



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 12/01/2022

Amended* Post Date:

**The following documents are included in the packet for the
Property and Insurance Meeting on December 6, 2022:**

- 1) Agenda
- 2) Minutes from 10/04/2022
- 3) Resolution Relating to Reclassification of Maintenance Repairperson
Position
- 4) 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: December 6, 2022 Time: 4:30 PM
Location: Government Center, County Board Room, 571 County Road A, Green Lake WI

Amended AGENDA*

Committee
Members

Charles Buss- Chair
David Abendroth- Vice-
Chair
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: 10/04/2022
5. Public Comment (3 Minute Limit)
6. Resolutions
 - Resolution Relating to Reclassification of Maintenance Repairperson Position
7. *Discussion and Possible action on Wisconsin County Mutual Insurance Program
8. Maintenance Report
 - Buildings and Grounds Report
 - Monthly Activities
9. Committee Discussion
 - Future Meeting Dates: Regular Meeting 1/3/2023 at 4:00 PM
 - Future Agenda items for action & discussion
10. 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:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 214 357 346 650

Passcode: BNUtDa

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 920-515-0745,,554034484#](#) United States, Green Bay

Phone Conference ID: 554 034 484#

[Find a local number](#) | [Reset PIN](#)

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

October 4, 2022

The meeting of the Property and Insurance Committee was called to order by Chair Chuck Buss on Tuesday, October 4, 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 remote access. Requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Dave Abendroth
Chuck Buss
Nancy Hiestand
Richard Trochinski
Dennis Mulder

Other County employees present: Sheriff Mark Podoll, Chief Deputy Matt Vandekolk, Maintenance Supervisor Scott Weir

MINUTES

Motion/second (Abendroth/Hiestand) to approve the minutes of August 2, 2022 with no corrections or updates. Motion carried with no negative vote. **Motion/second (Abendroth/Trochinski)** to approve the minutes of September 20, 2022 with one sentence removed. Motion carried with no negative vote.

PUBLIC COMMENT – none

APPEARANCES

- **Barry Rogers, Green Lake Greenways**

Barry Rogers provided information regarding Green Lake Greenway's intended plan to construct Phase III of the multi use path. Phase I and Phase II are completed. The organization's goal is to provide a safe crossing on Highway 23 and access to the sidewalk on the west side of the Government Center over to Commercial Street. Rogers provided a map of the proposed construction which would proceed on the east side of County Road A up to the north entrance to the Government Center and circle around back to the sidewalk. The path would be paid for by grants and private funds with no cost to the county. Rogers asked for a resolution from P&I supporting the request. Discussion held regarding liability to the county. County Administrator Cathy Schmit will consult with Corporation Counsel to draw up a resolution and provide an opinion regarding liability.

Meeting recessed at 4:40 PM due to a medical emergency. Meeting resumed at 5:05 with 4 members present – Abendroth, Buss, Hiestand, and Trochinski. Absent – Mulder.

RESOLUTIONS

- **Resolution Relating to Government Center Courtroom and Jail Upgrades**

Sheriff Mark Podoll explained the need for renovations to the jail bathroom/shower area. **Motion/second (Abendroth/Hiestand)** to approve an amount not to exceed \$90,000 for jail improvements. Motion carried with no negative vote. **Motion/second (Abendroth/Trochinski)** to amend Line 16 of the resolution to "not to exceed \$107,500". Motion carried with no negative vote. **Motion/second (Abendroth/Trochinski)** to approve the resolution as amended and forward to County Board. Motion carried with no negative vote.

DISCUSSION AND POSSIBLE ACTION ON SNOWMOBILE TRAIL HOTLINE

County Clerk Liz Otto stated that the Green Lake County snowmobile association has requested the use of a county phone line for the “hotline” with the prerecorded trail updates for the 4 clubs. Otto stated they have offered to pay for the setup of the line and an additional \$20.00 monthly for regular line service. ***Motion/second (Trochinski/Hiestand)*** to approve the snowmobile line at no expense to the county. Motion carried with no negative vote.

USE OF COUNTY PROPERTY

- Deer drop off site at the Highway grounds
Todd Morris, County Conservationist, is requesting the use of the Highway grounds by the Land Conservation department for dropoff of unwanted deer during the gun hunting season on 11/22/2022 and 11/26/2022 from 11:00 Am to 2:00 PM each day. Donations will be made to the food pantry.

Motion/second (Abendroth/Hiestand) to approve the use of the Highway grounds for a deer donation facility.
Motion carried with no negative vote.

INSURANCE UPDATES

- **Worker’s Comp**
County Clerk Liz Otto stated that the modification factor for next year for the worker compensation policy is .72. Anything below a 1 is good. Otto also updated the committee on the CareLine for work comp claims. The system is being changed with the biggest change to employees being that they will no longer be required to fill out paperwork for an injury. The CareLine will automatically set up a claim for them and provide the necessary information to the Clerk’s office as long as we require that employees call the CareLine.
- **Deductible Fund Balance**
County Clerk Liz Otto reported the deductible fund balance with Wisconsin County Mutual is currently at \$74,815.15 through 06/30/2022.

MAINTENANCE REPORT

- Buildings and Grounds Report – no additions or updates to the submitted report from Scott Weir
- Monthly activities – no additions or updates to the submitted report by Scott Weir

COMMITTEE DISCUSSION

Future Meeting Date: November 1, 2022 @ 4:00 PM

Future Agenda items for action & discussion: resolution and legal opinion regarding multi use path

ADJOURNMENT

Chair Buss adjourned the meeting at 5:40 PM.

Submitted by,

Liz Otto
County Clerk

RESOLUTION NUMBER -2022

Relating to the Reclassification of the Maintenance Repairperson Position

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 20th day of December, 2022, does resolve as follows:

- 1 **WHEREAS**, since the creation of the Maintenance Repairperson position new duties
2 and responsibilities have been added to the position as well as an increase in technical
3 expertise needed to fulfill the duties of the position; and,
- 4 **WHEREAS**, given the current employment climate of low unemployment and worker
5 shortages, the County has received virtually no acceptable applicants for the vacant
6 position over the past several months at the current wage offered; and
- 7 **WHEREAS**, the Maintenance Director, County Administrator and HR Coordinator have
8 reviewed the position job description, duties and technical requirements and propose
9 the position be reclassified to a higher position on the County Wage Plan; and
- 10 Fiscal note is not applicable.
- 11 Majority vote is needed to pass.

Roll Call on Resolution No. -2022

Submitted by Property & Insurance
Committee

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 20th
day of December, 2022.

Charles Buss, Chair

David Abendroth, vice-chair

County Board Chairman

Nancy Hiestand

ATTEST: County Clerk
Approve as to Form:

Richard Trochinski

Corporation Counsel

Dennis Mulder

WHEREAS, the Maintenance Repairperson position is currently classified in Pay Group 14 and the proposed reclassification would be to Pay Group 12 effective January 1, 2023.

NOW THEREFORE BE IT RESOLVED that the Maintenance Repairperson position is reclassified to Pay Group 12, effective January 1, 2023.

FISCAL NOTE:

Current annual costs:

Pay Group	Hourly	Annual	Retirement	Social Security	Health Ins.	Life Ins.	Work Comp
14	\$22.43	\$46,654	\$2965	\$3490	\$10,020	\$276	

Proposed annual costs:

Pay Group	Hourly	Annual	Retirement	Social Security	Health Ins.	Life Ins.	Work Comp
12	\$23.97	\$49,858	\$3241	\$3730	\$10,020	\$276	

November 01, 2022
Property & Insurance Committee
Monthly Report
Green Lake County
Maintenance Department

571 County Road a

Replaced Guard 1 button Unit B lower - Corrections
Rebuilt damaged flush handle staff rest room master control – Corrections
Replaced 3 lamps in fixture Unit M - Corrections
Replaced expired flush diaphragm male locker room – Corrections
Converted 2 bulb 4' T-8 fixture to LED master control LL – Corrections
Replaced Guard 1 button Unit B upper – Corrections
Replaced missing security screw on visitation center Unit K – Corrections
Repaired toilet seat inmate restroom laundry area – Corrections
Rebuilt flush valve first toilet Unit A - Corrections
Removed homemade plastic shower adapter from shower head Unit K - Corrections
Replaced 2 lamps in T-8 fixture property room – Corrections
Replaced expired flush push button cell E-4 – Corrections
Polished interior of vac breaker tube cell C- 4 – Corrections
Replaced Guard 1 button Iso Cells – Corrections
Tighten all security bolts on all 4 tables Unit N - Corrections
Repaired flush reset unit cell B – 2 - Corrections
Replaced door stops west county boardroom - LUPZ
Replaced cfl can light with LED fixture courtroom 1 – CRTS
Disposed of 2 office chairs per request - HHS
Removed office chair arms per request room #1130 – HHS
Installed additional bulletin board per request north staff entrance – HHS
Replaced lamp in fixture 1st floor ADRC area - HHS
Repaired window seal northwest window training room – UWEX
Repaired storage shelving clip – UWEX
Replaced 2 4' T-8 lamps in fixture (security) - COC
Repaired refrigerant line leak (replaced refrigerant) and replaced HP switch on OAHP#4 - ACC
Repaired refrigerant line leak (replaced refrigerant) on OAHP#1 - ACC
Converted light/emergency light 2 bulb x 4' T-5 to LED elevator 1 phase 2
Facilities HVAC System switch to winter mode 10/17/22
LED conversion ongoing for parking and security lighting
Fire & Safety Inspection Report & Notice performed in facility-results forward to CA
Scheduled Maintenance performed
General Maintenance performed

500 Lake Steel Street

HVAC System switched to winter mode 10/10/22 – Food Pantry
Replaced damaged wet bulb in walk-in freezer – Food Pantry
Converted 4'- 2bulb T-12 light fixture in restroom to 2bulb LED – Maintenance/Parks
Scheduled Maintenance performed
General Maintenance performed

Tower Sites

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

FRI

Replaced 3 emergency light units per request (Fire Inspection)

Maintenance Department

2nd Shift Maintenance Repair position still vacant
Maintenance Department staff evaluations completed 10/13/22
Fire & Safety Inspection completed on facility results forward to CA

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

December 01, 2022
Property & Insurance Committee
Monthly Report
Maintenance Department
Green Lake County

571 County Road A

Unplugged toilet in padded cell found hamburger patty - Corrections
Replaced expired rollers in drawer slides in master control - Corrections
Replaced expired electronic timer in locking mech on secure door Unit M – Corrections
Unplugged sink drain Unit D – 5 - Corrections
Filled concrete anchor holes that were left by vendor that installed (4) new visitation stations (16 holes)
– Corrections
Replaced expired flush diaphragm cell #5 booking – Corrections
Replaced 3 missing security screws in secure door hinge Unit E cell 4 - Corrections
Replaced vac breaker on toilet flush Unit 3-4 – Corrections
Replace 2 – 4’ T-8 bulbs in fixture jail lobby vestibule – Corrections
Replaced 2- 2’ T-8 bulbs in fixture by secure door 15-16 - Corrections
Unplugged first sink drain Unit a - Corrections
Replaced 4 missing security screws in secure door hinge Unit E cell 5 Corrections
Unplugged toilet drain padded cell – Corrections
Replaced 2’ T-8 lamp in fixture east hall - SO
Replaced 8” cfl can fixture with 8” LED can fixture main entrance
Replaced power pak in urinal LL Phase 2 men’s restroom
Retro fit 2’x2’ fixture to LED hallway jury room B – CRTS
Replace contactor feed wire on HP 1.23 services room #2121 - HHS
Disposed of office chair per request – HHS
Cleaned up 3 areas on 2nd floor body fluids - HHS
Replaced caster on movable white board and tightened 3 remaining – clinic- HHS
Relocated book shelf from room #2140 to room #1148 - HHS
Replaced 1 - 4’ T-8 lamp in fixture room #1141 – HHS
Replaced 1 – 4’ T-8 lamp in fixture room # 1101 – HHS
Replaced 1 – 4’ T-8 lamp in fixture room #1152 – HHS
Replaced damaged closure arm staff entrance - HHS
Retro fit 2’x2’ fixture to LED hallway by coroners office – SO
Retro fit 2’x2’ fixture to LED above recept. Area - LUZP
Replaced cfl fixture with 6” Led fixture men’s restroom 2nd floor Phase 2
Installed 2 -2 x 4’ bulb Led fixture above workbench LL shop – Maint.
Placed winter sidewalk safety signage
General Maintenance performed
Scheduled Maintenance performed

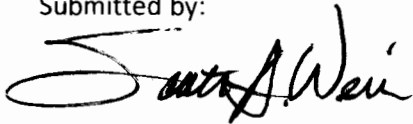
500 Lake Steel Street

Replaced expired single pole light switch – Food Pantry
Replaced vac breaker on urinal flush in unisex restroom – 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 stylized with a large, looping initial "S" and a cursive "A. Weir".

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