



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 02/02/2023

Amended* Post Date:

**The following documents are included in the packet for the
Administrative Committee Meeting on February 6, 2023:**

- 1) Agenda
- 2) Minutes from 12/6/22
- 3) Resolution Resolution to Pro Rate HSA and Health Insurance Opt-out Benefit
- 4) Purchase Request - Land Conservation Garage Door
- 5) Maintenance Reports (2)



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: February 7, 2023 Time: 4:00 PM
Location: Government Center, County Board Room, 571 County Road A, Green Lake WI

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: 12/06/2022
5. Public Comment (3 Minute Limit)
6. Resolutions
 - Resolution to Pro Rate HSA and Health Insurance Opt-out Benefit
7. Purchase Request
 - Land Conservation – Garage Door
8. Maintenance Report
 - Buildings and Grounds Report
 - Monthly Activities
9. Committee Discussion
 - Future Meeting Dates: Regular Meeting 3/7/2023 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](#)

Please accept at your earliest convenience. Thank you!

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 6, 2022

The meeting of the Property and Insurance Committee was called to order by Chair Chuck Buss on Tuesday, December 6, 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: Liz Otto, County Clerk; Maintenance Supervisor Scott Weir; County Administrator Cate Wylie

MINUTES

Motion/second (Mulder/Trochinski) to approve the minutes of October 4, 2022. Motion carried with no negative vote.

PUBLIC COMMENT – none

RESOLUTIONS

- **Resolution Relating to Reclassification of Maintenance Repairperson Position**

Maintenance Supervisor Scott Weir explained that the current position is vacant due to a retirement in September. Due to the current labor market and adding duties, the request is to reclassify the position to a higher level on the wage scale.

Motion/second (Mulder/Trochinski) to approve the resolution and forward to County Board. Discussion held. County Administrator Cate Wylie stated she would like the opportunity to research this and present her findings to the committee at a later date. Roll call vote on motion to approve resolution – Ayes – 1 (Trochinski), Nays – 4. Motion failed. *Motion/second (Abendroth/Hiestand)* to postpone action until the next meeting of the P&I committee. Ayes – 4, Nays – 1 (Trochinski). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON WISCONSIN COUNTY MUTUAL INSURANCE PROGRAM

County Clerk Liz Otto stated that she had attended a webinar with County Mutual and they suggested raising our deductibles for property, contractor breakdown, equipment breakdown, and vehicle coverage to \$10,000 from our current \$5,000 due to our loss history and the opportunity to save money on premiums. Quotes were received and the total savings would be \$8,808 for 2023. Discussion held. *Motion/second (Mulder/Abendroth)* to retain current deductibles due to low return on premiums and potential risk. Motion carried. Clerk Otto also explained the Courthouse Sensor Technology Program that County Mutual is implementing. Discussion held. Scott Weir stated we currently have sensors for the heating system. No action taken on the sensor program.

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: January 3, 2023 @ 4:00 PM

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

ADJOURNMENT

Chair Buss adjourned the meeting at 4:58 PM.

Submitted by,

Liz Otto
County Clerk

DRAFT

RESOLUTION NUMBER -2023

Resolution to Amend Resolution 41-2021 to Reflect Proration of Employer HSA Contribution and Opt-Out Incentive Payments

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 20th day of February 2023, does resolve as follows:

- 1 **WHEREAS**, Resolution 41-2021 approves the pre-tax contributions for eligible enrolled
- 2 employees to establish an Health Savings Accounts (HSAs) and approves an annual
- 3 incentive payment to employees who opt out of health insurance benefits.

- 4 **WHEREAS**, the County’s responsibility to make lump sum payments, per Resolution
- 5 41-2021, puts the County in an unfavorable financial situations. Examples of this
- 6 disadvantage include the ability of any employee to partake in both payouts or take a
- 7 payout and immediately resign from employment without penalty.

- 8 Fiscal note is not applicable.

- 9 Majority vote is needed to pass.

Roll Call on Resolution No. -2023

Submitted by Personnel and P&I
Committees

Ayes , Nays , Absent , Abstain

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

Chair

Vice Chair

County Board Chairman

Chair

ATTEST: County Clerk
Approve as to Form:

Vice Chair

Corporation Counsel

10 **WHEREAS**, it was the intent of the County Board to fairly and equally distribute funds
11 which provide employees with resources and options for health insurance, and not
12 create inequities among employees.

13 **NOW THEREFORE BE IT RESOLVED:** by the Green Lake County Board of
14 Supervisors that the pre-tax contributions to HSAs and payment for opt-out of health
15 insurance incentive be modified to a pro-rated distribution rather than an annual lump
16 sum payment.

17 **BE IT FURTHER RESOLVED:** Green Lake County approves the amendment to
18 Resolution 41-2021 as well as approves appropriate revisions to the Personnel Policies
19 in order to appropriately reflect the modifications herein.



REQUEST FOR PURCHASE APPROVAL

Item To Be Purchased:

18' x 9' Garage Door - Installed

Department: Land Conservation

Account Number: 23-100-14-56110-340-000

Governing Committee: Land Conservation Committee

Governing Committee Approval Date: 8/11/2022

P&I Approval Date:

Reason for Purchase:

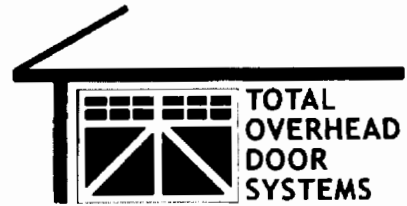
Land Conservation is replacing the 9' garage door on the Soil and Water Building at the Fairgrounds with an 18' door to accommodate the equipment that we have and to be able to store the No-Till Drill in our building. I have this project included in the 2023 LCC budget which was approved. Attached are three bids that I received for the project. I would like to go with Total Overhead Door Systems, this bid includes the cost to modify the opening from 9' to 18'. The other vendors do not do carpentry work which is why that is not included in their estimates.

\$4206.00 - Total Overhead Door Systems, LLC (Preferred)

\$4552.00 - Modern Overhead Door

\$4300.00 - Mid-West Overhead Door

Total Overhead Door Systems, LLC
W1 194 County Road V
Berlin, WI 54923 US
peter@totalohdoor.com
www.totalohdoor.com



Estimate

ADDRESS

Green Lake County Land
Conservation
571 County Road A
Green Lake, WI 54941

ESTIMATE # 8386

DATE 03/24/2022

EXPIRATION DATE 03/25/2022

JOB NAME

Storage Shed

ACTIVITY	QTY	DATE	AMOUNT
CL4050 18 X 9 CLOPAY MODEL 4050 WHITE RAISED PANEL INSULATED WITH STEEL BOTH SIDES (R=6.5) 12" RADIUS TRACK TORSION SPRING WEATHERSTRIPPED JAMBS INSTALLED	1	2,926.00	2,926.00
8165-10-2 LIFTMASTER MODEL 8165 X 10' HIGH 1/2HP CHAIN DRIVE OPENER WITH (2) TRANSMITTERS INSTALLED	1	430.00	430.00
MISC MATERIAL AND LABOR TO FRAME OPENING TO FIT DOOR. COVER JAMB WITH WHITE STEEL TRIM	1	850.00	850.00

THANK YOU FOR CHOOSING TOTAL OVERHEAD DOOR
SYSTEMS!

TOTAL

\$4,206.00

This quote good for (1) day

Accepted By

Accepted Date

Modern overhead door

1112 North Douglas St., Ripon, WI 54971 • Phone: 920-748 5000 • Fax 920-748-7943

PRICE QUOTE

NAME <i>Todd Moore G.H. City Land Conservation</i>		DATE <i>1/3/22</i>
ADDRESS <i>571 City Rd A Green Lake - 49411</i>		SITE ADDRESS <i>570 South Street Green Lake</i>
PHONE	SALESMAN <i>John</i>	
JOB DESCRIPTION		PRICE
<i>1- 18X9 3285 White Commercial Micro Grooved Sandwich door w/ torsion springs and 12" radius tracks w/ white weather stripping installed</i>		<i>\$4045.00</i>
<i>1- 1/2Hp 16ft 8165w Leftmaster opener installed w/ 1-3 button remote and multi-function wall control panel installed</i>		<i>\$507.00</i>
<i>Total</i>		<i>\$4552.00</i>
<i>Extra options if needed</i>		
<i>single button remotes \$35.00 each</i>		
<i>keyless entry pad \$55.00</i>		
TOTAL PRICE		
ABOVE PRICE GOOD FOR	DAYS	

Date of Acceptance _____

Signature _____



PO Box 1517
 Fond du Lac, WI 54936-1517
 (920) 922-9549
 mwoverheaddoor@gmail.com

Estimate

ESTIMATE# 10817982
DATE 01/07/2023
PO#

CUSTOMER

Morris, Todd
 (920) 294-4052
 (M)
 Morris Todd

SERVICE LOCATION

DESCRIPTION 1- Clopay 4300 18X7 NH T12, White Vinyl Weatherseal
 1- Liftmaster 8587W-10 Chain Drive Operator with 2- Remotes and 1- Keypad

Estimate

Description	Qty	Rate	Total
4300 Short Panel Clopay Model 4300 Short Panel Steel Insulated 2 Inch Thick Door - Size 18X9 - Track 2 Inch Bracket Mount NH T12 - Color: Standard Paint Color - Vinyl Weatherseal - Installation	1.00	3,675.00	3,675.00
LIFTMASTER 8587W-10 LIFTMASTER 8587W-10 WI-FI 3/4HP AC CHAIN DRIVE 10 2- Remotes 1- Keypad	1.00	625.00	625.00

CUSTOMER MESSAGE

All Prices include all material and installation labor. Quote is based upon information given by customer. It is the responsibility of the customer to review the quote for accuracy and notify us of any changes prior to signing of this estimate. Any changes could affect the price of this quote. Midwest Overhead does not do any Electrical Wiring. This must be done by a licensed Electrician. This quote is Valid for 30 days.

Estimate Total:

\$4,300.00

PRE-WORK SIGNATURE

Signed By:

Morris, Todd

From: Jeff Nickel <jnickel.mwod@gmail.com>
Sent: Saturday, January 7, 2023 7:16 AM
To: Morris, Todd
Subject: Garage Door Quote
Attachments: Todd Morris.pdf

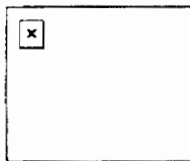
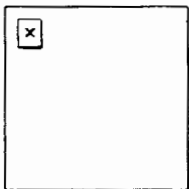
[CAUTION: EXTERNAL SENDER This email originated from outside Green Lake County. Do not click links or open attachments unless you recognize the sender and know the content is safe.]

Please see the attached quote for your 18X9 and Operator. Unfortunately we do not do any carpentry work anymore.

Thanks.

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Jeff Nickel
Midwest Overhead Door Inc.
Owner
P.O. Box 1517
W4612 Lakepark Drive
Fond du lac, WI 54936-1517
Ph. 920-922-9549
Fax 920-922-2580
www.mwoverheaddoor.com

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January 03, 2023
Property & Insurance Committee
Monthly Report
Green Lake County Maintenance Department

571 County Road A

Repaired damaged cross connect valve for chemical station in jail janitorial closet – Corrections
Converted 3 bulb 4' T-8 fixture to LED male huber entrance area – Corrections
Convert 3 bulb 4' T-8 fixture to LED property storage room in intake – Corrections
Report of sink leaking Unit J first sink-found no leak - Corrections
Replaced expired o-ring in water fill valve 2nd toilet unit A – Corrections
Converted 2 bulb 4' T-8 fixture to LED above officer station in intake – Corrections
Replaced 3 lamps in 2'x2' T-8 fixture Unit B shower area - Corrections
Replaced Guard 1 button for padded cell/booking – Corrections
Converted 4' 2bulb T-8 fixture to LED between secure doors 13/14 – Corrections
Unplugged 1st toilet unit A - Corrections
Replaced pre-wash spray hose kitchen-reminded staff this unit is for pre-wash not intended to be stretched across for cart wash/use cart wash station-last hose was installed 8 weeks ago - Corrections
Repaired water supply to vac flush- unit was trying to be flooded out by inmate Rec. #5 – Corrections
Replaced expired emergency light eoc radio room - SO
Converted 2 bulb 2'x2' T-8 to LED hall by men's staff restroom - SO
Installed universal TV mount in phase 2- 1st floor hall per request – LUZP
Converted 2 fixtures 2'x2' T-8 fixtures to LED - HHS
Converted 4' 2bulb T-8 fixture to LED Room 1101 - HHS
Replaced 1-2' T-8 lamp in fixture in hall by room #1156 - HHS
Replaced 1-2' T-8 lamp in fixture in hall by room #1125 – HHS
Replaced 1-4' T-8 lamp in fixture room #1157 – HHS
Replaced cfl lamp in can light center above tres. Reception counter – TRES.
Install toilet support women's staff restroom – CC/CA
Relocated Corp. Counsel environments to County Administration (2 offices)
Installed AED unit LL hallway phase 2
General Maintenance performed
Scheduled Maintenance performed

500 Lake Steel Street

General Maintenance performed
Scheduled Maintenance performed

Tower Sites

Princeton
Markesan

Kingston – Access plowed (3)

Green Lake – added coolant to emergency generator radiator/Access plowed (3)

Berlin

General Maintenance performed

Scheduled Maintenance performed

Maintenance General

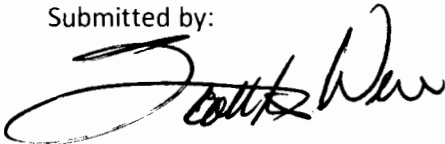
Replaced 2 U-Joints front axle 07 Dodge plow/salter truck

Replaced muffler 07 Dodge plow/salter truck

Replaced right side U-Joint front axle 09 Dodge plow truck

2nd shift Maintenance Repair position still vacant

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 "W".

Scott A. Weir

Maintenance Director/Parks & Recreation Director

Green Lake County

February 07, 2023
Property & Insurance Committee
Monthly Report
Maintenance Department
Green Lake County

571 County Road A

Replaced cold water cartridge in sink unit medication room - Corrections
Unplugged shower drain 1st shower Unit L - Corrections
Replaced battery in auto valve hand wash sink jail kitchen - Corrections
Replaced damaged waste twist drain valve with adapter southwest pre-wash sink - Corrections
Replaced 3-2' lamps in security fixture Unit L 1st. shower - Corrections
Unplugged padded cell floor toilet – Corrections
Report of door #3 not latching/checked/tested 12 times all was operational – Corrections
Report of deodorant grated into intercom unit C cell #1/cleaned material out of grid – Corrections
Report of kitchen door showing not closed on computer/checked door was secure computer showing closed cycled 8 times – Corrections
Report of laundry door showing not closed on computer/checked door was secure computer showing closed cycled 8 times - Corrections
Replaced 2 42w twist cfl in can fixture southeast security – SO
Replaced 2 42w twist cfl in can fixture southwest security – SO
Replaced 2 42 w twist cfl in can fixture southeast window - SO
Installed universal break away utility hook public restroom victim witness area – DA
Assembled 3 draw file cabinet for victim witness area per request – DA
Installed 6 hook wall mount coat rack victim witness area – DA
Repaired lock on desk cabinet room #2207 - DA
Installed 16"x4' wall mirror victim witness area - DA
Moved 2 filing cabinets per request to west wall open office area – UWEX
Convert 2'x2' 2 bulb fixture to LED hallway room 1125 - HHS
Replaced power pack for lighting system office 2133 – HHS
Installed white board in office 1148 – HHS
Replaced 2w lamps in 4' 2bulb T-8 fixture waiting area 2nd floor - HHS
Installed white board in office 1154 - HHS
Replaced 2 lamps in 2'x2' T-8 fixture east hall 2nd floor – HHS
Disposed of office chair per request - HHS
Repaired task light office 2133 – HHS
Set up Training Room for blood drive for 01/18/23 - HHS
Installed white board in office 1147 – HHS
Replaced 2 lamps in 2 bulb 4' T-8 fixture – COC
Replaced lamp in can fixture courtroom 1 waiting area – CRTS
Replaced lamps in dual lamp 8" can fixture courtroom 2 waiting area – CRTS
Replaced dual lamp 8" can fixture with 8" LED can fixture courtroom 1 waiting area – CRTS
Replaced expired lamp in can fixture NE corner county board room – CB

Repaired base cabinet drawer bottom room # - CA
Repaired desk drawer top left room # - CA
Converted 2 bulb 4' T8 to LED security light LL Phase 1 - Maint
Replaced 2 26w twist cfl in can fixture 2nd floor elevator landing east
Replaced 2 26w twist cfl in can fixture 2nd floor elevator landing west
Unplugged sink drain women's public restroom 1st floor Phase 2
Installed new TXA-400 150# ASME Hydro Tank for hot water circulation system – 01/16/23
City of Green Lake Cross Connection Survey (Inspection) perform by Kunkel Engineering 01/26/230-
Corrections to updated regulations are being made and new devices ordered for related fixtures.
Scheduled Maintenance performed
General Maintenance performed

500 Lake Steel Street

Replaced expired relay, compressor and evaporator small walk-in cooler all is upgraded to current R449
refrigerant - Food Pantry
Replaced drive belt on blower unit/furnace – Food Pantry
Repaired lift pump – Maintenance area
Scheduled Maintenance performed
General Maintenance performed

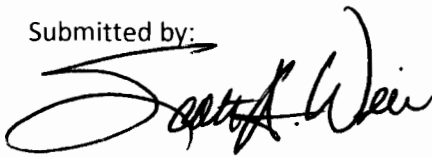
Tower Sites

Green Lake – 3 NEMA L5 30R along with 3 30A breakers installed per request – Baycom/SO-01/25/23
Kingston – 2 NEMA L5 30R along with 2 30A breakers installed per request – Baycom/SO-01/24/23
Markesan - 2 NEMA L5 30R along with 2 30A breakers installed per request – Baycom/SO-01/23/23
Princeton - 2 NEMA L5 30R along with 2 30A breakers installed per request - Baycom/SO-01/18/23
Berlin – Breaker panel full cannot currently install the 2 requested circuits-Info passed along to
communications sgt.
Scheduled Maintenance performed
General Maintenance performed

FRI

Picked up copier/printer - delivered to IT
Replaced ballast in light fixture 4 bulb 4' T-8 per request

Submitted by:



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