



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 04/27/2023

Amended* Post Date:

**The following documents are included in the packet for the
Property & Insurance Committee Meeting on May 2, 2023:**

- 1) Amended Agenda
- 2) Minutes from 03/07/2023
- 3) Use of County Property Request
- 4) 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: May 2, 2023 Time: **4:00 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: 03/07/2023
5. Public Comment (3 Minute Limit)
6. Discussion and Possible Action Regarding Purchasing Policy
7. Use of County Property
 - Justin Krueger – 300 Club
 - Health Unit – Car Seat Check
 - *Sheriff's Office – National Night Out
8. Maintenance Report
 - Buildings and Grounds Report
 - Monthly Activities
9. Committee Discussion
 - Future Meeting Dates: Regular Meeting 06/06/2023 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

March 7, 2023

The meeting of the Property and Insurance Committee was called to order by Chair Chuck Buss on Tuesday, March 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
Richard Trochinski
Dennis Mulder

Absent: Nancy Hiestand

Other County employees present: Liz Otto, County Clerk; Maintenance Supervisor Scott Weir; County Administrator Cate Wylie; Matt Vandekolk, Chief Deputy; Jason Jerome, HHS Director; Derek Mashuda, Highway Commissioner; Jeff Mann, Corporation Counsel

MINUTES

Motion/second (Mulder/Trochinski) to approve the minutes of February 7, 2023. Motion carried with no negative vote.

PUBLIC COMMENT – none

RESOLUTIONS

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

Discussion held on monthly vs. bi-monthly payments.

Motion/second (Mulder/Abendroth) to approve resolution and forward to the Personnel Committee and County Board. Motion carried with no negative vote.

PURCHASE REQUEST

- **HHS – Vaccine Refrigerator**

HHS Director Jason Jerome provided information and stated that the HHS Committee had approved the purchase of the vaccine refrigerator from Helmer for \$12,072.31.

Motion/second (Abendroth/Trochinski) to approve the purchase as approved by the HHS Committee. Motion carried with no negative vote.

USE OF COUNTY PROPERTY

- **Elite Energy Distribution – Electronic Recycling**

Motion/second (Abendroth/Trochinski) to allow Highway Commissioner Derek Mashuda to speak. Motion carried with no negative vote. Mashuda provided information on the request and stated that all requirements had been met including the deposit and the certificate of insurance. Mashuda will check with the Fair Committee to make sure there are no

conflicts in regard to the date. *Motion/second (Mulder/Trochinski)* to approve the request for county property. Motion carried with no negative vote.

MAINTENANCE REPORTS

- Annual Report – *Motion/second (Abendroth/Mulder)* to accept the annual report and forward to County Board. Motion carried with no negative vote.
- Buildings and Grounds Report – no discussion
- Monthly activities – no discussion

COMMITTEE DISCUSSION

Future Meeting Date: April 4, 2023 @ 4:00 PM

Future Agenda items for action & discussion:

ADJOURNMENT

Chair Buss adjourned the meeting at 4:13 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: Erika Lopez & Justin Krueger
Applicant Address: 15721 N Greenway-Hayden Loop, Ste 105, Scottsdale, AZ 85260
Applicant phone: (480) 319-5053

Business name (if applicable): The 300 Club of Green Lake
Business address: W1802 County Road A, Green Lake, WI 54941
Business phone: (920) 807-0227
Business contact person: Erika Lopez

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: August 23 - 28
Hours requested: Event 25 & 26; 3pm to 11pm

Anticipated number of persons: 3,500 per day (25 & 26)
(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

**GREEN LAKE COUNTY
APPLICATION FOR
ASSEMBLAGE OF LARGE NUMBERS OF PEOPLE**

Code of Green Lake County, Chapter 109 Assemblies, Mass Public

IV: Application

- A. Application submitted to the County Clerk 45 days prior to the event.
- B. Oath or affirmation that the statements given are true and correct to the best of your knowledge.

C. 1. Name: Erika D. Lopez Age: 39
Address: 15721 N Greenway Hayden Loop, Ste 105
Scottsdale, AZ 85260

Name: The 300 Club of Green Lake Age: 2 yrs.
Address: W1802 County Road A
Green Lake, WI 54941

2. Attach Articles of Incorporation if necessary

Address and legal description of assembly premises: Green Lake
County Fairgrounds; 570 South Street;
Green Lake WI 54941

Name of Land Owner if different from above: _____

Address: _____

3. Proof of ownership of all property upon which the assembly is to be held, or a valid, written lease executed by the property owner and a statement made under oath or affirmation by the record owner (s) of all such property that the applicant has permission to use such property for an assembly of 1,000 or more persons.

If a corporation owns the land, attach proof that the person purporting to act on behalf of the corporation has authority to do so.

4. The nature of the purposed assembly: Concert on 8/25 and
concert on 8/26/2023

5. Total number of days and/or hours of the assembly 2 days; 8 hours each

6. Number of persons permitted to assemble at any time: less than 3,500

7. Maximum number of tickets to be sold: 3,250

8. Attach plan to limit the number of people permitted to assembly.

9. Attach plan for fencing the location of the assembly and the gates contained in such fence.

10. Attach plan for supplying portable water including the source, amount available and location of outlets.

11. Attach the plan for providing toilet and lavatory facilities including the source, number and location, type and the means of disposing of the waste deposited.

12. Attach the plans for holding collection and disposing of solid waste materials

13. Attach the plan to provide medical services and on-site first aide, to include the names and hours of availability of the medical support personnel and provisions for contacting emergency medical services.

14. Attach plans, if any, to illuminate the location of the assembly including the source and amount of power and the location of lamp.

15. Attach plan for parking vehicles including size and location of lots, points of highway access and interior roads including routes between highway access and parking lots.

n/a 16. Attach plans for telephone service including the source, number and location of the telephones.

n/a 17. Attach plan for camping facilities, if any, including facilities available and their location.

18. Attach plan for security including the number of guards, their deployment, and their names, addresses credentials and hours of availability.

19. Attach plans for fire protection including the number, type and location of all protective devices including alarms and extinguishers, and the number of emergency fire personnel available to operate the equipment.

★ 20. Attach plans for sound control and sound amplification, if any, including number, location and power of amplifiers and speakers.

★ 21. Attach the plan for food concessions and concessionaires who will be allowed to operate on the grounds including the names and addresses of all concessionaires and their licenses or permit numbers.

D. Attach bond and proof of insurance.

I swear or affirm that the statements contained therein are true and correct to the best of my knowledge.

Erika D. Lopez
Erika D. Lopez
04/04/2023

Green Lake County Application for Assemblage of Large Numbers of People (Attachment)

- C. 1. Erika D Lopez is a natural person to be responsible for the event. The 300 Club of Green Lake will be named as the event host / sponsor on all documents and printed materials.**
- C. 2. Articles not provided since we are not using our Facility. Please let me know if you want them for your records.**
- C. 3. Request has been submitted to use the Green Lake County Fairgrounds; where we are not owners and cannot provide proof.**
- C. 8. Tickets will be pre-sold to the event via E-Tix. We have previously used this ticketing platform and know from their contract as well as past experience, that the ticket count can be limited for sale. We will then be scanning tickets upon arrival, with no re-entry permitted (which omits the option of single tickets being scanned multiple times). The perimeter of the event will be barricaded by temporary fencing to control the admission points of entry.**
- C. 9. Two potential options are attached to this application. However, we would like to physically walk the property (preferably with a Sheriff and fairgrounds representative) to make a final plan based on observations and recommendations made at that time.**
- C. 10. Bottles of water will be provided by the event host for sale at the event. Large containers of water (5-gallon igloo or similar) will be available for use, provided by The 300 Club and stored on site. These *free* water stations will be placed in the EMT tent near the entrance to the event. The bottled water for sale will be available at all vendor booths along the perimeter of the event.**
- ** C. 11. Toilets will be provided by a third party rental company. They will deliver, stock, dispose of waste, and remove toilets at the end of the event.**
- ** C. 12. Temporary waste receptacles will be provided by a third party (most likely Waste Management). They will deliver, and remove the receptacles, along with the bags of waste that are accumulated throughout the event.**
- C. 13. There will be an emergency medical personnel on site, per requirements. However, before solidifying this plan, we would request input and suggestions from the city and/or county. We want everyone attending the event(s) to be safe, and the city and county to be comfortable with our set up.**
- C. 14. Unable to provide the lighting plan at this time. We will be walking the site the week of May 8th, at various times of the evening, to make sure that we provide a comprehensive plan that addresses all potential hazards that need to be illuminated.**
- C. 15. There are 2 options in play right now. The site maps have been attached. Once the site location is agreed upon, we'll update and provide a more detailed and specific parking plan. At that time, a one-way path of travel entering and exiting the venue will be laid out. In my experience, forcing all traffic to follow the same path creates a smoother event flow and less trouble for the city for traffic congestion or stoppages.**
- C. 16. N/A; Cell phones will be permitted in the event.**
- C. 17. N/A; this is not a festival with overnight camping guests.**

C. 18. Details to be provided closer to the event date. Security will be hired and on site for the event, both days. They will be available from gates open until gates close. Number of security guards will be dependent on performer contracts and number of ticket sales each day.

C. 19. We commit to providing ample fire protection. However, it is difficult to say exactly where they will be stationed until we walk the grounds and finalize the full layout.

C. 20. To be provided one event venue and assemblage is approved. Each performance night has a specific stage / sound set up. Once location and event is approved by county, we will sign artist contracts and provide their speaker layouts and counts. All speakers will be facing inward and downward to prevent "blaring" sounds into the surrounding areas; but it is not possible to eliminate or reduce the sound completely.

** C. 21. This is a work in progress.

** Ideally, we need to know if we have the venue and permission for the event to solidify these vendors. Happy to provide an updated application addressing all points once finalized.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/04/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER Farmer Woods Group 919 North 1st Street Phoenix AZ 85004		CONTACT NAME: Brenda Ellis PHONE (A/C, No, Ext): (602) 264-0566 FAX (A/C, No): (602) 277-4706 E-MAIL ADDRESS: brenda-ellis@leavitt.com	
INSURED The 300 Club of Green Lake & Spare Time GL LLC 15721 N Greenway Hayden LP Ste 105 Scottsdale AZ 85260		INSURER(S) AFFORDING COVERAGE INSURER A: Midwest Family Mutual Insurance Company NAIC # 23574 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 23.24 MASTER **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CPWI0560128801	05/15/2023	05/15/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder is additional insured as required by written contract. Coverage is primary and non-contributory. Waiver of subrogation applies.

CERTIFICATE HOLDER Green Lake County 570 South St. Green Lake WI 54941	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--

© 1988-2015 ACORD CORPORATION. All rights reserved.

option 2



SOUTH ST

SOUTH ST

TRUST

option 1

Parking

Stage



SOUTH ST

SOUTH ST

SOUTH ST

To Whom It May Concern:

The 300 Club of Green Lake hosted a concert in September of 2021 at our property (W1802 County Road A, Green Lake, WI 54941). We are wanting to bring this event back, but to a larger crowd this summer.

We are requesting to use the fairgrounds and the County Highway building. The entire event would be outside. The building would only be used by our staff for storage and staging items (like additional ice, food, beverages). It would not be open to the public.

We are requesting up to 3,500 people, but only anticipate between 2 & 3,000 depending on the night.

We will only have events on Friday, August 25th (beginning around 7pm, gates open at 5 or 6) and Saturday, August 26th (show around 6 or 7, gates open at 3 or 4, with DJ in the afternoon). The days prior to and following the event are for our set up and clean up. Set up will need to have fencing and the stage (on a large trailer) and port-o-potty drop off. Clean up will include the trash pick up, as well as the removal of those rented items.

We are not 100% certain of the layout for the event. Justin and Erika will be in Green Lake the week of May 8th and would like to walk the grounds to determine the best arrangement- for staging, crowds, and parking.

We will be submitting the additional permit application for the crowd size as soon as we receive that paperwork.

If you have any questions about our experience or intent, we would be happy to discuss. For our event in 2021, we had a very healthy and productive meeting prior to the event and smaller meetings leading up to it. It is our goal to bring a fun and safe event to the community, while generating additional revenue for the local businesses. We will do our best to work with the county and city to make sure that this is a great event that we can hold every other year, or every year, as it becomes more established.

Justin and Erika will be in Mexico at a company event at the time of this meeting. We are sorry to not be present for the discussion. We will make ourselves available in the weeks following the county meeting to address any concerns. But we do need to know if we have the venue so that we can move forward with contracts for performers.

Thank you,

Erika Lopez

(480) 319-5053

May 02, 2023
Property & Insurance Committee
Maintenance Department Monthly Report
Green Lake County

571 County Road A

Replaced 2 lamps in fixture jail staff entrance - Corrections
Unplugged first sink drain Dorm L - Corrections
Replaced 2- 4' bulbs in fixture medication room - Corrections
Replaced sealant on drain basket prep sink kitchen – Corrections
Replaced hot water cartridge first sink east kitchen – Corrections
Replaced Guard button Unit N – Corrections
Replaced 4 lamps in fixture property room – Corrections
Converted 2 bulb fixture to LED ISO cell #2 above sink/toilet area - Corrections
Unplugged 1st shower drain Unit J – Corrections
Replaced batteries in 2 emergency lighting units in jail rec. - Corrections
Replaced battery in emergency light Unit A – Corrections
Replaced 2 batteries in emergency lighting booking area – Corrections
Repaired drain pipe pre wash sink kitchen – Corrections
Replaced lower door seals on walk in cooler/freezer kitchen – Corrections
Replaced lamp in hood kitchen – Corrections
Replaced seal kit in flush handle- toilet med exam room - Corrections
Unplugged first shower drain Unit A - Corrections
Cleaned 2 shower drains from aggregate from floor vendor Dorm L - Corrections
Replaced hot and cold water cartridges women's public restroom 1st floor lobby
Replaced 2' lamp in fixture IT hallway exit area
Installed dry erase board room #2103 per request – HHS
Disposed of vaccine refrigerator per request - HHS
Moved voting machines from townships to training room per request - CC
Secured can fixture in ceiling phase 2, 2nd floor public restroom entrance
Replaced 1- 2' lamp in fixture 2nd floor
Replaced expired power pack for lighting south 2 offices - LC
New vac breaker installed phase 2 first floor women's public restroom
The facilities HVAC System has been programmed for summer mode
Scheduled Maintenance performed
General Maintenance performed

500 Lake Steel Street

Scheduled Maintenance performed
General Maintenance performed

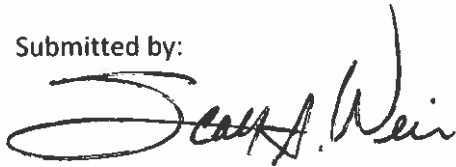
Tower Sites

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

Nathan Alsum has started his position as 2nd shift Maintenance Repair 05/01/23. He will be training 6-8 weeks. We welcome Nathan to the team.

Maintenance Summer LTE position has been filled by Owen Schwant. His start date will be 05/30/23 after his graduation from Markesan High School we welcome Owen back for another summer.

Submitted by:

A handwritten signature in black ink that reads "Scott A. Weir". The signature is written in a cursive style with a large, looping initial "S".

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