



# ***GREEN LAKE COUNTY***

*571 County Road A, Green Lake, WI 54941*

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**Original Post Date: 04/26/2018**

**Amended\* Post Date:**

**The following documents are included in the packet for the Property and Insurance Committee on May 1, 2018:**

- 1) Agenda
- 2) Draft minutes from 04/03/2018
- 3) Letter from UW-Extension regarding the Milk House
- 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: May 1, 2018 Time: 5:00 PM

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

### AGENDA

#### Committee Members

Vicki Bernhagen  
Patti Garro  
David Abendroth  
Richard Trochinski  
Keith Hess

Elizabeth Otto, Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Election of Chair
5. Election of Vice Chair
6. Minutes: 04/03/2018
7. Correspondence
8. Public Comments (3 min limit)
9. Use of County Property
10. Budget Adjustments
11. UWEX Milk House Project
12. Purchase Requests
13. Resolutions/Ordinances
14. Discussion and possible action on public area decorations
15. Maintenance Report
  - Monthly Activities
16. Committee Discussion
  - Future Meeting Dates: Regular Meeting June 5, 2018 -5:00 PM
  - Future Agenda items for action & discussion
17. 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

April 3, 2018

The meeting of the Property and Insurance Committee was called to order by Chair Vicki Bernhagen on Tuesday, April 3, 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  
Michael Starshak  
Robert Lyon

Absent: Patti Garro

Also Present: Liz Otto, County Clerk  
Scott Weir, Maintenance Supervisor  
Mark Podoll, Sheriff

Dawn Klockow, Corporation Counsel

### AGENDA

*Motion/second (Lyon/Starshak)* to approve the agenda. All ayes. Motion carried.

### MINUTES

*Motion/second (Starshak/Lyon)* to approve the minutes of March 6, 2018 with no additions or corrections. All ayes. Motion carried.

CORRESPONDENCE – none

PUBLIC COMMENTS – none

### USE OF COUNTY PROPERTY

- Use of parking lot facilities for Sneakers 3 on 3 Hoop Fest

*Motion/second (Lyon/Trochinski)* to approve the use of county property. All ayes. Motion carried.

- Bass fishing tournaments at Dodge Memorial Park

*Motion/second (Lyon/Trochinski)* to approve the use of county property. All ayes. Motion carried.

### BUDGET ADJUSTMENTS

County Clerk Liz Otto explained that the premium for 2017 was based on an estimate done in August of 2016 which did not include several new positions that were created and also summer interns. Otto also stated that she is looking into self funding for worker's compensation and will report back to the committee after she has more information.

*Motion/second (Lyon/Trochinski)* to approve the budget adjustment from contingency to the worker's compensation fund. All ayes. Motion carried.

### **2017-2018 SNOWMOBILE GRANT UPDATE**

County Clerk Liz Otto stated that the grant application is due on April 15. She has been working with GIS Specialist Jerry Stanuch and the snowmobile clubs to get all of the information needed.

### **DISCUSSION AND ACTION ON BIDS FOR PAVING OF SUNSET PARK PARKING LOT**

3 bids were received by the 4:30 PM deadline on March 30, 2018. Bids were opened by County Clerk Liz Otto with Samantha Stobbe present. Bids are as follows:

Northeast Asphalt - \$43,912.80

Davis Construction - \$52,000

Stark Pavement Corporation - \$41,038

Discussion held. *Motion/second (Starshak/Lyon)* to award the bid to Stark Pavement Corporation for \$41,038. All ayes. Motion carried. Clerk Liz Otto will make sure all insurance coverage is provided.

### **PURCHASE REQUESTS** – none

### **RESOLUTIONS/ORDINANCES**

- **Ordinance Amending Chapter 187 Parks and Recreation, Article III, Park Rules and Regulations**

Discussion held. Corporation Counsel Dawn Klockow stated these are language changes only to comply with the creation of the Parks Commission.

*Motion/second (Lyon/Starshak)* to submit the ordinance to County Board for final approval. All ayes. Motion carried.

### **MAINTENANCE REPORT**

- The report was reviewed. The age of the building was discussed and consideration of budgeting for such items as the roof, heating system issues, etc.

### **PARKS AND RECREATION REPORT**

- The report was reviewed. Piers are scheduled to be installed by May 3, 2018.

### **COMMITTEE DISCUSSION**

**Future Meeting Date:** May 1, 2018 at 5:00 pm.

**Future Agenda items for action & discussion:**

**ADJOURNMENT**

Chair Bernhagen adjourned the meeting at 5:25 PM.

Submitted by,

Liz Otto  
County Clerk

DRAFT

# GREEN LAKE COUNTY FAIR



PO Box 3188 (Mailing Address)  
571 Cty Rd A (Physical Address)  
Green Lake WI 54941  
Phone: 920 / 294-4033  
Fax: 920 / 294-4176  
Website: greenlake.uwex.edu

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*...the best little fair around!*

TO: Green Lake County Property & Insurance Committee  
FROM: Green Lake County Fair  
RE: Milk House Project Updates  
DATE: March 28, 2018

The Green Lake County Fair started an "Udderly Desperate" Milk House Project in September last year. We have secured funding and anticipate this project will begin soon.

The Green Lake County Fair needs to replace the failing pumping system in the Milk House so dairy exhibitors can milk their cows during the fair to be sold instead of dumped. This milking system has been in place since the 1970's. For the past few years, milk generated during the Fair had to be dumped instead of dairy exhibitors receiving a milk premium from it being sold. It has been some time since the Milk House has passed inspection. The Milk House is located in the Dairy Barn (Building #3).

On Wednesday, March 21, Cliff's, Inc. from Friesland, inspected our current system and verbally explained what he suspected would need to be done to bring the Milk House up to code. He also noted that sometimes when the actual work starts, some things could change (better or worse).

The project would not begin until temperatures rise and water is accessible. It is not clear how long the project will take, but it is anticipated the Milk House will be up and running in time for the 2018 Fair (August 2-5).

We would like to request permission from the Property & Insurance Committee for Cliff's to begin work on the grounds in the near future. Dairy Superintendent, Emily Strahota and myself will be contacts for Cliff's should any issues arise. Thank you for your time and please feel free to contact me if you have any questions.

Fairest regards,

A handwritten signature in black ink that reads "Kim M. Zills". The signature is written in a cursive style.

Kim Zills  
Green Lake County Fair/UWEX  
(kim.zills@ces.uwex.edu)

NOTE: This request has been  
approved by the Highway  
Committee (March 26, 2018)

May 01, 2018  
Property & Insurance Committee  
Monthly Report  
Maintenance Department  
Parks & Recreation Department

#### 571 County Road A

Assembled 2 standing desk units – HHS  
Installed 4 pamphlet holders reception area – HHS  
Complaint of no cold water coming out of jail unit faucets-checked various units with corrections officer  
all cold water fixtures cold/all hot water fixtures hot - Corrections  
Replaced lamps in fixture- jail elevator lobby – Corrections  
Repaired door sweep rec. sally port kitchen small entrance door - Corrections  
Replaced ballast and lamps Unit C under mezzanine - Corrections  
Emergency call in for not hot enough water in jail units - 03/30/18 – checked all mechanicals - no  
alarms- temp was in range of high/low settings – Corrections  
Emergency call in for not hot enough water in jail units - 03/29/18-pm-checked all mechanicals - no  
alarms- temp was in range of high/low settings – Corrections  
Emergency call in for something doesn't sound right on roof above jail – 04/14/18-pm – power  
disruption – OAHU 3 just turning back on - Corrections  
Unplugged drain unit K first shower stall – Corrections  
Replaced lamps Unit B under mezzanine – Corrections  
Replaced lamps in fixture/corrections lobby – Corrections  
Replaced lamp jail elevator entrance 1<sup>st</sup>. floor – Corrections  
Replaced flush diaphragm/ toilet Unit d cell 2 – Corrections  
Request for spray of ants Unit K – food debris – Corrections  
Replaced 2 lamps in lobby intake area – Corrections  
Request to tighten screws on stools attached to tables Unit N – Corrections  
Report of disposer by prep sink making a funny noise (kitchen) – removed spoon, ketchup bags and  
other foreign items from disposal – Corrections  
Repaired latches on cabinet doors Program 2 – Corrections  
Repaired/replaced sealant by dirty side of dishwasher-kitchen – Corrections  
Replaced alarm battery in phase 2 fire door  
Replace blower motor start capacitor/ HP 2.7 DEV.117 - SO  
Replaced caster on reception chair – LUPZ  
Replaced ballast light fixture reception area – CC  
Request to set Training up for 04/11/18 meeting – ROD  
Replaced blower motor start capacitor/ HP 1.15 Dev. 126 - VS  
General Maintenance performed  
Scheduled Maintenance performed

#### Highway Department

Adjusted door handle per request- north door – Shop 1

Towers

General Maintenance performed  
Scheduled Maintenance performed

Lake Steel Street

Installed reclaimed 2' x 4' ceiling panels in parks & recreation janitorial storage room –Maintenance area  
Installed new 2' x 4' drywall ceiling panels fluids room – Maintenance area  
Installed new 2' x 4' drywall ceiling panels work room – Maintenance area  
Installed new  
Converted reclaimed AHU into fresh air supply along with reclaimed duct work - Maintenance area  
Work continues in other areas of building – Maintenance area  
General Maintenance performed  
Scheduled Maintenance performed

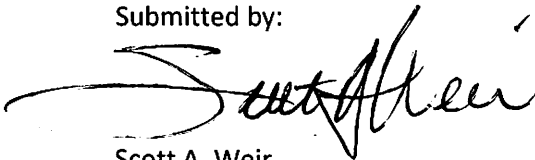
FRI

Maintenance Request performed

Parks & Recreation

Trees and limbs removed from Mascoutin Valley State Trail – April snow storm  
Boat launches stain for season – Dodge, Sunset, Twin, Spring  
Spring clean-up continues as weather permits – All parks  
General Maintenance performed  
Scheduled Maintenance performed

Submitted by:



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