



**GREEN LAKE COUNTY**  
*571 County Road A, Green Lake, WI 54941*

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**Original Post Date: 08/01/2019**

**Amended\* Post Date:**

**The following documents are included in the packet for the Property and Insurance Committee on August 6, 2019:**

- 1) Amended Agenda
- 2) Minutes from 07/02/2019
- 3) Maintenance Reports



# 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 6, 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: 07/02/19
5. ~~\*Correspondence~~
6. Public Comments (3 min limit)
7. Use of County Property
  - CRAW Regatta
  - \*Green Lake High School Bonfire
8. Government Center Landscaping Options
9. 2020 Budget Discussion
10. Health Insurance Update
11. Security Systems Update
12. Maintenance Report
  - Buildings and Grounds Report
  - Monthly Activities
13. Committee Discussion
  - Future Meeting Dates: Regular Meeting 09/03/2019 -5:00 PM
  - Future Agenda items for action & discussion
14. Adjourn

\*Stricken from the agenda

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

July 2, 2019

The meeting of the Property and Insurance Committee was called to order by Chair Vicki Bernhagen on Tuesday, July 2, 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

Keith Hess  
Patti Garro

Other County employees present:  
Liz Otto, County Clerk  
Scott Weir, Maintenance Supervisor

Sheriff Mark Podoll (5:02)  
Harley Reabe, Cty Board Chair

### MINUTES

*Motion/second (Hess/Garro)* to approve the minutes of June 4, 2019 with no additions or corrections. All ayes. Motion carried.

### CORRESPONDENCE

Chair Bernhagen read an email she received from Judge Mark Slate requesting clarification of the service animal policy. Sheriff Podoll stated that Chief Deputy Putzke and Corporation Counsel Dawn Klockow are currently working on that. This will be placed on the August agenda.

### PUBLIC COMMENTS - none

### USE OF COUNTY PROPERTY - none

### GOVERNMENT CENTER LANDSCAPING

Chair Bernhagen stated that there are issues with the current landscaping including the need for trimming, removal, and weeding. Discussion held on the current budget for grounds maintenance. Maintenance Supervisor Scott Weir gave an update on his staffing and the need for additional help to provide adequate grounds care. The committee requested that Weir present some quotes in August for contracted services and/or part time help.

### 2020 BUDGET DISCUSSION

Weir stated that his budget should stay close to the same as this year.

### SECURITY SYSTEMS UPDATE

Chair Reabe stated there are no updates at this time.

### MAINTENANCE REPORT

- Building and Grounds Report – Parks & Rec report was submitted to the committee for informational purposes.
- Monthly Activities - The report was reviewed.

**COMMITTEE DISCUSSION**

**Future Meeting Date:** August 6, 2019 at 5:00 PM.

**Future Agenda items for action & discussion:** landscaping at county buildings, service animal policy

**ADJOURNMENT**

Chair Bernhagen adjourned the meeting at 5:40 PM.

Submitted by,

  
Liz Otto  
County Clerk

DRAFT

Informational Purposes only for Property & Insurance Committee monthly meeting.

August 05, 2019

**Parks & Recreation Committee**  
Parks & Recreation Department  
Quarterly Report

Zobel Memorial Park

New ordinance signage along with new treated post installed upper and lower park area  
Safety inspection performed on ADA playground unit  
Bike rack installed for season  
Cleaned up excessive trash 07/08/19  
Cleaned up branches trees etc. after storm on 06/27/19  
Schedule Maintenance performed  
General Maintenance performed

Sunset Park

New pro rib steel roofing installed (1332 sq. ft.) on shelter 06/19/19  
New ordinance signage installed along with new treated posts  
Removed steel patio furniture that was placed by launch dumpster  
Automated launch bank went down on 07/21/19/got back in operation 07/23/19 @ 11:19 lost communication  
Installed new ridge and rake on shelter 07/16/19  
Hauled excess trash away around dumpster with truck/trailer (3 times)  
Household trash piled up around dumpster – 07/08/19  
Bike rack installed for season  
Rebooted enforcement app on automated launch terminal 07/01/19  
Removed (1) plastic patio chair dumpster area 07/01/19  
Cleaned up branched trees etc. after storm on 06/27/19  
Dumpster installed at launch site for season  
Pit restrooms pumped  
Cement pad installed along with memorial bench  
Removed old wooden fencing restroom area  
Scheduled Maintenance performed  
General Maintenance performed

Twin Lake Park

New ordinance signage installed along treated posts  
Cleaned branches and trees etc. after storm on 06/27/19

Schedule Maintenance performed  
General Maintenance performed

#### Spring Lake Park

New ordinance signage installed along with new treated posts  
Cleaned up branches trees etc. after storm on 06/27/19  
Gravel replaced along ramp where washed out  
Scheduled Maintenance performed  
General Maintenance performed

#### Dodge Memorial Park

Replaced vandalized water supply pipe to toilet men's restroom 07/26/19  
Cleaned up camp fire debris by ADA fishing pier 06/24/19  
New ordinance signage installed along with new treated posts  
Remove launch #1 for damage repair – 07/23/19  
Hauled excess trash away around dumpsters with trailer/truck to put in shop dumpsters (5 times)  
Cleaned up remains of camp fire ADA fishing pier area  
Safety inspection performed on all playground equipment  
Pit toilet holding tank has failed inspection and cannot be repaired. The toilet has been locked and taken out of operation. A temporary porta toilet has been placed until a decision can be made on replacement -07/31/19  
Repaired hand hold on launch 2 left side 07/08/19  
Cleaned up household trash around dumpsters 07/08/19  
Reattached out of service cover on manual launch bank on 06/29/19 and on 06/30/19 and removed/emptied garbage and glass bottles after flipped upside down (have pics)  
Cleaned up branches trees etc. from storm on 06/27/19  
Cleaned up camp fire debris by ADA fishing pier 07/26/19  
Bike rack installed for season  
Dumpsters installed at launch site for season  
Pavilion opened 05/22/19 for season  
Pit restroom at launch site pumped  
Removed plastic patio furniture (2) chairs from west dumpster area 07/01/19  
Dumpster installed at pavilion for season  
Mandated water samples taken and forward to WDNR  
Volleyball nets installed for season  
Scheduled Maintenance performed  
General Maintenance performed

#### Lake Maria Park

New ordinance signage installed along with new treated posts  
Scheduled Maintenance performed  
General Maintenance performed

#### Kingston Park

New ordinance signage installed along with new treated posts  
Safety inspection performed on playground equipment  
Dumpster installed for season  
6 yds. of beach sand installed swim area  
Cleaned up branches trees etc. after storm on 06/27/19  
Pit restroom pumped  
Volleyball net installed for season  
Scheduled Maintenance performed  
General Maintenance performed

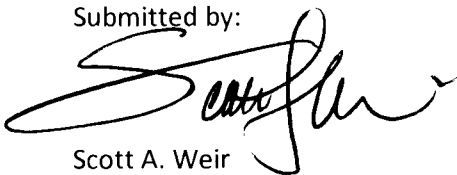
#### Mascoutin Valley State Trail

Trimmed branches and cleaned up trail after strong winds from 07/20/19  
Shoulders mowed 06/3/19  
Shoulders mowed 07/25/19  
Safety inspection performed on boardwalks  
Bike rack installed for season  
Shoulders mowed on 06/26/19  
Weed control applied on 06/26/19  
North end section of large board temp repaired until water dries up for permanent repair 06/27/19  
Cleaned up branches trees etc. after storm on 06/27/19  
Gravel replaced on small boardwalk west end (washed out)  
Entire trail graded  
Schedule Maintenance performed  
General Maintenance performed

Mowed shoulders on City of Green Lake Multi Use Path Hwy. 23- 05/20/19  
Mowed shoulders on City of Green Lake Multi Use Path Hwy. 23 – 06/18/19  
Mowed shoulders on City of Green Lake Multi Use Path Hwy. 23- 07/29/19

Took delivery of new leased Parks & Recreation truck 07/29/19. This is the first truck Parks & Recreation has had for its department. Thank you Administrator Cathy Schmit

Submitted by:



Scott A. Weir  
Maintenance Director  
Parks & Recreation Director

August 06, 2019  
Property & Insurance Committee  
Monthly Report  
Green Lake County Maintenance Department

571 County Road A

Replaced 1 lamp in light fixture in hall between doors #5 & #6 – Corrections  
Rehung visitation sign booth #6 that was removed over the weekend (07/01/19) – Corrections  
Repaired damaged overhead door closing/opening steel arm sally port entrance/door was shut on object – Corrections  
Installed new addressable locking fire pull station jail kitchen rec. - Corrections  
Report of #2 Detention Sliding door not closing completely at times and dose not lock in place-checked operation of door with master control bypass mod-found door has been operated in manual more frequently from master control and short cycled. Corrections  
Cleaned laundry room exterior dryer venting – Corrections  
Replaced 3 lamps in fixture above bench pre-book – Corrections  
Unplugged back area hand wash sink/kitchen - Corrections  
Replaced 1 ballast in fixture unit A sw corner above bunk A-9 – Corrections  
Cleaned up lint/dust in laundry room that staff could not complete with cleaning tools they had - Corrections  
Replaced lamp in fixture above dish machine/kitchen – Corrections  
Replaced ballast in light fixture above prep area sink – Corrections  
Fire inspection and maintenance perform jail kitchen Ansul System 07/30/19 - Corrections  
Installed new cold water cartridge men's restroom sink - SO  
Installed new projection screen per request EOC - SO  
Repaired damaged swing door courtroom A – Courts  
Replaced expired BZ-50 Power Pak for lighting - LUPZ  
Disposed of broken office chair per request – LCD  
Installed 3 standing Versa desks per request - HHS  
Adjusted sprung door 1<sup>st</sup>. floor staff interior entrance – HHS  
Unplug sink drain women's staff restroom second floor/found clogged with food debris - HHS  
Request to check thermostat in room #2103 states it will no adjust to lower temp/checked found occupant was not in cooling mode - HHS  
Install new lift cylinder in office chair – TRES  
Switched locking mechanism on vault doors per request – 07/09/19 6:20a.m. – ROD  
Set up Training Room per request for 07/11/19 - UWEX  
Set up Training Room per request for 07/08/18 – UWEX  
Replaced expired card and transformer in main Simplex Fire Alarm panel (\$7,200.00+) – Simplex/GLCM  
Loaded and delivered fair supplies to highway department grounds per request 07/25/19  
2 Parking lot lighting fixtures converted to LED  
3 wall mount security lighting fixtures converted to LED



Replaced back up power supply battery in all fire alarm panels/repeaters (6)  
General Maintenance performed  
Scheduled Maintenance performed

Lake Steel Street

Repaired metal trim around exit door – Food Pantry  
General Maintenance performed  
Scheduled Maintenance performed

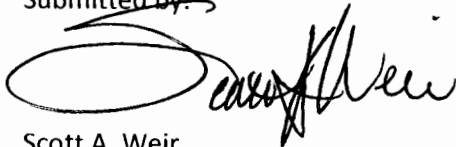
Towers

General Maintenance performed  
Scheduled Maintenance performed

FRI

Installed signage to front entry of building per request -07/30/19  
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, looped initial "S".

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