



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 05/28/20

Amended* Post Date:

The following documents are included in the packet for the Property and Insurance Committee on June 2, 2020:

- 1) Agenda
- 2) Minutes from 03/03/2020
- 3) Line Item Transfer
- 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: June 2, 2020 Time: 4:30 PM

Location: Government Center, County Board Room, 571 County Road A, Green Lake WI

AGENDA

Committee Members

Charles Buss
Patti Garro
David Abendroth
Richard Trochinski
Keith Hess

Elizabeth Otto,
Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Election of Chair
5. Election of Vice-Chair
6. Approval of Minutes: 03/03/2020
7. Explanation of Current Buildings, Assets and Insurance Coverage – Liz Otto, County Clerk
8. Line Item Transfer- Insurance Budget
9. Maintenance Report
 - Buildings and Grounds Report
 - Monthly Activities
10. Committee Discussion
 - Future Meeting Dates: Regular Meeting 07/07/2020 -4:30 PM
 - Future Agenda items for action & discussion
11. 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/95023756882?pwd=RmlMb2NVRkYrMzVuVlJmQ2o3RCsyQT09>

Meeting ID: 950 2375 6882

Password: 835569

Dial by your location

- +1 929 436 2866 US (New York)
- +1 301 715 8592 US (Germantown)
- +1 312 626 6799 US (Chicago)

Meeting ID: 950 2375 6882

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

March 3, 2020

The meeting of the Property and Insurance Committee was called to order by Vice-Chair Patti Garro on Tuesday, March 3, 2020 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: Patti Garro
Keith Hess
Richard Trochinski
David Abendroth

Absent: Vicki Bernhagen

Other County employees present:
Samantha Stobbe, Deputy County Clerk
Cathy Schmit, County Administrator
Sheriff Mark Podoll

Dan Sondalle, Assistant Corporation Counsel
Scott Weir, Maintenance Supervisor

MINUTES

Motion/second (Hess/Abendroth) to approve the minutes of February 4, 2020 with no additions or corrections. Motion carried with no negative vote.

PUBLIC COMMENTS – none

USE OF COUNTY PROPERTY

- **Bass Fishing Tournament – Wisconsin Bass Federation/The Bass Federation (TBF)**

The committee was informed that there is a request from the Wisconsin Bass Federation to use Dodge Memorial Park for their tournament on June 7, 2020 from 4:30AM-4:30PM.

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

AWARD OF BID RE: SECURITY SYSTEMS UPGRADE

Motion/Second (Abendroth/Hess) to award the bid to Pieper Electric, Inc. for the security systems upgrade. Discussion held. Motion carried with no negative vote.

Aaron Smak from IMEG Technology was notified of the decision via phone conference.

PURCHASE REQUEST

- **Rumble Strips – Highway**

Motion/second (Abendroth/Hess) to approve the purchase of the rumble strips from Decker Supply for \$12,008.00. Motion carried with no negative vote.

- **Patrol Superintendent Truck 4x4 Crew Cab**

Motion/second (Hess/Trochinski) to approve the purchase of a 2020 Ford F250 Series SD – STX/FX4 from Sondalle for \$36,000.00. Motion carried with no negative vote.

- **80,000 BTU Furnace**

Motion/second (Trochinski/Abendroth) to approve the purchase of a 80,000 BTU furnace from SuperHeat for \$3,100.00. Motion carried with no negative vote.

MAINTENANCE REPORT

- Building and Grounds Report – discussion held.
- Monthly Activities – discussion held.

COMMITTEE DISCUSSION

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

Future Agenda items for action & discussion:

ADJOURNMENT

Vice-Chair Garro adjourned the meeting at 5:23 PM.

Submitted by,

Samantha Stobbe
Deputy County Clerk

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

| |
|-------------|
| No. _____ |
| Date: _____ |

Department: County Clerk - Insurance
 Budget Year Amended: 2020

From Account

| Account # | Account Name | Current Budget | Transfer Amount | YTD Expenditures | New Budget |
|-----------------------|------------------------|----------------|--------------------|------------------|---------------|
| 20-100-04-51930-510 | Workman's Compensation | \$ 245,455.00 | \$ 8,115.00 | | \$ 237,340.00 |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| Total Transfer | | | \$ 8,115.00 | | |

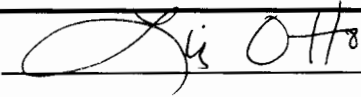
To Account

| Account # | Account Name | Current Budget | Transfer Amount | YTD Expenditures | New Budget |
|-----------------------|-----------------------|----------------|--------------------|------------------|---------------|
| 20-100-04-51930-513 | Vehicle Comprehensive | \$ 27,767.00 | \$ 5,087.00 | | \$ 32,854.00 |
| 20-100-04-51930-509 | Public Liability | \$ 120,000.00 | \$ 3,028.00 | | \$ 123,028.00 |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| Total Transfer | | | \$ 8,115.00 | | |

Explanation for Transfer:

The Public Liability is over due to the replenishment of the deductible fund which is set at \$100,000. The Vehicle Comprehensive budget is over by \$5,087 due to lease vehicles and calculation updates. The Workman's Compensation budget can be lowered due to a lower than anticipated mod factor for 2020.

Department Head Approval



Governing Committee Approval

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval:

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

Date

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

571 County Road A

Repaired damaged drain pipe hand wash sink/kitchen – Corrections
Jail laundry dryer closet to washer is making grinding noise – checked/adjusted pulley - Corrections
Report that door #13 sticking not moving for a few seconds/checked door/tested 12 cycles- operating as designed – Corrections
Replaced seals on toilet drain lines d ½ - Corrections
Installed additional towel dispenser in pre book area per request - Corrections
Lubed Program 2 latch per request – Corrections
Replaced seals on toilet drain lines C 7/8 - Corrections
Reinstalled removed cold water identifier receiving cell #5 – Corrections
Adjusted micro switch on door 7 per request – Corrections
Installed additional soap dispenser in per book area per request – Corrections
Repaired wire on locking mech. door 1300C – Corrections
Replaced 2 lamps n fixture booking area/pre book – Corrections
Replaced seals on toilet drain lines C1/2 - Corrections
Installed approx. 200' CAT6E cable for (Dar) system courtroom 2 – CTRS
Installed camera for state (Dar) system in courtroom #1 – CRTS
Front row of microphones not operating in county boardroom/checked found power cord disconnected from input in receiver – CBR
Moved boxes to storage lower level - DA
Installed hanger for new patch cords front of board room - IT
Set up Training Room for supervisors training 03/03/20 - CC
Relocated office environments from office areas 2120, 2122, 2123 and relocated to office area 2139 – HHS
Set up Training Room for 03/05/20 meeting – UWEX
Set up Training Room for 03/09/20 meeting - UWEX
Repaired damaged right side overhead door track land conservation storage building at highway grounds – LC
Security remodel in vestibule completed 03/10/20 - all mechanically/electrically operational
All staff have been deep cleaning facility
General Maintenance performed
Scheduled Maintenance performed

500 Lake Steel Street

Repaired damaged trim/seal and replaced broken sheet metal screw on walk in cooler door – Food Pantry
General Maintenance performed

Scheduled Maintenance performed

Tower Sites

Princeton

Markesan

Kingston

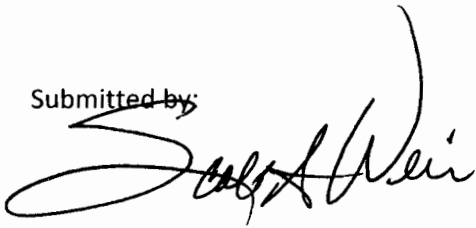
Berlin

Green Lake

General Maintenance performed

Scheduled Maintenance 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, sweeping initial "S".

Scott A. Weir

Maintenance Director/Parks & Recreation Director

Green Lake County

May 05, 2020
Property & Insurance Committee
Maintenance Department
Monthly Report

571 County Road A

Repaired position sensor- kitchen rec. overhead door - Corrections
Tightened security screw underside of first sink Unit L – Corrections
Replaced drive belt on heat wheel OAHP #3 – Corrections
Repaired damaged drain pipe under dishwasher – Corrections
Freed up locking mech. door #7 – Corrections
Repaired lock on staff restroom door – Corrections
Replaced power pak for lighting Program 1 closet - Corrections
Repaired leaking breakroom sink - Communications
Reset GFI breaker for soda machine - SO
Replaced lighting control power pak room #1916 – CC
Replace lamp in fixture hallway between rooms #1139-#1122 - HHS
Replaced lamp in light fixture women's restroom 1st floor – GC
Seasonal HVAC programming completed for entire facility week of 04/27/20
Elevators serviced 04/29/20 – Otis Elevator
Landscaping replacement continues as staffing allows
Planted oak tree in west island north side of building
Wash stone/landscape felt installed on both islands north side of building
Deep cleaning of facility completed by Maintenance/Custodian staff
Scheduled Maintenance performed
General Maintenance performed

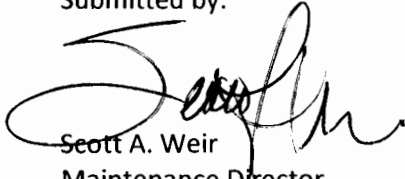
Lake Steel Street

Replaced flush/fill unit toilet – Food Pantry
Scheduled Maintenance performed
General Maintenance performed

Towers

Princeton
Markesan
Kingston
Berlin
Green Lake
Scheduled Maintenance performed
General Maintenance performed

Submitted by:

A handwritten signature in black ink, appearing to read 'Scott A. Weir', written over the printed name.

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

June 02, 2020
Property & Insurance Committee
Green Lake County Maintenance Department
Monthly Report

571 County Road A

Replace lamp in fixture above dishwasher/kitchen – Corrections
Replaced 120 GFIC receptacle unit E #1 – Corrections
Replaced seals on vac /diaphragm on 2 toilets Unit L - Corrections
Replaced damaged pre wash braided spray hose/kitchen – Corrections
Replaced 1 lamp in light fixture Corrections lobby – Corrections
Repaired push flush buttons rec. #4 – Corrections
Repaired damaged drain line pre-wash sink kitchen – Corrections
Repaired damaged drain line hand wash sink kitchen - Corrections
Replace lamp in fixture staff entrance west - SO
Moved 10 election bins to storage – CC
Request for “banquet table” to spread out a bunch of stuff – DA
Repaired damaged file cabinet drawers room #2205 1, 2, 4 - DA
Installed kick down door stops interior 2 doors courtroom 1 – CRTS
Installed kick down door stops interior 2 doors courtroom 2 – CRTS
Removed swinging doors courtroom 1 – CRTS
Removed swinging doors courtroom 2 – CRTS
Provided 2 passage door locations 2nd floor Phase 2 per request - GOVTCTR
Social distancing cones (orange) given to all departments per request
Set up 2 screening areas at facility
Installed 4 temporary hand sanitizer stations near screening areas in facility
Scheduled Maintenance performed
General Maintenance performed

Lake Steel Street

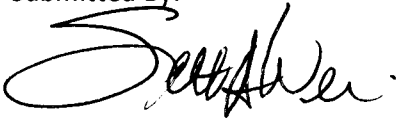
Set up screening area MPR entrance
Scheduled Maintenance performed
General Maintenance performed

Towers

Princeton
Markesan
Kingston
Berlin
Green Lake
Schedule Maintenance performed

General Maintenance 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, looping initial "S".

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