



# **GREEN LAKE COUNTY**

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

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**Original Post Date: 01/30/2020**

**Amended\* Post Date: 2/4/20**

**The following documents are included in the packet for the Property and Insurance Committee on February 4, 2020:**

- 1) Amended Agenda
- 2) Minutes from 12/03/19
- 3) Purchase Request – Tilt Deck Trailer
- 4) Set Cash Deposit Memorandum
- 5) Bid information on Security System Upgrade
- 6) Buildings and Grounds Report
- 7) Monthly Activities 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: February 4, 2020 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: 12/03/19
5. Public Comments (3 min limit)
6. Correspondence
  - County Mutual
7. Use of County Property
  - Angler's Choice Fishing Tournament
  - \*CRAW Dates
8. Purchase Request
  - Tilt Deck Trailer
9. Set cash deposit amounts for ordinance Violations
10. Ordinance
  - Creating an Ordinance Regarding Use of County Facilities
11. \*Award of Bid re: Security Systems Upgrade
12. Maintenance Report
  - Buildings and Grounds Report
  - Monthly Activities
13. Committee Discussion
  - Future Meeting Dates: Regular Meeting 03/03/2020 -5:00 PM
  - Future Agenda items for action & discussion
14. 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**  
**December 3, 2019**

The meeting of the Property and Insurance Committee was called to order by Chair Vicki Bernhagen on Tuesday, December 3, 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  
Keith Hess  
Richard Trochinski  
David Abendroth

Absent: Patti Garro

Other County employees present:

Liz Otto, County Clerk  
Scott Weir, Maintenance Supervisor  
Cathy Schmit, Cty Administrator

Barry Mashuda, Hwy Commissioner  
Dawn Klockow, Corporation Counsel  
Harley Reabe, Cty Board Chair

**MINUTES**

***Motion/second (Hess/Abendroth)*** to approve the minutes of November 5, 2019 with no additions or corrections. Motion carried with no negative vote.

**PUBLIC COMMENTS** - none

**USE OF COUNTY PROPERTY**

• **Angler's Choice Fishing Tournament**

County Clerk Liz Otto informed the committee that there is a request from Anglers Choice to use Dodge Memorial Park on June 28, 2020 for a fishing tournament. The group would be setting up a weigh in board and would need the park for a few hours in the afternoon.

***Motion/second (Trochinski/Hess)*** to approve the request to use the park on that date. Motion carried with no negative vote.

**PURCHASE REQUESTS - HIGHWAY**

Purchase requests for the highway storage building at Shop 2 were discussed and approved as follows:

- Overhead doors – ***Motion/second (Hess/Trochinski)*** to approve the bid of \$20,200 from Schuster Overhead door. Motion carried with no negative vote.
- Electric – ***Motion/second (Abendroth/Hess)*** to approve the bid of \$13,321.79 from Ness Electric, LLC. Motion carried with no negative vote.
- Heating – ***Motion/second (Hess/Abendroth)*** to approve the bid of \$23,375 from Superheat. Motion carried with no negative vote.

- Plumbing – *Motion/second (Abendroth/Trochinski)* to approve the bid of \$2,590 from Jahnke Plumbing, LLC. Motion carried with no negative vote.
- Holding tank/drain water – *Motion/second (Hess/Abendroth)* to approve the bid of \$12,400 from Egbert Excavating, Inc. Motion carried with no negative vote.

**ORDINANCE**

- **Creating an Ordinance Regarding the Use of County Facilities**

*Motion/second (Hess/Trochinski)* to approve the ordinance and forward to County Board for final approval. Motion carried with no negative vote.

**SECURITY SYSTEMS UPDATE**

Maintenance Supervisor Scott Weir stated that a walk through was completed on 11/11/19 with the contractor for the front entrance remodel. County Administrator Cathy Schmit stated that a pre-bid walk through is scheduled for 12/19/19 for all interested contractors for the electrical portion of the upgrade.

**MAINTENANCE REPORT**

- Building and Grounds Report – no discussion
- Monthly Activities – no discussion

**COMMITTEE DISCUSSION**

**Future Meeting Date:** January 7, 2020 at 5:00 PM.

**Future Agenda items for action & discussion:** liability insurance discussion and comparisons

**ADJOURNMENT**

Chair Bernhagen adjourned the meeting at 5:14 PM.

Submitted by,

  
Liz Otto  
County Clerk

# REQUEST FOR PURCHASE APPROVAL

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ITEM TO BE PURCHASED: 14,000# Tilt Deck Trailer- 4' stationary deck with 16' tilt deck 82"-85" width.

DEPARTMENT: Parks & Recreation/Maintenance

ACCOUNT NUMBER: 19-400-00-55100-006-00/19-100-12-55200-810-000

GOVERNING COMMITTEE: Property & Insurance/Parks & Recreation

PROPERTY AND INSURANCE APPROVAL DATE: 2019 Annual Budget

REASON FOR PURCHASE: Perform safe loading and unloading/transport of larger equipment

BID INFORMATION: Eldorado Trailer Sales

Eldorado, Wi.  
85"x 20" 14,000# with spare tire/rim  
\$7245.00  
Recommended

Emerich Sales & Service, Inc.  
Mount Calvary, Wi.  
82" x 20' 14,000#  
\$7,250.00



**GREEN LAKE COUNTY**  
**OFFICE OF CORPORATION COUNSEL**

*Dawn N. Klockow*  
*Corporation Counsel*

*Office: 920-294-4067*  
*FAX: 920-294-4069*

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**MEMORANDUM**

**TO:** The Honorable members of the Property & Insurance Committee

**FROM:** Dawn N. Klockow

**DATE:** December 4, 2019

**RE:** Cash deposits for citations, CR19-0978

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Greetings,

As a result of consultation with a department head on the procedure to issue a citation for an ordinance violation for an ordinance under that department's supervision, I discovered that the County's ordinance adopting Wis. Stat. §66.0113 for issuing citations for County Ordinance violations is missing a provision required under the statute. Wis. Stat. s. 66.0113 (1)(c) requires that an ordinance "contain a schedule of cash deposits that are to be required for the various ordinance violations, plus costs, fees, and surcharges imposed under ch. 814, for which a citation may be issued. The ordinance shall also specify the court, clerk or court, or other official to whom cash deposits are to be made and shall require that receipts be given for cash deposits."

After reviewing the Ordinances under your supervision, I have found that a cash deposit has not been listed for the following ordinance:

<b>Ordinance Section</b>	<b>Forfeiture</b>	<b>Cash Deposit</b>
Deposit of Garbage and Other Waste §235-5	A minimum of \$50 for a first violation and \$200 for a second and subsequent violation	

I respectfully request that the Administrative Committee set the cash deposit amount for each of the forfeitures listed in paragraphs 1-5, which I will integrate into an ordinance amendment for the Administrative Committee's consideration, since there are nine committees that will be involved in this process. A cash deposit is typically somewhere between the minimum and maximum forfeiture amount. It is an option for the person to pay the cash deposit in lieu of appearing in court to contest the citation.

I have attached the court forfeiture table to this memorandum for your reference. All forfeitures include costs, which are found on the circuit court forfeiture table.

**Table 1: Filing fees - cost to file civil actions and other fees of the clerk of circuit court**

**Table 2: Civil forfeiture table - fees and surcharges for non-criminal offenses in circuit court**

**Table 3: Criminal fine table - fees and surcharges for criminal offenses in circuit court**

**Table 4: Surcharge table - description of court fees and surcharges, when they apply, and where the funds go**

### **How to read tables 2 and 3**

The left-hand column shows the amount of the base forfeiture or fine to be imposed. The total column shows the base amount plus the surcharges that apply in every case. The remaining columns show the effect of certain additional surcharges.

In table 2, a forfeiture of \$5 results in a total of \$143.80. If the offense is also subject to the natural resources surcharge, the final total of \$147.55 shows in the appropriate column. In Milwaukee, another \$3.50 is added for the Milwaukee special prosecution clerks surcharge.

In table 3, a fine of \$10 results in a total of \$465.60 for a misdemeanor and \$540.60 for a felony. If the offense is also subject to certain additional surcharges, the amount to be added is shown in the right-hand columns.

### **Notes to the tables**

1. The summaries and tables are intended as guidance and do not replace the statutes as the source of authority. Court costs and fees are set out primarily in ch. 814 of the Wisconsin Statutes. The surcharges are listed in 814.75.
2. When a fine or forfeiture is suspended in whole or in part, the following surcharges are reduced proportionately: commercial fish protection, consumer protection, environmental, fishing net removal, fishing shelter removal, jail, natural resources, natural resources restitution, penalty, railroad crossing improvement, snowmobile registration restitution, supplemental food enforcement, truck driver education, uninsured employer, weapons, wild animal protection, wildlife violator compact.
3. The following surcharges are imposed for each count: clerk fees, crime lab and drug law enforcement, crime prevention funding board, domestic abuse program improvement, GPS tracking, jail, supplemental food enforcement, truck driver education, victim-witness, wild animal protection.
4. If restitution is ordered under 973.20, the court shall order payment of a 10% surcharge on the amount of restitution, 973.06(1)(g), and a 5% surcharge on the total amount of restitution, costs, attorney fees, fines and surcharges, including the 10% surcharge, 973.20(11)(a).
5. Certain offenses are subject to fewer costs:
  - For safety belt violations, smoking violations, and disability ID card violations, the clerk's fee is not imposed. The only surcharge is truck driver education surcharge if applicable.
  - For non-moving traffic violations, the clerk's fee is imposed. The only surcharges are court support services and justice information.
  - For failure to carry proof of insurance under 344.62(2), no clerk's fee or surcharges are imposed.
  - For smoking offenses, the only surcharges are justice information and court support services.
6. Electronically filed cases are subject to a fee of \$20 per case per party. See page 3.



WISCONSIN CIRCUIT COURT FEE, FORFEITURE, FINE AND SURCHARGE TABLES

Effective March 4, 2019

TOTAL WITH APPLICABLE SURCHARGE AMOUNTS															
	Clerk's Fee	Penalty Surcharge	Jail Surch	Crime Lab & Drug	Court Support	Justice Info*		Driver Imp, Safe Ride	Domestic Abuse	Victim-Witness if amended**	Natural Resources, Unins. Empl, Weapons	Environmental Surcharge			
FORF	\$25	26%	\$10/1%	\$13	\$68	\$21.50	TOTAL	+ \$485	+ \$100	MIS + 67	FEL + 92	75% Forf.	TOTAL	20% Forf.	TOTAL
0	25	0.00	0	0	68	\$21.50	<b>114.50</b>		214.50	181.50	206.50	0	114.50	0	114.50
5	25	1.30	10	13	68	21.50	<b>143.80</b>		243.80	210.80	235.80	3.75	147.55	1.00	144.80
10	25	2.60	10	13	68	21.50	<b>150.10</b>		250.10	217.10	242.10	7.50	157.60	2.00	152.10
15	25	3.90	10	13	68	21.50	<b>156.40</b>		256.40	223.40	248.40	11.25	167.65	3.00	159.40
20	25	5.20	10	13	68	21.50	<b>162.70</b>		262.70	229.70	254.70	15.00	177.70	4.00	166.70
25	25	6.50	10	13	68	21.50	<b>169.00</b>		269.00	236.00	261.00	18.75	187.75	5.00	174.00
30	25	7.80	10	13	68	21.50	<b>175.30</b>		275.30	242.30	267.30	22.50	197.80	6.00	181.30
35	25	9.10	10	13	68	21.50	<b>181.60</b>		281.60	248.60	273.60	26.25	207.85	7.00	188.60
40	25	10.40	10	13	68	21.50	<b>187.90</b>		287.90	254.90	279.90	30.00	217.90	8.00	195.90
45	25	11.70	10	13	68	21.50	<b>194.20</b>		294.20	261.20	286.20	33.75	227.95	9.00	203.20
50	25	13.00	10	13	68	21.50	<b>200.50</b>		300.50	267.50	292.50	37.50	238.00	10.00	210.50
55	25	14.30	10	13	68	21.50	<b>206.80</b>		306.80	273.80	298.80	41.25	248.05	11.00	217.80
60	25	15.60	10	13	68	21.50	<b>213.10</b>		313.10	280.10	305.10	45.00	258.10	12.00	225.10
65	25	16.90	10	13	68	21.50	<b>219.40</b>		319.40	286.40	311.40	48.75	268.15	13.00	232.40
70	25	18.20	10	13	68	21.50	<b>225.70</b>		325.70	292.70	317.70	52.50	278.20	14.00	239.70
75	25	19.50	10	13	68	21.50	<b>232.00</b>		332.00	299.00	324.00	56.25	288.25	15.00	247.00
80	25	20.80	10	13	68	21.50	<b>238.30</b>		338.30	305.30	330.30	60.00	298.30	16.00	254.30
85	25	22.10	10	13	68	21.50	<b>244.60</b>		344.60	311.60	336.60	63.75	308.35	17.00	261.60
90	25	23.40	10	13	68	21.50	<b>250.90</b>		350.90	317.90	342.90	67.50	318.40	18.00	268.90
95	25	24.70	10	13	68	21.50	<b>257.20</b>		357.20	324.20	349.20	71.25	328.45	19.00	276.20
100	25	26.00	10	13	68	21.50	<b>263.50</b>		363.50	330.50	355.50	75.00	338.50	20.00	283.50
125	25	32.50	10	13	68	21.50	<b>295.00</b>		395.00	362.00	387.00	93.75	388.75	25.00	320.00
150	25	39.00	10	13	68	21.50	<b>326.50</b>	811.50	426.50	393.50	418.50	112.50	439.00	30.00	356.50
175	25	45.50	10	13	68	21.50	<b>358.00</b>	843.00	458.00	425.00	450.00	131.25	489.25	35.00	393.00
200	25	52.00	10	13	68	21.50	<b>389.50</b>	874.50	489.50	456.50	481.50	150.00	539.50	40.00	429.50
225	25	58.50	10	13	68	21.50	<b>421.00</b>	906.00	521.00	488.00	513.00	168.75	589.75	45.00	466.00

\*Milwaukee County only - collect \$25.00

\*\*Victim-Witness Surcharge applicable if the original criminal complaint charged a crime that was later amended to a forfeiture

WISCONSIN CIRCUIT COURT FEE, FORFEITURE, FINE AND SURCHARGE TABLES

Effective March 4, 2019

								TOTAL WITH APPLICABLE SURCHARGE AMOUNTS							
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FORF	\$25	26%	\$10/1%	\$13	\$68	\$21.50	TOTAL	+ \$485	+ \$100	MIS	FEL	75% Forf.	TOTAL	20% Forf.	TOTAL
250	25	65.00	10	13	68	21.50	<b>452.50</b>	937.50	552.50	519.50	544.50	187.50	640.00	50.00	502.50
275	25	71.50	10	13	68	21.50	<b>484.00</b>	969.00	584.00	551.00	576.00	206.25	690.25	55.00	539.00
300	25	78.00	10	13	68	21.50	<b>515.50</b>	1000.50	615.50	582.50	607.50	225.00	740.50	60.00	575.50
350	25	91.00	10	13	68	21.50	<b>578.50</b>	1063.50	678.50	645.50	670.50	262.50	841.00	70.00	648.50
400	25	104.00	10	13	68	21.50	<b>641.50</b>	1126.50	741.50	708.50	733.50	300.00	941.50	80.00	721.50
450	25	117.00	10	13	68	21.50	<b>704.50</b>	1189.50	804.50	771.50	796.50	337.50	1042.00	90.00	794.50
500	25	130.00	10	13	68	21.50	<b>767.50</b>	1252.50	867.50	834.50	859.50	375.00	1142.50	100.00	867.50
550	25	143.00	10	13	68	21.50	<b>830.50</b>	1315.50	930.50	897.50	922.50	412.50	1243.00	110.00	940.50
600	25	156.00	10	13	68	21.50	<b>893.50</b>	1378.50	993.50	960.50	985.50	450.00	1343.50	120.00	1013.50
650	25	169.00	10	13	68	21.50	<b>956.50</b>	1441.50	1056.50	1023.50	1048.50	487.50	1444.00	130.00	1086.50
700	25	182.00	10	13	68	21.50	<b>1019.50</b>	1504.50	1119.50	1086.50	1111.50	525.00	1544.50	140.00	1159.50
750	25	195.00	10	13	68	21.50	<b>1082.50</b>	1567.50	1182.50	1149.50	1174.50	562.50	1645.00	150.00	1232.50
800	25	208.00	10	13	68	21.50	<b>1145.50</b>	1630.50	1245.50	1121.50	1237.50	600.00	1745.50	160.00	1305.50
850	25	221.00	10	13	68	21.50	<b>1208.50</b>	1693.50	1308.50	1275.50	1300.50	637.50	1846.00	170.00	1378.50
900	25	234.00	10	13	68	21.50	<b>1271.50</b>	1756.50	1371.50	1338.50	1363.50	675.00	1946.50	180.00	1451.50
1000	25	260.00	10	13	68	21.50	<b>1397.50</b>	1882.50	1497.50	1464.50	1489.50	750.00	2147.50	200.00	1597.50
1100	25	286.00	11	13	68	21.50	<b>1524.50</b>	2009.50	1624.50	1591.50	1616.50	825.00	2349.50	220.00	1744.50
1200	25	312.00	12	13	68	21.50	<b>1651.50</b>	2136.50	1751.50	1718.50	1743.50	900.00	2551.50	240.00	1891.50
1300	25	338.00	13	13	68	21.50	<b>1778.50</b>	2263.50	1878.50	1845.50	1870.50	975.00	2753.50	260.00	2038.50
1400	25	364.00	14	13	68	21.50	<b>1905.50</b>	2390.50	2005.50	1972.50	1997.50	1050.00	2955.50	280.00	2185.50
1500	25	390.00	15	13	68	21.50	<b>2032.50</b>	2517.50	2132.50	2099.50	2124.50	1125.00	3157.50	300.00	2332.50
1600	25	416.00	16	13	68	21.50	<b>2159.50</b>	2644.50	2259.50	2226.50	2251.50	1200.00	3359.50	320.00	2479.50
1700	25	442.00	17	13	68	21.50	<b>2286.50</b>	2771.50	2386.50	2353.50	2378.50	1275.00	3561.50	340.00	2626.50
1800	25	468.00	18	13	68	21.50	<b>2413.50</b>	2898.50	2513.50	2480.50	2505.50	1350.00	3763.50	360.00	2773.50
1900	25	494.00	19	13	68	21.50	<b>2540.50</b>	3025.50	2640.50	2607.50	2632.50	1425.00	3965.50	380.00	2920.50
2000	25	520.00	20	13	68	21.50	<b>2667.50</b>	3152.50	2767.50	2734.50	2759.50	1500.00	4167.50	400.00	3067.50

\*Milwaukee County only - collect \$25.00

\*\*Victim-Witness Surcharge applicable if the original criminal complaint charged a crime that was later amended to a forfeiture



**Bid Tabulation**

**Project:** Green Lake County Building Security Upgrade

**Bid Date:** January 15, 2020

**Time:** 4:00 pm

**Green Lake County Government**

**Place:** Center

**Contact:** Aaron Smak

**IMEG #** 19001294.00

<b>Contractor</b>	<b>Bid Bond</b>	<b>Base Bid</b>	<b>Bid Alt #1</b>	<b>Notes</b>
Omni Technologies LLC 900 Oregon Center Dr. Oregon, WI 53575	X	\$119,832.44	\$139,166.30	
Pieper Electric Inc. dba Systems Technologies 5477 S. Westridge Ct. New Berlin, WI 53151	X	\$88,117.00	\$132,461.00	

Bid alternates are adds/deducts to the base bid proposal amount.

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February 03, 2020  
Parks & Recreation Committee  
Parks & Recreation Department  
Quarterly Report

Zobel Memorial Park

Brushing/trimming continues as weather and access permits  
Scheduled Maintenance performed  
General Maintenance performed

Sunset Park

New launch site ramp barricades ordered and recieved  
Scheduled Maintenance performed  
General Maintenance performed

Twin Lake Park

New launch site ramp barricades ordered and recieved  
Scheduled Maintenance performed  
General Maintenance performed

Spring Valley Park

Scheduled Maintenance performed  
General Maintenance performed

Dodge Memorial Park

Privy ordered from Huffcutt final cost break down as follows:

\$34,900.00 Mallard Vault model building

\$3,000.00 Freight

\$6,500.00 Crane

Total: \$44,400.00 - \$600.00 less than approved

The tentative delivery and set time is 1<sup>st</sup> or 2<sup>nd</sup>. week in June 2020.

Scheduled Maintenance performed

General Maintenance performed

Lake Maria Park

Razing of condemned privy still scheduled for 2<sup>nd</sup> week in February 2020

Scheduled Maintenance performed  
General Maintenance performed

Spring Lake Park (Kingston)

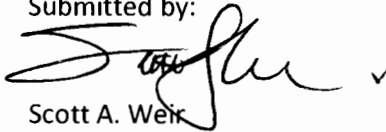
Scheduled Maintenance performed  
General Maintenance

Mascountin Valley State Trail

Scheduled Maintenance performed  
General Maintenance performed

General  
Received trailer from Eldorado Trail Sales  
Maintenance continues on seasonal equipment

Submitted by:

A handwritten signature in black ink, appearing to read 'S. Weir', with a checkmark at the end.

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

January 07, 2019  
Property & Insurance Committee  
Monthly Report  
Green Lake County Maintenance Department

571 County Road A

Replaced 1 lamp (LED) in fixture over dishwasher/kitchen – Corrections  
Repaired inter com button main door jail kitchen - Corrections  
Report of master control door not closing sticking/found dirty/cleaned lubed – Corrections  
Replaced lamps in fixture-property room – Corrections  
Replaced guard button in Unit K near cleaning closet – Corrections  
Converted expired light fixture Unit M under mezzanine to LED - Corrections  
Applied crack sealant in R6 to R5/Booking - Corrections  
Repaired damaged staff meal tray door Unit N/door bent- hinge sprung/repaired/cleaned food debris where hinge-door meets surface - Corrections  
Unclogged left sink Unit A – Corrections  
Turned in and tightened loosened screw on light fixture R6/Booking - Corrections  
Replaced bulb unit B and converted fixture to LED - Corrections  
Replaced guard buttons Unit C top and bottom – Corrections  
Replaced expired ballast jail admin. office – Corrections  
Converted light fixture to LED ISO cell #1 - Corrections  
Bio Hazz cleaning performed conference room entrance (3 areas) - SO  
Assembled office chair – SO  
Re-taped duct work insulation evidence room – SO  
Request to empty exterior cigarette disposal in no smoking area high risk fire hazard/check found 2 wads of gum in top of neck approx. 20 total butts in canister SO  
Replaced lamp in fixture outside of holding cell 1 – Corrections  
Request to lube wheels on cart - CC  
Set up Training Room per request for 12/03/19 – LUPZ  
Set up Training Room per request for 12/12/19 - LC  
Relocated Register in Probate signage per request – CRTS  
Repaired leaking hot water shut off valve/sink - CRTS  
Replaced door closure on staff interior entrance door – HHS  
Installed Veri Desk room #2146 – HHS  
Request to repair lift cylinder on office chair/check all operational occupant thought it should lift higher - HHS  
Cleaned up water mishap in 2<sup>nd</sup> floor women’s staff restroom – HHS  
Set up display table for Human Trafficking Awareness month - HHS  
Replaced damaged ceiling tiles behind projection screen in nurses screening room - HHS  
Installed data wire for Alio Time System northeast staff HHS/DA entrance – IT  
Installed data wire for Alio Time System Government Center main staff entrance – IT

Installed 2 network cables for new projector in Training Room – IT  
Installed 2 network cables for new projector in County Board Room - IT  
Replaced 2 ballast 2 lamps in fixture court room #1 – CRTS  
Assembled office chair victim witness office - DA  
Scheduled Maintenance performed  
General Maintenance performed

Lake Steel Street

Scheduled Maintenance performed  
General Maintenance performed

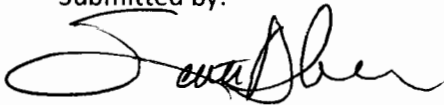
Tower Sites

Scheduled Maintenance performed  
General Maintenance performed

FRI

Request to unplug slop basin drain- ran 25' powered snake/clogged continued beyond GLCM equipment capabilities/ advised to contact outside vendor with equipment capable of reaching/outside vendor contacted per Jason Jerome

Submitted by:

A handwritten signature in black ink, appearing to read "Scott A. Weir". The signature is fluid and cursive, with a large initial "S" and "W".

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

February 04, 2020  
Property & Insurance Committee  
Monthly Report  
Green Lake County  
Maintenance Department

#### 571 County Road A

Installed supplied condensate drain hoses/fittings on 2 new steamers/kitchen – Corrections  
Tighten fitting on toilet rec. cell #5 – Corrections  
Adjusted position micro switch door #3 – Corrections  
Report that it is too warm and uncomfortable in master control on 01/20/20-checked temp history for past 48 hours/controller/computer- highest temp recorded was 73.34 forward info to jail admin. - Corrections  
Converted light fixture to LED rec. cell #5 – Corrections  
Special request to clean return air vents – Communications  
Adjusted prox. eye housing on top of door Rec. #5 slightly subbing - Corrections  
Repaired damaged chain drive north overhead door/Sally Port – Corrections  
Adjusted position micro switch unit A main door – Corrections  
Converted restroom light to LED/ Unit D - Corrections  
Repaired toilet flush button Unit K – Corrections  
Replaced 3' lamp elevator - Corrections  
Assembled 3 office chairs for patrol office – SO  
Installed 6 concrete anchors in wall for wooden plaques in sheriff's office – SO  
Assembled chair for sheriff's office - SO  
Replaced expired B2-50 power pak for lighting open office area – LC  
Replaced expired HP 4.16 Dev. 245 blower motor serviced back of court room A - CRTS  
Alio Time System remote installed Phase 2 main staff entrance area – 01/09/20  
Set up Training Room for 01/22/20 - UWEX  
Alio Time System remote installed Phase 1 north staff entrance – 01/09/20  
Set up Training Room for 01/13/20 - UWEX  
Replaced 6v 7ah control power back up battery elevator  
Replaced battery in audio alarm security/fire door Phase 2  
Set up Training Room for 01/09/20 - UWEX  
Replaced Wisconsin and US flags in front of facility  
Set up Training Room for 01/14/20 – UWEX  
Assisted IT with projector install County Board room - IT  
Mandated emergency generator/elevator run live load performed – 01/02/2020 - All operated as designed  
Facilities elevators maintenance/inspections performed 01/07/20  
Replaced expired deep cycle batteries (2) in Tom Cat floor scrubber  
General Maintenance performed  
Scheduled Maintenance performed



Lake Steel Street

General Maintenance performed  
Scheduled Maintenance performed

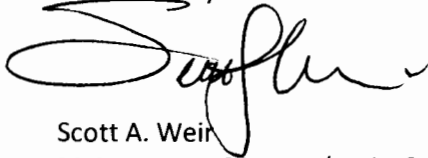
Tower Sites

Replaced defective battery in emergency generator – Princeton  
Reset GFI outlet for battery tender on emergency generator - Kingston  
General Maintenance performed  
Scheduled Maintenance performed

FRI

Installed ballast in two light fixtures- 8' T-12/ 2 bulb high output in front production area-01/16/20  
Installed new ballast in night light fixture 8' T-12 2 bulb high output - front production area- 01/21/20  
Installed new ballast in light fixture – 8' T-12/2 bulb high output- isle way production area-01/21/20

Submitted by:



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