



# **GREEN LAKE COUNTY**

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

---

**Original Post Date: 06/02/2022**

**Amended\* Post Date:**

**The following documents are included in the packet for the Property and Insurance Packet on June 7, 2022:**

- 1) Agenda
- 2) Minutes from 05/03/2022
- 3) Use of County Property- Highway/Fairgrounds
- 4) Interagency Space Use Agreement
- 5) 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: June 7, 2022 Time: 4:30 PM**  
**Location: Government Center, County Board Room, 571 County Road A, Green Lake WI**

### AGENDA

#### Committee Members

Charles Buss- Chair  
David Abendroth-  
Vice-Chair  
Charles Buss  
Vacant  
Richard Trochinski  
Dennis Mulder

Elizabeth Otto,  
Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Approval of Minutes: 05/03/2022
5. Public Comment (3 Minute Limit)
6. Use of County Property – Sunset Park
7. Use of County Property – Fairgrounds/Highway Grounds
8. Interagency Space Use Agreement- Land Conservation
9. Durable Medical Equipment Collection Site – Food Pantry
10. Discussion regarding 2023 Health Insurance
11. Purchasing Policy Discussion
12. Maintenance Report
  - Buildings and Grounds Report
  - Monthly Activities
13. Committee Discussion
  - Future Meeting Dates: Regular Meeting 07/05/2022 at 4:30 PM
  - Future Agenda items for action & discussion
14. Adjourn

This meeting will be conducted through in person attendance or audio/visual communication. Remote access can be obtained through the following link:

Topic: Property and Insurance Committee  
Time: Jun 7, 2022 04:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/84493134609?pwd=QVN6dDFJUzlyTHN6LzRwcm1YTTNnQT09>

Meeting ID: 844 9313 4609  
Passcode: 413248

Dial by your location  
+1 301 715 8592 US (Washington DC)  
+1 312 626 6799 US (Chicago)

Virtual attendance at meetings is optional. If technical difficulties arise, there may be instances when remote access may be compromised. If there is a quorum attending in person, the meeting will proceed as scheduled.

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

May 3, 2022

The meeting of the Property and Insurance Committee was called to order by County Clerk Liz Otto on Tuesday, May 3, 2022 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. Requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Dave Abendroth  
Chuck Buss  
Richard Trochinski  
Dennis Mulder

Other County employees present: Scott Weir, Maintenance Supervisor; Liz Otto, County Clerk; Dawn Klockow, Corporation Counsel; Jason Jerome, HHS Director

### ELECTION OF CHAIR

County Clerk Liz Otto called for nominations for Chair. Supervisor Mulder nominated Chuck Buss. Otto called for nominations 3 more times. *Motion/second (Mulder/Trochinski)* to close nominations and cast a unanimous ballot for Chuck Buss. Motion carried with no negative vote. Chuck Buss seated as Chair.

### ELECTION OF VICE CHAIR

Chair Buss called for nominations for Vice Chair. Supervisor Trochinski nominated Dave Abendroth. Buss called for nominations 3 more times. *Motion/second (Mulder/Trochinski)* to close nominations and cast a unanimous ballot for Dave Abendroth. Motion carried with no negative vote.

### MINUTES

*Motion/second (Abendroth/Mulder)* to approve the minutes of April 5, 2022 with no corrections or updates. Motion carried with no negative vote.

### PUBLIC COMMENT – none

### USE OF COUNTY PROPERTY – SUNSET PARK

Request received from Andrew Bohl of the National Championship Regatta to use Sunset Park facilities on June 16-19, 2022. Parks Director Scott Weir stated that in the past groups have used the north side of the parking lot for events. Discussion held regarding the “first come, first serve” policy at the park and the impact this could have on weekend use of the boat launches. *Motion/second (Mulder/Abendroth)* to approve the minimum request made by the group to allow use of the north side of the parking lot for overnight parking and set up a tent but the boat launches will remain open to the general public on a “first come, first serve” basis. Motion carried with no negative vote.

### DISCUSSION REGARDING 2023 HEALTH INSURANCE

County Clerk Liz Otto handed out a summary of the current policies regarding the Health Savings Account, opt out payments, health insurance for part time employees, and the resolution stating that the current payroll stipend for higher priced networks will terminate at the end of 2022. Discussion held. This will also be discussed at the Personnel meeting on May 12. This will remain on the agenda for June.

**DISCUSSION REGARDING WISCONSIN COUNTY MUTUAL DEDUCTIBLE FUND**

County Clerk Liz Otto explained the deductible fund for our liability coverage with Wisconsin County Mutual Insurance. The fund is set at \$100,000 each year and all claims up to our \$25,000 deductible per claim are paid out of that. Each year the fund needs to be replenished. Our current balance for 2022 is just under \$80,000.

**PURCHASING POLICY DISCUSSION**

Corporation Counsel Dawn Klockow stated that there are no further updates at this time. She has suggested that Department Heads meet to discuss their needs and incorporate that into a separate policy from the federal grant policy.

**MAINTENANCE REPORT**

- Buildings and Grounds Report – Maintenance Supervisor Scott Weir had no updates to his submitted report. Weir advised that his department is seeing increased pricing for supplies now with additional backorders as well.
- Monthly activities – no updates

**COMMITTEE DISCUSSION**

**Future Meeting Date:** June 7, 2022 @ 4:30 PM

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

**ADJOURNMENT**

Chair Buss adjourned the meeting at 5:12 PM.

Submitted by,

Liz Otto  
County Clerk



## APPLICATION FOR RESERVING COUNTY OWNED FACILITY

Applications must be submitted at least 30 days prior to the event

Applicant Name: Todd Haines

Applicant Address: W330S3000 County Rd. G, Dousman, WI 53118

Applicant phone: 414-881-4119

Business name (if applicable): National Class A Scow Association

Business address: W330S3000 County Rd. G, Dousman, WI 53118

Business phone: 414-881-4119

Business contact person: Todd Haines

Person responsible for event (if different from applicant): \_\_\_\_\_

Address (if different from applicant): \_\_\_\_\_

Phone (if different from applicant): \_\_\_\_\_

What facility are you requesting?

- Green Lake County Government Center, 571 County Rd A, Green Lake
- Green Lake County Fairgrounds, 570 South Street, Green Lake
- Green Lake County Highway Department, 570 South Street, Green Lake
- Green Lake County Highway Department, N1906 STH 73, Manchester
- Green Lake County Maintenance Building, 500 Lake Steel St, Green Lake

Date(s) requested: June 23- June 26, 2022

Hours requested: 24 hours/day starting at 3:00 pm June 23rd and ending 3:00 pm June 26.

Anticipated number of persons: est. 30 will park boat trailers there.

(if more than 1000 are expected each day, an additional permit under Ch. 109 is required)

Deposit of \$300.00 is required with application. The applicant must provide proof of insurance of a minimum of \$250,000 naming the County as an additional insured. Non-profit entities may apply to the County's insurance carrier for "tenant-user liability program" if it does not have the minimum insurance and if approved shall pay the insurance premium and be liable for any deductible.



## APPLICATION FOR RESERVING COUNTY OWNED FACILITY

Applications must be submitted at least 30 days prior to the event

- Applicant is responsible for the pick-up and removal of trash.
- Applicant is responsible for any damage to the facility.
- Any damage to the facility during applicant's event will be deducted from the deposit.
- If trash is not picked up and removed, the cost of pick-up and removal will be deducted from the deposit.
- If the deposit does not cover damage or trash removal or both (if applicable) the County may submit the matter to the Corporation Counsel to recover the damage and costs remaining.

For internal use only:

Date submitted: \_\_\_\_\_

Date to P&I: \_\_\_\_\_

P&I: Approved/Disapprove

## INTERAGENCY SPACE USE AGREEMENT

Between

**Green Lake Sanitary District, Tenant**

And

**Green Lake County, Landlord**

**PREMISES:** Landlord agrees to make furnished office space available to Tenant containing approximately 100 square feet (the "Space") within Landlord's building located at 571 County Road A, in the City of Green Lake, Wisconsin. Tenant shall use the space for one Green Lake Sanitary District staff person for the Watershed Coordinator Position purposes. In addition, the staff person assigned to this office shall have access to the common facilities Landlord may have available for use within applicable rules. Printing and copying services are included, telephone and internet service is not included.

**TERM:** The Space shall be made available to the Tenant on or about June 8, 2022 and shall continue until December 31, 2022 (the "Term"). The Term shall be automatically renewed for successive one-year terms unless either party provides written notice of termination on or before June 1<sup>st</sup> of any year. Either party may also terminate the Lease at any time, for any reason, or no reason at all, upon the service of a 90 day notice of termination to the other party.

**RENT:** The Tenant shall pay the Landlord rent in the amount of \$135.00 per month during the initial term. If the agreement is renewed, the annual rental rate shall increase \$5.00 per month during each and every renewal term unless an alternative rental rate is negotiated.

**TENANT COSTS:** Landlord shall pay for all utility costs and janitorial services at the Space. Other costs for services outside not specified in this Agreement shall be negotiated between the Landlord and the Tenant.

**AMENDMENT.** Any amendment to this Agreement shall be made in writing by mutual agreement by the parties. The revision will be effective only when each party attaches an addendum or amendment to this Interagency Agreement signed by the authorized representative of each party.

**MAINTENANCE:** The Landlord shall maintain the Space in good repair and tenantable condition throughout the term of this Agreement, except in case of damage arising from a willful act or the negligence of the Tenant's agents, invitees, or employees. Landlord reserves the right to enter and inspect the Space and make any necessary repairs thereto. Costs for repairs (including replacements) to the Space due to misuse or negligence by an employee of Tenant shall be reimbursed to the Landlord by Tenant.

**SUBLEASING:** The Tenant shall not sublease the Space without the advance written consent of Landlord, which may be withheld for any reason or no reason at all, in Landlord's discretion.

**NOTICES:** Problems, if any, concerning Tenant's occupancy of the Space shall be brought to the attention of the Landlord for resolution. Any documents or notices required to be delivered pursuant to this Agreement shall be deemed duly given and received on the date that the party





June 07, 2022  
Property & Insurance Committee  
Monthly Report  
Green Lake County Maintenance Department

571 County Road A

Replaced lamp in fixture Unit N above shower – Corrections  
Tightened loose mounting fasteners on stool Unit K closet to visitation area – Corrections  
Reinforced flatbed metal cart kitchen per request and replaced missing bolts from wheel mounts – Corrections  
Replaced flush diaphragm valve C9 toilet - Corrections  
Replaced expired bulb in light fixture above cook top jail kitchen – Corrections  
Replaced light fixture two'x2' with LED Unit M back corner – Corrections  
Replaced 1 lamp in light fixture sally port kitchen rec. above door #10 – Corrections  
Replaced 2 lamps in light fixture kitchen storage in front of door #9 – Corrections  
Replaced lamps/converted in fixture 2'x4' to LED Unit C cell 3 daylight – Corrections  
Tightened nut on vac/flush valve unit K chase – Corrections  
Jail kitchen 3000 gal. Grease Interceptor pumped – Corrections  
Report of water leaking from new dishwasher in kitchen leaving huge puddle on floor/checked ran through cycle could find no leak - Corrections  
Replaced 2'x2' fluorescent fixture with 2'x2' LED panel Unit L above bunks - Corrections  
Report of secure door Unit M cycles multiple times-checked found mechanism dirty-cleaned micro switches-tested – Corrections  
Replaced heat wheel drive belt OAHF #3 - Corrections  
Cleaned up graffiti in Unit C per request - Corrections  
Replaced two lamps in 2'x4' light fixture near interview room intake – Corrections  
Replaced lamp in light fixture Unit E cell 3 – Corrections  
Grease receptacle pumped – kitchen - 05/25/22 – Corrections  
Replaced damaged commercial sink fixture break area - Communications  
Changed signage on room #1243 Fitness Room to oval office per request – SO  
Refastened thresh west staff entrance – SO  
Replaced 2 lamps in light fixture room #1200 - SO  
Replaced expired motion sensor in room #2140 – HHS  
Adjusted staff door closure per request closing to fast second floor – HHS  
Installed metal file/paper holder to west wall room 1157 - HHS  
Repaired small rolling file cart – Corp Counsel  
Moved four bins to LL storage area per request – CC  
Installed 70" tv Courtroom B per request – CRTS  
Replaced missing screw on bottom hinge on cabinet door room # - CA  
Moved motion light sensor open office area – LUZP  
Attached safety strap per request to recently new Tv installation - LUZP  
Removed 5' section of workstation per request for relocation of copy machine – TRES  
Relocated light motion sensor room # TRES

Set up Training Room per request for 06/02/22 - LC  
Fire Inspection Report & Notice performed by local fire department 05/10/22  
Facilities HVAC System programmed to summer mode 05/06/22  
Repaired hearing assist receiver unit for county board room- phase 2 lower level  
Tighten flange nut on filler tube men's restroom Phase 2/2<sup>nd</sup> floor. Report of water bead on toilet  
Replaced 1 expired lamp in light in can fixture women's public restroom 1<sup>st</sup>. floor lobby  
General Maintenance performed  
Scheduled Maintenance performed

500 Lake Steel Street

Adjusted break room refrigerator temperature settings – Food Pantry  
General Maintenance performed  
Scheduled Maintenance performed

Tower Sites

Princeton

Markesan – Report of bank of lights out a tower site interior of building by baycom tech. – checked found all were operating/assuming tech. did not turn on wall switch that activated second bank of lights- reported to communications sgt.

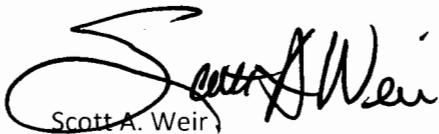
Kingston

Green Lake

Berlin

General Maintenance performed  
Scheduled Maintenance performed

Submitted by:



Scott A. Weir

Maintenance Director/Parks & Recreation Director  
Green Lake County