCD into one department. The LCD committees viewed the departments and the temporary wall. The Land Conservation Committee recommends that the wall be filled in. Starshak asked that this be deferred until LUPZ Committee has time to review it.

Weir estimates the cost of \$40.00 for materials with labor by the maintenance employees.

Motion/second(Lyon/Trochinski) to approve the wall pending LUPZ committee approval. Motion carried, 3 ayes, 1 nay (Starshak).

- Monthly activities – The report was reviewed. Lyon questioned that repair for the Lake Steel Street roof and will there be a problem if it is not repaired before winter. Weir stated that Maintenance will continue to monitor the roof over the winter and will address any problems as they occur until the repair can be made.

PARKS & RECREATION REPORT

The Parks report was reviewed.

- Activities – Activities were reviewed.

CLERKS REPORT – None

COMMITTEE DISCUSSION

Future Meeting Date: December 6, 2016 at 5:00 pm.

Future Agenda items for action & discussion:

ADJOURNMENT

Bernhagen adjourned the meeting at 5:51 PM.

Submitted by,

Marge Bostelmann
County Clerk

Dear members of the Property and Insurance Committee,

10/25/16

Re: IT Server Room's HVAC progress

On October 4 the IT Committee met with Maintenance Supervisor Scott Weir to discuss the problems with the main Server Room's HVAC system. Mr. Weir explained about the system, provided packets of information educating the committee on the system and how it functions, and answered questions from committee members.

I'm writing today to share some of that information with you. I'll do my best to nutshell the issues.

Our main Server Room is equipped with a "redundant cooling system" consisting of two air-conditioning units, affectionately called "Lieberts". In a perfect world, the two units work together to maintain the acceptable room temperature. Should one of the units malfunction, the other is suppose to detect the rising temperature and kick in.

PROBLEM A

1. Our "Redundant" system is no longer "Redundant" and is not operating in the manner in which it was originally designed. Apparently there were some maintenance issues and wiring modifications had to be made. I'll defer to Mr. Weir's expertise for an explanation of those details.
2. There have been six overheating incidents since April, 2014 (see attached chart) that all seem to stem from this issue:
 - ✦ One of the units malfunctions and begins blowing hot air into the server room.
 - ✦ The backup unit, which no longer senses temperature, now only activates when the first unit stops running. As long as the first unit is running (even blowing hot air) the backup will not kick in to provide cooling.

PROBLEM B

3. Our Server Room cooling system is dependent upon our building's geothermal system. A failure of our geothermal system would adversely affect BOTH cooling units resulting in catastrophic loss of equipment, time and cost of additional man-power to restore systems and data, as well as severe interruption of employee job performance, public services and multitudes of other responsibilities in all departments and at all levels of our operations.

PROPOSED SOLUTIONS

5. Mr. Weir has a quote of \$28,000 from Bassett to install a segregated, temperature actuated unit that would kick in when the existing Liebert units go on the fritz or in the event we lose geothermal support.
6. The issue with the Liebert Unit that has the tendency to heat the room should be addressed to minimize emergency situations, and so the new backup unit doesn't spend it's life fighting the heat generated by the existing unit.
7. We should at least investigate whether the original redundant design of the Liebert system could be restored, updated or repaired, to operate as it was intended and what the cost would be to do that.

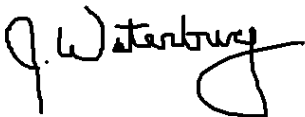
COST OF PAST FAILURE

In April, 2014 an overheating incident took place that caused \$10,000 in damage to the tape backup library, power supplies, a complete server and hard drives. The damage to the tape library was \$6,000 and was covered by insurance.

This incident was fairly isolated and did not result in large downtime or loss of data or work stoppages for other departments, just a lot of work for IT. We need to consider the cost involved with more frequent and more serious incidents if things persist. That would include the possibility of department(s) being down for extended periods, loss of data and interruptions in services.

Thank you for your time and consideration of this matter.

Sincerely,

A handwritten signature in black ink that reads "J. Waterbury". The signature is written in a cursive style with a large, sweeping flourish at the end.

Joy Waterbury
Chairman
IT Committee

TIMELINE OF SYSTEM MALFUNCTIONS

April, 2014	Cooling units fail at 10 p.m. without warning. Equipment overheats causing sporadic and scattered outages throughout system. Failure was not discovered until the next morning when staff arrived.	<p><i>Several components are damaged by heat stress.</i></p> <p><i>Insurance covers \$6,000 of the cost of the \$10,000 loss.</i></p> <p><i>A temperature activated Email alert system is established.</i></p> <p><i>Shut down protocols are established: List prioritizing the various systems involved and the order shut down will occur.</i></p>
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Since April of 2014 the following malfunction incidents have occurred:

DATE	TIME	EMAIL	TEMPERATURE
June 5, 2015 (Friday)	5:30 p.m. - 6:10 p.m.	4 Alerts	79, 79 83, 81
June 19, 2015 (Friday)	8:10 p.m.	1 Alert	80
July 19, 2015 (Sunday)	12 a.m. to 1:10 p.m.	7 Alerts	80, 86, 90, 92, 95, 96, 96
Oct. 25, 2015 (Sunday)	2 p.m. to 2:50 p.m.	6 Alerts	83, 88, 91, 93, 93, 92
July 30, 2016 (Saturday)	5:10 p.m. to 6:30 p.m.	9 Alerts	81,83,84,86,87,87,88,88,89

Request for Purchase Approval

Item to be purchased: (2) LiveScan Units with printers

Sheriff's Recommendation: To Purchase them from MorphoTrak

Account Name and Number: 16-100-09-52700-999-008 (\$15,714)
16-100-09-52700-240-000 (\$11,000)

Governing Committee: Judicial and Law Enforcement

Governing Committee Approval Date: November 9, 2016

Property and Insurance Approval Date: December 6, 2016

Reason for Purchase: We are required to send fingerprints of persons charged to the State, both for persons in custody and those who are not in custody. The LiveScan units that we have are both outdated and use Windows XP software which is no longer supported. We are applying for a grant for a portion of this cost.

Bid Information each: MorphoTrak \$13,537.00
State of Wisconsin ID partner for 20 years

MorphoTrak's on-going commitment to customer satisfaction and the delivery of the highest level of support in the industry is demonstrated by our placing resources in the field near the customer to provide on-site customer support.

Our standard warranty is 1 Year on-site for both parts and labor. Green Lake County Sheriff's Office report a problem, MorphoTrak will dispatch a MorphoTrak Representative from our Madison, Wisconsin office to go on-site to resolve the problem as opposed to other vendors who send a "box with a replacement part". We send a highly trained support representative to provide problem resolution. This ensures that Green Lake County Sheriff's Office staff members are not burdened with the added task of "parts replacement".

MorphoTrak has been the sole provider of the WDOJ AFIS System since 1993

Solution Description and Pricing

MorphoTrak proposes the equipment and services described in Table 1.

Tenprint/Palmprint Capture - Desktop		Table 1. Pricing
Description	Unit Price	
MorphoTrak LiveScan Station Desktop Tenprint/Palmprint, including: <ul style="list-style-type: none"> ◆ MorphoTrak LiveScan Station Application Software ◆ FBI Appendix F Certified Tenprint/Palmprint 500PPI Scanner with Moisture Discriminating Optics Scanner™ (MDO) Block Technology ◆ Computer, monitor, keyboard ◆ UPS ◆ RMS Interface ◆ Printer Black & White Tenprint Card, Duplexer, +1 additional Tray ◆ Foot pedal for hands free advancement ◆ Standard WDOJ Workflows and Profiles ◆ Installation / On-site Training ◆ Warranty: 1 Year On-site Advantage Solution warranty, 9x5, Next day on-site response and parts replacement ◆ Freight 	\$15,041	
Less discount for receipt of Purchase Order by no later than 11/25/2016		(\$1,504)
TOTAL		\$13,537
Annual Maintenance – (to start after 1 Year Warranty)		
Annual Maintenance <u>On-site Advantage</u> Solution, 9X5, Next day on-site response and parts replacement	\$2,205	

Standard shipping is 30 days after receipt of order, or as otherwise scheduled.

Customer Responsibilities

Green Lake County Sheriff's Office is responsible for the following:

Connection to the Wisconsin Department of Justice (WDOJ) Badgernet network is required for electronic submission and is the responsibility of Green Lake County Sheriff's Office

- ◆ Providing necessary facility resources required for equipment installation and operation including access, space, environmental control, electrical power and networking.
- ◆ To obtain and maintain the required transmission lines and hardware for remote communications to and from the necessary agencies.
- ◆ Obtaining all required authorizations for connecting to the WDOJ.

MorphoTrak's Standard Warranty and Maintenance support includes remote dial in AND on-site support services.

Assumptions

In developing this proposal, MorphoTrak has made the following assumptions:

- ◆ Should Green Lake County Sheriff's Office desire or require the ability to interface the proposed MorphoTrak Livescan with an RMS / JMS, upon request MorphoTrak will provide Green Lake County Sheriff's Office an Interface Control Document (ICD) in which the Green Lake County Sheriff's Office RMS/JMS vendor can use to ensure compliance for the interface. Set-up will occur at the same time as the installation of the MorphoTrak LiveScan. Additional fees may occur if this set-up is requested at a later date.
- ◆ If it is determined that the RMS/JMS cannot meet the requirements of the ICD, MorphoTrak will analyze and quote any specific development needs required to establish the interface between the proposed MorphoTrak LiveScan and the Green Lake County Sheriff's Office RMS/JMS.
- ◆ An inter-agency agreement between Green Lake County Sheriff's Office and WDOJ will be in place.
- ◆ Green Lake County Sheriff's Office will provide all necessary communication to connect to WDOJ. This includes, but is not limited to hubs, routers, modems, etc.
- ◆ On-site Installation Services will be scheduled after network connectivity to WDOJ has been established and verified.

Additional engineering effort by MorphoTrak beyond the scope of the standard product will be quoted at a firm fixed price based on our current service rates in effect at the time of the change, plus any related travel or administrative expenses. Assistance with training and questions for the Green Lake County Sheriff's Office database or any programming, scripting, or review of programs beyond work quoted above are excluded from this offer.

*MorphoTrak 2016
Customer
Satisfaction
survey, 94% of
our customers
rated themselves
"Satisfied" or
"Very Satisfied"*

Prices are exclusive of any and all state, or local taxes, or other fees or levies. Customer payments are due to MorphoTrak within 20 days after the date of the invoice. Product purchase will be governed by the MorphoTrak Agreement, a copy of which is attached for your convenience. Firm delivery schedules will be provided upon receipt of a purchase order. No subsequent purchase order can override such terms. Nothing additional shall be binding upon MorphoTrak unless a subsequent agreement is signed by both parties.

MorphoTrak reserves the right to substitute hardware of equal value with equal or better capability, based upon market availability. If, however such equipment is unavailable, MorphoTrak will make its best effort to provide a suitable replacement.

Proposal Expiration: December 30, 2016

Purchase orders should be sent to MorphoTrak by electronic mail, facsimile or U.S. mail. Please direct all questions and order correspondence, including Purchase Order, to:

Noemi Islas
MorphoTrak
5515 East La Palma Avenue, Suite 100
Anaheim, CA 92807
Email: noemi.islas@morpho.com | Tel: (714) 238-2082 | Fax: (714) 238-2049

We look forward to working with you.

Sincerely,



Barry Fisher
Vice President, Sales - MorphoTrak

December 6, 2016
Property & Insurance Committee
Monthly Report
Maintenance/Parks & Recreation Departments

Highway Departments 1 & 2

Replaced photo eye for fuel station lights – HWY 2
Repaired overhead door opener damaged drive motor capacitor cover door #2 – HWY 1
Replaced damaged momentary on/off pendant pump/motor switch outside brine tank – HWY 1
Scheduled Maintenance performed
General Maintenance performed

Tower Sites

Installed new fuel shut off valve to generator motor – Green Lake
Generator motor/oil changed- Hours ran – Princeton
Generator GFI outlet for battery tender kicked out-reset- Berlin*
Replaced expired battery tender with new battery tender emergency generator – Berlin*
*Tender affected GFI
Scheduled Maintenance performed
General Maintenance performed

FRI

HVAC unit reported to be froze up-found thermostat set to 62 for cooling running 24/7 after hours and thermostat lock box missing
Maintenance Requests performed

Lake Steel Street

Fire inspection and Notice performed – Food Pantry
HVAC switch to winter mode – Food Pantry
Scheduled Maintenance performed
General Maintenance performed

571 County Road A

Report of intercom call button not working program room #1-removed intercom units from interior and exterior-tested electrically found no issues-tested calling on both (8) units to master control/master control reported that it was working - Corrections
Unplugged toilets Jail Rec. 4 – Corrections

Adjusted limit switch (closed position) door #14 – Corrections
Replaced single lamp in single light fixture walk in freezer – kitchen – Corrections
Tightened bolts on caster mounting brackets on food cart – kitchen – Corrections
Report of drains in unit A slow-Treated floor drains with alive bacteria- unit A – Corrections
Unplugged toilets Pod Area - 4 - Corrections
Replaced ballast and lamps unit A front shower – Corrections
Installed new cleaning chemical dispenser janitorial room – Corrections
Reset toilets Pod Area - 1 – Corrections
Replaced ballast and lamps unit I bathroom area – Corrections
Replaced lamp in task light room #2206 - DA
Signage installed and directory changed to reflect new County Admin. location
HVAC system programmed for winter/Phase 1 and 2
Assembled and installed new credenza/cabinetry moved environments office/conference room - LUPZ
Local fire department - fire inspection and notice performed
Elevator inspection and service completed Phase 1 and 2 – Otis
Replaced arm bushings, seat and rollers jail booking/rec chair - Corrections
Serviced and winterized fuel emergency generator
Scheduled Maintenance performed
General Maintenance performed

Parks

Replaced 2 vandalized barricades on boat launch pier ramps- 1 taken/ 1 smashed - Dodge
Scheduled Maintenance performed
General Maintenance performed

Maintenance

All equipment for winter and snow/ice removal serviced for season
Scheduled Maintenance performed
General Maintenance performed

Office Supply Requests-60
Maintenance Supply Requests-19
Maintenance Work Order Requests-43

Submitted by:


Scott A. Weir
Maintenance/Parks Director

Green Lake County