



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 03/28/19

Amended* Post Date: 4/3/19

The following documents are included in the packet for the Property and Insurance on April 2, 2019:

- 1) ***Amended Agenda**
- 2) Minutes from 03/05/19
- 3) Maintenance Annual Report
- 4) Maintenance Monthly 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: April 2, 2019 Time: 5:00 PM
Location: Government Center, County Board Room, 571 County Road A, Green Lake WI***

Amended 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: 03/05/19
5. Correspondence
6. Public Comments (3 min limit)
7. Use of County Property
 - *Ripon College Cycling Event
8. Budget Adjustments/Line Item Transfers
9. Purchase Requests
10. Security Systems Update
11. Maintenance Report
 - Annual Report
 - Monthly Activities
12. Committee Discussion
 - Future Meeting Dates: Regular Meeting May 7, 2019 -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

March 5, 2019

The meeting of the Property and Insurance Committee was called to order by Chair Vicki Bernhagen on Tuesday, March 5, 2019 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

Absent: Keith Hess

Other County employees present:

Samantha Stobbe, Deputy County Clerk Chief Deputy Mark Putzke
Scott Weir, Maintenance Supervisor Harley Reabe, Cty Board Chair
Cathy Schmit, Cty Administrator

MINUTES

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

CORRESPONDENCE - none

PUBLIC COMMENTS – none

USE OF COUNTY PROPERTY

- **Angler’s Choice Fishing Tournament**

Deputy Clerk Samantha Stobbe read an email regarding the request. Discussion held.

Motion/second (Garro/Trochinski) to approve the use of Dodge Memorial Park on June 23rd, 2019 for the Angler’s Choice Fishing Tournament.

BUDGET ADJUSTMENTS/LINE ITEM TRANSFER - none

PURCHASE REQUESTS - none

SECURITY SYSTEMS UPDATE

County Administrator Schmit told the committee the County is waiting for specifications on building construction and specifications on electronics for the security system update so they can be sent out for bid.

MAINTENANCE REPORT

- Annual Report- Not available at the time of the meeting.
- Monthly Activities - The report was reviewed. Maintenance Supervisor Scott Weir gave an update. Discussion held.

COMMITTEE DISCUSSION

Future Meeting Date: Next meeting date: April 2, 2019 at 5:00 PM.

Future Agenda items for action & discussion:

ADJOURNMENT

Chair Bernhagen adjourned the meeting at 5:05PM.

Submitted by,

Samantha Stobbe
Deputy County Clerk

GREEN LAKE COUNTY MAINTENANCE DEPARTMENT ANNUAL REPORT

571 County Road A	2017	2018
Trash/Recycle		
Corrections	2858.87	3564.78
Govt. Center/HHS/Justice Center	3441.38	4398.23
Document Destruction (5 months)	1770.7	661.31
Pest Control		
Corrections	800	771.87
Land Conservation (Storage Building)	300	330
Mandated Inspections/Service Contracts		
HVAC Control Service		6215
Fire Sprinkler System	350	350
Star Fire System (ROD)	1260	1260
Elevator Service	4221.76	4566.84
Elevator Inspection	506	570
Fire Suppression (Jail Kitchen)	488.16	268.4
Portable Fire Extinguishers	517.76	458.85
Permits to Operate	300	300
Water Conditioning	1911	2609.14
Emergency Generator	290.19	102.39
Grounds/Grounds Improvement	7665.38	6666.69
Contracted Services (FRI)	10918.45	11581.26
Janitorial S Supplies/Equipment	18,484.84	10263.15
Security Screening	894.17	1976.65
HVAC		
Corrections	5465.87	7648.03
Govt. Center/HHS/Justice Center	3406.14	3622.96
Plumbing		
Corrections	499.19	2964.81
Govt. Center/HHS/Justice Center	200.5	260.02

Electrical		
Corrections	540.2	753.09
Govt. Center/HHS/Justice Center	699.8	1516.64
Corrections Emergency Lighting		95.75
Building Repairs/Interior/Exterior		
Corrections	752.87	2481.68
Govt. Center/HHS/Justice Center	477.33	501.69
Radio Towers		
Generator Systems Repair	1424.02	912.45
Generator Systems Maintenance	201.48	163.48
Buildings/Grounds/Maintenance Fuel	978.73	2155.54
FRI	484.12	195.36
Lake Steel Street		
Food Pantry Area		
HVAC	122.89	51.35
Electrical	39.14	33.32
Plumbing	272.17	41.58
Grounds/Grounds Improvement	271.19	474.33
Parking Lot Resurface		6875.09
Building Repairs/Interior/Exterior	107.64	291.99
Lake Steel Street		
Maint. Dept./Parks & Rec. Area		
HVAC Project		161.92
HVAC		0
Electrical Project		240.52
Electrical		74.25
Plumbing	579.22	0
Interior Ceiling Project		1210.45
Interior/Exterior Upgrades	1677.18	630.14
Compressed Air Project		505.27
Mechanics Tool Box		858
Solid Steel Work Benches		914.09
Training	844.68	167.09
PPE	1024.9	894.59
Maintenance Tools/Consumables	2201.36	2274.16
Cellular Phones		517.37
Office Supplies		141.37

Vehicle/ Equipment Maintenance	3472	4930.62
Maintence Fuel General	1624.63	1402.1
Forklift Fuel	34	36

April 02, 2019
Property & Insurance Committee
Monthly Report
Green Lake County Maintenance Department

571 County Road A

Replaced worn cartridge hot water side restroom sink - Communications
Replaced lamps in light fixture under mezzanine Unit D right hand side – Corrections
Replaced 2 lamps in light fixture above visitation station and day room table Unit N – Corrections
Replaced 1 lamp in light fixture above bunks 10/11 left hand side Unit N – Corrections
Tighten loosened security bolt/anchor day room table pedestal seat on right hand side Unit M – Corrections
Report of large mixer is broke, does not work/checked found safety guard not in place correctly – kitchen- Corrections
Request to check door 12 metal grinding sound/checked all components lubed rollers and roller track – Corrections
Request to repair cement anchors that are pulled from floor to stool pedestal closet to visitation booth at small table Unit M/replaced 11/2” anchors with 3” cement anchors to secure stool pedestal - Corrections
Replaced expired contactor in HP-3.5 Dev. 221 Master Control – Corrections
Replaced 2 lamps in fixture above medication room reffridgerator – Corrections
Replaced ballast in light fixture above hand wash sink in kitchen - Corrections
Report that light cover is broken exposing the light panel in Unit M/checked found griled was vandalized along with security glass and LED board was also destroyed/replaced security grill/replaced security glass/replaced LED board – Corrections
Report that secure door #3 jail rec. doesn't fully engage and alarms and has to be pulled on to engage lock/checked cycled door 15 cycles all was operational in both stages and engaged lock with no alarms – door must be opened to a least to 1st stage to close correctly without assistance- Corrections
Report of Unit C cell #3 lock will not allow door to be closed in locked position/checked and found position switch/roller was jammed into door frame not allowing to reset/freed switch/roller- tested – Corrections
Report of Unit M has something stuck in faucet causing it to spray all over the bathroom area- Checked found pc's of hair comb wedged in faucet end/removed - Corrections
Replaced damaged ceiling tile by door #13 - Corrections
Remounted task light in room #2122 - HHS
Replaced Wireless AP in Corrections Sally Port per request IT – SO
Removed keyboard tray per request open office - CC
Replaced expired thermostat for electric heater EU1- mechanical room mezz. 2nd floor phase 1
Set up Training Room per request for 03/07/19 – UWEX
Replace light sensor committee room phase 2
Purchase and placed 2 new recreation tables on Government Center LL patio for all to enjoy.

Grounds clean up starting as snow melts and grounds dry out.

General Maintenance performed

Scheduled Maintenance performed

Lake Steel Street

Repaired damaged corners and placed extra guards on both sides of exit/delivery door – Food Pantry

Repaired damage handle mount on new freezer door and installed handle – Food Pantry

Installed addition safety signage by mechanical/electrical/HVAC accesses – Food Pantry

General Maintenance performed

Schedule Maintenance performed

Towers

Installed new 5/16"x2" bolt with nut on positive battery cable to battery-reset controller/ test run approx.. 10 mins.-Princeton

General Maintenance performed

Scheduled Maintenance performed

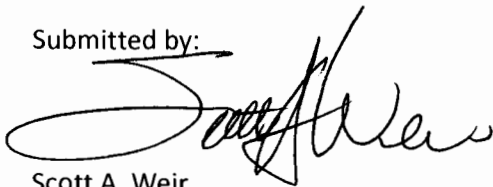
Maintenance Department

New LOTO procedure forms completed for 571 County Road A facility and Lake Steel Street facility and on all Maintenance Department/Parks & Recreation Department

equipment/mechanicals/electrical/tools etc. submitted to County Clerk's office-Please give extra thanks Maintenance Tech. Ron Severson and Maintenance Repair Zach Walker for their extra effort in completing this task.

All maintenance staff completed most current Know Be For – IT Training

Submitted by:



Scott A. Weir

Maintenance Director

Parks & Recreation Director

Green Lake County