



***GREEN LAKE COUNTY***  
*571 County Road A, Green Lake, WI 54941*

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**Original Post Date: 08/31/2023**

**Amended\* Post Date: 9/1/2023**

**The following documents are included in the packet for the Property and Insurance Committee Meeting on September 5, 2023:**

- 1) \*Amended Agenda
- 2) Minutes from 06/06/2023
- 3) Maintenance Report
- 4) \*Maintenance Expenditure Detail Listing



# 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: September 5, 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: 06/06/2023
5. Public Comment (3 Minute Limit)
6. Use of County Property
  - CRAW Regatta
7. Health Insurance Update
8. Maintenance Report
  - Buildings and Grounds Report
  - Monthly Activities
9. \*Discussion and possible action regarding Expenditure Detail List
10. Committee Discussion
  - Future Meeting Dates: Regular Meeting TBD
  - 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](#)

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.

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 6, 2023

The meeting of the Property and Insurance Committee was called to order by Chair Chuck Buss on Tuesday, June 6, 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

Absent:

Other County employees present: Liz Otto, County Clerk; Maintenance Supervisor Scott Weir; County Administrator Cate Wylie; Matt Vandekolk, Chief Deputy; Sheriff Mark Podoll; Jeff Mann, Corporation Counsel; Ken Stephani, Finance Director

### MINUTES

*Motion/second (Trochinski/Mulder)* to approve the minutes of May 2, 2023. Motion carried with no negative vote.

PUBLIC COMMENT – none

### COUNTY MUTUAL PROPERTY APPRAISALS

County Clerk Liz Otto informed the committee that Wisconsin County Mutual will be providing an on-site property appraisal to each of its member counties. There is no cost to the county for this service. Green Lake County is not currently on the schedule but should be done in early 2024.

### 300 CLUB UPDATE

County Administrator Cate Wylie stated that the 300 Club will be hosting a concert event at the end of August but it will take place at their site on Hwy 23. They will be using the fairgrounds for parking and providing a shuttle to the site. No further action or discussion is required.

### DISCUSSION REGARDING PROPERTY USE PERMITS

County Administrator Cate Wylie stated that she feels the current permit process needs to be reviewed by Corporation Counsel and herself and that she would like to take over the process for applying for a permit. The committee agreed to this by general consensus and Wylie will bring permit updates back to the committee for further review.

### MAINTENANCE REPORT

- Buildings and Grounds Report – Weir provided one update to his submitted report.
- Monthly activities – no questions or discussion

### COMMITTEE DISCUSSION

**Future Meeting Date:** July 5, 2023 at 4:00 PM

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

### ADJOURNMENT

Chair Buss adjourned the meeting at 4:10 PM.

Submitted by,

Liz Otto  
County Clerk

DRAFT

July 05, 2023  
Property & Insurance Committee  
Monthly Report  
Green Lake County Maintenance Department

571 County Road A

Replaced fixture with LED fixture above door unit A – Corrections  
Removed remaining parts of damaged TV and TV enclosure from wall ISO Cell #2 - Corrections  
Converted fixture to LED above toilet unit A - Corrections  
Cleaned and lube food tray door Unit M - Corrections  
Replaced lamps in fixture kitchen worker area – Corrections  
Removed foreign objects from plugged toilet ISO Cell #1 - Corrections  
Converted 2 bulb-4' fixture to LED Rec. #3 - Corrections  
Replaced 2 – 2' lamps in fixture PV# inmate side – Corrections  
Replaced expired ballast in fixture hallway by secure door #1 - Corrections  
Converted 2' x 4' fixture to LED hallway by secure door #2 – Corrections  
Light buzzing sound coming from light fixture back area by whit board/converted fixture to LED -  
Communications  
Replaced lamps in fixture entryway - LUZP  
Replaced ceil panel that was damaged by projector screen that slipped room #1106 – HHS  
Set up Training for blood drive per request for 06/27/23 - HHS  
All exterior windows cleaned – Fish Window Cleaning  
Seasonal components inspection/service performed on all OAHP'S - Service Contract ACC  
Installed external antenna per IT request Highway Department Shop 2  
Scheduled Maintenance performed  
General Maintenance performed

500 Lake Steel Street

Scheduled Maintenance performed  
General Maintenance performed

Tower Sites

Princeton  
Markesan  
Kingston  
Green Lake – Speed censor replaced on generator 06/02/23  
Berlin  
Scheduled Maintenance performed  
General Maintenance performed

FRI

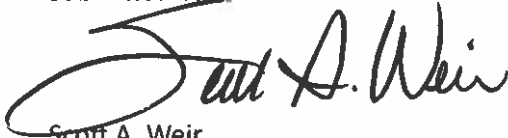
Installed 96HO ballast in fixture production area per request  
Replaced 4 T-8 4' lamps in fixture production area per request  
Tighten door closure arm loading dock exit door per request

Installed water meter lower level and hooked up all pipes at Highway Dept. grounds/facility etc. per request 06/23/23

#### General

Maintenance Custodian Kathy Doro has submitted her retirement papers on 06/26/23. Her last day of employment will be 08/03/23. Kathy has been with Green Lake County for 33 plus years and has worked in various departments throughout her career here with 20 plus in the Maintenance Department. I would like to thank Kathy for her dedication throughout the years and especially during the "Covid " when the Maintenance Department staff did not question if they could stay home or reduce their work schedule. They were here everyday/evening providing a safe work environment at the facility. We here at the Maintenance Department wish her Good Luck and Happy Retirement!

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

September 05, 2023  
Property & Insurance Committee  
Monthly Report  
Maintenance Department  
Green Lake County

571 County Road A

Replaced damaged shower head fitting from wall Unit K - Corrections  
Unclogged sink Unit E cell #1 – Corrections  
Replaced drainpipe compression washer for toilet Unit E1 - Corrections  
Report of secure door #2 showing open on master control screen when closed-checked unit cycled numerous times operated as designed-showed no fault on master control screen at the time of testing – Corrections  
Replaced LED bulb in fixture Unit E – Corrections  
Converted 2'x4' light fixture to LED intake by property room door - Corrections  
Repaired neck on master control sink – Corrections  
Converted 2'x4' light fixture to LED main hall by secure door #14 - Corrections  
Painted over graffiti in courts holding cells – Corrections  
Replaced vac break and diaphragm 1<sup>st</sup> toilet Unit K – Corrections  
Replaced damaged ¼" compression fitting for water feed line to 1st sink Unit K  
Replaced expired lamps in fixture first light laundry room - Corrections  
Replaced vac breaker on toilet Unit E1 - Corrections  
Re-installed removed visitation sign station #1 – Corrections  
Unclogged 1<sup>st</sup> sink Unit A - Corrections  
Unclogged sink B3 - Corrections  
Converted light fixture to LED PV3 – Corrections  
Replaced lamps in 2'x2' fixture hall between offices 1212-1213 – SO  
Repaired 3 office chairs with used parts per request – CRTS/COC  
Repaired remote door controller – COC  
Move file cabinets per request office #1130/office 1137 – HHS  
Repaired door handle staff entrance 2<sup>nd</sup> floor - HHS  
Replaced back up batteries (12v/8AH) in simplex remote monitors throughout facility  
Replaced back up batteries (12v/8AH) in fires suppressions stations throughout facility  
New office desk mods assembled and installed CA, TRES office – Samuels Group  
Schedule Maintenance performed  
General Maintenance performed

500 Lake Steel Street

Installed battery disconnect food pantry fork lift  
Fire inspection performed on all buildings by local fire department 08/22/23  
Scheduled Maintenance performed  
General Maintenance performed

Tower Sites

Princeton

Markesan

Kingston

Green Lake

Berlin- Removed 2-20a circuits-Installed 2-30a circuits in its place per request

Scheduled Maintenance performed

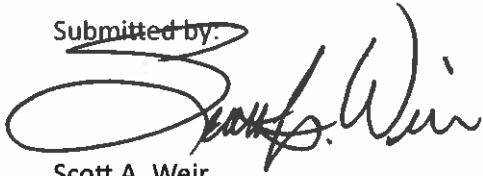
General Maintenance performed

FRI

Cleaned drain line from furnace room/urinal per request

General

Submitted by:

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

Scott A. Weir  
Maintenance Director  
Green Lake County



## EXPENDITURE DETAIL LISTING

**DEPARTMENT:** Maintenance

**ACCOUNT NAME:** Capital Outlay

**ACCOUNT #:** 24-400-00-57100-006-000

Replacemnt of HVAC system	\$17,325.00
Food Pantry area Lake Steel Street	
Replacement of #3 softner tank and rebuild nead	\$9,565.00
<b>Total</b>	<b>\$ 26,890</b>