



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Post Date: 2/29/2024

**The following documents are included in the packet for the
Property & Insurance Committee Meeting on March 5, 2024:**

- 1) Agenda
- 2) Minutes: 9/5/2023
- 3) Budget Carryover Documentation for the Lake Steel Street Project
- 4) Estimate from Wolff Underground
- 5) 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 5, 2024 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: 9/5/2023
5. Public Comment (3 Minute Limit)
6. Required Repairs to Lake Steel St. Building
7. Maintenance Report
 - Annual Report
 - Buildings and Grounds Report
 - Monthly Activities
8. Committee Discussion
 - Future Meeting Dates: Regular Meeting TBD
 - Future Agenda items for action & discussion
9. 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: 284 542 608 355

Passcode: AT2gDF

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

Or call in (audio only)

[+1 920-515-0745,,870806081#](#) United States, Green Bay

Phone Conference ID: 870 806 081#

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

Please accept at your earliest convenience. Thank you!

[Learn More](#) | [Help](#) | [Meeting options](#) | [Legal](#)

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.

COMMITTEE DISCUSSION

Future Meeting Date: October 3, 2023 @ 4:00 PM

Future Agenda items for action & discussion:

ADJOURNMENT

Chair Buss adjourned the meeting at 4:15 PM.

Submitted by,

Liz Otto
County Clerk

DRAFT

GREEN LAKE COUNTY

BUDGET CARRYOVER DOCUMENTATION

Carryover Fund: Lake Steel Street Capital Project
Department: Capital Outlay - Maintenance
Name: Lake Steel Street water lateral

Recording information

Batch no: _____
Date: _____

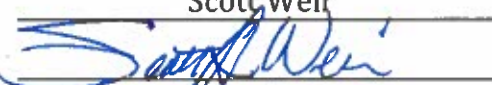


Carryover type: Restricted Committed Assigned

Purpose of the Carryover:

The building that houses the Food Pantry on Lake Steel Street has an issue with drain water. The issue was diagnosed at the end of the year and now we have a quote for the solution. The cost is \$6,500 and there are no funds for this in this years budget. We do have \$18,698.50 remaining available from the 2023 budget. I would like to carryover a portion of that to take care of this project and include a cushion in case additional work is needed. We also have a monthly fee of \$642.53 for internet service (\$7,067.83) that will be charged to this account for 2024. Thus, I am requesting

What accounts impact the remaining balance in the carryover account?

	Account #	Account Name	Amount
Beginning Balance	24-400-00-57100-006-000	Capital Outlay - Maintenance	
Revenue Accounts			
Budget	24-400-00-57100-006-000	Capital Outlay - Maintenance	\$ 84,020.00
Expenditure Accounts	24-400-00-57100-006-000	Capital Outlay - Maintenance	\$ 66,265.34
End of Year Available			\$ 17,754.66
Amount to Carryover			\$ 17,754.66

Subject Matter Expert:	Scott Weir	Date: <u>2/29/2024</u>
Department Head Approval:		Date: <u>2/29/2024</u>
Finance Director Approval:		Date: <u>2/29/2024</u>
County Administrator Approval:		Date: <u>2/29/2024</u>
Governing Committee Approval:	_____	Date: _____

Carryover funds

Purpose

Carryover funds are necessary to 1. retain the character of restricted funds that are required to be spent on a specific cause and are held over from one year to the next. 2. allow the county to set aside dollars for a future expenditure / purchase that we know is coming and need to save for.

How do you characterize the funds that you are carrying over (per GASB 54)?

Restricted funds includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Committed funds include amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority.

Nonspendable funds are funds that have been spent on usable assets, such as inventory, which are included in the fund balance of the county.

Assigned fund balance amounts are intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed. Assigned fund balance is the unrestricted and uncommitted portion of funds other than the general fund.

Unassigned funds should not be addressed on this form. Unassigned funds are simply available to use and do not have any need to retain them for any purpose. Unassigned funds are determined by subtracting nonspendable, restricted, committed and assigned funds from the total General Fund balance.

Procedure

To inform Finance that you have restricted or committed funds that need to be carried forward from year to year, please complete the form and forward the form to Finance. Finance will share the form with the County Administrator. If the need to identify these funds as restricted or committed is confirmed, then Finance will set aside these funds accordingly.

WOLFF UNDERGROUND

P.O. Box 982
Appleton, WI 54912

Estimate

Date	Estimate No.
2/8/2024	2021306

Customer Info
Green Lake County Food Pantry Scott Weir 571 County Road A Green Lake, WI 54941

920 738-1880
Info@wolffunderground.com

Description	Amount
We are proposing to replace 65ft of 4" PVC lateral. Several joints are pulled apart or misaligned causing a disruption in the flow. This proposal includes the replacement of the lateral from the corner of the building to approximately the middle of the street. We highly recommend a new, small man hole be installed outside the building because the existing structure is in poor condition.	6,500.00
Does not include any landscaping. (Resending grass, bushes, trees) (rough grade only) We are not responsible for any damages resulting from excavating. Property owner is responsible for locating private utilities. Diggers hot line will be notified by Wolff Underground.	0.00
Labor, Mobilization, Equipment and Prep Included in this estimate.	0.00
Note: You will not be able to use your sewer for approximately 3 hours which includes: Kitchen Sink/Dishwasher, Bathrooms, Showers, Toilets and Laundry facilities.	0.00
Payment due upon completion. Any questions please contact Tim at the number above or e-mail us.	0.00
Cash, Check or Credit Card accepted.	0.00
Please sign and mail to P.O. Box 982, Appleton, WI 54912 or text a picture of the signed estimate to 920-438-9215.	0.00
Estimate valid for 30 days	Total
	\$6,500.00

I agree to the price and terms of this estimate.

Signature _____ Date _____

GREEN LAKE COUNTY MAINTENANCE DEPARTMENT 2023 ANNUAL REPORT

This report was generated from the information received from 2023 Expenditure Detail Report by the Green Lake County Finance Department

571 County Road A	2022	2023
Trash/Recycle (Service Contract)	\$8,685.05	\$11,994.22
Pest Control	\$1,514.50	\$1,503.00
Contracted Services (FRI Janitorial)	\$11,256.16	\$9,753.77

Mandated Inspections/Service Contracts

Elevator Inspection	\$570.00	\$660.00
Fire Suppression (ROD)	\$764.70	\$0.00
Fire Sprinkler System	\$350.00	\$350.00
Fire Suppression (Jail Kitchen)	\$322.91	\$327.40
Facilities Portable Fire Extinguishers	\$1,276.48	\$163.35
Otis Elevator (Service Contract)	\$5,821.48	\$5,846.60
ACC Planned Services (Service Contract)	\$6,253.00	\$6,378.37
Permits To Operate	\$200.00	\$0.00
Back Flow Inspection	\$0.00	\$500.00

Water Conditioning	\$2,842.00	\$2,266.25
Grounds & Grounds Improvements	\$5,172.46	\$2,512.55
Janitorial Supplies/Equipment	\$12,433.62	\$10,635.14
HVAC Corrections	\$2,484.97	\$2,313.86

HVAC Govt. Center/HHS/Justice Center	\$2,660.37	\$927.29
Plumbing Corrections	\$7,060.40	\$1,246.44
Plumbing Govt. Center/HHS/Justice Center	\$2,071.69	\$528.66
Vandalized sink basin 2nd flr restroom	\$0.00	\$1,675.84
HVAC Communications (LL IDF Room)	\$0.00	

Electrical Corrections	\$1,892.14	\$1,586.84
Electrical Govt. Center/HHS/Justice Center	\$1,021.56	1,002.00
Facility Repairs Exterior/Interior Corrections	\$334.03	\$226.97
Facility Repairs Exterior/Interior Govt. Center/HHS/Justice	\$56.81	\$500.25
Exterior Window Cleaning	\$1,653.99	\$1,882.00
Elevator Repairs	\$7,798.50	\$0.00
Fire Alarm Systems	\$1,054.62	\$621.23
Fire Suppression System	\$0.00	2,002.53

Lake Steel Street

Food Pantry Area

HVAC	\$24.68	\$25.01
Electrical	\$0.00	\$21.55
Plumbing	\$71.96	\$178.96
Facility Repairs Interior/Exterior	\$50.16	\$734.79
Fire and Safety	\$0.00	\$440.29
Fuel/Grounds	\$159.38	\$75.07

Maintenance & Parks & Recreation Areas

HVAC	\$10.99	\$0.00
Electrical	\$40.99	\$0.00
Plumbing	\$71.96	\$13.99
Facility Repairs Interior/Exterior	\$512.06	\$741.34
Fuel/Grounds	\$159.37	\$106.98
Fire and Safety	\$0.00	\$24.75

Corrections Kitchen Grease Interceptor	\$3,863.25	\$1,001.25
Training	\$0.00	\$0.00
PPE	\$928.00	\$1,164.35
Vehicle/Equipment Maintenance	\$2,361.32	\$3,206.99
Maintenance General/Fuel	\$3,848.37	\$3,455.15
Cell Phones	\$1,472.82	\$1,183.08
Office Supplies/Print Management	\$29.21	\$93.87

Radio Tower Generator Maintenance	\$3,233.73	\$2,863.82
Radio Towers Building/Grounds/Fuel	\$3,052.96	\$2,995.20

Capitol Outlay		
Maintenance	\$25,703.97	\$60,122.75

March 05, 2024
Property & Insurance Committee
Monthly Report
Maintenance Department
Green Lake County

571 County Road

Tightened security bolts on seat back table Unit N - Corrections
Replaced damaged TV in ISO cell #2 – Corrections
Replaced lamps in fixture REC #2 – Corrections
Replaced fixture with LED 2'x2' PV2 – Corrections
Replaced vac breaker on toilet Unit C cell C#1 – Corrections
Replaced vac breaker on toilet in ISO cell #2 – Corrections
Unplugged sink Unit E cell E#4 - Corrections
Replaced clock main vestibule.
Replaced springs in fire exit door handle 1st. floor – HHS
Placed shelving unit from storage in room #1127 per request - HHS
Disposed of 2 chair mats per request – HHS
Removed file cabinet room #1127 per quest - HHS
Converted fixture to LED 2'x2' hall by room #1158 - HHS
Placed addition desk in room #2150 removed file cabinet room #2150 per request – HHS
Replace power pack for lighting room #1914 - CC
Installed 2 new clocks per request – CRTS
Replaced power pack for lighting in storage area LL – COC
Replaced cartridge/o-rings sink fixture cold water side staff rest room - CA
Fire suppression system inspection/maintenance performed for vault – ROD
Adjusted wall mount for monitor - IT
Replaced lamps in fixture 2'x2' security area
General Maintenance performed
Scheduled Maintenance performed

500 Lake Steel Street

Capital Outlay project of new HVAC system completed - Food Pantry area – 02/13/24
Waiting for estimate to return from local vendors for replacement of 65' of 4" broken sewer line along with manhole install
General Maintenance performed
Scheduled Maintenance performed

Tower Sites

Princeton – Timer Control board battery replaced
Markesan – Timer control board battery replaced

Kingston – Timer Control board battery replaced
Green Lake – Timer Control board battery replaced
Berlin – Timer Control board battery replaced
General Maintenance performed
Scheduled Maintenance performed

FRI

Met with Manager regarding security/safety lighting and security camera locations, forwarded price on lighting options.

General

2023 Green Lake County Maintenance Depart Annual Report included in packet

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, prominent loop at the beginning.

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

February 06, 2024
Property & Insurance Committee
Monthly Report
Maintenance Department
Green Lake County

571 County Road A

Converted 2'x4' fixture to LED Unit B cell #7 - Corrections
Replaced night light Unit B cell #7 - Corrections
Replaced vac breaker and washer for toilet Unit cell #1 - Corrections
Unplugged sink drain Unit d cell #2 - Corrections
Replaced damaged shower on/off unit first shower stall Dorm K – Corrections
Replaced night light Unit E cell #3 - Corrections
Converted 2'x4' light fixture to LED shower stall Unit J – Corrections
Replaced lamps in 3x4 fixture padded cell – Corrections
Replaced 2'x2' fixture with LED unit PV2 - Corrections
Yearly radiation check performed on security scanner – SO
Replaced expired contactor on HP 2.14 services communication area - Communications
Replaced lamps in 2'x2' fixture main lobby east fixture behind security desk
Placed additional desk in roo#2150 per request - HHS
Replaced expired power pack breakroom lighting 1st floor – HHS
Replaced expired lamps 2'x2' hallway by office 1158 - HHS
Removed file cabinet Room #2140 per request for more room and put in storage – HHS
Move several boxes to storage per request - CC
Replaced expired power pack for conference room lighting – LUZP
Replaced leaking actuator valve body for main glycol feed line from OHAP #1 lobby area - DA
Replaced damaged splash guard water fountain Phase 2-2nd floor
Capital Outlay project completed for replacement of #3 resin tank and complete rebuild of head.
01/24/24
Installed updated department directory main entrance- Thanks Gerald S. for your help.
Safety fence installed LL phase #1 Maintenance Department attic stock/stock/storage area- Maintenance
01/19/24

Scheduled Maintenance performed
General Maintenance performed

500 Lake Steel Street

Quotes for new HVAC unit for Food Pantry area included in packet
Septic line about 6' from city street defective/water and facilities turned off until repairs can be made-
Vendor to further inspect 02/01/24
Replaced expired thermo-coupler on HVAC system Food Pantry area

Installed small blasting cabinet along with all connections – Maint. area
Scheduled Maintenance performed
General Maintenance performed

Tower Sites

Scheduled Maintenance performed
General Maintenance performed

FRI

Installed new Exit/Emergency light dayroom per request
Adjusted door closure arm east door loading dock per request

General

Maintenance staff will be attending the Wisconsin Hazardous Materials Awareness & Waste Disposal Training on March 06, 2024 at Volk Field, WI Air National Guard Base in Camp Douglas, WI.

Submitted by:

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

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

571 County Road A

Unplugged left sink in Dorm M/food debris – Corrections
Replaced dayroom 2'x2' fixture with 2'x2' LED Unit J - Corrections
Removed screen in dishwasher that was put in incorrectly and installed correctly – Corrections
Kitchen interceptor pumped – Corrections
Replaced lamps in 2'x2' fixture PV 2 - Corrections
Unplugged staff sink master control-food debris- Corrections
Unplugged first sink Unit A – Corrections
Request to check dishwasher going into alarm and not working-checked turned unit on-all was operational- no alarm(s) – Corrections
Replaced screws on intercom face plate unit C - Corrections
Repaired shower door latch Unit B - Corrections
Replaced vac breaker on toilet staff restroom kitchen – Corrections
Replaced closure on staff entrance door 2nd floor – HHS
Unplugged women's staff restroom toilet 1st stall 2nd floor – HHS
Replaced 2 lamps in 2'x4' fixture reception area - CRTS
Install AED Unit in Government Center 1st. floor- north wall – 11/08/23
Seasonal equipment maintenance ongoing
Scheduled Maintenance performed
General Maintenance performed

500 Lake Steel Street

Scheduled Maintenance performed
General Maintenance performed

Tower Sites

Scheduled Maintenance performed
General Maintenance performed

General

2nd Shift Maintenance Custodian position has been filled. Janel Wustrack started 11/13/23. Janel comes with Executive Housekeeper experience, Shift lead experience in general housekeeper along with experience in House Keeper of surgical and clinical rooms in the health care industry. We welcome her to the Maintenance Team.

Submitted by:

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

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

571 County Road A

Replaced vac breaker toilet Unit C cell #3 – Corrections
Replaced lamp in night light Unit E cell #4 - Corrections
Replaced drain pipe gasket in sink Unit C cell #3 - Corrections
Unplugged sink cell B1 - Corrections
Installed rebuild kit in handle IT restroom kitchen/laundry area - Corrections
Pushed reset button on motion sensor by prep sink/kitchen - Corrections
Replaced damaged soap dispenser Master control bathroom - Corrections
Reset outlets in special needs prep area - Corrections
Converted 2'x4' fixture to LED above toilets Unit J - Corrections
Converted 2'x4' fixture to LED Unit B/Cell 5 - Corrections
Replaced air control unit for Unit K 1st shower - Corrections
Report of not very hot water coming out of fixture by dishwasher-Checked and found both hot and cold handles were on therefore making water luke-warm - Corrections
Converted 2'x4' fixture to LED Unit C/Cell #5 - Corrections
Installed new parts/protective housing for TV that was damaged ISO cell #2 – Corrections
Repaired sweep on walk in freezer door-kitchen - Corrections
Adjusted pilot lights on stove top per request – Corrections
Report of motion sensor prep sink water will not shut off-Checked/pushed reset button - Corrections
Refastened damaged bottom seal on walk in cooler - Corrections
Replaced 2'x4' fixture with LED hallway in front of laundry room – Corrections
Pushed rest button on digital clock/seconds report were blinking - Communications
Replaced lamps in fixture 2'x4' cubical hallway filing room – HHS
Repaired toilet set first women's staff restroom first stall – HHS
Converted 2'x4' fixture to LED small waiting area 2nd floor – HHS
Replaced expired lighting power pack room #1155 - HHS
Replaced lamps in 2'x4' fixture cubicle area 2nd floor – HHS
Installed AED Unit in vaccine room per request - HHS
Replaced lamp in can fixture back row 3rd fixture courtroom #2 – CRTS
Replace lift cylinders on 3 office chairs per request - CRTS
Replaced seal kit in flush handle visiting judge restroom - CRTS
Replaced 2 lamps in 2'x2' fixture SO break room area – SO
Replaced office chair with one from used stock room #2404 – COC
Installed 2 – 19" LED task lights per request Phase 2 LL mudroom above sink basin – LUZP
Repaired task light under new credenza room #1911 – TRES
Unplugged sink basin in CA/COC breakroom
Flush handle kit installed women's staff restroom – CA/COC
Replaced closure on door between CA office and Restroom area - CA
Set up Training Room for 10/30/23 - UWEX

Replaced expired power pack for lighting women's restroom Phase 2 - second floor
Replaced vandalized oval sink lav men's public restroom Phase 1 - 2nd floor
Installed new upper heat sensor elevator #1/fire alarm system
Portable fire extinguisher inspected/recertified in facility
Facilities HVAC programmed to winter mode – 10/16/23
Scheduled Maintenance performed
General Maintenance performed

500 Lake Steel Street

Replaced damaged single pole light switch – Food Pantry area
Portable fire extinguishers inspected/recertified in Food Pantry area and Maintenance/Parks & Recreation area.
Facilities (Food Pantry area) HVAC switched to winter mode
Scheduled Maintenance performed
General Maintenance performed

Tower Sites

Princeton-programmed controller to make unit run better with newly installed additional ups units by Baycom
Markesan-programmed controller to make unit run better with newly installed additional ups units by Baycom
Kingston-programmed controller to make units run better with newly installed additional ups units by Baycom
Berlin – Reset heat pump 09/03/23 9:51pm
Installed new crank sensor/repaired leak on fuel line inside cabinet run end/programmed controller to make unit run better with newly installed additional ups units by Baycom
Replaced expired controller on Lead Heat Pump Unit #1 - ACC
Green Lake – Woelter Tech. adjusted and checked fuel pressure to back up generator unit/tested-programmed controller to make unit run better with newly installed additional ups units by Baycom
Scheduled Maintenance performed
General Maintenance performed

FRI

Installed garage door sweeps per request
Replaced 2 lamps in light fixture day service room per request
Replaced 4 lamps in light fixture day service room per request
Disconnected 1 4 lamp fixture per request mgr. office

General

All Maintenance/Parks & Recreation equipment portable fire extinguishers inspected recertified.

Submitted by:

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

January 02, 2024
Property & Insurance Committee
Monthly Report
Green Lake County Maintenance Department

571 County Road A

Report that wheel locks not working on restraint chair-Adjusted wheel locks on restraint chair/wheel appeared to have been tampered with - Corrections
Report that both washer units leaking water in back/check-ran 2 cycles found no leakage instructed/reminded staff not to over load units - Corrections
Installed new drive belt on exhaust hood unit jail kitchen - Corrections
Unplugged sink-food debris Unit C-cell C #1 - Corrections
Tightened mounting bolts for table/bench Unit A - Corrections
Converted 2'x4' light fixture to LED Rec. #6 – Corrections
SA/RA vents clean Unit C-unit was empty – Corrections
Replaced expired auto valve on GEO line for HP 2.11 - SO
Converted 2'x4' light fixture to LED main lobby/security
Report of water cooler unit not working properly/checked unit compressor out(Culligan) advised HHS its vendors unit - HHS
Convert 2'x2' light fixture to LED hall near #2106 – HHS
Convert 2'x4' light fixture to LED open office area/files – HHS
Replaced expired bulbs in task light #2140 - HHS
Replaced expired lamps in 2'x4' fixture hall near #1117 - HHS
Converted 2'x2' light fixture to LED hall near #119 - HHS
Installed white in #1152 per request – HHS
Converted 2'x2' light fixture to LED lobby area – HHS
Re-arranged environment's and removed section of desk mod per request #2102 – HHS
Converted 2'x4' light fixture to LED 2nd floor copy room - HHS
Repaired task light mount #1911 - TRES
Replaced expired power-pack BZ-50 controls lighting in #2918 – LC
Replaced expired ballast in fixture courtroom #1 above security desk – CRTS
Replaced projector lamp courtroom #2 - CRTS
Moved tables jury room per request - COC
Moved 2 cartons to storage per request - DA
Moved 5 cartons to storage per request – DA
Moved some environments per request/placed addition anchor in wall for decorations #2904/installed large map #2904/installed large map #2903/installed large map open office area - UWEX
State Inspection of facilities elevators/lift performed 12/18/23
Replaced contactor HP 2.38 supplies Main Vestible area phase 1
Replaced back power supply battery in facilities elevators #1 and #2 phase 1
Scheduled Maintenance performed
General Maintenance performed

500 Lake Steel Street

Installed new sub pump along with hose drain line main garage area
Replaced drive belt blower unit HVAC – Food Pantry area
Scheduled Maintenance performed
General Maintenance performed

Tower Sites

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

General

Completed staff evaluations/assessments Bamboo HR the week of 12/11 and 12/18 when it was available to all staff on the site.

Submitted by:

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