



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 11/01/18

Amended* Post Date:

The following documents are included in the packet for the Property and Insurance Committee on November 6, 2018:

- 1) Agenda
- 2) Minutes from 10/2/18 and 10/23/18
- 3) Purchase Request
- 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: November 6, 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: 10/2/18 and 10/23/18
5. Correspondence
6. Public Comments (3 min limit)
7. Budget Adjustments/Line Item Transfers
8. Purchase Requests
9. Worker's Compensation Update for 2019
10. West Wing Security Update
11. Maintenance Report
 - Monthly Activities
12. Committee Discussion
 - Future Meeting Dates: Regular Meeting December 4, 2018 -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 2, 2018

The meeting of the Property and Insurance Committee was called to order by Chair Vicki Bernhagen on Tuesday, October 2, 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
Tony Daley, Berlin Journal
Jason Jerome, HHS Director
Cathy Schmit, Cty Administrator

Dawn Klockow, Corporation Counsel
Tyrone Johnson, Hwy Commissioner
Lori Evans, SO Admin Asst
Sheriff Mark Podoll

MINUTES

Motion/second (Hess/Garro) to approve the minutes of September 4, 2018 with no additions or corrections. All ayes. Motion carried.

CORRESPONDENCE

County Clerk Liz Otto stated that \$65.00 was received in boat launch fees for the Catamaran Racing Association of Wisconsin (CRAW) Regatta which took place at Sunset Park in September.

PUBLIC COMMENTS - none

BUDGET ADJUSTMENTS/LINE ITEM TRANSFER - none

PURCHASE REQUESTS

- Purchase of new iPhone for new superintendent at the Highway Department

Motion/second (Garro/Hess) to approve the purchase of an iPhone for the new superintendent. All ayes. Motion carried.

USE OF COUNTY PROPERTY

- Green Lake High School Homecoming – use of highway grounds for bonfire
Highway Commissioner Tyrone Johnson stated that the bonfire has been canceled due to the wet conditions.

RESOLUTIONS/ORDINANCES

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

Motion/second (Abendroth/Trochinski) to approve the resolution and forward to Personnel and County Board for final approval. Discussion held. All ayes. Motion carried.

MEMORIAL WALL IN THE SHERIFF'S OFFICE - EOC

Sheriff Mark Podoll requested approval from the committee to paint the northeast corner wall in the EOC with a memorial to fallen officer Bruce Williams to commemorate the 15th anniversary of his passing. The wall will be dedicated on October 19, 2018 as part of the ceremonies planned.

Motion/second (Garro/Hess) to approve the proposed painting as outlined. All ayes. Motion carried.

COLD STORAGE BUILDING FOR HIGHWAY DEPARTMENT

Highway Commissioner Tyrone Johnson stated the proposed cold storage building will replace the existing structure which has been approved for demolition. Highway department personnel will do the work on the structure with assistance from the maintenance department.

Motion/second (Abendroth/Hess) to approve the estimate from Menard's for materials not to exceed \$43,754.44. All ayes. Motion carried.

WEST WING SECURITY UPDATE

County Administrator Cathy Schmit gave an update on the presentation from Potter Lawson with cost estimates for 3 primary phases – security equipment, renovation of the front entrance, and increased security in the West Wing offices. Equipment and materials for all 3 phases would be close to \$1,000,000. She stated that Potter Lawson will be providing firmer estimates within a week so she will give more information at the next meeting.

UPDATE ON DECORATION SUBMISSIONS

County Clerk Liz Otto stated that there has been no response from any of the letters sent out.

MAINTENANCE REPORT

- The report was reviewed. Maintenance Supervisor Scott Weir gave an update.

COMMITTEE DISCUSSION

Future Meeting Date: Next meeting date: November 6, 2018 at 5:00 PM.

Future Agenda items for action & discussion:

ADJOURNMENT

Chair Bernhagen adjourned the meeting at 5:27 PM.

Submitted by,



Liz Otto

County Clerk



REQUEST FOR PURCHASE APPROVAL

Item To Be Purchased:

Department:

Account Number:

Governing Committee:

Governing Committee Approval Date:

P&I Approval Date:

Reason for Purchase:

November 06, 2018
Property & Insurance Committee
Monthly Report
Maintenance Department

571 County Road A

Replaced diaphragm kit toilet flush valve/Unit D #5 – Corrections
Removed corrections raise garden units and leveled both corrections garden areas to return to lawn/all equipment affiliated with garden returned SO lower level garage unwanted items disposed of – Corrections
Replaced 2 lamps in fixture between secure doors 5/6 – Corrections
Report of garbage disposal not making normal sounds after peanut butter packets went in drain/cleaned out plastic containers/kitchen – Corrections
Report of Huber shower drain clogged water standing on floor/checked/water gone/treat with cleaner – Corrections
Replaced missing security bolt from back table stool Unit E – Corrections
Replaced 2 lamps in fixture Unit B under mezzanine nearest shower – Corrections
Re-installed front panel on dishwasher that was removed/kitchen – Corrections
Replaced 3 lamps in fixture Unit C cell 7/8 – Corrections
Report that phone line in Unit J goes in and out when hand set cord is touched/checked and tested phone/cord etc. found all operational – Corrections
Report from inmate per corrections officer of Unit E being significantly colder than the rest of the jail/checked all HVAC Control/Monitoring systems and found no temp range difference/also check with hand held temp monitor to confirm – Corrections
Re-installed removed handle onto dish machine sprayer per request/kitchen - Corrections
Request for a new name plate for office change of staff/removed had name changed/replaced – SO
Lowered top shelf on shelving unit per request Room #1241 – SO
Set up Training Room for 10/16/18 per request – SO
Installed anchors for decorations in EOC Room per request – SO
Replaced broken mounting bracket on chair back room # - SO
Ran cable from LL Demarc room to exterior tower and installed antenna on tower per request for Centrylink for 911 upgrade - Communications/SO
Remounted key lock box to wall – Communications/SO
Installed requested anchors into north block wall per request for memorial wall in eoc room - SO
Replaced damaged ceiling tile above projector screen/clinic – HHS
Replaced expired door closure on lobby/recp. door - HHS
Room #1107 treated for fleas-10/02/18p.m. – HHS
Removed display table from 2nd floor – HHS
Reset time on clock per request - CC
Request to replace broken right arm rest on office chair room #2147/checked/loose/tightened – HHS
HVAC system programed for winter season

General Maintenance performed
Scheduled Maintenance performed

Lake Steel Street

General Maintenance performed
Scheduled Maintenance performed

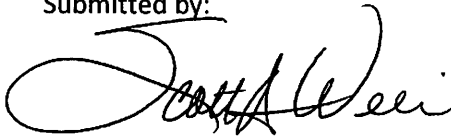
Towers

General Maintenance performed
Scheduled Maintenance performed

FRI

Maintenance Request performed

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
Green Lake County