



# **GREEN LAKE COUNTY**

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

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**Original Post Date: 02/27/19**

**Amended\* Post Date:**

**The following documents are included in the packet for the Property and Insurance Committee on March 5th:**

- 1) Agenda
- 2) Minutes from 12/04/18
- 3) Maintenance 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: March 5, 2019 Time: 5:00 PM  
Location: Government Center, County Board Room, 571 County Road A, Green Lake WI***

**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: 12/04/18
5. Correspondence
6. Public Comments (3 min limit)
7. Use of County Property
  - Angler's Choice Fishing Tournament
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 April 2, 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**  
**December 4, 2018**

The meeting of the Property and Insurance Committee was called to order by Chair Vicki Bernhagen on Tuesday, December 4, 2018 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  
Keith Hess

Absent:

Other County employees present:

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

Dawn Klockow, Corporation Counsel (5:08)  
Sheriff Mark Podoll  
Harley Reabe, Cty Board Chair

**MINUTES**

*Motion/second (Hess/Garro)* to approve the minutes of November 6, 2018 with no additions or corrections. All ayes. Motion carried.

**CORRESPONDENCE**

County Clerk Liz Otto read a letter submitted to the committee, County Board Chair Harley Reabe, and County Administrator Cathy Schmit regarding the resolution on the agenda Relating to Government Center Security Systems and Building Upgrades. The letter states that Department Heads and staff in the West Wing are opposed to the \$157,750 proposed in the resolution for walls, doors, casework and windows but are in favor of the other security upgrades.

County Clerk Liz Otto also read two letters from Wisconsin County Mutual Insurance Corporation advising the county of a workers compensation flat dividend check in the amount of \$23,324 for 2017 and a workers compensation slider dividend check from 2016 in the amount of \$15,330.11 for a total of \$38,654.11.

**PUBLIC COMMENTS** - none

**BUDGET ADJUSTMENTS/LINE ITEM TRANSFER**

Discussion held regarding transfer for additional insurance endorsements due to fleet vehicles. County Clerk Liz Otto will contact the insurance company for more information.

**PURCHASE REQUESTS** - none

## **DISCUSSION AND POSSIBLE ACTION ON FAIRGROUNDS ELECTRICAL UPGRADE**

The Green Lake County Livestock Council is requesting approval to upgrade electrical service in three buildings on the Highway grounds which house animals during the Fair. Funding for the project will come through fund raising and grants.

*Motion/second (Abendroth/Hess)* to approve the upgrades as requested. All ayes. Motion carried.

## **UWEX OUTREACH PROGRAM MANAGER OFFICE SPACE**

Jay Dampier, Outreach Program Manager for UW-Extension, is requesting office space within the Government Center starting January 1, 2019. A rental fee will be paid from the state UWEX program.

*Motion/second (Garro/Trochinski)* to approve the request for office space for Jay Dampier in the UW-Extension offices pending contract approval from Corporation Counsel. All ayes. Motion carried.

## **RESOLUTIONS**

- **Relating to Government Center Security Systems and Building Upgrades**

County Administrator Cathy Schmit distributed information on the proposed upgrades to security. Discussion held. County Board Chair Harley Reabe stated that all upgrades would be paid for through sales tax.

*Motion/second (Abendroth/Garro)* to approve the resolution pending bid approval. Ayes – 0, Nays – 5. Motion failed.

*Motion/second (Abendroth/Garro)* to amend the resolution to remove Year 2 (2020) and Year 3 (2021) proposals and authorize getting bids for the project. All ayes. Motion carried.

## **MAINTENANCE REPORT**

- The report was reviewed. Maintenance Supervisor Scott Weir gave an update. Discussion held.

## **COMMITTEE DISCUSSION**

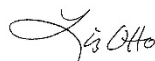
**Future Meeting Date:** Next meeting date: January 8, 2019 at 5:00 PM.

**Future Agenda items for action & discussion:**

## **ADJOURNMENT**

Chair Bernhagen adjourned the meeting at 5:28 PM.

Submitted by,



Liz Otto

County Clerk

March 05, 2019  
Property & Insurance Committee  
Monthly Report  
Maintenance Department

#### 571 County Road A

Repaired damaged wall and door frame unit C cell #3 welded tabs on bottom of door frame and inserted 3" cement anchors in floor – Corrections  
Replaced damaged detention door closure (with prox micro switch) male Huber locker room detention side entrance - Corrections  
Unclogged left sink drain Unit A - Corrections  
Replaced broken cleaning chemical dispenser corrections janitorial room - Corrections  
Request from corrections to repair damaged ISO Cell 1 security cabinet around TV-cabinet housing around TV/ is damaged (3 out of 4 corner brackets/hardware broken) beyond a safe/detention facility security repair-advised corrections admin. to have housing replaced with new – Corrections  
Remounted malfunctioning Univisit to wall per request ISO Cell #1 – Corrections  
Installed new control board on ACU 3 and ACU 4 cooling in Master Control (jail) IDF area (e-mail sent reconfirm operating instructions) - Corrections  
Assembled chair per request for booking – Corrections  
Replaced damaged prewash wand hose/kitchen – Corrections  
Repaired damaged laminate on video visitation booth unit D right hand side – Corrections  
Replace 2 lamps in fixture unit D outside of cell under mezzanine - Corrections  
Replaced 2 lamps Rec. 6 (retro with LED) – Corrections  
Replaced caster in Master Control on 24-7 chair with standard office chair caster county stocks (temp) until they rec. correct caster from vendor - Corrections  
Replaced back batteries in hot water timers in Jail Booking/Rec-Main Detention - Corrections  
Request to repair leaking hot circulating pump in main chase/checked pump not leaking water came out of pressure relief – Corrections  
Tightened security floor anchor on stool unit E – Corrections  
Replaced defective contactor in HP 3.12/ Program 2 – Corrections  
Replaced 1 bulb in light fixture kitchen sally port hallway - Corrections  
Replaced vac breaker seal on toilet Unit D 1 – Corrections  
Tighten security bolt/anchor on stool base near stairs Unit D - Corrections  
Replaced lamp ballast Unit K day room above bunks 7-8 – Corrections  
Replaced 1 bulb in light fixture jail lobby vestibule by kiosk – Corrections  
Replaced 3 bulbs in light fixture rec #4 - Corrections  
Report of hex head lag screw missing head that holds up lower counter in intake-found cement tapcon sheared off/removed broken one replaced with new - Corrections  
Removed another section of damaged flooring shower unit C applied dura coat - Corrections

Request to repair flush button in Cell D 2- has to be depressed several times before it will flush and cell is needed occupied/found nothing malfunctioning/Found it was Cell D 1/checked button functioning fine- found water valve to toilet was partially turned off/opened valve/functions properly - Corrections  
Removed malfunctioning Univisit unit from wall per request from ISO cell #1 – Corrections  
Replaced damaged 1 rail bracket fastener top right corner security cabinet around TV ISO cell #3 - Corrections  
Request to replace ring around guard 1 pipe button/ring was fine button was damaged/replaced with corrections supplied new button – Corrections  
Repaired towel hangers in cells C1, C3, and C9 - Corrections  
Removed arms on new chair per request/booking – Corrections  
Replaced 1 damaged rail bracket fastener bottom right corner around TV security cabinet ISO cell #2 - Corrections  
Took Bio Haz (razor bucket) to Theda for disposal per request – Corrections  
Report that Kitchen advised door #9 kitchen is slow to open and close and sometimes requires assist. To open or close/checked with kitchen staff were not aware was a problem/checked door/had Master Control cycle door found no mechanical/electrical issues all worked as designed - Corrections  
Distributed another pest control unit in main detention areas per request- checked cells (units J,F, & G) in area excess food debris/Pest control vendor will access and make additional recommendations – Corrections  
Replaced damaged hose on wand at pre-wash station for dish machine/kitchen - Corrections  
Replaced 1- 36" lamp corrections elevator - Corrections  
Replaced worn mechanical seal in hot water circulation pump for back detention area - Corrections  
Installed new supplied rail inserts for ISO Cell #1 security cabinet around TV - Corrections  
Removed damaged security cabinet around TV per request/ISO cell #1 – Corrections  
Replaced expired capacitor in blower motor HP 4.10 DEV. 248 – Corrections  
Replaced worn drive belt on OAHP #3 air intake – Corrections  
Repaired damaged water handle drinking fountain – Correction  
Request to remove environments from corrections Sgt. Office to be put in SO storage – Corrections  
Request to adjust camera (#32) angle by female/male Huber entry doorway – Corrections  
Replaced lamp in fixture over dish sink/kitchen – Corrections  
Request to inspect smoke detector because it activated on 02/06/19 in cell E9 – Inspected/all operational/smoke detector activated because air was disturb from normal conditions in front of sensor – Corrections  
Replaced damaged 6' hose in wash down area/kitchen - Corrections  
Repaired damaged door on 911 console left side - Communications  
Replaced defective High Pressure Switch and added .5 lbs. of r410 refrigerant to HP 2.11/Dev 114 – SO – ACC/GLCM  
Set up Training Room per request for 02/12/19 - SO  
Brought x-mas tree and related items from UWEX storage up to main lobby for HCE  
Took x-mas tree and related items from main lobby to UWEX storage for HCE  
Replaced dim bulbs per request 3 fixtures front right - COC  
Installed 2 additional wall anchors for decorations room #2514 – Courts  
Moved accessory drawer underneath desk to east side of desk room#2514 – Courts  
Replaced 4 CFL pin base bulb fixtures approx. 12000 hr. life with RT8 Ultra LED Recessed approx. 50,000 hr. life /location behind judge bench – Courts  
Set up Training Room for 02/07/19 per request - UWEX  
Request to remove keyboard extension room # 2903 – UWEX  
Set up Training Room for 02/13/19 per request - UWEX

Set up Training Room for 02/05/19 per request - UWEX  
Set up Training Room for 02/02/19 per request - UWEX  
Set up Training Room for 01/28/19 per request - UWEX  
Installed per request 5'x7' white board room # 2905 – UWEX  
Set up Training Room for 01/15/19 per request - UWEX  
Removed environments per request in room #1121 to clean carpets etc. for new staff member starting date of 01/03/19 - HHS  
Removed expired vending machine per request HHS break room 1<sup>st</sup> floor – HHS  
Installed white room #2146 - HHS  
Replaced damage cartridge (cracked) on faucet breakroom 1<sup>st</sup> floor - HHS  
Repaired toilet seat women's restroom center stall 1<sup>st</sup>. floor – HHS  
Replaced vac breaker women's restroom center stall 1<sup>st</sup>. floor - HHS  
Repaired flush handle women's restroom 3<sup>rd</sup> stall 2<sup>nd</sup>. floor - HHS  
Set up stand-up computer desk in room #2125 per request – HHS  
Replaced vac breaker women's restroom 2<sup>nd</sup> floor - HHS  
Installed white board in room #1127 - HHS  
Cleaned auto flush unit men's urinal 1<sup>st</sup> floor - HHS  
Repaired toilet stall door handle men's restroom phase 2/2<sup>nd</sup> floor  
Repaired women's toilet seat phase 2/1<sup>st</sup> floor  
Replaced deteriorated 1"x 2" galv. nipples on pressure relief ports on all 3 water heaters  
Replaced 2 lamps in two fixtures Court Room A – Courts  
Replaced expired compressor/#1 compressor on 1<sup>st</sup>. stage on OAH #2 along with dryer filters/lines/fuses etc. GLCM/ACC  
Replaced expired hot surface igniter element hot water heat #3 – Mechanical Room  
Reattached decorative window sash east 1<sup>st</sup> floor phase 2 stairway  
Mandated elevator inspections for facility were performed by State Elevator Inspector/All compliant PTO were issued  
Live Load facility emergency generator test performed on 01/16/19-All operated/performed as designed  
General Maintenance performed  
Scheduled Maintenance performed

#### Lake Steel Street

Installed 12 (retro) high bay type lighting fixtures -3 bulb/T-8 in south cold storage area 93% of all materials was reclaimed/repurposed for entire project  
Installed 36,000 BTU gas forced-air heater along with all electrical/gas lines/venting etc. in east work area  
Carpeting in south office/new cold storage area removed from concrete floor approx. 1400 sq. ft.  
Work continues removing old office units in south cold storage area  
Took delivery of food pantry forklift 12/27/18 - 2:50p – Food Pantry/HHS  
Placed loading/unloading sign again in parking lot for Feed America deliveries (traffic/pedestrian safety) – Food Pantry/HHS  
Unloaded and installed new upright cooler – Food Pantry/HHS  
Installed portable dehumidifier for future computer install in IDF room per request - IT  
Installed separate cooling zone for future computer install in IDF room per request - IT  
General Maintenance performed

Scheduled Maintenance performed

Towers

Kingston-Snowplowed (7)  
Green Lake-Snowplowed (7)  
General Maintenance performed  
Scheduled Maintenance performed

Highway Department 1 & 2

Request to disconnect power to old salt/sand building – Disconnect 2 circuits to structure along with conduit from breaker box to fixtures than ran into structure – HWY 2  
Installed network cable from main network patch panel to breakroom per request – HWY 1/IT

FRI

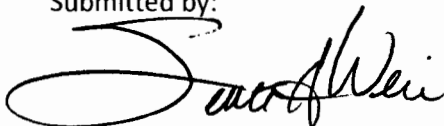
Maintenance Request performed

Replaced broken flush handle on toilet in ADA front restroom  
Unplugged toilet with plunger per request/men's back restroom/12/04/18/plunged/flushed 4 times/  
Unplugged toilet with plunger per request/men's back restroom12/12/18/8:31/plunged/flushed 5 times/showed production supervisor

Maintenance Department

MSDS (SDS) Sheets all updated (Maintenance Dept.) Given to safety coordinator for confirmation.  
Fork Recertification given for required Maintenance staff  
LOTO update continuing for county facilities and equipment (Maintenance Dept.)  
Maintenance of seasonal equipment ongoing for Maintenance Department/Parks & Recreation  
Maintenance Department Staff LOTO training scheduled for 3<sup>rd</sup>. week in february  
All Maintenance Department staff yearly evaluations completed/submitted

Submitted by:



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