



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 08/02/18

Amended* Post Date:

The following documents are included in the packet for the Property and Insurance Committee on August 7, 2018:

- 1) Amended Agenda
- 2) Draft minutes from 06/05/18
- 3) 2019 Budgets
- 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: August 7, 2018 Time: 5:00 PM

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

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: 06/05/2018
5. Correspondence
6. Public Comments (3 min limit)
7. Use of County Property
8. Budget Adjustments
9. 2019 Budgets
10. Purchase Requests
11. Health Insurance for 2019
12. Dental Insurance Update
13. Resolutions/Ordinances
14. West Wing Security Update
15. Access Ability Wisconsin, Inc-All Terrain Wheelchair
16. Public Area Decorations Policy
17. Maintenance Report
 - Monthly Activities
18. Closed Session
 - Consider motion to convene into closed session per Wis. Stat. §19.85 (1) (e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session. This closed session relates to considering sale of county property (Parcel 006-00874-000).
19. Reconvene to open session to take action, if appropriate, on matters discussed in closed session
20. Committee Discussion
 - Future Meeting Dates: Regular Meeting September 4, 2018 -5:00 PM
 - Future Agenda items for action & discussion
21. 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

June 5, 2018

The meeting of the Property and Insurance Committee was called to order by Chair Vicki Bernhagen on Tuesday, June 5, 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
Mark Podoll, Sheriff
Amy Brooks, Hwy Commissioner

Dawn Klockow, Corporation Counsel
Harley Reabe, County Board Chair
Cathy Schmit, County Administrator
Todd Morris, Land Conservation

MINUTES

Motion/second (Trochinski/Garro) to approve the minutes of May 1, 2018 with no additions or corrections. All ayes. Motion carried.

CORRESPONDENCE – none

PUBLIC COMMENTS – none

USE OF COUNTY PROPERTY

- Catamaran Racing Association of Wisconsin (CRAW) Regatta
Motion/second (Garro/Hess) to approve the use of Sunset Park for the annual regatta on September 14 – September 16. All ayes. Motion carried.

BUDGET ADJUSTMENTS

- County Clerk – transfer \$13,079.00 from contingency funds to the insurance accounts for Vehicle Comprehensive and Vehicle Collision to cover the premium increase due to changing coverage from actual cost to replacement costs.
- County Administrator – transfer \$25,875.00 from various department mileage accounts to the Vehicle Lease and Fuel-Lease Vehicles accounts for new fleet vehicle program.

Motion/second (Trochinski/Garro) to approve the budget adjustments as presented. All ayes. Motion carried.

PURCHASE REQUESTS – none

RESOLUTIONS/ORDINANCES – none

REMOVAL OF COLD STORAGE BUILDING – HIGHWAY SHOP 2

Highway Commissioner Amy Brooks explained that the structure was built in 1961. It is not structurally sound and is not currently being used. *Motion/second (Garro/Hess)* to remove the cold storage shed. Ayes – 4, Nays – 1 (Abendroth). Motion carried.

WEST WING SECURITY UPDATE

County Board Chairman Reabe explained that a meeting scheduled for June 6 with Potter Lawson had to be rescheduled. This will be put on the next meeting agenda.

ACCESS ABILITY WISCONSIN, INC. – ALL TERRAIN WHEELCHAIR

Todd Morris of the Land Conservation department explained a program sponsored by Access Ability Wisconsin, Inc. which allows persons with disabilities to participate in outdoor activities through the use of an all-terrain wheelchair. The wheelchair and trailer are paid for by the organization along with all insurance and maintenance associated with its use. The county would act as a host location to store the wheelchair and provide someone to handle the deposit money, training, etc. Morris would be willing to be in charge of the program. Morris and Corporation Counsel Dawn Klockow will check into the legal aspect, develop a policy and give an update at the next meeting.

HEALTH INSURANCE RFP

A sample RFP (request for proposals) was handed out to the committee members regarding health insurance for 2019. Discussion held. *Motion/second (Abendroth/Garro)* to approve the RFP and send out. All ayes. Motion carried.

DENTAL INSURANCE RFP

County Clerk Liz Otto stated that several employees have expressed an interest in more comprehensive dental coverage. The county currently offers preventative services through the health insurance but that doesn't cover any procedures such as fillings, crowns, braces, etc. Otto did a survey of other counties and 28 of the 29 responding did offer dental coverage. The majority required employees to pay 100% of the premium. *Motion/second (Hess/Garro)* to approve sending out an RFP for dental coverage. All ayes. Motion carried.

SELF FUNDING FOR WORKMAN'S COMPENSATION

County Clerk Liz Otto stated that she contacted Aegis Corporation regarding the feasibility of changing to a self insured policy rather than a fully funded policy for our Worker's Compensation coverage. The committee was provided with an overview from Josh Dirkse, Director of Client Services at Aegis. His recommendation is to remain in the fully insured program at this time to offer the county the best financial protection. Chair Bernhagen stated we would remain fully insured at this time.

PUBLIC AREA DECORATIONS

A sample letter was presented to the committee which would be sent out to area schools and organizations requesting artwork and/or photos of the area to be displayed at the Government Center. Discussion held. The letter was approved with one change. Corporation Counsel Dawn Klockow will contact other counties to find out if others have a policy in regard to this and present her findings at the next meeting.

MAINTENANCE REPORT

- The report was reviewed. Discussion held.

COMMITTEE DISCUSSION

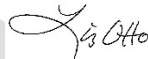
Future Meeting Date: *Motion/second (Hess/Garro)* to cancel the July 3 meeting. All ayes. Motion carried. Next meeting will be August 7, 2018 at 5:00 PM.

Future Agenda items for action & discussion: Health insurance RFP, dental insurance RFP, Access Ability Wisconsin All-Terrain wheelchair, public area decorations, update on West Wing security

ADJOURNMENT

Chair Bernhagen adjourned the meeting at 5:47 PM.

Submitted by,



Liz Otto

County Clerk

Green Lake County 2019 Budget

	----- 12/31/2016 -----	----- 12/31/2017 -----	----- ACTUAL 6/30/2018 -----	----- 2018 REVISED -----	----- 2019 PROPOSED -----
INSURANCE					
19-100-04-51920-000-000 INSURANCE	-	9,293	-	-	-
19-100-04-51930-154-000 RETIREE'S INSURANCE PREMIUM	9,217	(11,058)	13,593	39,565	14,520
19-100-04-51930-154-002 AFFORDABLE CARE ACT FEES (POCR)	-	-	-	-	525
19-100-04-51930-158-000 UNEMPLOYMENT COMPENSATION	13,800	-	7,400	5,000	5,000
19-100-04-51930-507-000 LOSS CONTROL TRAINING/SUPPLIES	1,630	2,654	952	2,500	2,500
19-100-04-51930-508-000 MONIES & SECURITIES	-	-	-	-	-
19-100-04-51930-509-000 PUBLIC LIABILITY	143,522	148,750	109,247	132,000	115,000
19-100-04-51930-509-001 LEGAL DEDUCTIBLE	5,627	956	-	1,000	1,000
19-100-04-51930-510-000 WORKMAN'S COMPENSATION	180,372	221,939	219,419	219,419	230,390
19-100-04-51930-511-000 BUILDINGS & CONTENTS	36,629	39,924	40,371	41,920	42,390
19-100-04-51930-512-000 VEHICLE COLLISION	8,506	4,473	11,334	11,334	11,900
19-100-04-51930-513-000 VEHICLE COMPREHENSIVE	5,670	10,800	26,470	26,445	27,767
19-100-04-51930-515-000 BOILER INSURANCE	4,714	4,714	4,714	4,950	4,950
19-100-04-51930-516-000 CONTRATORS EQUIPMENT	-	-	-	-	-
19-100-04-51930-517-000 LIFE INSURANCE - MUNICIPAL	3,763	3,961	1,981	4,200	4,200
19-100-04-51930-519-000 INSURANCE CLAIMS - DEDUCTIBLES	4,024	(13,522)	-	10,000	10,000
19-100-04-51930-521-000 OFFICIALS BONDS	1,747	1,747	1,803	1,835	1,893
19-100-04-51930-522-000 PUBLIC EMPLOYEE BONDS	2,478	2,395	2,422	2,513	2,550
TOTAL EXPENDITURES	421,699	427,027	439,706	502,681	474,585

	----- 12/31/2016 -----	----- 12/31/2017 -----	----- ACTUAL 6/30/2018 -----	----- 2018 REVISED -----	----- 2019 PROPOSED -----
FINANCING PROPOSAL					
19-100-00-48400-000-000					
INSURANCE CLAIMS & REFUNDS	27,141	14,775	-	20,000	5,000
19-100-00-49220-000-000					
INTRADPARTMENTAL REVENUES - HWY	74,039	91,241	-	88,732	102,866
NEW ACCOUNT					
INTEREST HRA/FLEX MM ACCOUNT	-	-	-	-	780
TOTAL REVENUES	101,180	106,016	-	108,732	108,646
COUNTY APPROPRIATION				393,949	365,939

GREEN LAKE COUNTY 2019 BUDGET

	----- 12/31/2016 -----	----- 12/31/2017 -----	----- ACTUAL 6/30/2018 -----	----- 2018 REVISED -----	----- 2019 PROPOSED -----
PURCHASING / UTILITES					
19-100-04-51430-220-000 CABLE TV	3,508	3,513	1,756	3,600	3,600
19-100-04-51430-221-002 WATER & SEWER JUSTICE CENTER	21,517	20,268	5,368	21,600	21,600
19-100-04-51430-221-003 WATER & SEWER FOOD PANTRY	587	-	-	-	-
19-100-04-51430-221-004 FIRE PROTECTION BERLIN	221	96	18	200	250
19-100-04-51430-221-005 DRAINAGE SPECIAL CHARGES	(10)	4	-	328	4
19-100-04-51430-222-002 ELECTRIC/GAS - JUSTICE CENTER	160,498	155,301	79,496	160,500	160,500
19-100-04-51430-225-000 TELEPHONE	38,673	31,864	12,060	22,600	26,500
19-100-04-51430-303-000 CODIFICATION	2,773	3,964	4,262	4,000	5,500
19-100-04-51430-310-000 OFFICE SUPPLIES	49,429	39,418	(3,898)	-	-
19-100-04-51430-311-000 POSTAGE	40,687	29,701	11,582	40,800	36,000
19-100-04-51430-313-000 PRINTING COSTS	15,891	13,131	16,000	16,000	16,000
19-100-04-51430-330-000 TRAVEL	981	1,040	118	200	25
TOTAL EXPENDITURES	334,755	298,301	126,761	269,828	269,979
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FINANCING PROPOSAL					
19-100-04-47411-001-000 REVENUE OFFICE SUPPLIES	310	258	53	-	-
19-100-04-47411-002-000 REVENUE POSTAGE	9,559	9,022	6,243	10,000	9,000
TOTAL REVENUES	9,868	9,280	6,296	10,000	9,000
COUNTY APPROPRIATION				259,828	260,979

Tuesday August 07, 2018
Property & Insurance Committee
Monthly Report
Maintenance Department
Parks & Recreation Department

571 County Road A

Moved environments in room #2126 – HHS
Replaced ballast first row light room 1151 – HHS
Installed bulletin board on wall per request – 1st floor lobby – HHS
Installed framed poster on wall per request – 1st floor lobby – HHS
Request to increase length of time on light sensor in women's restroom 2nd floor - DA
Cleaned up copier cartridge ink spillage on carpet as best we could – ROD
Dry fire suppression system inspected/maintenance/test completed ROD vault 07/23/18 - ROD
Repaired sink fixture – work area – TRES/CC/ROD
Request to remove light bulbs above purchasing clerk desk/to bright – removed outer lamp ballast - CC
Cleaned up carpet from reported copier toner spillage - ROD
Set up Training Room per request for 06/07/18 - UWEX
Set up Training Room per request for 06/19/18 – UWEX
Set up Training Room per request for 07/26/18 - LCD
Loaded/hailed/delivered all fair materials and supplies to highway grounds per request - UWEX
Replaced 2 damaged delineators/ staff parking – HHS
Set up Training room per request for 07/11/18 – HHS
Report of door latch sticking room #2104 /cleaned adhesive type film from latch/bolt area – HHS
Set up Training Room per request for 07/26/18 - LC
Move server rack and cabinet to Lake Steel St. facility sever/electrical room per request - IT
Location of County Car Pool parking designated and signage installed
Adjusted facilities booster pump(s) operating pressure to compensate for city of green lake water tower maintenance through August Of 2018
Exterior of windows of the entire facility cleaned – 06/21/18 - Fish Widow Cleaning
Fire Suppression system inspection/maintenance performed on facility/ 07/20/18 – Preztborn
Took delivery of leased truck for maintenance department 07/31/18 – MPR
2009 Dodge Ram taken for air bag recall/inflator replaced/restraint system verification test - MPR
Replaced defective air switch water heater #3
Planted 2 Spirea shrubs in place of 2 damaged arborvitae trees east side of facility north side of communications center/Spirea's will reach approx. height of 36"-48" has twisted serrated leaves and lovely flower clusters. Ideal for low borders, hedges or mass plantings and creates a stunning accent in the landscape.
Replaced 2 damaged delineators/ staff parking – SO
Replaced armrest and pad on office chair room #1213 - SO
Filled in washout around city fire hydrant SO parking area with ¾ gravel and top soil
Report of high pitch sound coming from fire alarm speaker in HHS nurses area/found audio switch left on in fire alarm panel – Communications

Repaired sealant around toilet mount – Communications
Repaired position #1 door under desk - Communications
Re-installed removed stool Unit C/installed with 3"x 3/8" cement anchors - Corrections
Request to remove inside panic locking mechanism on laundry restroom/remove - Corrections
Unplugged prep area sink drain/kitchen - Corrections
Replaced lamps and ballast Unit K above toilets - Corrections
Installed new heating element in dishwasher wash tank/kitchen - Corrections
Removed ink pen insert from faucet button Unit E-5 - Corrections
Replaced 2 lamps booking front area – Corrections
Reattached seal around clothes washing machine door - Corrections
Repaired floor with hydraulic cement where anchors were torn out by stool being removed Unit E - Corrections
Report that latch mechanisms are sticking on both unit doors and meal traps/found to be dirty/cleaned and lube advised to clean up spills on meal doors when happens to prevent sticking - Corrections
A bolt securing stool "came out" Unit D – Installed bolt- Corrections
Replaced broken hose fitting wash down area/kitchen – Corrections
Repaired hand sprayer spray dish wash area put sleeve to prevent damage – Corrections
Repaired upright spring dish washing hand sprayer/heated and bent back into place/reminded staff to use for designated purpose - Corrections
Replaced ballast in fixture Unit M - Corrections
Power washed west wall corrections/kitchen sally port swallow nest remains - Corrections
Repaired lock cylinder on program 1 closet door – Corrections
Ordered and installed new fatigue mat for prep area/kitchen – Corrections
Replaced ballast in light fixture records room back wall - Corrections
Assembled and installed 3 drawers to replaced damaged ones – Victim Witness – DA
Repaired inter com switch on unit in Huber locker room shower side – Corrections
Report of slow draining prep area right side sink – cleaned non disposal side of food pieces - Corrections
Replaced 2- 4' lamps in light fixture booking side of door #3 – Corrections
Replaced vac breaker on toilet- kitchen staff restroom – Corrections
Request to fix D 2 toilet fixed ASAP. Checked with corrections officer they said no issue with toilet – Corrections
Request to remove toilet paper roll stuck in sky light Unit L – Corrections
Repaired loose drain back sink/drain pipe getting hit with mop – tighten - Corrections
Replaced 1 lamp by dish machine kitchen – Corrections
Request to fix toilet A – Checked with corrections officer said no problems that they were aware of. - Corrections
Reported that exhaust from dish machine was not pulling steam away/checked/found switch in the off position - Corrections
Report of louder noise coming from garbage disposal kitchen prep area – Found water turned off/turned on and cleaned valve body – Corrections
Replaced lamp inside dish machine hood/ kitchen – Corrections
Report of cold water button stays on for sink in Unit be cell #1/ button and housing around dirty-cleaned - Corrections
Replaced lamps/ballast Unit C shower light – Corrections
Report of drain in Master Control staff sink takes forever to drain/removed food debris and other unidentifiable items - Corrections
Report of Unit B door extremely difficult to shut-latch is very stiff –dirty/cleaned/lubed – Corrections

Program 1 door will not shut without person shutting it, it will not shut on its own – Adjusted 2nd stage closure speed and cleaned – Corrections
Unplugged toilet Unit A - Corrections
Replaced ballast and lamps back shower area unit N – Corrections
Replaced ballast and lamps unit N in bathroom area night lite – Corrections
General Maintenance performed
Scheduled Maintenance performed

Towers

General Maintenance performed
Scheduled Maintenance performed

Highway Department

Repaired damaged water line north east hose bib/Installed brace and painted safety yellow to help prevent future damage – Shop 1
Ran approx. 40' network cable from server area to parts desk per IT request – Shop 1

Lake Steel Street

Chip sealing of parking lot completed 06/05/18 – HWY Dept.
General Maintenance performed
Scheduled Maintenance performed

FRI

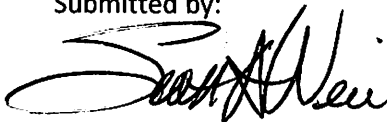
Installed approx. 150 ft. of ½" compressed air line from air compressor to load dock- per request 07/10/18
Installed 2- 1 ¼" x 48" with 2 3/4" off set brushed stainless ADA partition grab bars – per request 07/10/18
Report of AC not working in lunch room – found disconnect shut off on compressor/turned on
Delivered Xerox copier - MBM ID #43746 – IT
Spot sealed areas on exterior of metal roof where requested in production area
PU copier per request from IT and delivered to IT/Kyocera KM-5035 - IT

Parks & Recreation

Yearly well inspection performed by DNR-07/22/18 – Dodge Memorial
Mowed shoulders City of Green Lake MUP – 07/11/18
Replaced damaged corner bumper dock 2 – Sunset Launch
Replaced damaged corner bumper dock 3 – Dodge Launch
Cleaned up excessive amounts of broken glass – Dodge Memorial Park
Jacob Milstad started LTE Summer Maint/Parks on 06/11/18
06/18/18 and 06/19/18- Cut and hauled 60 % of 2 very large willow trees that fell partially on park side and water side on 06/17/18 balance on water will be done when it can safely be removed in the winter.
– Dodge

Continuing to clean up household trash dropped by parks/boat launch dumpsters 2 pickup truck loads (6 yards) from 04/2/18-04/09/18
Replaced vandalized toilet with new one/ men's rest room/pavilion - Dodge
Mascoutin Valley State Trail graded- 06/11/18
Mascoutin Valley State sprayed – 06/27/18
Complaint of one of Dodge Memorial Park pavilion security lights shining to bright approx... ¼ mile across lake/ Beyer's Cove area/ repositioned approx... 10 degrees to west - Dodge
Installed new corner bumper boat launch 3 – bumper missing – Dodge
Mowed shoulders - Mascoutin Valley State Trail – 06/05/18
Replaced vandalized Boat Launch Fee sign/launch 1 - Sunset
Report of dust to dawn light out at Spring Lake Park/Kingston – Contacted electric company (company owned) Requested change out to LED fixture
Completed DNR trail inspection – forwarded report- 06/05/18 – Mascoutin Valley State Trail
Mowed shoulders City of Green Lake MUP – 06/04/18
Scott Weir, Ron Severson and Zach Walker attended the Annual District State Trail Cooperative Meeting on 06/28/18 held at the Fond du Lac City/County Government Center, Discussion were held on current issues, reviewed policies and exchanged information and ideas.
2019 Parks & Recreation Budget submitted to County Administrator/07/25/18
General Maintenance performed
Scheduled Maintenance performed

Submitted by:



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