



# ***GREEN LAKE COUNTY***

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

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**Original Post Date: 07/29/2022**

**Amended\* Post Date:**

**The following documents are included in the packet for the  
Property and Insurance Packet on August 2, 2022:**

- 1) Agenda
- 2) Minutes from 06/07/2022
- 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: August 2, 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  
Nancy Hiestand  
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: 06/07/2022
5. Public Comment (3 Minute Limit)
6. Use of County Property – Sunset Park
7. 2023 Budgets
  - Maintenance
  - Purchasing and Utilities
  - Insurance
8. Purchasing Policy Discussion
9. Maintenance Report
  - Buildings and Grounds Report
  - Monthly Activities
10. Committee Discussion
  - Future Meeting Dates: Regular Meeting 09/06/2022 at 4:30 PM
  - Future Agenda items for action & discussion
11. Adjourn

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.

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

Topic: Property & Insurance Committee

Time: Aug 2, 2022 04:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/85458518824?pwd=TlhYOHBta29iSXpQaU0xL1lkTEEwdz09>

Meeting ID: 854 5851 8824

Dial by your location

+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

June 7, 2022

The meeting of the Property and Insurance Committee was called to order by Vice Chair Dave Abendroth on Tuesday, June 7, 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 (Zoom)  
Richard Trochinski  
Dennis Mulder

Other County employees present: Cathy Schmit, County Administrator; County Clerk; Dawn Klockow, Corporation Counsel; Jason Jerome, HHS Director; Sheriff Mark Podoll; Todd Morris, County Conservationist

Vice Chair Dave Abendroth served as Chair of the meeting due to remote attendance by Chuck Buss.

### MINUTES

*Motion/second (Mulder/Trochinski)* to approve the minutes of May 3, 2022 with no corrections or updates. Motion carried with no negative vote.

### PUBLIC COMMENT – none

### USE OF COUNTY PROPERTY

- Sunset Park - additional request received from Andrew Bohl of the National Championship Regatta to reserve 1 or 2 of the boat launches at Sunset Park for 2 1-hour window each day on June 16-19. The original request to reserve all 4 launches was denied but he is asking if 1 or 2 could be reserved from 9-10 AM and 4-5 PM daily.

*Motion/second (Buss/Mulder)* to allow the organization to reserve 2 boat launches for the hours requested.

Discussion held. *Motion/second (Mulder/Abendroth)* to amend the motion to state the organization may use the north pier with the two launches as requested. Motion carried with no negative vote. Vote on the original motion – all ayes.

- Fairgrounds/Highway Grounds – the National Class A Scow Association is holding it's 2022 National Championship on Green Lake from June 23 – June 26, 2022. Request received to park approximately 30 boat trailers at the fairgrounds for the event. An application is on file along with the required certificate of insurance and the \$300 deposit.

*Motion/second (Mulder/Trochinski)* to accept and approve the request as outlined for use of the fairgrounds property. Motion carried with no negative vote.

### INTERAGENCY SPACE USE AGREEMENT – LAND CONSERVATION

County Conservationist Todd Morris stated that a cubicle space will be rented out to the Green Lake Sanitary District's Watershed Coordinator position for \$135/month.

*Motion/second (Trochinski/Buss)* to approve the request for rental space. Motion carried with no negative vote.

#### **DURABLE MEDICAL EQUIPMENT COLLECTION SITE – FOOD PANTRY**

HHS Director Jason Jerome stated that this request for a one day event on August 18, 2022 to team up with Options for Independent Living for the collection and donation of durable medical equipment that is no longer being used.

*Motion/second (Buss/Mulder)* to approve the request. Motion carried with no negative vote.

#### **DISCUSSION REGARDING 2023 HEALTH INSURANCE**

County Clerk Liz Otto explained the current procedures and the options open to both the P&I and Personnel committee for 2023. The committee went through several current policies regarding the HSA and opt out contributions, part time employee policy, and additional contributions for higher priced networks:

*Motion/second (Mulder/Buss)* to maintain the current policy of contributing the entire HSA amount of \$1500 single/\$3000 family in January to current employees and at eligibility date to new hires with no proration. Motion carried with no negative vote.

*Motion/second (Buss/Mulder)* to prorate the opt out money provided to employees declining health insurance coverage on a quarterly basis for both current and newly eligible employees. Discussion held. *Motion/second (Buss/Mulder)* to withdraw that motion. *Motion/second (Buss/Abendroth)* to maintain the current policy of contributing the entire amount of \$1500 in January to current employees and prorate the amount upon eligibility to new hires. Motion carried with no negative vote.

*Motion/second (Mulder/Buss)* to postpone action on the additional payroll contributions for higher priced networks which expires on 12/31/2022 until health insurance rates are available for 2023. Motion carried with no negative vote.

*Motion/second (Mulder/Trochinski)* to maintain the current policy of providing the same premium contribution for both full time and part time employees that are eligible for health insurance. Motion carried with no negative vote.

*Motion/second (Mulder/Trochinski)* to maintain the current policy of providing \$1500 in opt out funds to all eligible part time employees as well as full time employees. Motion carried with no negative vote.

Corporation Counsel Dawn Klockow will compile the results of the P&I and Personnel Committee into a resolution to be adopted when complete.

#### **PURCHASING POLICY DISCUSSION**

No updates at this time.

#### **MAINTENANCE REPORT**

- Buildings and Grounds Report – no updates or discussion
- Monthly activities – no updates or discussion

#### **COMMITTEE DISCUSSION**

**Future Meeting Date:** July 5, 2022 @ 4:30 PM

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

**ADJOURNMENT**

Chair Buss adjourned the meeting at 5:30 PM.

Submitted by,

Liz Otto  
County Clerk

DRAFT

August 02, 2022  
Property & Insurance Committee  
Monthly Report  
Green Lake County Maintenance Department

571 County Road A

Replaced 3- 4' lamps in fixture above sink in Unit A - Corrections  
Replaced 2'x2' florescent fixture with 2'x2' Led panel Program #1 - Corrections  
Report of Unit D4 cement missing causing hole between bunk and wall – Checked and found security epoxy chipped out about ¼" wide by 2 ½" x ¼" deep long-filled with PC11 epoxy - Corrections  
Kitchen staff report that the sprayer by dishwasher leaking and gasket is broke – Check spray unit they are no gasket in this unit tightened spray/bush head – Corrections  
Report of water leaking from fixture at cart cleaning wash area when water spray handle is depressed on and off – Check back flow/vac breaker operating as designed when you depress handle it relieves pressure out bottom - Correction  
Report of secure door to Admin office hard to close-checked in all 3 stages could not find any malfunction operated as designed - Corrections  
Removed broken toilet brush from toilet trap Unit L right toilet – Corrections  
Replace 2'x2' florescent fixture with 2'x2' Led flat panel Unit N day room visitation area – Corrections  
Replaced 1- 4' lamp in fixture Unit E cell #2 - Corrections  
Replaced 1- 4' lamp in fixture main hallway door #5 area – Corrections  
Replaced 3-2' lamps in fixture unit N shower stall – Corrections  
Converted 3 bulb 2' fixture to LED ISO Cell 3 – Corrections  
Replace 2 lamps in 4' fixture unit B cell 9/10 - Corrections  
Rebuilt prewash spray nozzle jail kitchen – Corrections  
Repaired manual lock/ cable on secure door #11 jail kitchen – Corrections  
Replace 1 - 4' lamp in fixture above printers in booking – Corrections  
Replaced hot water cartridge in master control lower staff restroom – Corrections  
Replaced 1 – 4' lamp in fixture male locker room - Corrections  
Kitchen interceptor pumped 3 additional times/2-3 more and material/solids should be broken down enough to get back on pumping schedule – Corrections  
Replaced 1- 4' lamp in fixture hallway by secure door #6 - Corrections  
Replaced expired blower motor in HP 2.5 - supplies jail kitchen – Corrections  
Request to install 2 cement anchors for decorations – Communications  
Replaced 1- 4' lamp in fixture - LUPZ  
Installed longer to screw to hang artwork in office #1150 – HHS  
Installed white board office #1134 per request – HHS  
Relocated forms cabinet to printer room 2<sup>nd</sup> floor – HHS  
Removed shelving unit printer room to make room for forms cabinet 2<sup>nd</sup> floor – HHS  
Disposed of per request 2 forms container and 1 rolling storage cabinet - HHS  
Energized south exterior electrical outlet for La Clinica van to use – HHS

Put all removed cubical materials that were removed for new 2<sup>nd</sup> floor reception area to HHS storage . – HHS

Converted 2- 4' 2 bulb fixtures to Led break room 1<sup>st</sup> floor – HHS

Unboxed and installed sit/stand desk unit per request - CA

Replaced broken feed wire along with broken conduit for exterior flag light (state flag)

Facilities landscaping worked on removed depleted shrubs, mulch etc. and added decorative wash stone south side work continues as time allows

Facilities back-up generator repair/maintenance completed 07/05/22

General Maintenance performed

Scheduled Maintenance performed

500 Lake Steel Street

General Maintenance performed

Scheduled Maintenance performed

Tower Sites

Princeton

Markesan

Kingston

Green Lake

Berlin

General Maintenance performed

Scheduled Maintenance performed

Included in packet is a rough draft of the Maintenance Department 2023 Budget, which does not include Capital Outlay or any increases for Service Contracts for the Maintenance Department due to estimates from outside vendors not available as of 07/27/22.

All personnel cost is for the current year of 2022

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 "Weir".

Scott A. Weir

Maintenance Director

Parks & Recreation Director

Green Lake County

July 05, 2022  
Property & Insurance Committee  
Monthly Report  
Green Lake County Maintenance Department

571 County Road A

Replaced 4' lamp in fixture day light Unit E cell #3 - Corrections  
Replaced lamp in fixture Unit A second shower area - Corrections  
Repaired damaged soap dispenser intake/rec. staff restroom/refill bag was incorrectly installed – Corrections  
Adjusted lock on staff restroom jail admin. office – Corrections  
Tightened handle on dryer door laundry room – Corrections  
Removed damaged paper spindle staff restroom master control – Corrections  
Replaced lamp in night light Unit C-cell 9/10 – Corrections  
Replaced 2 -2' lamps in fixture Unit A south shower - Corrections  
Repaired door/hinge under console - Communications  
Put drawer back on track file cabinet 1<sup>st</sup> floor reception – HHS  
Disposed of office chair per request 2<sup>nd</sup> floor – HHS  
Removed and disposed of break room refrigerator per request – HSS (Food Pantry)  
Repaired loose wire connection in junction box for bank of lights end of hall jury room #2 hall area – CRTS  
Replaced 1 lamp in fixture fire egress - CRTS  
Reinstalled ceiling tile that was disrupted when retracting screen/reminded staff to use retracting rod when retracting – HHS  
Replaced lamp in can light above reception desk - CC  
Replaced 2 lamps in fixture reception desk area - CC  
Applied sealant on top cap flashing roof main building – FRI  
Replaced batteries (2) in facilities Emergency Generator (4 year)  
Facilities elevator service/inspection completed 06/29/22 – OTIS Elevator  
General Maintenance performed  
Scheduled Maintenance performed

500 Lake Steel Street

Report of breakroom refrigerator not working properly/after checking advised staff to seek replacement for unit. Food Pantry  
General Maintenance performed  
Scheduled Maintenance performed

Tower Sites

Princeton  
Markesan



Kingston  
Green Lake  
Berlin  
General Maintenance performed  
Scheduled Maintenance performed

Submitted by:

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

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