



# **GREEN LAKE COUNTY**

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

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**Original Post Date: 07/29/2020**

**Amended\* Post Date:**

**The following documents are included in the packet for the Property and Insurance Committee meeting August 4, 2020**

- 1) Agenda
- 2) Minutes from 06/02/2020
- 3) Request for Electric Upgrade in Barns
- 4) Maintenance Monthly Activities



# 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 4th, 2020 Time: 4:30 PM**  
**Location: Government Center, County Board Room, 571 County Road A, Green Lake WI**

### AGENDA

#### Committee Members

David Abendroth, Chair  
Charles Buss  
Patti Garro  
Richard Trochinski  
Keith Hess

Elizabeth Otto, Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Approval of Minutes: 06/02/2020
5. Purchase Requests- Highway Electric Upgrade to Barns
6. Summer Maintenance LTE (Limited Term Employees)
7. 2021 Budget Discussion
  - Maintenance
  - Purchasing/Utilities
  - Insurance
8. Maintenance Report
  - Buildings and Grounds Report
  - Monthly Activities
9. Committee Discussion
  - Future Meeting Dates: Regular Meeting 09/01/2020 -4:30 PM
  - Future Agenda items for action & discussion
10. Adjourn

Due to the COVID-19 pandemic, this meeting will be conducted and available through in person attendance (6 ft. social distancing required) or audio/visual communication. Remote access can be obtained through the following link:

Join Zoom Meeting

<https://zoom.us/j/96968065855?pwd=dkNXTXNJV09tYkJ2NGhTOVBxYzgZdz09>

Meeting ID: 969 6806 5855

Passcode: 458322

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

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

June 2, 2020

The meeting of the Property and Insurance Committee was called to order by County Clerk Liz Otto on Tuesday, June 2, 2020 at 4:30 PM in the Green Lake County Board Room, Green Lake County Government Center, 571 County Road A, Green Lake, WI. The meeting was held both in person and via Zoom due to the COVID-19 pandemic. Requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Patti Garro  
Keith Hess  
Richard Trochinski (via Zoom)  
David Abendroth  
Chuck Buss (4:35 – via Zoom)

Other County employees present: Dawn Klockow, Corporation Counsel; Cathy Schmit, County Administrator (4:35 - via Zoom); Harley Reabe, County Board Chair (4:35); Matt Vandekolk, Chief Deputy.

### **ELECTION OF CHAIR**

County Clerk Liz Otto called for nominations for Chair of the committee. *Motion/second (Garro/Hess)* to nominate Dave Abendroth for Chair. *Motion/second (Hess/Garro)* to close the nominations and cast a unanimous ballot for Dave Abendroth as Chair. Motion carried with no negative vote. Abendroth seated as Chair.

### **ELECTION OF VICE CHAIR**

Chair Abendroth called for nominations for Vice Chair. *Motion/second (Hess/Abendroth)* to nominate Patti Garro for Vice Chair. *Motion/second (Abendroth/Garro)* to close the nominations and cast a unanimous ballot for Patti Garro as Vice Chair. Motion carried with no negative vote.

### **MINUTES**

*Motion/second (Hess/Garro)* to approve the minutes of March 3, 2020 with no additions or corrections. Motion carried with no negative vote.

### **EXPLANATION OF CURRENT BUILDINGS, ASSETS AND INSURANCE COVERAGE**

County Clerk Liz Otto stated that a listing of all current properties, vehicles, and property in the open was sent to all committee members prior to the meeting along with insurance policy summaries. Otto advised if anyone had any questions to contact her in the future.

### **LINE ITEM TRANSFER – INSURANCE BUDGET**

Transfer \$8,115.00 from the Worker's Compensation insurance budget to the Vehicle Comprehensive budget and the Public Liability budget.

*Motion/Second (Hess/Garro)* to approve the transfer and send to Finance for final approval. Motion carried with no negative vote.

**MAINTENANCE REPORT**

- Building and Grounds Report – report reviewed with no discussion
- Monthly Activities – report reviewed with no discussion

**COMMITTEE DISCUSSION**

**Future Meeting Date:** July 7, 2020 at 4:30 PM.

**Future Agenda items for action & discussion:** summer maintenance limited term employees

**ADJOURNMENT**

*Motion/second (Garro/Hess)* to adjourn the meeting at 4:40 PM. Motion carried with no negative vote.

Submitted by,

Liz Otto  
County Clerk



# REQUEST FOR PURCHASE APPROVAL

## Item To Be Purchased:

Electrical Upgrade of Barns

Department: Highway

Account Number: 20-701-29-53270-350-000

Governing Committee: Highway

Governing Committee Approval Date: 07/08/2020

P&I Approval Date:

## Reason for Purchase:

Overloading problems during the Fair.

A Class 1 notification was published in the papers. One Company (Pulvermacher Enterprises, Inc.) submitted a proposal as follows:

\$ 2,900.00 200A panel and service upgrade to pig barn

\$ 3,650.00 14 Outlets split up between 6 circuits and on their own breakers (pig barn)

\$ 4,900.00 4 Outlets on their own breaker (beef barn)

\$11,450.00 TOTAL COST



## PULVERMACHER ENTERPRISES, INC.

500 W. MAIN ST. P.O. BOX 56  
PRINCETON, WI 54968  
(920) 295-6262

Please find attached 3 quotes. Each quote was prepared based on the drawing from Jason Chapman. All of the electrical wiring will be prepared as a barn application. All the wiring is encased in PVC pipe and GFI protected. Each quote is specific to the location and project that it is covering.

On the beef barn we will ground/bond the metal building to prevent people from being shocked from the building.

Thank you for the opportunity to bid this project. When you are ready to schedule this work, or if you have additional questions, please contact Dale at (920) 295-6262.

Thank you,  
Dale Pulvermacher



**PULVERMACHER ENTERPRISES, INC.**

500 W. MAIN ST. P.O. BOX 56  
PRINCETON, WI 54968  
(920) 295-6262

**Service Invoice**

Invoice#: 61134  
Date: 06/22/2020

**Billed To:** Green Lake County Fair  
571 County Road A  
Green Lake WI 54941

**Project:** 571 County Rd A  
Green Lake WI 54941

Customer #: 454

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<b>Technician:</b> Dale Pulvermacher	<b>Tax Id. #</b>	<b>Tax Exempt</b>	<b>Customer Order#:</b>	<b>Quote</b>
<b>Service Date:</b> 06/22/2020				

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**Notes**

Quote: 200A panel and service upgrade to pig barn. This will eliminate the old feed from the dairy barn.

**Description**

- QO142M200P SQ D Panel & Cover
- 2" PVC LB
- 2" PVC Conduit Sch 40
- 2" PVC Connector - Male Adapter
- U1773XL-KK-TG200A Meter Socket
- 2" Milbank Hub
- 2" Rigid Steel Conduit
- 2" 2 Hole EMT Strap
- 2" Weatherhead
- 3/0 THHN Stranded
- Ground rod
- #6 Ground Wire
- #4 Ground Wire
- 1 1/4" to 2" Water Pipe Ground Clamp
- Permit application
- #3 Truck
- Electrical Labor

**TERMS:** Invoice due upon receipt  
All applicable sales tax is applied

*A service charge of 18.00 % per annum will be charged on all amounts  
overdue on regular statement dates.*

We can take major credit card payments.  
Master Card, Visa and Discover

Non-Taxable Amount:	2,900.00
Taxable Amount:	0.00
Sales Tax:	0.00
<b>Amount Due</b>	<b>2,900.00</b>



**PULVERMACHER ENTERPRISES, INC.**

500 W. MAIN ST. P.O. BOX 56  
PRINCETON, WI 54968  
(920) 295-6262

**Service Invoice**

Invoice#: 61667  
Date: 06/22/2020

**Billed To:** Green Lake County Fair  
571 County Road A  
Green Lake WI 54941

**Project:** 571 County Rd A  
Green Lake WI 54941

Customer #: 454

<b>Technician:</b>	Dale Pulvermacher	<b>Tax Id. #</b>	Tax Exempt	<b>Customer Order#:</b>	Quote
<b>Service Date:</b>	06/22/2020				

**Notes**

Quote: In the pig bar there will be a total of 14 outlets (6 GFI's & 8 20 Amp). These outlets will be split up between 6 circuits which will be on their own breakers.

**Description**

- FS 3/4" 1 Hub Plastic Box
- 3/4" PVC Conduit Sch 40
- QO 120 Square D Breaker
- 12 THHN Stranded
- 10 THHN Stranded
- Ivory 20Amp GFI Receptacle
- Ivory 20A Duplex Receptacle
- Small Parts
- Scissor Lift
- Electrical Labor

**TERMS:** Invoice due upon receipt  
All applicable sales tax is applied

*A service charge of 18.00 % per annum will be charged on all amounts overdue on regular statement dates.*

We can take major credit card payments.  
Master Card, Visa and Discover

Non-Taxable Amount:	3,650.00
Taxable Amount:	0.00
Sales Tax:	0.00
<b>Amount Due</b>	<b>3,650.00</b>





**PULVERMACHER ENTERPRISES, INC.**

500 W. MAIN ST. P.O. BOX 56  
PRINCETON, WI 54968  
(920) 295-6262

**Service Invoice**

Invoice#: 61666

Date: 06/22/2020

**Billed To:** Green Lake County Fair  
571 County Road A  
Green Lake WI 54941

**Project:** 571 County Rd A  
Green Lake WI 54941

Customer #: 454

Technician:	Date Pulvermacher	Tax Id. #	Tax Exempt	Customer Order#:	Quote
Service Date:	06/22/2020				

**Notes**

Quote: In the beef barn I would add 4 plugs to each side of the barn with each on its own breaker. There would be 3 cord drops down the center of the barn and each would also be on their own breaker. These plugs would be wired for the barn and all be GFI protected.

**Description**

- EWDWD3051BK- Duplex Recep Cover
- EWDWD3055BK- Decora Cover
- EWDWD3059- STD Outlet W/Box W/ Fitting
- CRLSJO123 12/3 SJOOW
- HUB073041279 SGL Eye, Bus Drop Grip
- HUBGFRST20I 20 A IVORY GFI
- HUBBR20I Recep, 20A
- 3/4" PVC Conduit Sch 40
- FDC 1G PVC 1/2-1" 2Hub DP Plastic Box/077291
- CH120 1 Pole 20 Amp Breaker
- 4x4x2-1/8 Square Box Deep
- Ivory Weather Resistant 20Amp GFI
- 10 THHN Stranded
- 12 THHN Stranded
- Scissor Lift
- #3 Truck and Trailer
- Electrical Labor

**TERMS:** Invoice due upon receipt  
All applicable sales tax is applied

*A service charge of 18.00 % per annum will be charged on all amounts overdue on regular statement dates.*

We can take major credit card payments.  
Master Card, Visa and Discover

Non-Taxable Amount:	4,900.00
Taxable Amount:	0.00
Sales Tax:	0.00
<b>Amount Due</b>	<b>4,900.00</b>

July 07, 2020  
Property & Insurance Committee  
Monthly Report  
Green Lake County Maintenance Department

571 County Road A

Unclogged sink 1 unit A – Corrections  
Replace 1 lamp in fixture laundry room – Corrections  
Repaired damaged drain basket prewash dishwasher – Corrections  
Unclogged sink unit B cell #1 – Corrections  
Replaced lamp in fixture r4strrom between kitchen and laundry area – Corrections  
Replaced lamp in fixture unit N above bunk N-1 - Corrections  
Repaired/adjusted hardware for door handle to cleaning closet Unit K - Corrections  
Repaired damaged fastener for drain basket/line- hand wash sink closet to door - Corrections  
Unclogged sink 2 unit A – Corrections  
Replaced lamp in fixture above steamer/kitchen - Corrections  
Replaced 2x2 fluorescent unit with led unit Unit N above stairwell - Corrections  
Replaced damaged spray head prep sink – Corrections  
Replaced 2x2 fluorescent unit with led unit Unit M day area – Corrections  
Repaired damaged drain in trough like sink between dishwasher and dishwasher sink - Corrections  
Replace bulb in fixture property room near shoe rack- Corrections  
Replaced lamp in fixture Professional Visits booth 2 – Corrections  
Unplugged restroom sink drain - Communications  
Clean dryer exhaust lines in Huber locker room/reminded corrections lint traps need to be cleaned daily by inmate using after use  
Repaired drive (roll pin) in overhead door opener south door - SO  
Replaced power pak for lighting conference room – (Corp Counsel) TREAS  
Installed additional forms rack courtroom #2 entrance – CRTS  
Replaced lamp in can fixture above recep. Counter – ROD  
Remove pc. Of homemade door wedge under door so door would close properly - LUPZ  
Mowed 2 properties for treasures office (2 times) Princeton, Berlin  
Repaired thresh plate west staff entrance  
Scheduled Maintenance performed  
General Maintenance performed

Lake Steel Street

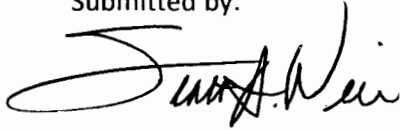
Scheduled Maintenance performed  
General Maintenance performed

Towers

Princeton

Markesan  
Kingston  
Green Lake  
Berlin  
Scheduled Maintenance performed  
General Maintenance performed

Submitted by:

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

Scott A. Weir  
Maintenance Director  
Green Lake County

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

#### 571 County Road A

Report of door #9 not opening right away/checked/lubed- operating as designed - Corrections  
Replaced 2x2 fluorescent fixture with 2x2 LED fixture Unit E top of stairwell – Corrections  
Report of jail wash machine leaking on backside of machine where eco-lab chemicals connections interface, checked/ran test first cycle found no leaks – Corrections  
Replaced 2x2 fluorescent fixture to 2x2 LED fixture unit J right of shower – Corrections  
Report of left dryer not heating correctly checked fault codes/sensors-ran cycle could find no malfunctions- Corrections  
Kitchen Fire suppression inspection/maintenance performed – Fire & Safety - Corrections  
Replaced expired start capacitor for compressor H.P. 3.13/DEV 3.30 - Corrections  
Report of door #12 not opening properly/checked door opening as designed/lubed – Corrections  
Report of 2 outlets not functioning jail kitchen found outlets tripped-further checking found that multiple toasters were being used/tested at same time on same circuit not approve for – Corrections  
Repaired dryer drum pulley (right dryer) -Corrections  
Replaced back up battery in fire control panel(s) Corrections/Communications  
Replaced 3 2x2 fluorescent fixture with 3 LED fixtures/ reception work area – SO  
Tightened bushing on door hardware fire exit northeast - HHS  
Removed task light in room #2122 per request – HHS  
Assembled and delivered office chair - HHS  
Remove unused Covid19 screening station entrance – GC  
Set up Training room for 07/17/20 – CC  
Repaired leak in neck of faucet women’s staff restroom – CA/COC  
Facilities fire suppression system inspection/maintenance performed - Pretzborn  
State of Wisconsin DSPS - Occupational Safety audit/inspection conducted 07/28/20 results pending.  
General Maintenance performed  
Scheduled Maintenance performed

#### 500 Lake Steel Street

Replaced cotter pin and washer on axle- wheel for cart – Food Pantry  
Replaced lamp in exterior fixture/entrance replaced with LED – Food Pantry  
General Maintenance performed  
Scheduled Maintenance performed

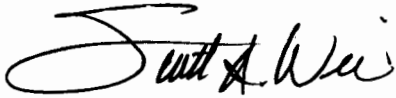
#### Tower Sites

Princeton  
Markesan

Kingston  
Green Lake  
Berlin  
General Maintenance performed  
Scheduled Maintenance performed

Mowed properties in Berlin/Princeton (2) - TRES  
2021 Propose Maintenance Department Budget included

Submitted by:

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

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