



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 04/01/2021

Amended* Post Date:

The following documents are included in the packet for the Property and Insurance Committee on April 6, 2021:

- 1) Agenda
- 2) Minutes from February 2, 2021
- 3) Maintenance Annual Reports
- 4) Maintenance Monthly 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: April 6, 2021 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: 02/02/2021
5. Public Comment
6. Discuss indemnification for snow mobile easement property owner
7. Annual Maintenance Report
8. Maintenance Report
 - Buildings and Grounds Report
 - Monthly Activities
9. Committee Discussion
 - Future Meeting Dates: Regular Meeting 05/04/2021 at 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 and face masks are required) or audio/visual communication. Remote access can be obtained through the following link:

Topic: Property and Insurance

Time: Apr 6, 2021 04:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/95244625366?pwd=MS84Zk53elpMjRXTU5sTE9zSEEzUT09>

Meeting ID: 952 4462 5366

Passcode: 346286

Dial by your location

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington DC)

+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
February 2, 2021

The meeting of the Property and Insurance Committee was called to order by Chair Abendroth on Tuesday, February 2, 2021 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: Dave Abendroth
Keith Hess
Chuck Buss
Richard Trochinski (Zoom)

Absent: Patti Garro

Other County employees present: Cathy Schmit, County Administrator (Zoom); Harley Reabe, County Board Chair; Scott Weir, Maintenance Supervisor; Matt Vandekolk, Chief Deputy; Barry Mashuda, Highway Commissioner; Liz Otto, County Clerk; Sheriff Mark Podoll; Gene Thom, Supervisor #19

MINUTES

Motion/second (Buss/Abendroth) to approve the minutes of November 3, 2020. Motion carried with no negative vote.

PUBLIC COMMENT - None

PURCHASING REQUESTS FOR HIGHWAY KIOSK REPLACEMENT FOR SCALES

Highway Commissioner Barry Mashuda explained the problems with the current scales and stated that the Highway Department is recommending approval of Option #2 from Cream City Scale for \$16,976. The Highway Committee has approved that quote.

Motion/second (Buss/Trochinski) to approve the quote from Cream City Scale for \$16,976. Motion carried with no negative vote.

SNOWMOBILE CLUB REROUTE

Maintenance Supervisor Scott Weir stated that the Berlin River Riders snowmobile club requested the use of a small portion of the Government Center property for their snowmobile trail this year. No objection from the committee.

OVERVIEW AND UPDATE OF COUNTY INSURANCE POLICIES

County Clerk Liz Otto provided the committee with 5 years of insurance costs dating back to 2017. Discussion held.

DISCUSSION REGARDING FLEET VEHICLES

County Administrator Cathy Schmit stated that the leased vehicles are charged on a monthly basis. She outlined a history of mileage reimbursement to employees versus the cost of the vehicles. Sheriff Podoll commented on the leased vehicles in his department and stated that the true savings should be realized when the vehicles are traded in.

MAINTENANCE REPORT

- Building and Grounds Report – no discussion or questions
- Monthly Activities – no updates

COMMITTEE DISCUSSION

Future Meeting Date: March 2, 2021 at 4:30 PM.

Future Agenda items for action & discussion:

ADJOURNMENT

Chair Abendroth adjourned the meeting at 4:50 PM.

Submitted by,

Liz Otto
County Clerk

GREEN LAKE COUNTY MAINTENANCE DEPARTMENT ANNUAL REPORT

571 COUNTY ROAD A

	2018	2020
Trash/Recycle	7963.01	6539.69
Pest Control	1101.87	1467.5
Contracted Services (FRI-Janitorial)	11581.26	7868.88
Mandated Inspections/Service Contracts		
Elevator Inpection	570	570
Star Fire System(ROD)	1,260.00	630
Fire Sprinler System	350	350
Otis elevator	4566.84	8746.64
ACC HVAC	6215	6215
Fire Suppression (Jail Kitchen)	268.4	268.4
Portable Fire Extinguishers	458.85	227.34
Permits to Operate	300	300
Water Conditioning	2609.14	2842
Grounds/Grounds Improvements	6666.69	4768.86
Janitorial Supplies/Equipment	10263.15	12504.63
HVAC Corrections (Jail)	7648.03	3096.37
HVAC Govt. Center/HHS/Justice Center (Includes control/software upgrade to entire system)	3622.96	9494.04
Plumbing Corrections (Jail)	2964.81	575.35
Plumbing Govt. Center/HHS/Justice Center	260.02	256.66
Electrical Corrections (Jail)	753.09	1799.77
Electrical Govt. Center/HHS/Justice Center	1516.64	984.45
Building Repairs Interior/Exterior Corrections (Jail)	2481.68	753.24
Building Repairs Interior/Exterior Govt. Center/HHS/Justice Center	501.69	781.39
Trash/Recycle Units	0	1600.59
Elevator Repairs	0	2803.68
Exterior Window Cleaning	1450	1575

Fire Supression Repairs	0	460
Covid Related Non Cleaning	0	806.17

LAKE STEEL STREET

FOOD PANTRY

HVAC	51.35	792.23
Electrical	33.32	0
Plumbing	41.58	120.7
Building Repairs Interior/Exterior	291.99	148.11
Grounds/Grounds Improvement	474.33	1043.97

MAINTENANCE/PARKS AREAS

HVAC	161.92	0
Electrical	74.25	0
Plumbing	0	0
Building Repairs Interior/Exterior	0	143
Grounds/Grounds Improvements	0	0

FRI	195.36	31.4
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Training	167.09	0
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PPE	894.59	1429.4
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Maintenance Tools/Consumables	2274.16	2429.57
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Vehicle/Equipment Maintenance	4930.62	2936.99
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RADIO TOWERS

Generators System Repairs and Maintennace	1075.93	661.27
Buildings/Grounds/Fuel	2155.54	1819.29

Maintenance Fuel General	1402.1	1632.4
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Cell Phones	517.37	1020.54
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Office Supplies/Print Management	141.37	61.63
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March 02, 2021
Property & Insurance Committee
Monthly Report
Green Lake County Maintenance Department

571 County Road A

Replaced 24" lamp in fixture jail elevator – Corrections
Request to repair hot water button rec. #6 / Found hot water valve turned off – Corrections
Adjusted pre book intake door per request – Corrections
Removed welded to wall interview table in booking per request - Corrections
Replaced 2 4' T-5 lamps in fixture walk in cooler/jail kitchen – Corrections
Request to check error code on dryer (near sink) jail laundry/shows overheating/advised to schedule vendor for CB diagnostic – Corrections
Outlet would not power up after skytron was utilized in education teachers office request to check/found wire nut and wire fused together/ replaced-advised not to use skytron on this receptacle – Corrections
Tighten vac breaker on toilet C7 - Corrections
High urgency request to fix shower in unit K water will not shut off/found foreign plastic pc. Jammed in button to keep button depress for water to continually run - Corrections
Re attached Formica strip on top of swing door jail intake/booking neat finger print station – Corrections
Replaced flush diaphragm Unit A back toilet – Corrections
Tighten vac breakers on toilet B5 - Corrections
Install mount and monitor for new security system – Communications
Relocated TV and mount - Communications
Replaced power pak patrol office lighting – SO
Want to move printer to different location at security desk/ request to drill hole through cinder and mason block wall for network and power cord access – SO
Enlarged access areas in desk for network and power cords for new security system sheriff's office – SO
Enlarged access areas in desk for network and power cords for new security system chief deputy office - SO
Moved environments in open office area LUZP
Moved environments in room #1913 – Corp. C.
Installed mount and wide screen monitor for new security system in reception office - HHS
Replaced expired transformer and compressor start capacitor on HP 1.23 services office 2121 – HHS
Request to clean blood out of carpet after staff tripped over open file drawer office #1133 – HHS
Installed mount and monitor for new security system - reception area – HHS
Installed new led safety lighting and switch module on snow blower unit
Scheduled Maintenance performed
General Maintenance performed

500 Lake Steel Street

Cut sub pump pit in concrete floor for water removal in parking area

Installed sub pump/temporary discharge line /electric in sub pump pit
Scheduled Maintenance performed
General Maintenance performed

Tower Sites

Princeton-Turned in damaged (bent) lock to communications waiting for replacement-This was for door in fence around tower building

Markesan

Kingston-snowplow 3

Green Lake-snowplow 3

Berlin

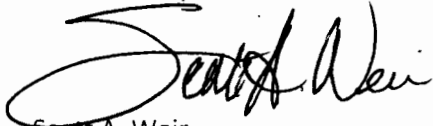
Scheduled Maintenance performed

General Maintenance performed

Fox River Industries

Checked power outages in certain areas in facility per request-Found no power to middle lag in main disconnect panel B/A (three phase)-advised to call power company probable fuse arm failure on pole.

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. Weir".

Scott A. Weir

Maintenance Director/Parks & Recreation Director
Green Lake County

April 06, 2021
Property & Insurance Committee
Monthly Report
Green Lake County Maintenance Department

571 County Road A

Replaced 2 bulbs in light fixture Unit D - Corrections
Replaced cold water cartridge master control staff restroom - Corrections
Replaced missing security screw in towel holder Unit A - Corrections
Converted light fixture to LED Unit M restroom area - Corrections
Replaced lamps in light fixture staff restroom kitchen - Corrections
Cleaned sink drain Rec #5 – Corrections
Repaired hot water handle master control staff sink- Corrections
Replaced lamp in light fixture right side of dishwasher - Corrections
Request to repair track for north shower states is loose/checked all was secure - Corrections
Converted light fixture to LED above sink in bathroom Unit J – Corrections
Replaced ballast in light fixture ISO cell #1 above door - Corrections
Request to replace 2 lamps track lighting/checked fixture loose due to ornament hanging hooks affixed to all fixtures weight from ornaments caused loose connection/while repairing retro all fixtures with LED lamps – Communications
Installed under desk pc holder for security desk - SO
Cleaned up/disposed of oil dry that was applied for gas leak from HHS staff personal vehicle HHS parking area first row – HHS
Replaced broken return spring housing on door handle/staff secondary entrance - HHS
Replaced ballast in fixture room #1155 – HHS
Set up tables in screening room per request - HHS
Replaced lamp in task light west desk work area - IT
Ordered assembled installed additional sneeze guards Courtroom A – CRTS
Replaced expired projector bulb courtroom 2 – CRTS
Removed office chair per request - CC
General Maintenance performed
Scheduled Maintenance performed

Lake Steel Street

General Maintenance performed
Scheduled Maintenance performed

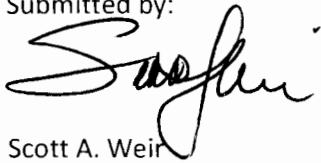
Tower Sites

Princeton
Markesan
Kingston

Berlin
Green Lake
General Maintenance performed
Scheduled Maintenance performed

FRI
Request to check rattling noise coming from air Compressor

Submitted by:

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

March 02, 2021
Property & Insurance Committee
Monthly Report
Green Lake County Maintenance Department

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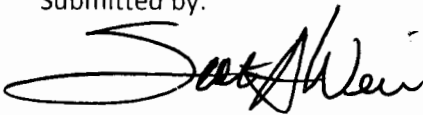
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Scott A. Weir
Maintenance Director/Parks & Recreation Director
Green Lake County