



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 02/06/2023

Amended* Post Date:

**The following documents are included in the packet for the
Property & Insurance Committee Meeting on March 7, 2023:**

- 1) Agenda
- 2) Minutes from 02/07/2023
- 3) Resolution to Amend Resolution 41-2021 to Reflect Proration of
Employer HSA Contribution and Opt-Out Incentive Payments and
information regarding resolution
- 4) Purchase Request Information
- 5) Use of County Property Information
- 6) Maintenance Reports



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: March 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

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.

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Approval of Minutes: 02/07/2023
5. Public Comment (3 Minute Limit)
6. Resolutions
 - Resolution to Amend Resolution 41-2021 to Reflect Proration of Employer HSA Contribution and Opt-Out Incentive Payments
7. Purchase Request
 - HHS – Vaccine Refrigerator
8. Use of County Property
 - Elite Energy Distribution – Electronic Recycling
9. Maintenance Report
 - Annual Report
 - Buildings and Grounds Report
 - Monthly Activities
10. Committee Discussion
 - Future Meeting Dates: Regular Meeting 04/04/2023 at 4:00 PM
 - Future Agenda items for action & discussion
11. Adjourn

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

February 7, 2023

The meeting of the Property and Insurance Committee was called to order by Chair Chuck Buss on Tuesday, February 7, 2023 at 4:00 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; Matt Vandekolk, Chief Deputy; Jason Jerome, HHS Director

MINUTES

Motion/second (Trochinski/Abendroth) to approve the minutes of December 6, 2022. Motion carried with no negative vote.

PUBLIC COMMENT – none

RESOLUTIONS

- **Resolution to Pro Rate HSA and Health Insurance Opt-out Benefit**

County Administrator Cate Wylie explained the resolution and County Clerk Liz Otto provided background on the current process for HSA and opt out payments. *Motion/second (Mulder/Trochinski)* to amend the resolution to provide monthly prorated payments to employees for both the HSA and opt out funds. Motion carried with no negative vote. *Motion/second (Abendroth/Mulder)* to allow Matt Vandekolk and Jason Jerome to speak. Motion carried with no negative vote. Vandekolk expressed concern in regard to recruitment of employees and Jerome provided comments from his staff. Discussion held on impact to employees. *Motion/second (Abendroth/Mulder)* to postpone any action until the next meeting. Motion carried with no negative vote.

PURCHASE REQUEST

- **Land Conservation – Garage Door**

County Conservationist Todd Morris stated that he received an updated bid from Total Overhead Door for \$4,374 for a garage door and installation. Morris stated this purchase was already approved in the 2023 budget.

Motion/second (Abendroth/Hiestand) to approve the request from Land Conservation. Motion carried with no negative vote.

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: March 7, 2023 @ 4:00 PM

Future Agenda items for action & discussion:

ADJOURNMENT

Chair Buss adjourned the meeting at 4:35 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 **monthly** pro-rated distribution rather than an annual
16 lump 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.

ID #	Last Day	HSA Paid	Opt Out Paid	Prorated HSA	Prorated Opt Out	
1155	1/20/2023		1,500		125	retired
4499	1/13/2023		125		125	resigned
5878	1/19/2023		125		125	terminated
2828	1/22/2023	3,000		250		retired
1899	2/3/2023	3,000		500		retired
143	3/1/2023	3,000		750		retired
3840	3/1/2023	3,000		750		resigned
2771	4/2/2023	3,000		1,000		resigned
7072	NEW	3,000		2500		NEW
7099	NEW	3,000		2500		NEW
6262	4/28/2023		1,500		500	resigned
	Total			Total		
	Paid:	24,250		Prorated:	9,125	
			Potential Savings:		15,125	

Otto, Liz

From: Yonke, Kayla
Sent: Tuesday, February 14, 2023 8:29 AM
To: Otto, Liz
Subject: Vaccine Refrigerator
Attachments: Vaccine Quotes 2 2023.pdf

Good Morning again –

This vaccine fridge (Helmer option) was approved through HHS to be moved forward last night as well.

Thank you,

Kayla Yonke

HHS Financial/Business Manager
Green Lake County
920-294-4070
kyonke@greenlakecountywi.gov

Please note my email address has changed



Preferred Option

QUOTATION

Toll Free: 800.743.5637
EMAIL or FAX orders to:
orders@helmerinc.com
317-773-9082

Creation Date: 12/20/2022 11:05:36 AM

Quote #:

QUO-190979-Z5B5Z1

Rev: 1

PLEASE REFER TO THIS QUOTE NUMBER ON
ALL CORRESPONDENCES AND ORDERS

YOUR REPRESENTATIVE:

Nicholas Reusser

1-317-764-5216 Ext: 3817

nreusser@helmerinc.com

Requestor: Rachel Prellwitz
rprellwitz@co.green-lake.wi.us
920-294-4070

Facility ID: WI192

Green Lake County Department of Health
492 Hill St
Green Lake WI 54941

Ship to:

CONTRACT Health Clinic

Terms: N30 Days FOB: Origin Shipping Charge:

Effective Date 2022-12-20

Expiration Date 2023-01-23

Ln No	Part#	Model	Description / Details	QTY	Price Each	Total /Extended
1	5115125-1	iPR125-GX	iPR125-GX i.Series® Pharmacy Refrigerator, 25.2 cu ft (714 Liters) (with NSF/ANSI 456 Vaccine Storage Certified Labeling and Certificate of Calibration)	1	\$10,363.68	\$10,363.68
2	890011-3	TrueBlue Service Agreement	TrueBlue Service Agreement	1	\$427.50	\$427.50
3	890050-2		TrueBlue Delivery and Set Up	1	\$1,281.13	\$1,281.13

Sub Total: \$12,072.31

Shipping Method: -

We accept Visa, Mastercard and American Express

Total Amount:

All prices are in USD

\$12,072.31

Notes:

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YOUR REPRESENTATIVE:
Nicholas Reusser
1-317-764-5216 Ext: 3817
nreusser@helmerinc.com

This quotation is subject to Helmer Scientific's standard terms and conditions, please visit <https://www.helmerinc.com/terms/general>.

SHIPPING: Standard cost is dock-to-dock delivery. Inside delivery (white glove) and lift gate is an additional cost and will be quoted upon request.

ORDERING INSTRUCTIONS:

Purchase Orders: Email to orders@helmerinc.com or Fax to (317) 773-9082. Please include the Helmer Quote Number on your PO.

Credit Card Orders: Please contact Customer Service at: (800) 743-5637 (8-5 EST M-F) to provide information securely over the phone.

Helmer may request new customers and established customers complete our credit application to create or update current credit files. This requirement will be contingent on order amount and prior history with Helmer.

Domestic Warranties	i.Series and PRO Compressor Parts Labor			Horizon Series Compressor Parts Labor		
Refrigerators	7 yrs.	2 yrs.	1 yr.	5 yrs.	2 yrs.	1 yr.
-30° Freezers	5 yrs.	2 yrs.	1 yr.	3 yrs.	2 yrs.	1 yr.
Ultra Low Freezers	5 yrs.	2 yrs.	2 yrs.			
Platelet Incubators	5 yrs.	2 yrs.	1 yr.			
Platelet Agitators	2 yrs. Parts, 1 yr. Labor					
Plasma Thawers	2 yrs. Parts, 1 yr Labor					
Cell Washers	2 yrs. Parts, 1 yr. Labor					
Centrifuges	5 yrs. Power Train, 2 yrs. Parts, 1 yr. Labor					

QUOTATION

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Rev: 1

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ALL CORRESPONDENCES AND ORDERS

YOUR REPRESENTATIVE:
Nicholas Reusser
1-317-764-5216 Ext: 3817
nreusser@helmerinc.com

Configured As:

Line No: 1
Model: iPR125-GX
Item Number: 5115125-1
Description: iPR125-GX i.Series® Pharmacy Refrigerator, 25.2 cu ft (714 Liters) (with NSF/ANSI 456 Vaccine Storage Certified Labeling and Certificate of Calibration)

Part Number	Description	Qty	Price Each
5115125-1	iPR125-GX i.Series® Pharmacy Refrigerator, 25.2 cu ft (714 Liters) (with NSF/ANSI 456 Vaccine Storage Certified Labeling and Certificate of Calibration)	1	8,364.48
4010166-1	Power Option: 115V 60Hz (for i.Series® Refrigerators, GX models, 25 cu ft)	1	0.00
4110006-1	Power Cord Option: 115V 60Hz NEMA 5-15	1	0.00
4020044-1	Exterior Option: Powder Coat (for Refrigerators, GX models, 25 cu ft)	1	0.00
4030044-1	Interior Option: Powder Coat, White (for Refrigerators, GX models, 25 cu ft)	1	0.00
4040023-1	Light Option: Premium (for Laboratory Refrigerators with Powder Coat Interior, GX models, 20 25 cu ft)	1	0.00
4050065-1	Chart Recorder Option: None (for i.Series® Blood Bank Refrigerators, GX models, 20 25 cu ft)	1	0.00
4060065-1	Lock Option: Standard Key (for i.Series® Refrigerators, GX models, 20 25 cu ft)	1	0.00
4080050-1	Handle Option: Standard (for Refrigerators, GX models, 20/25/45/56 cu ft)	1	0.00
4070201-1	Door Option: Right Hinge, Glass (for i.Series® Refrigerators, GX models, 20/25/45/56 cu ft)	1	0.00
4090104-1	Storage Option: Drawer, Liquid-Tight, Factory Installed (for i.Series® Refrigerators, GX models, 25 56 cu ft)	1	285.60
4090104-1	Storage Option: Drawer, Liquid-Tight, Factory Installed (for i.Series® Refrigerators, GX models, 25 56 cu ft)	1	285.60

QUOTATION

Toll Free: 800.743.5637
EMAIL or FAX orders to:
orders@helmerinc.com
317-773-9082

Creation Date: 12/20/2022 11:05:36
AM

8

Quote #:

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Rev: 1

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ALL CORRESPONDENCES AND ORDERS

YOUR REPRESENTATIVE:

Nicholas Reusser

1-317-764-5216 Ext: 3817

nreusser@helmerinc.com

4090104-1	Storage Option: Drawer, Liquid-Tight, Factory Installed (for i.Series® Refrigerators, GX models, 25 56 cu ft)	1	285.60
4090104-1	Storage Option: Drawer, Liquid-Tight, Factory Installed (for i.Series® Refrigerators, GX models, 25 56 cu ft)	1	285.60
4090104-1	Storage Option: Drawer, Liquid-Tight, Factory Installed (for i.Series® Refrigerators, GX models, 25 56 cu ft)	1	285.60
4090104-1	Storage Option: Drawer, Liquid-Tight, Factory Installed (for i.Series® Refrigerators, GX models, 25 56 cu ft)	1	285.60
4090104-1	Storage Option: Drawer, Liquid-Tight, Factory Installed (for i.Series® Refrigerators, GX models, 25 56 cu ft)	1	285.60
4090101-1	Storage Option: None (for Refrigerators, GX models, 25 56 cu ft)	1	0.00
4120007-1	Monitoring Option: Bottles with Glycerin, Factory Installed (for i.Series® Refrigerators, GX models, 20/25 cu ft)	1	0.00
4900098-1	Special Option: Access Port, Left Wall (for Blood Bank Refrigerators, GX models, 13/20/25/45/56 cu ft)	1	0.00

Total Price: \$10,363.68



QUOTATION

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317-773-9082

Creation Date: 12/20/2022 11:05:36 AM

Quote #:
QUO-190979-Z5B5Z1
Rev: 1

PLEASE REFER TO THIS QUOTE NUMBER ON
ALL CORRESPONDENCES AND ORDERS

YOUR REPRESENTATIVE:
Nicholas Reusser
1-317-764-5216 Ext: 3817
nreusser@helmerinc.com

Configured As:

Line No: 2
Model: TrueBlue Service Agreement
Item Number: 890011-3
Description: TrueBlue Service Agreement

Part Number	Description	Qty	Price Each
890011-3	TrueBlue Service Agreement	1	0.00
8120111	Ref/Frz, 2yr, New Product	1	427.50

Total Price: \$427.50



inTEST Thermal Solutions
an inTEST Company

Greenlakecountywi - 39cuft white glove

Greenlakecountywi

222 Leffert Street
Berlin, WI 54923
United States

Reference: 20230112-142340167

Quote created: January 12, 2023

Quote expires: April 12, 2023

Quote created by: Nichole Salter

Rachel Prellwitz

rprellwitz@greenlakecountywi.gov
9202944070

nsalter@intestthermal.com

+12159080909

Comments from Nichole Salter

Whiteglove delivery (inside delivery by 2 men, with liftgate) 1x VRE-1000

In fact it does not change if it is for 1-door or 2-door vaccine fridge as it requires still 2men for the same work.

The rate is based:

- a tractor-trailer (80-85 ft long front to back) must have access to the location
- no restricted access until the desired room (no stairs) and the delivery won't take more than 30 minutes

if a tractor-trailer is too big to get the access on site : please let me know

Products & Services

Item	SKU	Quantity	Unit Price	Total
39 cu.ft Lab / Vaccine Refrigerator w/ Drawers - 110V - 60 Hz	VRE1000- NA	1	\$12,595.00	\$9,824.10 after 22% discount

Other Fees

white glove delivery (inside delivery with 2 men and lift gate)

\$955.00

Total**\$10,779.10****Purchase terms are available at www.intestthermal.com/terms.****Questions? Contact me**

Nichole Salter

nsalter@intestthermal.com

+12159080909

inTEST Thermal Solutions

41 Hampden Rd

Mansfield, MA 02048

United States



inTEST Thermal Solutions
an inTEST Company

Greenlakecountywi - 21cuft w/ white glove

Greenlakecountywi

222 Leffert Street
Berlin, WI 54923
United States

Reference: 20230112-141849592

Quote created: January 12, 2023

Quote expires: April 12, 2023

Quote created by: Nichole Salter

Rachel Prellwitz

rprellwitz@greenlakecountywi.gov
9202944070

nsalter@intestthermal.com

+12159080909

Comments from Nichole Salter

Whiteglove delivery (inside delivery by 2 men, with liftgate) for 1x VRE-0500

The rate is based:

- a tractor-trailer (80-85 ft long front to back) must have access to the location
- no restricted access until the desired room (no stairs) and the delivery won't take more than 30 minutes

if a tractor-trailer is too big to get the access on site : please let me know

Products & Services

Item	SKU	Quantity	Unit Price	Total
21 cu.ft Lab / Vaccine Refrigerator w/ Drawers - 110V - 60 Hz	VRE0500- NA	1	\$5,895.00	\$4,598.10 after 22% discount

Other Fees

white glove delivery (inside delivery with 2 men, with lift gate) \$955.00

Total \$5,553.10

Purchase terms are available at www.intestthermal.com/terms.

Questions? Contact me

Nichole Salter
nsalter@intestthermal.com
+12159080909

inTEST Thermal Solutions
41 Hampden Rd
Mansfield, MA 02048
United States

LABRepCo

An Employee-Owned Company

101 Witmer Road, Suite 700
Horsham, PA 19044

1.800.521.0754
Fax 215.442.9202
www.labrepco.com

To	Phone	PROPOSAL		
Rachel Prellwitz Green Lake County DHHS 571 County Road A Green Lake, WI 54941	(920) 294-4070			
	Fax	Terms	Date	Quote No.
		NO TERMS - Credit	1/12/2023	QD47122
	Email	Needed	Sales Representative	
	rprellwitz@greenlakecountywi.gov		Inside Sales Team ext 162	
Proposal Valid for	Ship Date	F.O.B.	Rep Email	
60 Days	Please Inquire	Fact PP&A	inside_sales@labrepco.com	

SALES TAX NOTICE

Unless your tax exemption certificate is on file with us all applicable state sales tax charges will be applied at the time of invoicing.

EMAIL OR FAX ORDER TO

LABREPCO, LLC
purchaseorders@labrepco.com
Fax: (215) 442-9202

Qty	Item No.	Description	Unit Price	Extension
1	MPR-722R-PA	<p>PHCbi (formerly Panasonic) MPR Series 23.7 Cu. Ft. Hinged Glass Door Refrigerator with Drawers</p> <p>Specifications:</p> <ul style="list-style-type: none"> -Capacity: 23.7 cu. ft. / 671L -Door(s): single, glass -Defrost System: cycle -Temperature Range: +2°C to +23°C, adjustable by 1°C increments -Exterior Dimension: 76.9"H x 30.3"W x 36.2"F-B -Interior Dimension: 59.1"H x 25.6"W x 27.9"F-B -Alarm: Power failure, high temperature, low temperature and door open -Casters: (4) standard -Drawers: 5 stainless, steel pull-out drawers -Door Lock: key lock standard -Electrical Requirements: 115V 60Hz NEMA 5-15P (15 A) -Access Port: 3 x 30 mm (2 in sides, 1 in cabinet top) -Net Weight: 426 lbs. Warranty: 3 years parts and labor <p>Features:</p> <ul style="list-style-type: none"> -Solid Steel Drawers -Standard Alarm and Safety Features -HFC and HFO combined (CFC-Free) Refrigerant & CFC-Free Insulation -Top-mounted air circulation blower -Cycle Defrost <p>Benefits:</p> <ul style="list-style-type: none"> -Temperature Stability -Wide Temperature Range -Speedy and Powerful Refrigeration -Easy-to-Manage Layout -Large Capacity -Cycle Defrost -A filter less condenser cuts down on cleaning maintenance 	\$ 7,016.00	\$ 7,016.00
1	LIFTGATE&INLAB	<p>LIFTGATE Truck plus inside delivery with uncrating, set-in place and debris removal</p> <p>By selecting this option, you are confirming that this unit(s) will fit through all doorways and a service elevator is available (if needed).</p> <p>*Does not include removal of existing equipment. Customer will</p>	\$ 395.00	\$ 395.00



Continued

LABREPCO, LLC will not be responsible for freight charges, rigging or any special delivery requirements such as lift gate delivery or delivery inside a customer's facility unless noted on this quotation.



101 Witmer Road, Suite 700
Horsham, PA 19044

1.800.521.0754
Fax 215.442.9202
www.labrepco.com

To	Phone	PROPOSAL		
Rachel Prellwitz Green Lake County DHHS 571 County Road A Green Lake, WI 54941	(920) 294-4070			
	Fax	Terms	Date	Quote No.
		NO TERMS - Credit	1/12/2023	QD47122
	Email	Needed	Sales Representative	
	rprellwitz@greenlakecountywi.gov		Inside Sales Team ext 162	
Proposal Valid for	Ship Date	F.O.B.	Rep Email	
60 Days	Please Inquire	Fact PP&A	inside_sales@labrepco.com	

SALES TAX NOTICE

Unless your tax exemption certificate is on file with us all applicable state sales tax charges will be applied at the time of invoicing.

EMAIL OR FAX ORDER TO

LABREPCO, LLC
purchaseorders@labrepco.com
Fax: (215) 442-9202

Qty	Item No.	Description	Unit Price	Extension
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be responsible for any additional charges associated with removal of existing equipment at time of delivery.

**Please refuse this shipment if there is any freight damage. Consignee has (3) days, including the day of delivery, to report concealed damage

***PLEASE NOTE: Inlab price does not include additional fees for ascending stairs, installation or training, plugging in unit, additional time spent due to facility not being ready for delivery, etc. Additional fees apply if these services are needed.

Please contact your Sales Rep if there are any questions.

Please reference our proposal number, beginning with a QD, at the time of purchase.

Please forward all purchase orders to purchaseorders@labrepco.com.

			Total	\$7,818.61
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101 Witmer Road, Suite 700
Horsham, PA 19044

1.800.521.0754
Fax 215.442.9202
www.labrepco.com

Terms and Conditions

Thank you for allowing LABREPCO to offer this proposal. We are pleased to partner with you to advance science and ask that you take a few minutes to read and familiarize yourself with the following terms and order instructions:

1. Mail, fax or e-mail order to:
LABREPCO, LLC, 101 Witmer Road, Suite 700, Horsham, PA 19044
215-442-9202, purchaseorders@labrepco.com
2. Proposal Valid For: 60 Days
3. Sales Tax Notice: Unless your sales tax exemption certificate is on file with us, all applicable state sales tax charges will be applied to your order at time of invoicing.
4. Unless specifically noted on this proposal, this pricing does not include and LABREPCO is not responsible for freight charges, rigging or special delivery requirements such as lift-gate or inside delivery. You will be responsible for any special services associated with delivery of equipment noted on this proposal.
5. Terms: NO TERMS - Credit Needed
6. At time of delivery, you are responsible for REFUSAL of any items that have visible damage. Should you accept damaged items, LABREPCO will bear no responsibility for replacement or repair of those damaged items. If freight damage has occurred, refuse acceptance and immediately contact freightdamage@labrepco.com.
7. Any returns/exchanges must be handled by promptly contacting us at 800-521-0754 or returns@labrepco.com. RMA documentation will be issued for returning items and no replacement items will be shipped until returned items are received by LABREPCO. All time limits on RMA documentation will be strictly applied. Failure to adhere to these instructions may result in additional charges.



APPLICATION FOR RESERVING COUNTY OWNED FACILITY

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

Applicant Name: _____

Applicant Address: _____

Applicant phone: _____

Business name (if applicable): Elite Energy Distribution

Business address: 3545 N. 127th Street Brookfield, WI 53005

Business phone: 414-702-5655

Business contact person: Ray Curtiss

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: July 15th

Hours requested: 7am to 1pm

Anticipated number of persons: 325

(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: 2/3/2023

Date to P&I: 3/7/2023

P&I: Approved/Disapprove

GREEN LAKE COUNTY MAINTENANCE DEPARTMENT 2022 ANNUAL REPORT

This report was generated from 2022 Expenditure Detail Report by Accounting 02/20/23

571 County Road A	2021	2022
Trash Recycle	7,510.33	8,685.05
Pest Control	1,355.00	1,514.50
Contracted Services (FRI Janitorial)	9,177.89	11,256.16

Mandated Inspections/Service Contracts

Elevator Inspection	570	570
Fire Supression (ROD)	968.5	764.7
Fire Sprinkler System	350	350
Fire Suppression (Jail Kitchen)	296.4	322.91
Facilities Portable Fire Extinguishers	515.17	1,276.48
Otis Elevator	6,253.00	5,821.48
ACC Planne ed Services	6,253.00	6,253.00
Permits to Operate	100	200

Water Conditioning	2,401.00	2,842.00
Grounds & Grounds Improvements	6,199.18	5,172.46
Emergency Generator	0	6,616.78
Janitorial Supplies/Equipment	12,244.98	12,433.62
HVAC Corrections	1,318.92	2,484.97
HVAC Govt. Center/HHS/Justice Center	523.37	2,660.37
Plumbing Corrections	1,704.63	7,060.40
Plumbing Govt. Center/HHS/Justice Center	1,040.69	2,071.69

Electrical Corrections	2,721.10	1,892.14
Electrical Govt. Center/HHS/Justice Center	1,117.07	1,021.56
Facility Repairs Interior/Exterior Corrections	131.08	334.03
Facility Repairs Interior/Exterior Govt. Center/HHS/Justice	158.9	56.81
Exterior Window Cleaning	1,653.99	1,653.99
Elevator Repairs Covered Under Carry Over Insurance	0	7,798.50
Fire Alarm Systems Corrections (Damage)	2,130.94	1,054.62

Lake Steel Street

Food Pantry Area

HVAC	22.75	24.68
Electrical	26.16	0
Plumbing	48.57	215.75
Facility Repairs Interior/Exterior	15.98	50.16
Grounds & Grounds Improvements	177.4	265.78

Lake Steel Street

Maintenance & Parks & Recreation Areas

HVAC	0	10.99
Electrical	19.96	40.99
Plumbing	320.21	71.96
Facility Repairs Interior/Exterior r /Storage Rack	0	512.06
Grounds & Grounds Improvements	0	52.97

Corrections Kitchen Grease Interceptor	0	3,863.25
Training	0	0
PPE	2,073.90	928
Vehicle/Equipment Maintenance	4,002.36	2,361.32
Maintenance General/Fuel	1,149.61	3,848.37
Cell Phones	1,207.79	1,472.82
Office Supplies/Print Management	29.54	29.21
Radio Towers Generator Maintenance	5,175.71	3,233.73
Radio Towers Buildings/Grounds/Fuel	2,343.51	3,052.96
Capitol Outlay	6,743.56	
Exterior Lighting Retrofit/LED	0	5,084.06
Facility Roof Maintenance/Repair	0	20,619.91

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

571 County Road A

Converted 2'x2' T-8 fixture to 2'x2' LED panel Program 1 - Corrections
Installed new diaphragm first toilet unit A – Corrections
Unplugged sink drain Unit N far sink - Corrections
Replaced guard one button Unit J – Corrections
Replaced 3- 4' T-8 bulbs in fixture above toilet Unit K – Corrections
Converted 2 bulb T-8 fixture to LED main hall above door #2 - Corrections
Report of slow drain in sink Unit J could not find any issues - Corrections
Tighten bolt on guide bracket bottom of sliding secure door pre book are - Corrections
Installed new spray nozzle per request pre-wash jail kitchen – Corrections
Unplugged toilet padded cell – Corrections
Cleaned and adjusted 4 pilots for top burners reminded kitchen staff stove top needs to be cleaned weekly – Corrections
Replaced 2'x2' 2bulb fixture with LED 2'x2' panel Unit M Day room - Corrections
Repaired RH door closure on Property room intake - Corrections
Replaced expired nite lite above sink Unit M - Corrections
Took apart intercom controller and clean deodorant out of speaker unit E cell #1 - Corrections
Replaced lamps in 2- 2 bulb 4' fixtures male huber locker room – Corrections
Loosened clean out plug for toilet unit D cell #3 – Corrections
Converted 4' 4 bulb T- 8 fixture to LED Unit L - Corrections
Replaced 2 bulbs in 3-bulb T-8 fixture room #1201 - SO
Removed office environments to storage per request room #2148 – HHS
Replaced motion sensor for light room #1157 – HHS
Replaced power pack for 3 light fixtures staff elevator landing 2nd floor - HHS
Replaced hot and cold water cartridges unisex restroom 1st floor clinic area -HHS
Repaired 10 office chairs – COC
Set up Training Room for 02/16/23 meeting – LC
Set up Training Room for 02/20/23 meeting – CC
Replaced 2 cfl can fixtures with LED can courtroom 1 – CRTS
Replaced cfl bulbs in 3 can fixtures courtroom 1 – CRTS
Replaced ballast for cfl can fixture ccircuit coutroom 1 - CRTS
Installed 7 updated backflow units in designated areas per city of green lake regulation
Replaced lamp in can fixture front of Clerks office hall 2nd floor phase 1
Replaced lamp in can fixture front of probate office hall 2nd floor phase 1
Added 15 gallons of glycol to Geo System (replaced what had been lost during scheduled and general maintenance) pressure within perimeters)
Scheduled Maintenance performed
General Maintenance performed

500 Lake Steel Street

Replace expired heating element in hot water heater - Food Pantry

Scheduled Maintenance performed

General Maintenance performed

Tower Sites

Princeton

Markesan

Kingston – Plowed (3)

Green Lake – Removed middle electric baseboard heater/defective. The other 3 are more than sufficient

To heat structure- actually only need 2.

Plowed (3)

Additional 30a recept. Installed along with breaker per request by

Baycom/Communications

Berlin

Scheduled Maintenance performed

General Maintenance performed

FRI

Repaired 2 restroom doors in production area per request 02/16/23

Maintenance General

2nd Shift Maintenance Repair Person position still vacant

Software updated for HVAC Systems 02/07/23 by ACC Planned Services

Maintenance Repair 2nd shift position has been filled on 02/21/23 (offer sheet accepted) Start date of 05/01/23 planned.

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" and "W".

Scott A. Weir

Maintenance Director/Parks & Recreation Director

Green Lake County