

ADDENDUM TO AGENDA
(THURSDAY) NOVEMBER 10, 2016 – 9:00 A.M.
OCONTO COUNTY BOARD OF SUPERVISORS MEETING
COUNTY BOARD ROOM #3041 – COURTHOUSE 3RD FLOOR – BLDG. A
301 WASHINGTON STREET, OCONTO WI 54153-1699

This is an open meeting of the Oconto County Board of Supervisors. Notice of this meeting was given to the public at least twenty-four hours prior to the meeting, by forwarding the complete agenda to the newspapers and to all news media who have requested the same as well as by posting. Copies of the complete agenda were available for inspection at the Office of the County Clerk and from the County's website calendar: www.co.oconto.wi.us

1. Call to Order and Roll Call
2. The Pledge of Allegiance
3. The Invocation – Supervisor Sleeter
4. Presentation of Awards and Recognition
5. Presentation of Communications and Petitions
6. Approval of Agenda:
 - A. Change in Sequence
 - B. Removal of Items
7. Approval of Previous Meeting Proceedings (To be placed on Supervisor's Desks)
8. Amend. Ord. #3181 – Zoning Change – Town of Brazeau (Karban) – Planning/Zoning Com
9. Amend. Ord. #3182 – Zoning Change – Town of Mountain (Hansen/Napholz) – Planning/Zoning Com
10. Amend. Ord. #3183 – Zoning Change – Town of Oconto (Thomson) – Planning/Zoning Com
11. Amend. Ord. #3184 – Zoning Change – Town of Stiles (Braun) – Planning/Zoning Com
12. Res. #82 – Approval of Contract with OCEDC for Economic Development and Tourism Services for 2017 and 2018 – Economic Development & Tourism Com
13. Res. #83 – Drilling Two Wells at North Bay Shore Campground (Park 2) – Forest, Parks & Recreation Com
14. Res. #84 – Approve Inmate Medical Services Agreement with Correctional Healthcare Companies – LE/J Com
15. Res. #85 – Approval of Law Enforcement Center Jail Mattresses - LE/Judiciary Com and Public Property Com
16. Res. #86 – Approve Hiring Highway Welder at Step 7 – Personnel & Wages Com and Highway Com
17. Res. #87 – Approval of Employee Handbook Revisions – Personnel & Wages Com
18. Res. #88 – Approval of Administrative Manual Revisions – Personnel & Wages Com
19. Res. #89 – Report for Denial to Amend the Zoning Map of the Oconto County Zoning Ordinance – P&Z Com
20. Res. #90 – Approval Upgrade Oconto County Map Server – Technology Services Com and FP&R/LIS Com
21. Res. #91 – Approval of Vehicle Lease Agreement – Solid Waste Sub-Com (To be placed on Supervisor's Desks)
22. **Res. #92 – Approval of Law Enforcement Center Project Change Orders – LE/J Com and Public Property Com**
23. Committee and Departmental Reports:
 - A. Report – Appointment – Farnsworth Public Library Services Board (Wusterbarth) – County Board Chair
 - B. Report – Update on Law Enforcement Center – Law Enforcement/Judiciary Com
 - C. Report – Oconto County Economic Development Corporation (OCEDC) Update – OCEDC Com
 - D. Report – Employee Update – October 2016 – Personnel & Wages Com
24. Announcements/General Information (No Action to be taken)
25. Adjournment

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the Oconto County Clerk's office at 920-834-6800 at least 24 hours before the meeting begins so that appropriate accommodations can be made.
(TDD #920-834-7045)

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.
Courthouse Bldg. "A" Located at corner of Washington Street & Arbutus Avenue
Ramp Access from Washington Street Parking Lot Entrance

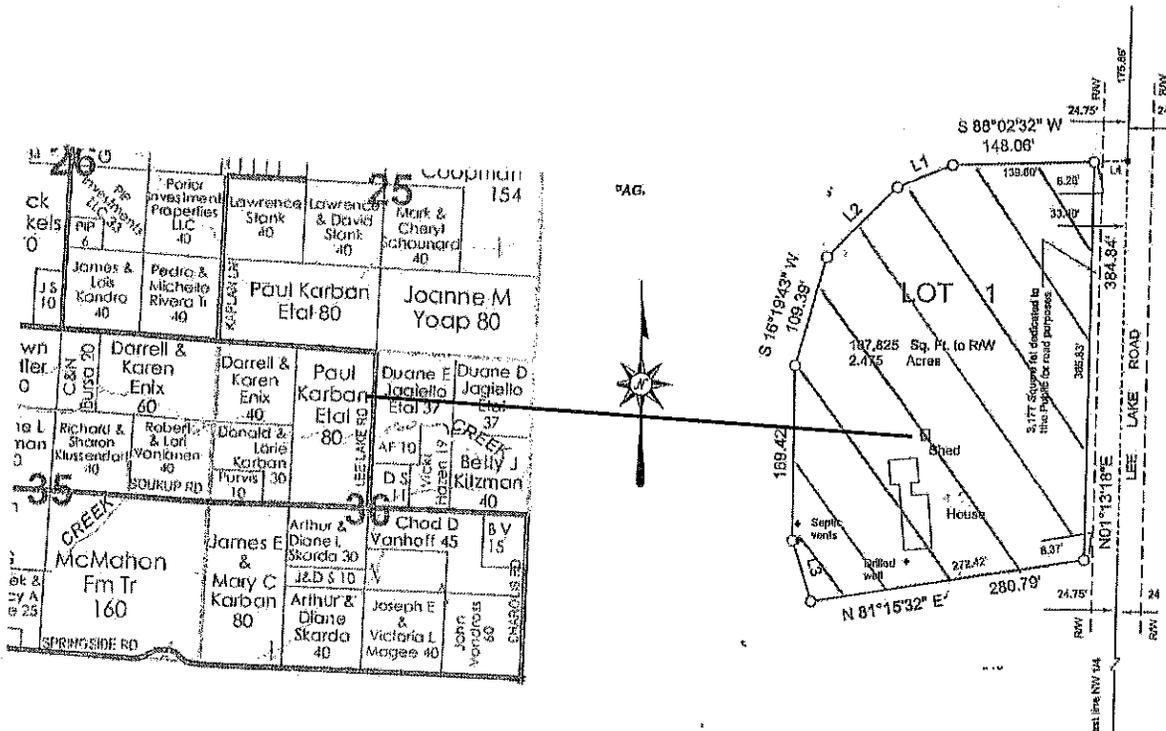
AMENDATORY ORDINANCE (MAP) NO. 3181

The Oconto County Board of Supervisors do ordain the following zoning amendment:

PROPERTY INFORMATION: Tax Parcel #008-363600521
 Part of Section 36, T30N, R19E, Town of Brazeau
 Existing Zoning: Agricultural
 Proposed Zoning: Rural Residential
 PROPERTY OWNER: PAUL KARBAN

FROM AGRICULTURAL DISTRICT TO RURAL RESIDENTIAL DISTRICT

Area to be rezoned Rural Residential District



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Planning & Zoning/Solid Waste Committee
 Submitted this 10th day of November, 2016.

Ron Korzeniewski, Chairman
 Ken Linzmeyer, Vice-Chair
 Darrel Pagel, Secretary
 David Christianson
 Ryan Wendt

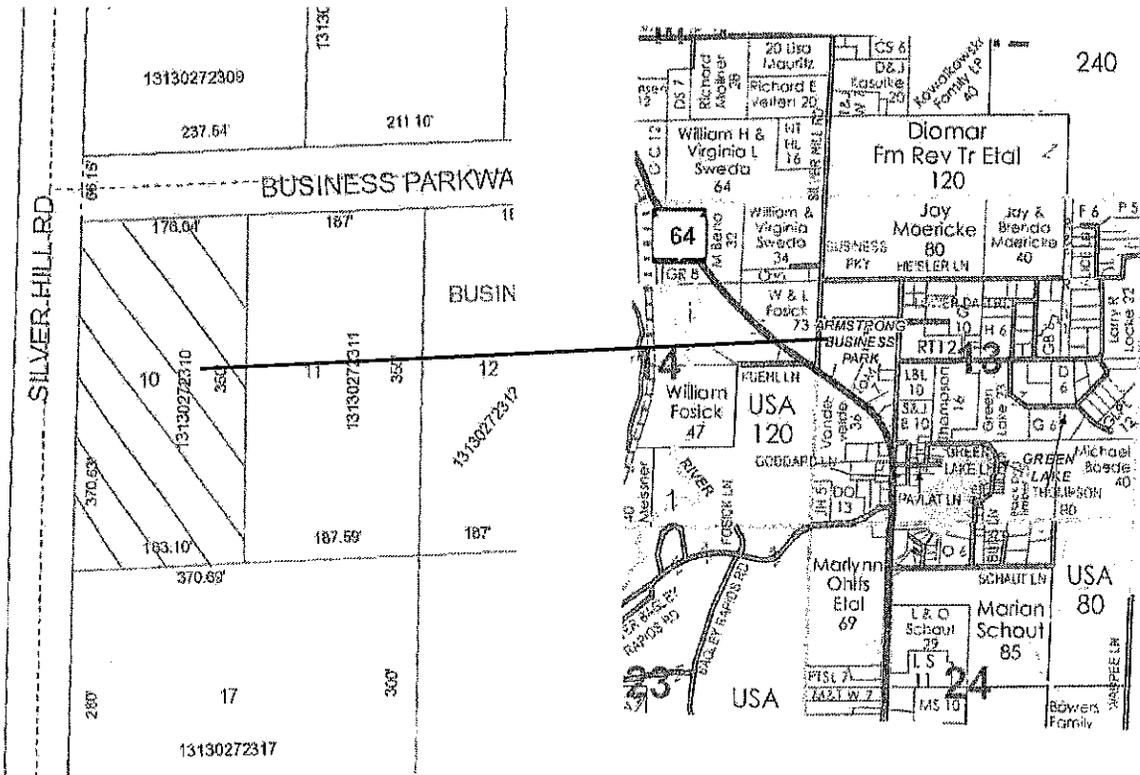
AMENDATORY ORDINANCE (MAP) NO. 3182

The Oconto County Board of Supervisors do ordain the following zoning amendment:

PROPERTY INFORMATION: Tax Parcel #029-13130272310
Part of Section 13, T31N, R16E, Town of Mountain
Existing Zoning: Industrial
Proposed Zoning: General Commercial
PROPERTY OWNER: MARY HANSEN AND MARK NAPHOLZ

FROM INDUSTRIAL DISTRICT TO GENERAL COMMERCIAL DISTRICT

Area to be rezoned General Commercial I



Planning & Zoning/Solid Waste Committee
Submitted this 10th day of November, 2016.

Ron Korzeniewski, Chairman
Ken Linzmeyer, Vice-Chair
Darrel Pagel, Secretary
David Christianson
Ryan Wendt

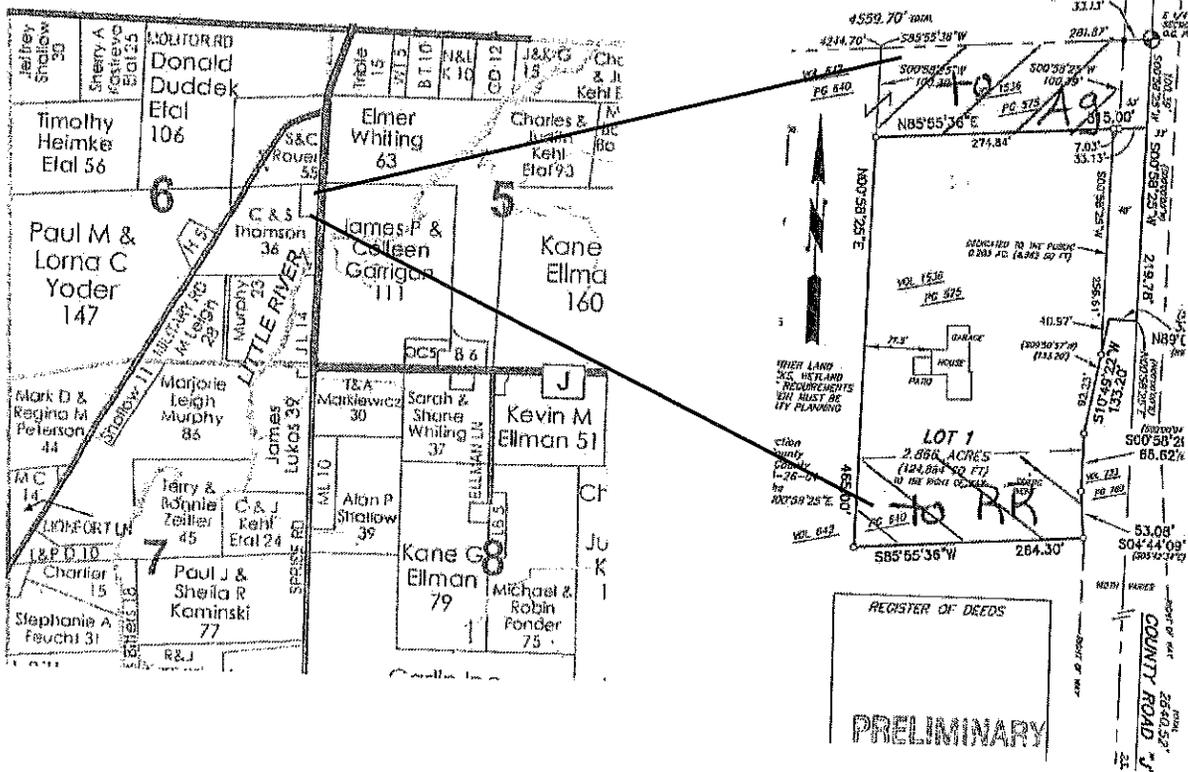
AMENDATORY ORDINANCE (MAP) NO. 3183

The Oconto County Board of Supervisors do ordain the following zoning amendment:

PROPERTY INFORMATION: Tax Parcel #030-060600942B and 030-060601041A
 Part of Section 6, T28N, R21E, Town of Oconto
 Existing Zoning: Rural Residential and Agricultural
 Proposed Zoning: Agricultural and Rural Residential
 PROPERTY OWNER: CALVIN AND SUZANNE THOMSON

FROM RURAL RESIDENTIAL DISTRICT AND AGRICULTURAL DISTRICT TO AGRICULTURAL DISTRICT AND RURAL RESIDENTIAL DISTRICT

Area to be rezoned Rural Residential District and Agricultural District



Planning & Zoning/Solid Waste Committee
 Submitted this 10th day of November, 2016.

Ron Korzeniewski, Chairman
 Ken Linzmeyer, Vice-Chair
 Darrel Pagel, Secretary
 David Christianson
 Ryan Wendt

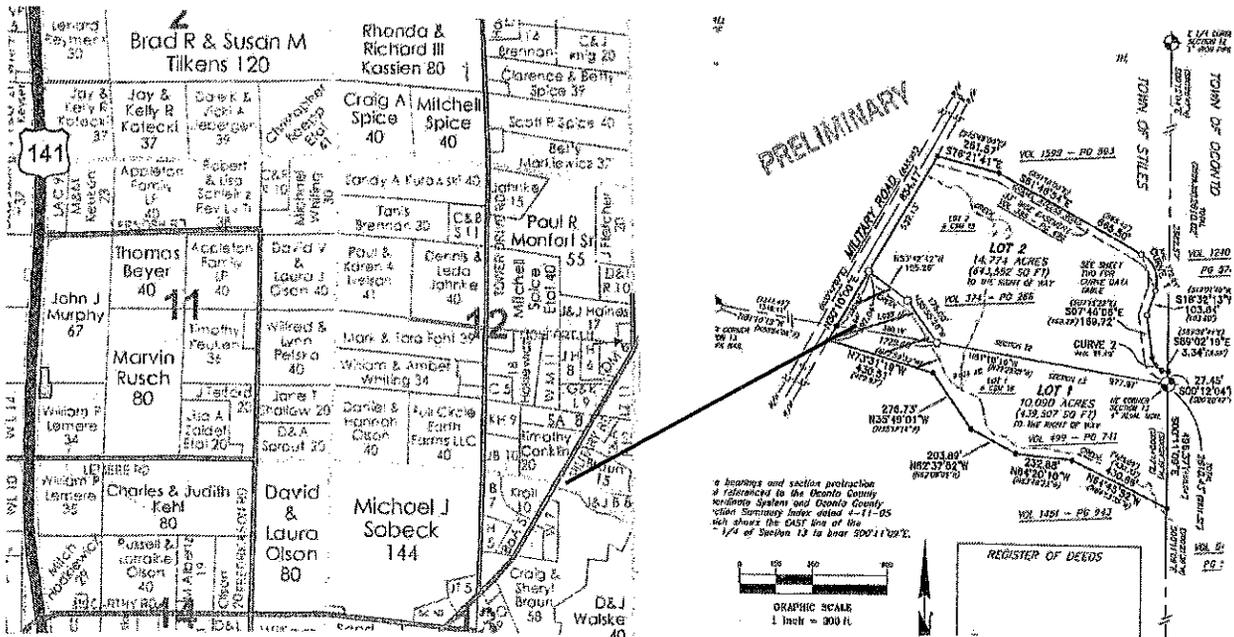
AMENDATORY ORDINANCE (MAP) NO. 3184

The Oconto County Board of Supervisors do ordain the following zoning amendment:

PROPERTY INFORMATION: Tax Parcel #040-121201644
Part of Section 12, T28N, R20E, Town of Stiles
Existing Zoning: Forest
Proposed Zoning: Agricultural
PROPERTY OWNER: CRAIG BRAUN

FROM FOREST DISTRICT TO AGRICULTURAL DISTRICT

Area to be rezoned Agricultural District



Planning & Zoning/Solid Waste Committee
Submitted this 10th day of November, 2016.

Ron Korzeniewski, Chairman
Ken Linzmeyer, Vice-Chair
Darrel Pagel, Secretary
David Christianson
Ryan Wendt

TO: THE HONORABLE CHAIRPERSON AND MEMBERS OF THE OCONTO COUNTY BOARD OF SUPERVISORS

RE: APPROVAL OF CONTRACT WITH OCEDC FOR ECONOMIC DEVELOPMENT AND TOURISM SERVICES FOR 2017 AND 2018

WHEREAS, Oconto County, Wisconsin oversees the Oconto County Revolving Loan Fund and the Tri-County Revolving Loan Fund which require administration, and has applied for grants in the past in order to capitalize said Revolving Loan Funds; and

WHEREAS, Oconto County, Wisconsin anticipates applying for additional grants and loans in order to stimulate economic development within Oconto County and recapitalize the Revolving Loan Funds; and

WHEREAS, the Oconto County Economic Development Corporation, Inc. (hereinafter referred to as "OCEDC") has provided marketing, loan packaging, underwriting, administrative, and compliance monitoring services to the County in the operation of the aforementioned Revolving Loan Funds; and

WHEREAS, Oconto County finds that it is in the County's best interest to stimulate economic development and tourism growth within the County; and

WHEREAS, the County annually budgets funds for these purposes; and

WHEREAS, the County desires to contract with OCEDC to coordinate economic development and tourism efforts under authority of Sec 59.56 (10) of the Wisconsin Statutes; and

WHEREAS, OCEDC is willing to provide said services provided funding is available from the County and other sources including but not limited to joint marketing municipal contributions, cost reimbursements, and administration of various grants and loans; and

WHEREAS, the OCEDC has performed economic development and tourism activities for the County in the past, and desires to continue to provide these services consistent with the 2017 – 2018 Work Plan as approved by the Oconto County Economic Development and Tourism Committee and the OCEDC Board of Directors.

NOW, THEREFORE, BE IT RESOLVED that the Oconto County Board of Supervisors hereby approves the 2017-2018 contract with the OCEDC for economic development and tourism promotion services, with the understanding that budget approval for this period will be enacted on an annual basis and that County approval of a two year contract with the OCEDC in no way obligates the County to any appropriation beyond the 2017 budget cycle; and

BE IT FURTHER RESOLVED that the County Clerk and County Board Chairman are hereby authorized to sign the agreement.

Submitted this 10th day of November, 2016

By: Economic Development and Tourism Committee

Rose Stellmacher, Chairperson
Greg Sekela
Kenneth Linzmeyer
David Christianson
Don Bartels, Jr.

Reviewed by Corporation Counsel:

Vote:

cam

10.31.2016

Ayes: _____ Nays: _____ Absent: _____

Initials of
Corp Counsel

Date
Reviewed

Between Oconto County
and Oconto County Economic Development Corporation (OCEDC)

THIS AGREEMENT, made and entered into this 10th day of November, 2016, by and between OCONTO COUNTY ECONOMIC DEVELOPMENT CORPORATION, Inc. a Wisconsin corporation, hereinafter referred to as ("OCEDC"), and OCONTO COUNTY, hereinafter referred to as ("County").

IN CONSIDERATION of the representations set forth herein, OCEDC and the County agree as follows:"

I. ADMINISTRATION OF REVOLVING LOAN FUNDS

A. OCONTO COUNTY RESPONSIBILITIES

1. Sign and Co-sign appropriate documents.
2. Maintain original files.
3. Maintain a bookkeeping system in accordance with all governing regulations.
4. Provide access to files and staff for the purposes of monitoring and auditing the funds and grant programs.
5. Provide monthly notice to the OCEDC of all loan repayments and account activity.
6. Monitor and appoint members to the Revolving Loan Fund Committees as required.
7. Maintain the confidentiality of all records as permitted in the Wisconsin Open Records Law, as amended.

B. OCEDC RESPONSIBILITIES

1. Present all complete loan applications for consideration by the appropriate Revolving Loan Fund Committee, and arrange for consideration by all other required committees or boards.
2. Monitor all principal and interest payments at least monthly.
3. Notify borrowers, and the County Economic Development and Tourism Committee, hereinafter referred to as ("ED&T" Committee), of any delinquencies in a timely and professional manner in closed session per Wis Stat. 19.85.
4. Assist County in maintaining program files in order to conform to the terms and conditions of program guidelines and applicable audit procedures.
5. Report monthly to the ED&T Committee on all loans, the loan funds, and imminent problems with either.
6. Meet with delinquent borrowers to determine their capacity to repay the loan and recommend debt restructuring or foreclosure to the appropriate committees and boards.
7. Maintain duplicate files of all contracts, letters, applications, statements, reports and other written documents at the OCEDC's offices.
8. Assure that the County, in operating the Revolving Loan Funds or grant programs, is in compliance with all governing regulations and procedures established by or through local jurisdictions, the State of Wisconsin and the United States.
9. Assure that loans are made for legal and permitted purposes only.
10. Assure to the maximum extent possible that all loans will be repaid in the event of borrower death, disability, illness, incapacitation, disappearance, incarceration or insolvency.
11. Notify the County of required notices, hearings, and other actions required by the operation of the Revolving Loan Funds or the application or administration of grant programs for economic development.
12. Report monthly to the ED&T Committee on RLF activity.
13. Maintain, update, modify, and obtain the approval of the ED&T Committee of loan application forms, procedure manuals and policies regarding the operation of the Revolving Loan Funds or grant programs.
14. Provide loan applicants with explanation of program requirements, business plan formats, and resources available for assistance in preparation of loan documents in a professional manner.
15. Publish required notices.
16. OCEDC will complete all required compliance reporting as requested by state and federal agencies.

II. ECONOMIC DEVELOPMENT SERVICES

A. The OCEDC agrees to provide to the County the following services:

1. Advise the County and communities as to prospective businesses and industries looking to locate or expand within Oconto County.
2. Provide services to existing business and industry in order to assist in expansion of same.

- 123 3. Provide financial packaging services to appropriate companies and local governments, as
124 requested, and on OCEDC's own initiative. Financial packaging services is defined as an analysis
125 of financial needs, proposed structure of loans, grants or other resources that are applicable to
126 the business and/or community, and provide assistance in securing said financial resources as
127 applicable.
- 128 4. Maintain current information as to Federal, State, other Governmental or public financing
129 resources for business and industrial purposes, as well as private sources of funding and/or
130 financing.
- 131 5. When requested by the County and/or local governments and when deemed appropriate by
132 OCEDC, OCEDC shall make available its staff to assist the County and/or other communities in
133 dealing with economic development issues.
- 134 6. Provide a format to maintain listings and market available commercial and industrial properties in
135 the County wherever practical in cooperation and not in competition with the real estate
136 companies.
- 137 7. Implement marketing and promotion strategies relating to economic development as articulated in
138 the 2017-2018 Work Plan, including but not limited to, joint marketing activities, funding of joint
139 marketing activities, website development, and development and implementation of business
140 attraction strategies for Oconto County.
- 141 8. Implement business retention strategies as articulated in the 2017-2018 Work Plan.
- 142 9. Implement entrepreneurial strategies as articulated in the 2017-2018 Work Plan.

144 III. TOURISM COORDINATION AND DEVELOPMENT

145 Tourism development services within Oconto County will include but are not limited to the following:

146 A. DEVELOPMENT OF TOURISM SERVICES AND BUSINESSES

- 147 1. Assist development of tourism and visitor related business,
148 including but not limited to, lodging, recreation, and services to the traveling public.
- 149 2. Assist efforts of various business development and promotion organizations, such as
150 chambers and business associations.
- 151 3. Initiate and coordinate joint efforts of business development and promotion organizations.
- 152 4. Coordinate local tourism branding efforts with state-wide efforts.
- 153 5. Ensure distribution of Discovery Guides throughout the County and appropriate other
154 locations.
- 155 6. Facilitate the creation of a county-wide tourism organization.
- 156 7. Continue the Wisconsin Dept. of Tourism Assessment Program in
157 Oconto County.
- 158 8. Focus on recruiting additional lodging facilities to Oconto County.
- 159 9. Implement marketing and promotion strategies relating to tourism as articulated in the 2017-
160 2018 Work Plan, including but not limited to, joint marketing activities, funding of joint
161 marketing activities, website development, and development and implementation of tourism
162 attraction strategies for Oconto County.

163 B. DEVELOP AND PRINT PROMOTIONAL MATERIALS

164 OCEDC Responsibilities

- 165 1. Develop concepts for promotional materials, directories, and maps.
- 166 2. Research promotional material content such as descriptions, maps, contacts and attractions.
- 167 3. Oversee development and layout of materials such as text, graphics, photography, maps and
168 schedule of events.
- 169 4. Develop bid/quote package for production and printing of materials.
- 170 5. Qualify bidders/vendors, develop and administer contracts for development and production of
171 materials.
- 172 6. Execute contracts for the production of promotional materials.
- 173 7. Maintain inventory and oversee distribution of promotional materials.

174 C. OTHER TERMS AND CONDITIONS

- 175 1. OCEDC will meet monthly and more frequently if necessary, with the ED&T Committee.
- 176 2. OCEDC will provide monthly reports on activities and accomplishments for distribution to the
177 ED&T Committee, County Board, and the OCEDC Board of Directors.
- 178 3. OCEDC will prepare and submit an annual economic development and tourism budget to the
179 County Finance Department. On going financial reporting will be conducted in a manner
180 approved by OCEDC Board of Directors.
- 181 4. OCEDC will develop and maintain the tourism and economic development
182 www.ocontocounty.org web site for the benefit of the County.
183

- 184 5. The County acknowledges that the County does not approve wage and fringe schedules, or
185 the annual budget of the OCEDC.
186 6. OCEDC will develop and maintain a professional working relationship with federal, state and
187 local governmental officials, including the Oconto County Board of Supervisors, the County
188 Board Chair, the Economic Development & Tourism Committee and County Department
189 heads.
190

191 IV. INDEPENDENT CONTRACTS

192 This Agreement shall not prevent OCEDC from entering into agreements with municipalities or
193 businesses or industries within Oconto County to provide additional services in the area of economic
194 development or tourism promotion; such as applying for or administrating grants and loans for business
195 or industrial expansion, or projects of public good such as public works and infrastructure development.
196 Any and all supplemental agreements shall be reviewed by the ED&T Committee and the OCEDC Board
197 of Directors.
198

199 V. OCEDC AS AN INDEPENDENT ORGANIZATION

200 The County and OCEDC acknowledge that while a mutually beneficial professional relationship exists
201 between the County and OCEDC, the County does not formally approve the OCEDC budget, but does
202 approve the appropriation of County funding to be included in the OCEDC budget. The County does not
203 control appointments to the OCEDC Board of Directors; OCEDC personnel are not County employees;
204 and OCEDC is not located within municipally owned facilities. The County and OCEDC also acknowledge
205 that OCEDC is not a component unit of County Government because this Agreement with the County is
206 an exchange transaction which is then excluded from the calculation under the Governmental Accounting
207 Standards Board Statement (GASBS) No. 14, The Financial Reporting Entity, as amended by GASBS
208 No. 39, Determining Whether Certain Organizations Are Component Units. GASBS Nos. 14 and 39.
209

210 VI. TERM OF AGREEMENT AND RENEWAL

211 The term of this agreement shall be two years, from January 1, 2017 to December 31, 2018, however the
212 OCEDC, the ED&T Committee, and the County acknowledge that although the contract period extends
213 for two years, budget approval is appropriated on an annual basis only. Should the County fail to
214 appropriate funds to the OCEDC for calendar year 2018, this agreement will terminate on December 31,
215 2017.
216

217 This Agreement may be renewed. Renewal of this Agreement will require an affirmative vote of the ED&T
218 Committee, the Oconto County Board of Supervisors, and the Board of Directors of the Oconto County
219 Economic Development Corporation, Inc.
220

221 This Agreement with a 90 day notice may be terminated prior to the end of the contract term by an
222 affirmative vote of the County Board. In the event that this Agreement is terminated, or not renewed
223 upon the expiration date, any funds budgeted by Oconto County for OCEDC to perform its duties
224 specified by this Agreement shall be made available to OCEDC to fulfill its obligations and liabilities
225 incurred as a result of this Agreement prior to the notice.
226

227 VII. COMPENSATION FOR CONTRACTED SERVICES

228 Compensation to OCEDC for administration of the Oconto County Revolving Loan Funds and the Tri-
229 County Revolving Loan Fund (Section I, above) shall be the sum of \$6,000 from the Oconto County Loan
230 Fund One, and \$6,000 from the Oconto County Loan Fund Two, in accordance with originating grant
231 agreements and management policies. There will be no administration funds drawn from the Tri-County
232 Loan Fund. The aforementioned sums represent funding for the 2017 calendar year.
233

234 The County and the OCEDC acknowledge that the OCEDC will provide economic development and
235 tourism services on a contracted basis. The compensation for economic development and tourism
236 services shall be \$271,481. The aforementioned sum represents funding for the 2017 calendar year onl.
237 Payment shall be provided from the County to the OCEDC in quarterly payments.
238

239 VIII. EQUAL OPPORTUNITY

240 Oconto County Economic Development Corp., Inc. is an equal opportunity employer and has a certified
241 affirmative action plan on file for the County's review. All other provisions of this Agreement referred to
242 herein shall remain in force unless otherwise modified or deleted above. The OCEDC will not discriminate
243 against any employee or applicant for employment because of race, religion, color, gender, sexual
244 orientation, creed, national origin, age, marital status, arrest and/or conviction record, veteran status,

245 disability, or any other status protected by law. Such action shall include, but not limited to the following:
246 employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination,
247 rates of pay or other forms of compensation and selection for training including apprenticeship. The
248 OCEDC agrees to post in conspicuous places available to employees and applicants for employment,
249 notices to be provided setting forth the provisions of this non-discrimination clause.
250

251 The OCEDC will comply with all provisions of Executive Order 11246 and of the rules, regulations and
252 relevant orders of the Secretary of Labor.
253

254 In the event of the OCEDC's non-compliance with the non-discrimination clause of this contract or with
255 any of the said rules, regulations or orders, this contract may be canceled, terminated or suspended in
256 whole or in part and the OCEDC may be declared ineligible for further government contracts in
257 accordance with the procedures authorized in Executive Order 11246 or by rule, regulation or order of the
258 Secretary of Labor or as otherwise provided by law.
259

260 The OCEDC will include the provisions of the Equal Opportunity section in every sub-contract or
261 purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant
262 to Section 204 of Executive Order 11246 of September, 1965 as amended, so that such provisions will be
263 binding upon each sub-contractor or vendor.
264

265 The OCEDC will take such action with respect to any sub-contract or purchase order as the U.S.
266 Department of Commerce may direct as a means of enforcing such provisions, including sanctions for
267 non-compliance. Provided, however, that in the event an OCEDC becomes involved in or is threatened
268 with litigation with a sub-contractor or vendor as a result of such direction by the government, the OCEDC
269 may request the United States to enter into such litigation to protect the interest of the United States.
270

271 IX. HOLD HARMLESS AGREEMENT

272 The OCEDC holds the County, its agents, employees and assigns harmless from any error, act of
273 omission or negligence in the performance of its duties in this Agreement. (Oconto County will require
274 that County Loan Agreements provide conditions that hold Oconto County, the OCEDC, their agents,
275 employees and assigns harmless).
276

277 X. AUDIT

278 The OCEDC agrees to provide the County with an annual audit of the corporation's statements of
279 financial position and the related statements of activities and cash flows. Such audit is to be conducted
280 in accordance with auditing standards generally accepted in the United States of America, and with
281 procedures which may be required for presentation of financial statements in accordance with the
282 Statement of Financial Accounting Standards (SFAS) #117 (Statements of Not-for-Profit Organizations).
283 The cost of the audit is the responsibility of the OCEDC. The OCEDC further agrees to fully cooperate in
284 all audits requested of the County by any State or Federal agency. Such audit will be conducted by a
285 qualified independent auditing firm.
286

287 IN WITNESS WHEREOF, the parties hereto set their hands and seal this 10th day of November, 2016.
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289

290 OCONTO COUNTY ECONOMIC
291 DEVELOPMENT CORPORATION, INC.
292

293
294 By: _____
295 Vicki Roberts, President
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293
294 By: _____
295 Gary Frank, Secretary
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299 OCONTO COUNTY:
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302 By: _____
303 Leland T. Rymer, Chairman
304 Oconto County Board of Supervisors
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301
302 By: _____
303 Kim Pytleski, Clerk
304 Oconto County
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TO: THE HONORABLE CHAIRMAN AND MEMBERS OF THE OCONTO COUNTY BOARD OF SUPERVISORS

RE: **Drilling Two Wells at North Bay Shore Campground (Park 2)**

WHEREAS, Oconto County has budgeted \$14,000.00 in Account #1000-36-55210-2470 for these purchases, and has budgeted \$50,000 in Account #1000-36-55410-7515

WHEREAS, the Forest, Parks, & Recreation/Land Information Systems Subcommittee received, and opened the following quotes for the above service::

Company	Base Bid
Weslow Water Sysems Inc.	\$26.00 per foot
Luisier Drilling Inc.	\$28.00 per foot

WHEREAS, the Forest, Parks, & Recreation/Land Information Systems Subcommittee recommends that Oconto County hire Weslow Water Systems Inc. for the drilling of two wells at North Bay Shore Campground;

NOW, THEREFORE, BE IT RESOLVED that the Oconto County Board of Supervisors approve the hiring of Weslow Water Systems Inc. for the drilling of two wells at North Bay Shore Campground;

BE IT FURTHER RESOLVED, that the County Clerk make payment from Account #1000-36-55210-2470 and #1000-36-55410-7515 upon approval by the Forest, Parks & Recreation/Land Information Systems Subcommittee.

Submitted this 10th day of November, 2016.

BY: Forest, Parks, & Recreation/Land Information Systems Subcommittee

Gregory Sekela	Judith Buhrandt
Vernon Zoeller	Robert Pott
Al Stranz	

Reviewed by Corporation Counsel:

Adopted by Vote:

cam
Initials of
Corp. Counsel

10.02.2016
Date
Reviewed

Ayes: _____ Nays: _____ Absent: _____

RESOLUTION # 84 - 16

TO: The Honorable Chairperson and Members of the Oconto County Board of Supervisors

RE: APPROVE INMATE MEDICAL SERVICES AGREEMENT WITH CORRECTIONAL HEALTHCARE COMPANIES

WHEREAS, Correctional Healthcare Companies (CHC) is our current provider of inmate health care services; and

WHEREAS, additional services are needed due to higher inmate counts and the opening of the new jail facility; and

WHEREAS, prices were solicited for various options, with the Law Enforcement/Judiciary Committee selecting Option 1, at a cost of \$40,464 per year for services of a nurse and Option 3, at a cost of \$20,208 per year for services of a doctor for a total added cost of \$60,672 per year to the existing cost of \$85,521, for a grand total of \$146,193 for inmate medical services; and

WHEREAS, the Law Enforcement/Judiciary Committee has reviewed and are recommending approval of the increase in services as described above.

THEREFORE, BE IT RESOLVED that the Oconto County Board of Supervisors hereby approve the additional services at an added cost of \$60,672 with Correctional Healthcare Companies.

Submitted this 10th day of November, 2016

BY: Law Enforcement/Judiciary Committee

Gerald Beekman
Paul Bednarik
Buzz Kamke
Dennis Kroll
Melissa Wellens

Reviewed by Corporation Counsel:

Adopted by Vote:

CAM
Initials of
Corp. Counsel

10.31.2016
Date
Reviewed

Ayes: _____ Nays: _____ Absent: _____

Mike Jansen

From: Carol Kopp
Sent: Wednesday, August 17, 2016 9:47 AM
To: Mike Jansen
Subject: FW: Oconto Co WI - nursing enhancement, increase MD
Attachments: Oconto County WI_2017 Staffing Enhancement Price Quote-8.12.16.pdf

Attached our numbers from CHC for the purpose of my budget work I am going to use option 1.

From: Jack Jadin [<mailto:JJadin@correctcaresolutions.com>]
Sent: Wednesday, August 17, 2016 9:31 AM
To: Carol Kopp
Cc: Andrew Walter; Andrea Knox; Alexis Albers; Jean Short; Gina Rose; Jack Jadin
Subject: Oconto Co WI - nursing enhancement, increase MD

Good morning Carol,

Correctional Healthcare Companies (CHC) is pleased to be the provider of medical care services provided to detainees at the Oconto County Jail, and we strive to continue to meet and exceed your expectations in the quality of service we provide.

As requested, please find attached, CHC's price quote with options for enhanced nursing coverage in 2017. Option 1 increases LPN coverage from the current 22 hours per week to 40 hours per week; Option 2 replaces the current 22 hours per week of LPN coverage with 40 hours of RN coverage per week. We have also quoted increasing physician coverage from one (1) to 3 hours per week.

Please feel free to contact us with any questions or concerns,

Jack Jadin

Director of Client Services
Correct Care Solutions
2026 Lake Street
Algoma, WI 54201

Phone: 920.304.6397 | Fax: 720-458-3506 | Toll Free: 800-592-2974





August 10, 2016

Carol Kopp, Jail Administrator
Oconto County Sheriff's Department
301 Washington Street
Oconto, WI 54153

RE: Price Quote for Additional Medical Staffing

Dear Ms. Kopp:

I hope this letter finds you well. Correctional Healthcare Companies (CHC) is pleased to be the provider of medical care services provided to detainees at the Oconto County Jail, and we strive to continue to meet and exceed your expectations in the quality of service we provide.

As requested, please find enclosed CHC's price quote with options for enhanced nursing coverage in 2017. Option 1 increases LPN coverage from the current 22 hours per week to 40 hours per week; Option 2 replaces the current 22 hours per week of LPN coverage with 40 hours of RN coverage per week. We have also quoted increasing physician coverage from one (1) to 3 hours per week.

These price quotes should be considered as an addition to the current Health Care Services Agreement and not a standalone project. The rates quoted would be added to the current monthly medical services rate being charged to Oconto County. If acceptable to the County, please sign and date the attached price quote and forward an electronic copy to Andrea Knox, Client Services Specialist, at akknox@correctcaresolutions.com to affirm moving forward with the proposed terms.

If you have any questions or concerns, please do not hesitate to contact Jean Short, Regional Operations Manager for Oconto County, at 920-229-5234. You may also contact Jack Jadin, Client Services Director, at 920-304-6397. We greatly appreciate the relationship we have established with Oconto County over the years and look forward to another successful year working together.

Warm regards,

Andrew Walter
Regional Vice President, Operations

Cc: Jean Short, Regional Operations Manager
Jack Jadin, Director of Client Services
Gina Rose, Senior Director of Client Services



Price Quote for Inmate Medical Services at Oconto County

Effective: March 1, 2017

CHC submits the following Cost Proposals to Oconto County to include the following changes /additions:

OPTION 1

- Increase LPN to 40 hours per week (1 FTE) from \$40,464.00/year
22 hours per week (0.55 FTEs)

Total Added Fees: \$40,464.00/year, or \$3,372.00/month

OPTION 2

- Add 40 hours (1.0 FTE) of RN \$103,452.00/year
- Deduct: 22 hours per week (0.55 FTEs) of LPN (\$32,484.00)/year

Total Added Fees: \$70,968.00/year, or \$5,914.00/month

OPTION 3

- Increase MD to 3 hours (0.075 FTEs) per week from \$20,208.00/year
1 hour (0.025 FTEs) per week

➤ *Total Added Fees: \$20,208.00/year, or \$1,684.00/month*

If approved, the rates above for the selected number of hours would be added to the current monthly medical services rate via a contract amendment effective March 1, 2017 through December 31, 2017.

Upon receipt of the signed price quote, our Legal department will draft a contract amendment reflecting these changes, and route to the appropriate individuals for signature. All terms of the current Agreement, including any changes detailed above, shall remain in full force and effect through end of contract period.

The terms of this price quote shall expire November 10, 2016 if not accepted prior to that date by Oconto County.

Respectfully Submitted:

Andrew Walter
Regional Vice President, Operations



The undersigned is authorized by Oconto County to accept the above terms as described for:

40 hours (1 FTE) of LPN 40 hours (1 FTE) of RN 3 hours (0.075) of MD



Authorized Oconto County Representative

9-7-16

Date Signed

MIKE JANSEN

Print Name

SECRETARY

Title

RESOLUTION # 85 - 16

TO: The Honorable Chairperson and Members of the Oconto County Board of Supervisors

RE: **APPROVAL OF LAW ENFORCEMENT CENTER JAIL MATTRESSES**

WHEREAS, purchase of new jail bed mattresses are needed for the new Law Enforcement facility as the current ones are old and worn out, and

WHEREAS, we received a quote (attached) from our jail mattress supplier, Norix Furniture, to provide 150 jail bed mattresses at a cost of \$109.80 each, plus \$650 for delivery, for a total cost of \$17,120, and

WHEREAS, the Public Property Committee and Law Enforcement/Judiciary Committee reviewed the proposal and are recommending approval.

THEREFORE, BE IT RESOLVED that the Oconto County Board of Supervisors hereby accept the quote of \$17,120 from Norix Furniture for the purchase of 150 jail bed mattresses for the Law Enforcement Center building from account 4001-45-57210-8306.

Submitted this 10th day of November, 2016

BY: Law Enforcement/Judiciary Committee

Public Property Committee

Gerald Beekman
Paul Bednarik
Buzz Kamke
Dennis Kroll
Melissa Wellens

Bill Grady
Jim Lacourciere
Robert Reinhart
Doug McMahon
Karl Ballestad

Reviewed by Corporation Counsel:

Adopted by Vote:

Cam

10.10.2016

Ayes: _____ Nays: _____ Absent: _____

Initials of
Corp. Counsel

Date
Reviewed

QUOTE

Date	Quote #
10/4/2016	WI1016-02A

To: Carol Kopp
 Oconto County Sheriff's Dept
 301 Washington St
 Oconto, WI 54153
Phone: 920-834-6917 Ext.
Fax:
Email: carol.kopp@co.oconto.wi.us
Re: Oconto County Sheriff's Dept

Terms	Quoted By	Ship Via
Subject to Credit Approval	Sharon Gercone	Custom

Qty	Item ID Item Name / Description	Unit Net Price	Ext. Price
150	MCB4-2775-C1SB-5 Mattress, Custody, Norix Blue, Sealed Seam, 4.5"x27"x75", Sgl. Pillow	\$109.80	\$16,470.00



Shipping and Handling: Standard dock delivery to Oconto, WI \$650.00

Attention: Freight includes Shipping and Handling charges for common carrier with standard dock delivery and requires the use of your personnel and equipment for unloading. If you require 24 hour notification, exact day delivery, unloading assistance, inside delivery, or special assistance, please contact Norix before the scheduled shipment date as there will be additional charges.

TOTAL \$17,120.00

Does not include applicable taxes.

Lead-time: 3 to 4 weeks ARO, or sooner.

Your Local Representative: Specialized Furn. & Equip., Inc., Neil Croak, 847-778-2435, neilcroak@comcast.net

This Quotation is valid for 30 days and subject to the Standard Terms and Conditions stated in the Norix Group Price List.

Thank you for allowing Norix the privilege of quoting your requirements.

Ship To: _____ Accepted By: _____

Address: _____ P.O. Number: _____

Tax Exempt? (please circle) Yes or No

Contact: _____ Tax Exempt #: _____

Phone: _____ Requested Delivery Date: _____

Bill To (if different from above): _____

Address: _____

Contact: _____

Phone: _____

Comfort Shield® Custody - Norix Blue



Model/Dimensions/ Weight
See Additional Dimensions



Fabrication & Material

Sealed Seam Mattress with Integrated Double-Sided Pillow
11 oz/sq. ft. densified polyester fiber core with an integrated double sided pillow is encased in a fire retardant, polyurethane coated cover with radio frequency welded seams for enhanced hygiene, security and durability. Mattress is fluid, crack, peel, abrasion and bed bug resistant, anti-microbial and anti-fungal. Provides a virus barrier and is resistant to delaminating for greater infection control. Features a breathable vent that repels oil, water, blood, urine and other fluids. Core is made of non-hazardous materials and is 100% recyclable. Made in the U.S.A.

Flammability Test Standards

Compliant with the following flammability standards:

- 16 CFR Part 1633
- 16 CFR Part 1632
- California Technical Bulletin 129

Performance Test Standards

- Tested to ASTM F1566 Hexagonal Roller Mattress Durability Test
- Tested to ASTM D751 Hydrostatic Resistance Test for Coated Fabrics

Environmental Test Standards

GREENGUARD and GREENGUARD Gold Certified by UL Environment. Product certified for low chemical emissions to UL 2818. UL.COM/GG.

Color

Norix Blue

Options

Mattress is available without integrated pillow

Assembly

Shipped assembled in poly bag

Warranty

5 year limited prorated warranty against seam failure and cover material cracking. (Full warranty details available upon request.)

Maintenance

- Use hospital-grade cleaner or bleach/water solution on the entire mattress
- Completely rinse with clean water (do not submerge)
- After cleaning, dry the mattress cover thoroughly. Do not place wet mattress onto a sleep surface; moisture may cause cover fabric damage (not covered by Limited Warranty)
- Norix Bio Enzyme Mattress Cleaner is recommended to deodorize and clean mattresses (follow instructions on package)
- Contact Norix Customer Service for a mattress patch kit to address minor punctures and tears.

Additional Dimensions

MCB4-2567	(25"W x 67"L x 4.5"H)	11.5 lbs	MCB4-3079	(30"W x 79"L x 4.5"H)	16.5 lbs
MCB4-2575	(25"W x 75"L x 4.5"H)	13 lbs	MCB4-2580	(25"W x 80"L x 4.5"H)	14 lbs
MCB4-2775	(27"W x 75"L x 4.5"H)	14 lbs	MCB4-2780	(27"W x 80"L x 4.5"H)	15 lbs
MCB4-3075	(30"W x 75"L x 4.5"H)	16 lbs	MCB4-3080	(30"W x 80"L x 4.5"H)	17 lbs
MCB4-2977	(29"W x 77"L x 4.5"H)	15.5 lbs			

Note: Dimensional tolerances are +/- one inch.

Norix Group, Inc.
1800 W. Hawthorne Lane,
Suite N
West Chicago, Illinois 60185
Phone: 630-231-1331
Toll Free: 800-234-4900
Fax: 630-231-4343
Email: furniture@norix.com
www.norix.com
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Printed in U.S.A. 5/16

STANDARD TERMS & CONDITIONS, JANUARY 1, 2016

ACCEPTANCE

Norix reserves the right to refuse an order, in whole or part, when the type or quantity of goods or credit worthiness of the customer is not satisfactory. Possession of this price list does not constitute a right to purchase Norix products. Prices, terms and conditions of sale are subject to change. All sales will be made at prices prevailing at the time of order. If shipment is delayed at customer request, prices at time of shipment will prevail. A complete order is defined as having no missing information and issued by a bona fide business or facility with good credit.

ACKNOWLEDGEMENTS

All orders are manufactured and shipped according to the acknowledgement and its terms and conditions. It is the customer's responsibility to check for and document any discrepancies on the acknowledgement and to notify Norix immediately in writing.

ADA COMPLIANT



This product meets the Americans with Disabilities Act Accessibility Guidelines as published by the Department of Justice on December 21, 1992 under Proposed Rules for Courthouses (Sections 11) and Detention and Correctional Facilities (Section 12).

CANCELLATION & CHARGES

Cancellations and change orders are subject to Norix approval. A cancellation or change order charge will apply if any cost for material or labor has been incurred prior to notification from the customer. A minimum restocking charge of 25% will apply.

STORAGE & HANDLING

All orders are acknowledged with an estimated ship date. Failure to accept delivery of an order based on the estimated ship date will subject your order to warehouse storage and handling charges. Norix will assess storage and handling charges of 1.75% per month or portions thereof on orders that are delayed.

CREDIT & PAYMENT TERMS

For governmental agencies, terms are Net 30 days from invoice ship date. Credit privileges are evaluated on a case by case basis for all other customers. Past due accounts will be subject to a finance charge of 1.75% per month (prorated at 21% per annum or legal limit) which will be added to the unpaid balance of invoice not paid within 30 days. We accept Visa, MasterCard and American Express. Please inquire about leasing options.

FREIGHT

All shipments are F.O.B. West Chicago IL 60185, unless otherwise specified. Standard delivery is on a dock-to-dock basis utilizing a 53' semi-trailer. Unless arranged for in advance and included as part of a formal Norix price quote, special requests such as "Lift Gate Trucks", "Exact Day Delivery", will incur additional charges of \$250 each. Special requests, such as those listed above must appear on customer's purchase order. Special delivery requests received after the order is acknowledged will be considered a change order. "Exact Time Delivery" is not available. Deliveries required to be received in less than 53' semi-trailers will incur additional charges and must be requested in advance of shipment. Partial shipments at the customer's request will result in additional freight charges. Norix will not in any event be liable to any customer for special, incidental or consequential damages due to late delivery or non-delivery of goods for any reason.

FREIGHT DAMAGE (VISIBLE)

To receive claims consideration, the consignee must inspect the freight for damage and record the specifics of that damage on the bill of lading or delivery receipt. Under National Motor Freight Classification (NMFC) rules, the consignee does not have the right to open and inspect all of the shipping containers prior to signing for the freight. However, if the condition of the shipping package is such that there is good reason to suspect damage, the consignee has the right and should perform an inspection. It is the responsibility of the receiver of the shipment to inspect for item damage within 15 days of receipt of the shipment and report immediately any discrepancies to Norix Customer Service. Norix will not in any event be liable to any customer for special, incidental or consequential damages due to late delivery or non-delivery of goods for any reason.

FREIGHT DAMAGE (CONCEALED)

When damage is discovered after delivery, it should be reported to Norix immediately. The freight and shipping container should be retained until a disposition is given. It is the responsibility of the receiver of the shipment to inspect for item damage within 15 days of receipt of the shipment and report immediately any discrepancies to Norix customer service.

FREIGHT (REFUSAL)

Customer is liable for all freight charges when refusing to accept delivery of product under terms of acknowledged shipping schedule.

FREIGHT (SHORTAGES)

The Bill of Lading lists the number of cartons, sleeves (of stack chairs) or skids you should expect to receive on each shipment. Any discrepancies must be noted on the delivery receipt. A Packing List is included with every shipment. It is the responsibility of the receiver of the shipment to inspect for item shortages within 15 days of receipt of the shipment and report immediately any discrepancies to Norix customer service.

INSPECTION

It is the customer's responsibility and obligation to implement a procedure to conduct regular and timely inspections and maintenance of all Norix products to assure that unsafe conditions do not evolve or exist. Further, it is the customer's responsibility to remove unsafe or defective products from service immediately, including any situations where abuse is suspected or determined to be a potential problem.

QUICK SHIP



Any items designated Quick Ship (QS) will normally ship within 5 working days after receipt of a complete purchase order. Quantities are limited by color and are available on a first come first served basis.

RETURNED GOODS

Returns will be allowed for unused products in original packaging only after a Return Good Authorization has been requested by the customer and approved by Norix. Return Goods Authorization requested should be directed to a Norix Customer Service Representative. Custom manufactured products and / or products stored or handled improperly by the customer are not eligible for return. Customer is responsible for all freight charges associated with the order and a minimum 25% restocking charge. After receiving and inspecting the returned goods Norix will issue a product credit to be used by the customer towards future purchases.

LIMITED WARRANTY

Norix warrants, to its original purchaser, all of its products to be free from defects in workmanship and materials for specified periods of time (depending on product) following date of shipment, under normal use and service. Norix makes no other warranty, express or implied, to its customers or any users of the goods, including without limitation any implied warranty of merchantability of the goods or the fitness of the goods for a particular purpose. Norix liability shall be limited to repair or replacement of any defect of work or material for products shipped after January 1, 2016 within the specified warranty period, at the sole discretion of Norix. Norix shall not be liable for consequential or incidental damage arising from any product defect.

All warranty claims must be submitted in writing to Norix' Customer Service department, listing the date of purchase, original invoice number and description of defect(s).

The warranty does not cover:

- Normal wear and tear.
- Product failure due to abuse, misuse, negligence, accident, assembly or installation.
- Alteration or modification of the product in any way.
- Natural variations in color, grain or texture.
- Finishes, fabrics, foam and filling materials.
- Customer Owned Material (COM).
- Freight damage.

Wood is a natural material, with variations in color, grain and texture. Finish colors will vary from product to product and lot to lot. Due to these naturally occurring variations, exact matches to samples or other furniture items ordered at different times cannot be guaranteed. Due to the natural variations of wood materials, some aesthetic differences should be expected when combining laminate tops with natural wood edges and wood veneer surfaces.

Norix warranties upholstery fabrics against defects and color fading, when cared for according to the specified cleaning and maintenance guidelines, for a period of 3 years. COM is exempt and Norix reserves the option to repair or replace. Because upholstered furniture is made of soft, flexible materials designed for comfort, normal wrinkles and puckers may be present.

Limited warranty does not cover shrinkage, plops, wearing, wrinkling, fading, or pilling. This warranty is not valid where there is evidence of heavy soiling or abuse. Because upholstered furniture is made of soft, flexible materials designed for comfort, normal wrinkles and puckers may be present, particularly in the area where the seat intersects with the seat back. Some fabrics may wrinkle slightly within a few months of use, and should not be considered a defect or inferior workmanship.



Norix's products are presented in this simple, easy to use Price List. Your Norix Representative will be pleased to assist you in the selection of our products. Norix Representatives are located in most major market centers throughout the United States and Canada. For the name of your nearest representative, please call our corporate office, 1-800-234-4800 or 1-630-231-1331

RESOLUTION # 86 - 16

TO: The Honorable Chairperson and Members of the Oconto County Board of Supervisors

RE: APPROVE HIRING HIGHWAY WELDER AT STEP 7

WHEREAS, due to a recent retirement, the welder position in Highway became vacant and the County advertised for the position; and

WHEREAS, this position was offered to one candidate at Step 6 (\$21.37/hr.) which was initially accepted but then rejected, and

WHEREAS, the position was then offered to the second person who accepted it but then resigned shortly thereafter, and

WHEREAS, a third candidate was brought in to test their skills and that person did not pass and

WHEREAS, an internal candidate, Phillip Wozniak, has come forward and will accept the position but only if offered at Step 7 (\$21.90/hr.), which requires County Board approval.

THEREFORE, BE IT RESOLVED, that the Oconto County Board of Supervisors hereby approve hiring Phillip Wozniak for the Highway Welder position at Step 7 (\$21.90/hr.) effective November 13, 2016.

Submitted this 10th day of November, 2016

By: Personnel & Wages Committee

Highway Committee

Gerald Beekman, Chairperson
Ron Korzeniewski
Elmer Ragen
Paul Bednarik
Jim Lacourciere

Elmer Ragen
Ron Korzeniewski
Al Sleeter
Al Stranz
David Christianson

Reviewed by Corporation Counsel:

Adopted by Vote:

LAM
Initials of
Corp. Counsel

10.25.2016
Date
Reviewed

Ayes: _____ Nays: _____ Absent: _____

RESOLUTION # 87 - 16

TO: The Honorable Chairperson and Members of the Oconto County Board of Supervisors

RE: **APPROVAL OF EMPLOYEE HANDBOOK REVISIONS**

WHEREAS, the Personnel & Wages Committee has solicited input into possible changes to the Employee Handbook that went into effect on 01/01/12 and was last revised on 04/23/15; and

WHEREAS, based on that input, the Personnel & Wages Committee is recommending the attached revisions to certain sections of the policies as outlined in the attached.

THEREFORE, BE IT RESOLVED that the Oconto County Board of Supervisors hereby approve the attached revisions to the Employee Handbook.

Submitted this 10TH day of November, 2016

By: PERSONNEL & WAGES COMMITTEE

Gerald Beekman, Chairperson
Paul Bednarik
Ron Korzeniewski
Elmer Ragen
Jim Lacourciere

Reviewed by Corporation Counsel:

Adopted by Vote:

LAM
Initials of
Corp. Counsel

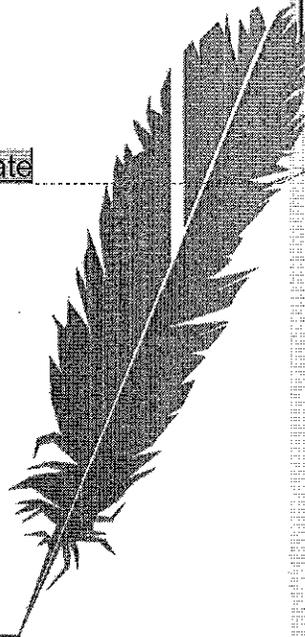
10.13.2016
Date
Reviewed

Ayes: _____ Nays: _____ Absent: _____

OCONTO COUNTY EMPLOYEE HANDBOOK

Revised ~~April 23, 2015~~ Date

Commented [KH1]: Insert new date once Adopted



I. DEFINITION OF TERMS

The following definitions shall be applicable in this handbook.

Commented [KH2]: Rearrange in alpha order

1. Allocation - The assignment of a position to a class.
2. Anniversary Date - Original hiring date. May be adjusted by the Personnel & Wages Committee.
3. Anniversary Year - That time from the original anniversary date to that time in the following year.
4. Appointee - A prospective employee assigned to a position prior to a physical examination (if required) and a background check.
5. Care giving - The act of providing unpaid assistance and support to immediate family members or acquaintances who have physical, psychological or developmental needs.
6. Grade Level - One or more positions which are sufficiently alike in duties and responsibilities to warrant using the same title, similar qualifications, selection procedure and the same pay range.
7. Grade Level Specification - A written job description of a grade level containing the title, a general statement of the duties, the required functions, and minimum qualifications required.
8. Continuous Service - Time of employment within County service. May be as adjusted by Personnel & Wages Committee action.
9. County Service - Employment within the County jurisdiction.
10. County - County Board or its designees such as County Board Chair, home committees, department heads or Administrative Coordinator
11. Demotion - The assignment of any employee from one class to another class with a lower pay range.
12. Employee
 - a. Full Time Employee - Persons employed a minimum of one thousand nine hundred fifty (1,950) hours annually.
 - b. Regular Part-Time Employee - Persons employed a minimum of twelve hundred (1200) hours, but less than one thousand nine hundred fifty (1,950) hours, and whose positions qualify them for prorated County benefits except for health and dental insurance which requires 1560 hours per year.
 - c. Casual or Seasonal Employee - Persons employed less than one thousand two hundred (1200) hours annually and with at least a 6 month break in service.
 - d. Limited Term Employee (LTE) - Those employees hired for a set temporary period, including County Board members. These may be full or part time positions.
- 12-13. Grievance - Written complaint filed under Oconto County's Grievance Procedure mandated by Wis. Stat. sec. 66.0509(1m) involving discipline taken against the employee, termination of the employee or an alleged workplace safety issue directly affecting the employee.
- 13-14. Home Committee - Those committees, commissions, and boards of the County having jurisdiction over a department.
- 14-15. Huber Employees - Incarcerated persons employed by the County under the State's Huber Law work release program.
- 45-16. Immediate Family - Spouse, children, parents, parents-in law, grandparents, grandchildren, brothers, sisters, brothers-in-law, sisters-in law, stepchildren, and stepparents.

Commented [KH3]: Employee wanted to take sick to care for boyfriend.

Commented [KH4]: to match #2

Commented [KH5]: Reorganize section and added County Board under LTE Part-time

- ~~16. Casual or Seasonal Employee - Persons employed less than one thousand two hundred (1200) hours annually and with at least a 6-month break in service.~~
- ~~17. Limited Term Employee - These employees hired for a set temporary period.~~
- ~~18.17. Orientation - A period of employment during which time an employee is introduced to and trained in the duties and responsibilities of the position.~~
- ~~19.18. Pay Range - The minimum and maximum rate of pay established for each grade of positions.~~
- ~~19. Payroll Year - first check paid in that year to the last check paid in that same year.~~
20. Personnel Action - Any action affecting wages, hours and conditions of employment.
21. Promotion - The assignment of an employee from one grade level to another grade level class with a higher pay range or within the same pay grade level.
22. Reclassification - The reassignment of a position from one grade level to another to recognize a change in the duties and responsibilities of a position or to correct an error in the original assignment.
- ~~23. Regular Part-Time Employee - Persons employed a minimum of twelve hundred (1200) hours, but less than one thousand nine hundred fifty (1,950) hours, and whose positions qualify them for prorated County benefits except for health and dental insurance which requires 1560 hours per year.~~
- ~~24.23. Sick Leave - Paid time off for health and medical reasons as well as any health related appointments that cannot be scheduled outside of regular working hours (doctors, dentist, orthopedic, etc.) or those under the Family Medical Leave Law.~~
- ~~25.24. Step Increment - Increase in wages within a specific pay range.~~
- ~~26.25. Student Interns - Persons who perform work for the County on a part-time or temporary basis with or without compensation in order to obtain work experience or educational credit.~~
- ~~26. Straight time - hours either worked or paid at their normal hourly rate.~~
27. Supervisor, Coordinator, Manager, Department Head - The person responsible for the assignment, direction and evaluation of the work of another employee.
28. Termination - The removal of an employee from the payroll for voluntary or involuntary reasons, including dismissal, resignation, retirement, or death.
29. Transfer - The assignment of an employee from one position to another in the same grade level or to a grade level within the same pay range.
30. Work Rules - Any departmental or county regulation that is job related.
- ~~31. WRS Contributor - an employee who pays a percentage of their compensation into the WRS. This does not include those that the County pays the employee share.~~

Commented [KH6]: Classification

Commented [KH7]: Eliminates the possibility of paid student interns.

Commented [KH8]: Classification

Commented [KH9]: No longer used as public safety employees now pay into retirement.

IV. TOTAL BASE WAGES & OTHER FORMS OF COMPENSATION

A. BASE WAGES (Non Public Safety Union Employees)

The wages and salaries of non-represented county employees are set according to the Classification Plan developed by the County. Periodic wage and salary increases may be awarded based upon work performance. The total base wages of represented general municipal employees is governed by their collective bargaining agreement or County Board resolution. The wages of represented public safety employees are governed by their collective bargaining agreement.

B. OVERTIME & COMPENSATORY TIME

1. The County follows the requirements of state and federal overtime laws. In addition, overtime/comp overtime is time in excess 40 hours straight time of an employee's normal weekly work schedule. Overtime must be approved in advance by a supervisor. Department heads are to make all efforts to keep overtime to a minimum.
- 4.2. For employees on a 37.5 work schedule, hours between 37.5 and 40, can be either paid at straight time or comp straight time.

Commented [KH10]: Clarification

1. Sick Leave

b. Any employee who has accumulated the maximum amount of sick leave (ninety (90) days) under this policy and maintains the maximum amount of sick leave for one (1) full year (from the date the 90 days are earned) is to be paid for five (5) days' pay in 2016, 4 days in 2017, 3 days in 2018, 2 days in 2019, 1 day in 2020 that the maximum amount of sick leave is maintained. Effective in 2021, this max sick leave payout benefit will be eliminated.

Commented [KH11]: Newly Adopted policy change

2. Holiday Pay

- a. There are ten (10 days of paid holidays for all employees, which are as follows:
 - i. New Years Day
 - ii. Friday before Easter or Easter (if 24/7 position)
 - iii. Memorial Day
 - iv. Fourth of July
 - v. Labor Day
 - vi. Thanksgiving Day
 - vii. Day after Thanksgiving
 - viii. Christmas Eve Day
 - ix. Christmas Day
 - x. New Year's Eve Day

New employees must work more than 30 calendar days to receive holiday pay

Employees who work on a holiday receive the holiday pay plus 1 1/2 time their pay rate for hours actually worked on that day

Commented [KH12]: Clarification of current practice

3. Vacation

- a. Employees accrue vacation days based upon the following schedule:

Those hired before January 1, 2012 (Note: if hired after August 31 of the year, initial year of hire does not count as any service time)

- After one (1) year of employment - one (1) week;
- After two (2) years of employment - two (2) weeks;
- After seven (7) years of employment - three (3) weeks;
- After fifteen (15) years of employment - four (4) weeks;
- After twenty-five (25) years of employment - five (5) weeks;
- After twenty-six (26) years of employment - five (5) weeks and one (1) day;
- After twenty-seven (27) years of employment - five (5) weeks and two (2) days;
- After twenty-eight (28) years of employment - five (5) weeks and three (3) days;
- After twenty-nine (29) years of employment - five (5) weeks and four (4) days;
- After thirty (30) years of employment - six (6) weeks.

Commented [KH13]: Clarify the 4 months leave.

Those hired on or after January 1, 2012

- i. During the calendar year in which the employee is hired: three (3) days if hired before September 1; one (1) day if hired on or after September 1.
- ii. One (1) week on January 1 following the calendar year in which the employee is hired.
- iii. Two (2) weeks on January 1 after three (3) full calendar years of service
- iv. Three (3) weeks on January 1 after ten (10) full calendar years of service
- v. Four (4) weeks on January 1 after twenty (20) full calendar years of service

- b. Miscellaneous Vacation Provisions

- i. For vacation accrual purposes—Regular part-time employees later hired on as full-time will retain original date of hire for vacation accrual purposes (service years) and will not reset to date employee moved to full-time position.

Accrual definition—benefits earned by an employee based on years of service. Service years— are used for vacation accrual calculations.

For the purpose of this policy—

Employees hired before 2012— employment (service years) will be determined based on the month in which employee is hired.

- If your hire date falls between the months of January and August, your service year START date will automatically pre-date your hire date and will start accruing as of 1/1 of hire year.
 - o EXAMPLE:
 - o Date of Hire = 5/24/1999
 - o (Service year) START date = 1/1/1999
 - o 1/1/1999 to 1/1/2000 = 1 service year
- If your hire date falls between the months of September and December, your service year START date will automatically post-date your hire date and will start accruing as of 1/1 of year immediately following hire year.
 - o EXAMPLE:
 - o Date of Hire = 11/4/1999
 - o (Service year) START date = 1/1/2000
 - o 1/1/2000 = 0 service year
- Employees hired after 2012—the service year START date is automatically post-dated to January 1 following the calendar year in which employee is hired.
- The vacation policy is based on FULL calendar years, making the partial first year ineligible for service year calculations.
 - o EXAMPLE:
 - o Date of Hire = 5/8/14
 - o (Service year) START date = 1/1/2015
 - o 1/1/2015 = 0 service year (policy stipulates 1 week of vacation)
 - o 1/1/15-1/1/16 = 1 full calendar year
 - o 1/1/16-1/1/17 = 2 full calendar years
 - o 1/1/17-1/1/18 = 3 full calendar years (policy stipulates 2 weeks of vacation)
- **Only exception to rule: employees hired on 1/1/XX—service year START date would equal (=) date of hire.**

Commented [KH14]: clarification to show current practice

4. Medical Insurance

The County medical insurance plans are solely determined by the County Board and are subject to change without notice. Changes in the present policy or carrier are to be solely determined by the County Board. To be eligible for health or dental insurance, employees must meet the eligibility requirements set by the Affordable Care Act work an average of 30 hours per week over a 6 month period and be expected to continue working an average of 30 hours or more per week. For those part-time employees that do qualify, county contribution toward the insurance cost will be prorated based on hours work as a percentage of full time status.

Commented [KH15]: change to adopt the ACA language

WRS Contributor General & Elected Employees

Commented [KH16]: No longer applicable

The County offers the following plans: Plan A (GHT) is the policy in effect in 2011. Plan B (GHT) is an optional policy effective January 1, 2012 that allows the employee a less costly alternative to Plan A. ~~Plan C is the Central States C-6 plan.~~ Description of each plan is available in the Administrative Coordinators office or on the intranet.

Commented [KH17]: Plan no longer available

12. Health Reimbursement Account.

The County may provide annually to those employees enrolled in a GHT plan a HRA in the amounts of ~~\$400,800/single, \$800,600/two person, and \$800,600/family.~~

Commented [KH18]: Changed per Co. Bd. action

V. HOURS OF WORK

A. REPORTING TO WORK

Employees are to report to work at the established starting time. In the event the person in charge of said department determines that because of weather conditions work cannot be performed, and other work cannot be provided, then non-exempt FLSA employees will only receive pay for the hours actually worked. Employees may use available vacation, personal days or compensatory time to make up for scheduled work time missed due to inclement ~~weather or building temperatures.~~

Commented [KH19]: to address recent issue

B. NORMAL WORK WEEK

~~Forestry and Parks Employees: The normal work week is forty (40) hours per week. The normal work week is Monday through Friday, 7:00am to 4:30pm with a thirty (30) minute unpaid lunch. Employees are to be scheduled on a four (4) day work week, either Monday through Thursday or Tuesday through Friday. The most senior employee may choose either the Monday-Thursday or Tuesday-Friday schedule. Any day of vacation, sick leave, holiday or personal day is computed at ten (10) hours per day. The starting and quitting times may vary during emergencies as determined by the Forestry and Parks Administrator.~~

Commented [KH20]: Per Forestry & Parks Committee

Forestry & Parks workers: The normal work week is Monday through Friday, 8:00 a.m. to 4:30 with an a (30) minute unpaid lunch, except there is to be a four (4) day work week starting the first Monday in May through the last Friday in September of each summer. One employee is to be scheduled to work, Monday through Thursday, the other employee, Tuesday through Friday. This is to be known as the summer schedule. The most senior employee may choose either the Monday-Thursday or Tuesday-Friday schedule.

RESOLUTION # 88 - 16

TO: The Honorable Chairperson and Members of the Oconto County Board of Supervisors

RE: **APPROVAL OF ADMINISTRATIVE MANUAL REVISIONS**

WHEREAS, the Personnel & Wages Committee has solicited input into possible changes to the Administrative Manual that went into effect on 01/01/12 and was last revised on 04/23/15; and

WHEREAS, based on that input, the Personnel & Wages Committee is recommending the attached revisions to certain sections of the policies as outlined in the attached.

THEREFORE, BE IT RESOLVED that the Oconto County Board of Supervisors hereby approve the attached revisions to the Administrative Manual.

Submitted this 10th day of November, 2016

By: PERSONNEL & WAGES COMMITTEE

Gerald Beekman, Chairperson
Paul Bednarik
Ron Korzeniewski
Elmer Ragen
Jim Lacourciere

Reviewed by Corporation Counsel:

Adopted by Vote:

LCM
Initials of
Corp. Counsel

10.13.2016
Date
Reviewed

Ayes: _____ Nays: _____ Absent: _____

OCONTO COUNTY
ADMINISTRATION MANUAL

Revised April 23, 2015 Insert new date



CLASSIFICATION OF POSITIONS

C. Allocation of New Positions

Upon recommendation by the home committee and review by the Administrative Coordinator, the Personnel and Wages Committee is to recommend to the County Board the appropriate pay grade and levels for all new positions. If a suitable level does not exist, the Personnel and Wages Committee may recommend establishing a new level with an appropriate pay range to be approved by the County Board.

Commented [KH1]: Clarification

D. Abolition of Unnecessary Positions Classes

When it is determined that a position description classification or classifications are no longer useful or appropriate by the department head and home committee, it is to be brought to the Personnel and Wages Committee which may approve or disapprove the abolishment of the position description classification.

Commented [KH2]: Clarification

E. Exemption Checklist

Each job description, whose pay grade is above the minimum salary exemption amount set by the Federal Government, is to have an FLSA classification completed by completing a FLSA Checklist: Exempt vs. Non Exempt Status form. This is to be attached to the job description. Any job description that is changed is to have an updated checklist completed.

Commented [KH3]: New rate of \$47,476 eliminates need for most positions to be evaluated

H. Step Increments (non represented employees)

Step increases shall be based on satisfactory work performance. Such increments will not be granted automatically. The procedure for obtaining a step increase is as follows:

1. By June 1, obtain department head approval, at which time the department head is to precede with the request as set forth below.
2. By July 1, obtain the recommendation of the respective home committee.
3. By August 1, obtain the approval of the Oconto County Personnel and Wages Committee.
4. By September 1, the Personnel & Wages Committee will submit one resolution to the County Board for approval of any recommended changes.
5. If approved by the County Board, the effective date of the change will be on the first date of a payroll period nearest January 1.

For new hires, they are not eligible for a step increase on the first date of the payroll period nearest January 1 as long as they have passed their most recent evaluation until their one year anniversary date. New hires shall successfully pass a 5 months and a 10 months evaluation in order to be approved for a step increase by the Home Committee. An approved step increase would be effective the first day of the payroll period on or after their anniversary date. County Board approval is not required.

Once new hires receive their first step increase, then they are eligible to receive step increases as described in the 5 step system above. Exceptions to the above process may be made with approval of the Home and Personnel & Wages Committees.

Commented [KH4]: Clarification and simplification. Speeds up new hires first increase.

I. General & Special Non Union Employees Pay Structure

Personnel & Wages Committee shall review and recommend each year in July or August any changes to the rates for the general and special non-union employees.

Commented [KH5]: Already practice

J. Classes of Limited Employment

1. Project Employee
 - a. A temporary employee hired for a limited term project.
 - b. Eligible benefits: Mandated Federal or State benefits.
 - c. Pay ranges will be established by the Personnel & Wages Committee.
2. Limited Term Employee
 - a. Limited term employees are those employees hired on a temporary basis for a specified term.
 - b. Eligible benefits: Mandated Federal or State benefits.
 - c. Pay ranges will be established by the Personnel & Wages Committee.
3. Student Interns
 - a. Persons who perform work for the County on a part-time or temporary basis with or without compensation in order to obtain work experience and educational credit.
 - b. Paid student interns eligible benefits: Mandated Federal or State benefits.
 - c. Unpaid student interns are to have no benefits.
 - d. Pay ranges will be established by the Personnel & Wages Committee.

Commented [KH6]: clarification, current practice

Commented [KH7]: Same as comment 5

RECRUITMENT, APPLICANT EVALUATION, APPOINTMENT, PROMOTION

C. Internal Recruitment

The County retains the right to determine whether and when to recruit outside applicants as well as promote an existing employee based on operational needs and based on the employee's relative ability, experience, past performance and other qualifications as determined by the County. Such transfers and promotions shall not be made arbitrarily or capriciously.

Departmental Promotions: Employees promoted or transferred to a different position within a department are to be reviewed for up to the first ten work days (10 work days) of employment in the new position. During this period such employees may be removed from the new position and returned to a position in the employee's former classification at the discretion of the respective department head. If the vacancy is not filled through a departmental promotion or transfer, then a county wide posting may be conducted. For Health & Human Services, the Health & Human Service Director is allowed to promote a qualified contracted service provider individual to a County position without having to advertise for the position contingent upon Health & Human Services Board approval. Promotion of such a person does not include the above 10 work day review period but the normal 1 year orientation period for new employees.

Commented [KH8]: clarification

D. Outside Recruitment

2. Recruitment Bulletins

- a. Public announcement of recruitment are to be posted for at least five (5) working days prior to the last date for filing applications.
- b. Other forms of public notice may be used to attract qualified applicants at the discretion of the home committee.
- c. Recruitment bulletins are to include at least the following:
 - 1) Position title
 - 2) Department
 - 3) Pay range and fringe benefits
 - 4) Special qualifications
 - 5) The place and last date to file applications
- d. Position openings ads shall be published in the Oconto and Oconto Falls newspapers, on the County Website, on the Wisconsin JOBNET, County FACEBOOK and Twitter pages, and elsewhere as deemed necessary by the Home Committee. The position opening ad is to be approved by the Administrative Coordinator's Office. The two local newspaper ads shall be a listing of the position title, very brief description of duties, pay and for further information go to County website for the recruitment bulletin. The Administrative Coordinator's Office is responsible to place the ads with the two local newspapers. Cost for the ads will be charged to the hiring department. ~~LTE position openings do not need to be advertised. Published in the two newspapers.~~

Commented [KH9]: current practice

4. BACKGROUND PROCEDURE

- a. Ascertain and maintain legal compliance as well as modifications to the background investigation process based upon current law and changes to the law, including confidential handling of the material obtained through background investigations.
- b. Establish and maintain contracts for background investigation services with a reputable agency.
- c. Identify risk factor criteria related to positions to establish the prudent levels of background investigation (i.e. credit, credentials, licenses or certifications, etc.)
- d. The initial job posting should include a statement regarding the required background investigation.

- e. Any job advertisements should state that the finalist may be required to undergo a background investigation.
- f. A written contingent offer of employment will be made to the final candidate, subject to qualification by a background investigation.
- g. The Administrative Coordinator is to contact the background investigation firm to obtain the necessary background services as approved by the Committee/Board.
- h. The final candidate will be contacted by the County's background check vendor via e-mail and will complete the necessary paperwork online.
- i. If the background investigation includes a consumer credit report, the report, along with a "Notification Regarding Background Investigation" will be provided to the applicant.
- j. The applicant will be given two (2) work days to notify the County if he or she intends intent to dispute the contents of the consumer credit report and five (5) work days thereafter to provide relevant information regarding the report.
- k. ~~The hiring Committee/Board-Department Head, along with the Administrative Coordinator, has~~ the responsibility of reviewing the background investigation results to determine whether to remove from consideration any individual whose background investigation information proves to be unacceptable. ~~If a decision is to remove from consideration, the Committee/Board shall confirm such action. The hiring Committee/Board is to consult with the Administrative Coordinator and Department Head during this process.~~

Commented [KH10]: Clarification

Commented [KH11]: Current Practice

SELECTION AND PLACEMENT OF DEPARTMENT HEAD POSITIONS

C. Policy

- 1. It is the policy of the County to fill all vacant positions consistent with all fair employment laws and practices. Nothing contained in this Section is to be inconsistent with any law prohibiting the discrimination of any individual for a position with the County.
- 2. ~~When a department head position becomes vacant, the hiring committee in conjunction with the Administrative Coordinator is responsible to fill the position upon confirmation of the County Board, unless position was filled through a promotion. This does not apply to constitutional elected position, which will be filled per State Statutes.~~

Commented [KH12]: This is what was done for Brian Gross.

Commented [KH13]: Clarification

SPECIAL PROVISIONS FOR SHERIFF'S OFFICE

1. Applicants responding to vacancy advertisements and who meet the minimum qualifications will be required to participate in a written examination.
2. Applicants who have received a score of at least 65% on the written examination and are in the top ten of scores may be invited to interview with the County. The interview panel is to consist of the home committee and the Sheriff or designee and if necessary departmental supervisors and Administrative Coordinator. The Committee will recommend 3 applicants to the Sheriff, with the Sheriff having the final decision on whom to hire from the 3 applicants.
3. A conditional offer is to be made to the candidate of the home committee's choice. If no acceptable candidate is obtained in step 2, the home committee has the option to interview additional candidates who score at least 65% or above but are not in the top ten of test scores. The candidate is to be required to participate in a psychological examination, physical examination, and is to undergo drug and alcohol testing.
4. Upon successful completion of the examinations and testing in #3 above, the selected candidate is to be offered a confirmed appointment.
- 5.1. All sworn deputies must be a citizen of the United States for one (1) year prior to appointment as a Deputy Sheriff. United States citizenship is required of all regular full-time and regular part-time sworn personnel in the Sheriff's Department. An applicant for a sworn position must be a legal citizen of the United States at the time of appointment to a sworn position.
- 6.2. All appointments to a position within the Sheriff's Office are to be subject to a twelve (12) month orientation period, except the WPPA union employees who are subject to the union contract provisions.
- 7.3. Employees promoted or transferred to a different position is to be on review for the first ten (10) working days in the new position.
- 8.4. The Chief Deputy Sheriff is to act in the Sheriff's place in his/her absence or when not available.
5. The appointment of the Chief Deputy Sheriff is to be made by the Sheriff with confirmation by the Law Enforcement/Judiciary Committee.
- 9.6. To fill vacant positions, the Law Enforcement/Judiciary Committee shall recommend up to 3 persons per vacant position to the Sheriff, who will then select the person to be hired.

Commented [KH14]: Requested by the Law Enforcement/Judiciary Committee.

EMPLOYEE ORIENTATION

B. Orientation

Employee orientation period is generally 1 year, where the employee should be able to demonstrate their capacity to satisfactorily complete the essential functions of the position, during this time employees will receive a 6 month and 12 month evaluations. Employees who fail to pass these evaluations shall be recommended for discipline, including termination.

Commented [KH15]: As step no longer based on anniversary date, change to standard 6 and 12 month evaluations.

RESOLUTION # 89 - 2016

TO: THE HONORABLE CHIARMAN AND MEMBERS OF THE OCONTO COUNTY BOARD OF SUPERVISORS

RE: REPORT FOR DENIAL TO AMEND THE ZONING MAP OF THE OCONTO COUNTY ZONING ORDINANCE

WHEREAS, The Planning and Zoning Department has reviewed a Petition for Zoning Amendment application filed by Carl Bowers (RZ20160051), Town of Little Suamico and referred to the Planning and Zoning Committee on October 12, 2016; and

WHEREAS, A Public Hearing was held on 10/26/2016, pursuant to, mailed and published notice as provided by law on the following property:

Tax Parcel Number: 02421270101306 & 02421270101307
Location: Lot 6 & 7 Wood Brook Reserve Section 27, T26N, R20E Town of Little Suamico
Existing Zoning: Rural Residential
Proposed Zoning: General Commercial District

WHEREAS, the petitioner is requesting to rezone property from Rural Residential to General Commercial District to establish commercial business; and

WHEREAS, the Planning and Zoning Committee, being fully informed of the facts, and after full consideration of the matter, make the following findings:

1. The parcels are vacant lots (Lot 6- 2.41 acres; Lot 7- 2.35 acres) as part of a 42 lot subdivision. The Petitioner proposes mini & maxi storage warehouses on the parcels.
2. The Oconto County Comprehensive Plan designates the parcels for future commercial development due to the location along West Frontier Rd.
3. The geographical area presently consists of commercial zoned property abutting the east, west and north property boundaries and a residential subdivision to the south west. Access to the subdivision abuts the south boundary of Lots 6 & 7.
4. Town of Little Suamico recommended to approve the petition at the 10/10/2016 Town Board meeting.
5. Comments at the hearing were in opposition due to the following reasons:
 - Restrictive Covenants are in place for all 42 lots of Wood Brook Reserve including Lots 6 & 7 that stipulate residential single family dwellings only.
 - Concerns of traffic, noise and safety with commercial use along the residential town road that enters the subdivision
 - Concerns that storage units already abundant in the Town of Little Suamico, potential for increased crime that storage units can bring in the area.
6. Planning & Zoning Committee deliberated on the following:
 - public comments regarding the potential problems with the restrictive covenant limiting the use to residential only
 - restrictive covenant not enforceable by the county
 - Town Board recommendation to approve the rezone request
 - Commercial use is the future land use for the geographical area
 - Neighboring landowners were opposed to the change; and

NOW THEREFORE BE IT RESOLVED that this committee hereby reports our findings for your consideration and is hereby recommending DENIAL.

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NOW BE IT FURTHER RESOLVED, by the Oconto County Board of Supervisors, that the petition is hereby

_____ **DENIED**

_____ **Refuse to deny and refer back to the Planning & Zoning Committee with direction to reconsider and develop an ordinance for consideration.**

Submitted this 10th day of November, 2016

PLANNING & ZONING/SOLID WASTE COMMITTEE:

Ron Korzeniewski, Chairman
Ken Linzmeyer, Vice-Chair
Darrel Pagel, Secretary
Ryan Wendt
Dave Christianson

Reviewed by Corporation Counsel:

Adopted by a Vote:

Ayes: _____ Nays: _____ Absent: _____

CWM 11.02.2016
Initials of Date Approved
Corporation
Counsel

RESOLUTION # 90 - 16

TO: The Hon. Chairperson and Members of the Oconto County Board of Supervisors

RE: Approval Upgrade Oconto County Map server

WHEREAS, the county has a need to upgrade the county mapping website formerly known as SOLO and hardware; and

WHEREAS, the county has been waiting for a few years to perform this upgrade due to the public safety software incompatibilities Spillman had with versions of ARCGIS; and

WHEREAS, Spillman now supports newer versions of ARCGIS; and

WHEREAS, the plan is to upgrade the Server hardware, windows operating system to Windows 2012R2, upgrade ARCGIS and eliminating the need for Silverlight for HTML 5; and

WHEREAS, the price for an HP Proliant DL380 G9 server from CDWG via the state contract is \$11,094.16; and

WHEREAS, the quote to upgrade ARCGIS, update the website and to integrate into Spillman public safety software is \$8,000 from Reukert Mielke which is the company that developed our current site; and

WHEREAS, There should be little to no downtime as the new server will be built while the old one continues to operate until the expected cutover date.

THEREFORE BE IT RESOLVED THAT the Oconto County Board of Supervisors hereby approves entering into an agreement with Reukert Mielke to update our Map server at a cost of \$8,000.00 (account #1000-32-51720-2900) and to purchase a new server via the state of Wisconsin contract at a cost of \$11,094.16 (account 1000-32-51720-8111) for a total amount of \$19,094.16; and

BE IT FURTHER RESOLVED that the bidding requirements of Sec. 19.4 of the Oconto County Financial Management Policy be and are hereby waived for this project.

Submitted this 10th day of November, 2016

TECHNOLOGY SERVICES COMMITTEE

FOREST, PARKS & RECREATION/LAND INFORMATION SYSTEMS SUB-COMMITTEE

Leland T. Rymer, Chair
Paul Bednarik
Doug McMahon
Greg Sekela
Gary Frank

Greg Sekela, Chair
Judith Buhrandt
Robert Pott
Al Stranz
Vernon Zoeller

Reviewed by Corporation Counsel:

Adopted by Vote:

Ayes: _____ Nays: _____ Absent: _____

Initials of Date
Corp. Counsel Reviewed

October 13, 2016

Mr. Kevin Dolata
GIS Specialist
Land Information Systems
Oconto County Courthouse
301 Washington Street
Oconto, WI 54153

Re: ArcGIS Server/Geocortex Upgrade Agreement

Dear Kevin,

In follow up to our discussions with you, we are providing you with this agreement to upgrade and enhance Oconto County's existing GIS web application to use ArcGIS Server 10.3 and Geocortex 4.2.

The proposed GIS web application is intended to fulfill the following goals and objectives identified by Oconto County:

- Goal 1: Maintain currency with ArcGIS Server and Geocortex technology.
- Objective 1: Install ArcGIS Server 10.3 and Geocortex 4.6 on Oconto County's server.
- Goal 2: Provide the capability for County Staff and the public to access secure and functional applications in response to changing technology.
- Objective 2: Develop a HTML5 viewer for County Staff, subscribers, and the public.
- Goal 3: Provide GIS website users with the most current data available to the County.
- Objective 3A: Add 2014 orthophotos and other new data sets to the County's GIS web applications.
- Objective 3B: Perform required updates to the Python script the County uses to manage township geodatabases.

Mr. Kevin Dolata
Oconto County
ArcGIS Server Website Enhancements Agreement
October 13, 2016
Page 2

The following Schedule of Attachments are components of this agreement by reference:

Attachment 1	Scope of Services- Web Application Enhancements Access - Mobile Access - HTML5 Viewer Data – Add 2014 Orthophotos to GIS websites
Attachment 2	Cost Summary
Attachment 3	Ruekert & Mielke, Inc. Standard Terms and Conditions-GIS Version

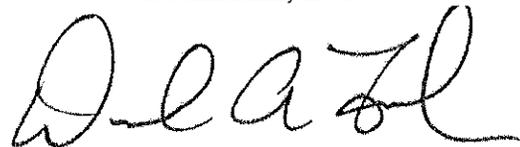
These professional services will be provided to you in accordance with the attached two page **GIS Standard Terms & Conditions** dated May 19, 2015 (Attachment 3). Please indicate your acceptance of this agreement by having the appropriate authorized official(s) affix their signature(s) where indicated and returning one fully executed copy to our office.

If executed by both parties, this agreement will supersede any incomplete portions of our agreement dated May 19, 2015.

If you have any questions or need any additional information, please feel free to call me. We look forward to supporting the Oconto County's objective of gaining efficiencies through the use of its GIS.

Very truly yours,

RUEKERT & MIELKE, INC.



David A. Flack, GISP
Senior GIS Analyst
dflack@ruekert-mielke.com

DAF:jkc

Attachments 1-3

cc: Timothy J. Anderson, Ruekert & Mielke, Inc.
File

Mr. Kevin Dolata
Oconto County
ArcGIS Server Website Enhancements Agreement
October 13, 2016
Page 3

CLIENT NAME:

Oconto County

CONSULTANT:

Ruekert & Mielke, Inc.

By: _____

By: Stanley R. Sogden

Title: _____

Title: President

Date: _____

Date: October 13, 2016

ATTEST:

By: _____

Title: _____

Date: _____

Designated Representative:

Name: _____

Designated Representative:

Name: David A. Flack, GISP

Title: _____

Title: Senior GIS Analyst

Phone Number: _____

Phone Number: 262-953-3016

ATTACHMENT 1

Scope Of Services

GIS Web Application Enhancements

1. Install ArcGIS Server 10.x and Geocortex 4.x.

- A. At a mutually agreeable time, Ruekert & Mielke, Inc. (R/M) will replace the existing ArcGIS Server 10.0 software on the County's SOLO Server with a newer version. The proper software version (10.3.1 or higher) will be determined by the requirements of Geocortex, Spillman, and R/M's experience with the particular software version. This agreement assumes R/M will configure new physical or virtual server(s) and the County will transition its Spillman system after completion of this work.
- B. At a mutually agreeable time, R/M will upgrade Geocortex software on the County's SOLO Server to Geocortex 4.x (currently 4.6). Perhaps the biggest change with Geocortex 4.x is a massive overhaul of the way it handles security, and it was also our biggest challenge implementing the product. Through extensive collaboration with Latitude Geographics, we have developed a new methodology to allow your web portal to integrate successfully with the Geocortex Security Provider.

2. HTML5 Viewer Migration

Since April 2015, the Chrome browser has disabled use of NPAPI plug-ins like Silverlight by default. This has forced a segment of the County's customer's to use a different browser or a very simple viewer created for mobile devices.

At this time, the features of the HTML5 viewer are almost identical to the Silverlight viewer. Therefore, R/M recommends replacing all existing viewers with a single HTML5 viewer. This viewer will have capability to restrict data and functionality to County Staff and subscribers as needed.

3. Add 2014 Tiled Orthophotos and New Data Sets to Site

At a mutually agreeable time, R/M will assist County Staff to create an ArcGIS Server tiled map service containing the County's 2014 orthophotography.

4. Python Scripting Assistance

After County Staff upgrades their ArcGIS Desktop installations, we expect the Python script the County uses to merge township databases will not function properly. R/M will modify and update this script as needed to restore functionality.

Oconto County Responsibilities

Oconto County's responsibilities under this agreement are as follows:

1. Maintain the existing VPN connection R/M has to the County's servers.
2. Work with the County's CAD system vendor to determine the appropriate version of ArcGIS Server to install.
3. Obtain the necessary software downloads and licensing codes from ESRI and Latitude Geographics prior to installation.
4. If necessary, coordinate downtime of the mapping system with the Sheriff's Department.
5. County Staff will be responsible for re-publishing all map and geolocation services after Task 1A above..

Limitations

1. Rates quoted assume work will be performed during normal business hours (8 a.m. to 5 p.m. Monday through Friday). R/M reserves the right to charge overtime rates (150% of normal rates) should the County request work be performed outside these hours
2. All other tasks not specifically defined in the Project Scope section of this document are not included in this agreement.

ATTACHMENT 2

Cost Summary

	Scope of Services	Unit	Cost
1.	Install ArcGIS Server 10.x	L.S.	\$2,500
2.	Geocortex Essentials Upgrade/HTML5 Viewer Migration	L.S.	\$4,000
3.	Add 2014 Tiled Orthophotos and New Data Sets to Site	L.S.	\$ 800
4.	Python Scripting Assistance	L.S.	\$ 700
	TOTAL	L.S.	\$8,000

L.S. = Lump Sum

Notes: Efforts on each task will not proceed without County authorization.

A. Standards of Performance

The standard of care for all professional consulting and related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Consultant.

B. Authorized Representative

With the execution of this Agreement, Consultant and Owner shall designate specific individuals to act as Consultant's and Owner's representatives with respect to the services to be performed or furnished by Consultant and duties and responsibilities of Owner under this Agreement. Such individuals shall have authority to transmit instructions, receive information, and render decisions relative to the Assignment on behalf of the respective party whom the individual represents.

C. Payments to Consultant

Invoices will be prepared in accordance with Consultant's standard invoicing practices and will be submitted to Owner by Consultant monthly, unless otherwise agreed. Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Consultant for services and expenses within 30 days after receipt of Consultant's invoice therefor, the amounts due Consultant will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Consultant may, after giving seven days written notice to Owner, suspend services under this Agreement until Consultant has been paid in full all amounts due for services, expenses, and other related charges.

D. Ownership and Reuse of Documents

All materials developed, prepared, completed, or acquired by Consultant during the performance of the services specified in this contract, including all finished or unfinished surveys, data, drawings, maps, photographs, and reports, shall become the property of Owner and shall be delivered to Owner during the contract period. Such materials shall not be released by Consultant or used for other purposes at any time without the written approval of Owner.

No drawings, maps, photographs, documents, reports, or other data prepared or completed under this contract agreement shall be copyrighted by Consultant, nor shall any notice of copyright be registered by Consultant in connection with any such material prepared or completed under this contract.

E. Owner Provided Information

Consultant shall have the right to rely on the accuracy of any information provided by Owner. Consultant will not review this information for accuracy.

F. Access

Owner shall arrange for safe access to and make all provisions for Consultant and Consultant's consultants to enter upon public and private property as required for Consultant to perform services under this Agreement.

G. Limit of Liability

To the fullest extent permitted by law, the total liability, in the aggregate, of Consultant and Consultant's officers, directors, partners, employees, agents, and consultants, or any of them to Owner and anyone claiming by, through, or under Owner, for any and all injuries, losses, damages and expenses, whatsoever arising out of, resulting from, or in any way related to this Agreement from any cause or causes including but not limited to the negligence, professional errors or omissions, strict liability or breach of contract or warranty, express or implied, of Consultant or Consultant's officers, directors, partners, employees, agents, and Consultants, or any of them, shall not exceed the total amount of \$2,000,000.00.

H. Insurance

Consultant will maintain insurance coverage for Workers' Compensation, General Liability, and Automobile Liability and will provide certificates of insurance to Owner upon request.

I. Termination of Contract

Either party may at any time terminate this Agreement with 7 days written notice for cause in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. Owner may terminate this Agreement for convenience with 30 days written notice, or the Project may be suspended by Owner with 30 days written notice. In the event of suspension or cancellation for convenience by Owner, Owner shall pay to Consultant all amounts owing to Consultant under this Agreement, for all work performed up to the effective date of notice.

J. Indemnification and Allocation of Risk

1. To the fullest extent permitted by law, Consultant shall indemnify and hold harmless Owner, Owner's officers, directors, partners, and employees from and against costs, losses, and damages (including but not limited to reasonable fees and charges of consultants, architects, attorneys, and other professionals, and reasonable court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of Consultant or Consultant's officers, directors, partners, employees, and consultants in the performance of Consultant's services under this Agreement.

2. To the fullest extent permitted by law, Owner shall indemnify and hold harmless Consultant, Consultant's officers, directors, partners, employees, and consultants from and against costs, losses, and damages (including but not limited to reasonable fees and charges of consultants, architects, attorneys, and other professionals, and reasonable court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of Owner or Owner's officers, directors, partners, employees, and consultants with respect to this Agreement.

3. To the fullest extent permitted by law, Consultant's total liability to Owner and anyone claiming by, through, or under Owner for any injuries, losses, damages and expenses caused in part by the negligence of Consultant and in part by the negligence of Owner or any other negligent entity or individual, shall not exceed the percentage share that Consultant's negligence bears to the total negligence of Owner, Consultant, and all other negligent entities and individuals.

4. The indemnification provision of paragraph J.1. is subject to and limited by the provisions agreed to by Owner and Consultant in paragraph G. "Limit of Liability," of this Agreement.

K. Independent Contractor

All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Consultant and not for the benefit of any other party. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either Owner or the Consultant. Consultant's services under this Agreement are being performed solely for the Owner's benefit, and no other entity shall have any claim against Consultant because of this Agreement or the performance or nonperformance of services hereunder. Owner agrees to include a provision in all contracts with Contractors and other entities involved in this project to carry out the intent of this paragraph.

L. Force Majeure

Consultant shall not be liable for any loss or damage due to failure or delay in rendering any service called for under this Agreement resulting from any cause beyond Consultant's reasonable control.

M. Severability and Waiver of Provisions

Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision. Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

N. Dispute Resolution

Owner and Consultant agree that they shall first submit any and all unsettled claims, counterclaims, disputes, and other matters in questions between them arising out of or relating to this Agreement or the breach thereof ("disputes") to mediation as a condition precedent to litigation. This Agreement shall be interpreted according to and governed by the laws of the State of Wisconsin.

O. Public Records

Consultant agrees to comply with the requirements of Wisconsin Statutes Sections 19.32 to 19.39 and Sections 19.81 to 19.98 -- Wisconsin Public Records Law and Open Meetings Law.

END OF DOCUMENT

Item	Quantity	Availability	Unit Price	Item Total	
------	----------	--------------	------------	------------	--



HPE Enterprise - hard drive - 300 GB - SAS 12Gb/s

MFG Part#: 759208-B21

CDW Part#: 4089435

UNSPSC: 43201803

Pricing Option Applied: Advertised Price

6

Call

\$548.62

\$3,291.72

Remove

Update

Call for availability

HPE ProLiant DL380 Gen9 - Xeon E5-2690V4 2.6 GHz - 64 GB - 0 GB

MFG Part#: 859085-S01

CDW Part#: 4092889

UNSPSC: 43211501

Pricing Option Applied: Advertised Price



1

In Stock

\$7,802.44

\$7,802.44

Remove

Update

Ships today if ordered within 3 hrs 39 mins

Show Accessories

Show Warranties

Update All | Remove All

Subtotal: \$11,094.16

RESOLUTION # 9a - 16

TO: The Honorable Chairperson and Members of the Oconto County Board of Supervisors

RE: APPROVAL OF LAW ENFORCEMENT CENTER PROJECT CHANGE ORDERS

WHEREAS, during construction of the Law Enforcement Center, it was determined that changes were necessary as follows and described in the attachments:

Change Authorization Request 132	\$ 8,096.96	Fiber Duct – Data Center
Change Authorization Request 133	\$ 6,783.83	Conduit – Emergency Electrical Room
Change Authorization Request 134	\$21,340.06	Install Detention Frames (partial)
Change Authorization Request 135	\$ 5,319.00	2 Hour Fire Wrap/Install Detention Frames
(partial)		
Total		\$41,539.85

WHEREAS, the Law Enforcement/Judiciary Committee and the Public Property Committee have reviewed these requested change orders and recommend approval.

THEREFORE, BE IT RESOLVED that the Oconto County Board of Supervisors hereby approve Law Enforcement Center Project Change Orders as listed above at a cost of \$41,539.85 from account 4001-45-57210-8306.

Submitted this 10th day of November, 2016

BY: Law Enforcement/Judiciary Committee

Public Property Committee

Gerald Beekman
Paul Bednarik
Buzz Kamke
Dennis Kroll
Melissa Wellens

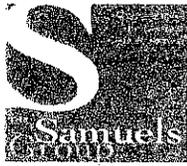
Bill Grady
Jim Lacourciere
Robert Reinhart
Doug McMahon
Karl Ballestad

Reviewed by Corporation Counsel:

Adopted by Vote:

Ayes: _____ Nays: _____ Absent: _____

Initials of Date
Corp. Counsel Reviewed



311 Financial Way
 Suite 300
 Wausau, WI 54401
 715-842-2222

County

Project:
Project Number:

Oconto Co LEC
 6813

10/25/2016

Originating Document:
The Samuels Group Document:

NEI PCO 26
 CAR132

To: Oconto County
 Attn: Kevin Hamann
 301 Washington Street
 Oconto, WI 54153

Self-Performed Cost: \$0.00
Subcontractor Cost: \$8,096.96
Total Cost: \$8,096.96

Contract Time Extension: 0 days

Description of Proposal:

Fiber Runner Duct to be attached to the ladder tray in the Data Center to support fiber patch cables from the termination closet to the smart aisle. Requested from Reliable Cable by Wayne.

Item	Description	Type	Qty	Unit	\$/Unit	Self - Performed Work			Subcontractor	Total	
						Labor	Material	Equipment	Lump Sum		
1	NEI	S	1.00		8,096.96	\$ -	\$ -	\$ -	\$ 8,096.96	\$ 8,096.96	
2						\$ -	\$ -	\$ -	\$ -	\$ -	
3						\$ -	\$ -	\$ -	\$ -	\$ -	
4						\$ -	\$ -	\$ -	\$ -	\$ -	
5						\$ -	\$ -	\$ -	\$ -	\$ -	
6						\$ -	\$ -	\$ -	\$ -	\$ -	
7						\$ -	\$ -	\$ -	\$ -	\$ -	
8						\$ -	\$ -	\$ -	\$ -	\$ -	
9						\$ -	\$ -	\$ -	\$ -	\$ -	
10						\$ -	\$ -	\$ -	\$ -	\$ -	
11						\$ -	\$ -	\$ -	\$ -	\$ -	
12						\$ -	\$ -	\$ -	\$ -	\$ -	
13						\$ -	\$ -	\$ -	\$ -	\$ -	
14						\$ -	\$ -	\$ -	\$ -	\$ -	
15						\$ -	\$ -	\$ -	\$ -	\$ -	
16						\$ -	\$ -	\$ -	\$ -	\$ -	
17						\$ -	\$ -	\$ -	\$ -	\$ -	
18						\$ -	\$ -	\$ -	\$ -	\$ -	
19						\$ -	\$ -	\$ -	\$ -	\$ -	
20						\$ -	\$ -	\$ -	\$ -	\$ -	
21						\$ -	\$ -	\$ -	\$ -	\$ -	
22	PM (6 hours per subcontractor coordinated)	L				\$ -	\$ -	\$ -	\$ -	\$ -	
23	General Superintendent	L				\$ -	\$ -	\$ -	\$ -	\$ -	
24	Coordination/Layout	L				\$ -	\$ -	\$ -	\$ -	\$ -	
25	Pickup Truck	E				\$ -	\$ -	\$ -	\$ -	\$ -	
26	Trucking & Deliveries	E				\$ -	\$ -	\$ -	\$ -	\$ -	
27	Offices, office equipment & supplies	E				\$ -	\$ -	\$ -	\$ -	\$ -	
28	Hoisting - Crane/Forklift	E				\$ -	\$ -	\$ -	\$ -	\$ -	
29	Scaffold	E				\$ -	\$ -	\$ -	\$ -	\$ -	
30	Gas & Oil	M				\$ -	\$ -	\$ -	\$ -	\$ -	
31	Heat & Enclosures	L				\$ -	\$ -	\$ -	\$ -	\$ -	
32	Heat & Enclosures	M				\$ -	\$ -	\$ -	\$ -	\$ -	
33	Temporary Protection	L				\$ -	\$ -	\$ -	\$ -	\$ -	
34	Temporary Protection	M				\$ -	\$ -	\$ -	\$ -	\$ -	
35	SWPPP					\$ -	\$ -	\$ -	\$ -	\$ -	
36	Safety					\$ -	\$ -	\$ -	\$ -	\$ -	
37	Testing & Inspections					\$ -	\$ -	\$ -	\$ -	\$ -	
38	Cleanup/Dumpsters					\$ -	\$ -	\$ -	\$ -	\$ -	
39	Subtotal						0.00	0.00	0.00	8,096.96	\$ 8,096.96
40	Small Tools				0.00%		0.00	0.00	0.00	0.00	\$ -
41	Subtotal						0.00	0.00	0.00	8,096.96	\$ 8,096.96
42	Insurance/Subguard				0.00%		0.00	0.00	0.00	0.00	\$ -
43	Sales Tax				0.00%		0.00	0.00	0.00	0.00	\$ -
44	Fee - Design				0.00%		0.00	0.00	0.00	0.00	\$ -
45	Fee - General Contractor				0.00%		0.00	0.00	0.00	0.00	\$ -
46	As Built Drawings				0.00%		0.00	0.00	0.00	0.00	\$ -
47	Bond premium				0.00%		0.00	0.00	0.00	0.00	\$ -
48	Total						0.00	0.00	0.00	8,096.96	\$ 8,096.96

Acceptance of this pricing request (PR) shall be acknowledged by signature below. Acceptance will constitute full compensation to the contractor for all cost of work and expenses including the Contractors markup fee and contract time extensions for the items identified in this pricing request.

cc: Owner/Superintendent/File

Issued By: The Samuels Group, Inc.

Reviewed By: Oconto County Law Enforcement Center

Approved By:

Curt Schiecher
 Project Manager
 Curt Schiecher

Owner
 Kevin Hamann

10/27/2016
 Date

Date

Date



We put the power in your hands.

PROPOSED CHANGE ORDER

Northern Electric Inc.
314 N. Danz Avenue
Green Bay, WI 54302

CCN # PCO 26
Date: 10/18/2016
Project Name: Oconto County LEC
Project Number: 215025
Page Number: 1

Client Address:

Oconto County
Contact: The Samuels Group
301 Washington Street
Oconto, WI 54153

Work Description

This Change Request is for installation of Fiber Runner to attached to ladder rack in 1406 data center to support fiber patch cables from termination closet to various switches and devices in the Smart Aisle. Quote Request per County IT department. Attached is product data for the raceway.

We reserve the right to correct this quote for errors or omissions

This quote covers direct costs only, we reserve the right to claim for impact, consequential, and shipping costs

This price is good for acceptance within 10 days from the date of receipt

This work may require a time extension to the contract. At this time, we don't know how many days are needed

We will supply and install all materials, labor, and equipment as per your instructions and project specifications for PCO 26

Itemized Breakdown

Summary

RELIABLE CABLE	(\$7,237.00 + 5.500 % + 0.000 % + 5.000 %)	8,016.79
Subtotal		8,016.79
BOND	(@ 1.000 %)	80.17
Final Amount		\$8,096.96

CLIENT ACCEPTANCE

CCN #: PCO 26

Final Amount: \$8,096.96

Name: _____

Date: _____

Signature: _____

Change Order #: _____

I hereby accept this quotation and authorize the contractor to complete the above described work.

ORIGINAL

Adam J. Kaye

From: Bill DeHart <bill@reliablecableinc.com>
Sent: Tuesday, October 18, 2016 10:38 AM
To: Adam J. Kaye
Subject: RE: Oconto fibber runner quote

I have Graybar working on it

Thanks,

Bill DeHart

Reliable Cable, Inc.

From: Adam J. Kaye [<mailto:adam@nei-gb.com>]
Sent: Tuesday, October 18, 2016 10:34 AM
To: Bill DeHart
Subject: RE: Oconto fibber runner quote

Bill,

Do you have a cut sheet of this material or a picture. I would like to include it so when this goes to county board it is easier to explain.

Thanks,

Adam J. Kaye

Project Manager | Estimator

Northern Electric, Inc.

314 N. Danz Avenue

Green Bay, WI 54302-3526

O: (920) 468-6000 F: (920) 468-7705

C: (920) 217-6339

www.nei-gb.com

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Our bright ideas come from the sun!

Ask us about solar energy for your home or business.

This email message is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

From: Bill DeHart [<mailto:bill@reliablecableinc.com>]
Sent: Tuesday, October 18, 2016 9:16 AM
To: Adam J. Kaye
Subject: Oconto fibber runner quote

Hi Adam,

Per Wayne Sleeter's request, here is a quote to supply and install fiber runner in the new data center.

Install a Panduit 4" x 4" fiber runner on ladder above cabinets for fiber patch cords

- Fiber runner will be attached to new ladder rack
- A factory T dropout will be installed above each cabinet
- 1 ½ inch Innerduct will be installed from each T to the fiber enclosures
- All factory fittings and hangers will be used for a complete system
- Fiber runner will be installed above all cabinets
- Fiber runner system will be expandable in the future

Cost to install Fiber Runner in place of Innerduct \$7,237.00

Let me know if you have any questions

Thanks,

Bill DeHart



Direct: 920-716-3027

e-mail: bill@reliablecableinc.com

Web: www.reliablecableinc.com

GraybaR.

www.graybar.com



RELIABLE CABLE

Oconto County

Fiber Runner - 226185935

APPROVAL DRAWINGS

Kris Mielke
Project Specialist
(920) 403-1862

kris.mielke@graybar.com

GRAYBAR ELECTRIC
1869 AMERICAN BLVD
DE PERE, WI 54115
(920) 403-1890 branch
(920) 403-1899 fax



Drawings Disclaimer

It is the obligation of the electrical contractor and reviewing engineer to determine that the item quantities and accuracy of this submittal is correct as required for the job. Any inaccuracies or deviations must be addressed with the distributor before release to manufacturing. Any release of material to manufacturing by the above parties constitutes an acceptance of the accuracy of the submittal. Any changes after release will be viewed as a change order, subject to pricing and delivery changes.

Please take the time to review this package for accuracy to prevent any after-shipment problems. This will allow the job to be shipped correctly and prevent any delay in energization.

Kris Mielke
Project Specialist
(920) 403-1862
kris.mielke@graybar.com

GRAYBAR ELECTRIC
1869 AMERICAN BLVD
DE PERE, WI 54115
(920) 403-1890 branch
(920) 403-1899 fax

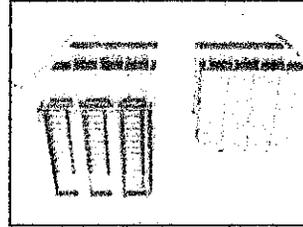
FiberRunner® 4x4 Routing System

PANDUIT®

SPECIFICATION SHEET

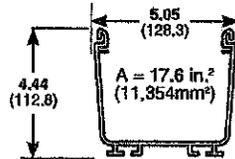
specifications

The 4x4 routing system shall be a system of channel, fittings, and brackets designed to segregate, route, and protect fiber optic and high performance copper cabling. Channel and fittings shall be assembled using pre-assembled couplers. A selection of spillout options shall be available that easily attach using the vertical tee. Fittings maintain a minimum 2" bend radius to protect against signal loss due to excessive cable bends. Available system colors shall be yellow, orange, and black. A full complement of brackets shall be available for attaching system components to ladder rack, threaded rod, auxiliary framing, strut, equipment racks, cabinets, and raised floor pedestals.



technical information

Dimensions are in inches
(Dimensions in parentheses
are metric).



Open channel 50% fill capacity: (4" pile up)	Cable	No. of Cables
	1.6mm	2824
	2.0mm	1807
	3.0mm	803
Fiber Optic		
Ribbon Interconnect	5.20mm	267
Category 6	6.35mm	179
Category 6A	7.57mm	126

Material:	Rigid PVC (Channel), ABS (Fittings)
Flammability:	94V-0
Approvals:	UL Listed to 2024A Optical Fiber Cable Routing Assemblies Compliant with the applicable tests in Telcordia GR-63-CORE Network Equipment Building Systems Level 3
CSI spec form:	LP-CSISPEC-FR

key features and benefits

Fastest installations	No bolts need to be tightened and no tools are required when installing the QuikLock™ Couplers; QuikLock™ Couplers and Brackets take less than five seconds to make a mechanically secure connection
Easy to maintain	Hinged channel cover installs easily and fully encloses the channel for cable protection; split hinged channel cover creates radiused 3/4" (19mm) opening for easy access to add or remove cables; the 4x4 hinged and split hinged channel covers will stay open between 30° and 90° to allow cable access even in height restricted areas Split fitting covers allow cable to be laid in without removing the fitting cover; the covers are also designed to prevent cables from coming out of the channel as cable is pulled through Hinged channel cover and split fitting covers protect cabling and provide fast and easy access for future cabling moves, adds, and changes
System strength	Robust system of channel, covers, fittings and other non-metallic system components, protect cable from physical damage; system includes full range of directional and spillout fittings
Versatility	Multiple spill out options include spill-over fittings and the vertical tee which accepts a three sided trumpet, transition to corrugated tubing and Panduit® FiberRunner® and Fiber-Duct™ Systems
Cable protection	Minimum 2" bend radius maintained throughout all fittings prevents excessive bends in fiber optic cabling

applications

The FiberRunner® 4x4 Routing System is a system of channel, fittings and brackets designed to segregate, route, and protect fiber optic and high performance copper cabling. It is suited for data center applications where cable is routed from distribution areas to equipment cabinets or racks. It is used in Telco Central Offices to route fiber optic jumper cables between fiber distribution frames and equipment bays. It can be deployed over the racks or in approved under floor applications. Channel and fittings are assembled using timesaving Panduit® QuikLock™ Couplers. A selection of spillout options is available that easily attach using the

vertical tee. Fittings maintain a 2" bend radius to protect against signal loss due to excessive cable bends. Available system colors are yellow, orange and black to differentiate various types of cabling. A full complement of QuikLock™ Brackets is available to attach system components to support structures found in all applications.

The FiberRunner® 4x4 Routing System is part of the Panduit complete fiber distribution system, which includes the FiberRunner® 24x4, 12x4, 6x4, and 2x2 Routing Systems, the Fiber-Duct™ 4x4 and 2x2 Routing Systems, Wyr-Grid™ Overhead Cable Tray System, cable management, and racks.

Channel and Cover	
4x4 channel (6'):	FR4X4**6
4x4 hinged cover (6'):	FRHC4**6
4x4 split hinged cover (6'):	FRSHC4**6
Cable retainer:	FRCA48L-X

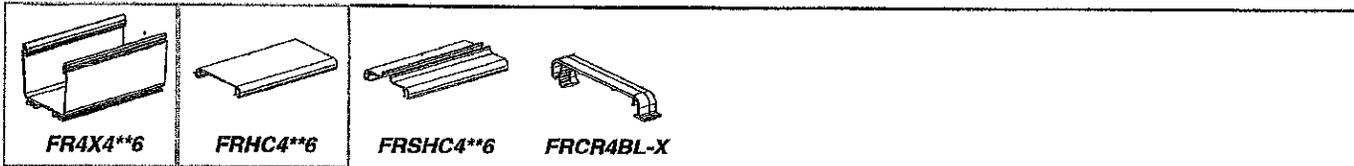
Fittings, Split Covers, and Spillouts	
QuikLock™ Coupler:	FRBC4X4**
Horizontal right angle:	FRRA4X4**
Right angle cover:	FRRASC4**
Horizontal 45°:	FRH454X4**
Horizontal 45° cover:	FRH455C4**
Horizontal tee:	FRT4X4**
Horizontal tee cover:	FRTSC4**
4-way cross:	FRWC4X4**
4-way cross cover:	FRWCSC4**
End cap:	FRCC4X4**
Inside vertical 90°:	FRIVH4X4**
Inside vertical 45°:	FRIV454X4**
Outside vertical 45°:	FRV454X4**
Outside vertical 45° cover:	FRV455C4**
Outside vertical 90°:	FRVRA4X4**
Outside vertical 90° cover:	FRVTRASC4**
6x4 to 4x4 FiberRunner® Reducer Fitting:	FRRF6FR4**
6x4 to 4x4 FiberRunner® Reducer Fitting Cover:	FRRF6FR4SC**
4" FR to 2" FD:	FRRF4FD2**
4" FR to 4" FD:	FRRF4FD4**
Adapter to ADC 4x4 FiberGuide™:	FRADC4X4BL
QuikLock™ Vertical Tee:	FRVT4X4**
3-sided vertical tee trumpet spillout:	FTR4X4**
2-port spillout to 1.5" I.D. corrugated tubing:	FIDT4X4BL
4x4 hinged duct vertical cable manager kit:	FRHD4KT**
4x4 hinged duct bend radius control trumpet:	TRC4HDBL
Low profile reducer 4x4 to 2x2 for vertical tee:	FRLPR42BL
Spill-over with 2x2 exit:	FRSPJ2X2**
Spill-over cover with 2x2 exit for 4x4 system:	FRSPJC24**
2x2 3-sided trumpet:	FTR2X2**
1-port spillout to 1.5" I.D. corrugated tubing:	FIDT2X2**
2x2 hinged duct vertical cable manager kit:	FRHD2KT**
2x2 FiberRunner® Bend Radius Control Trumpet:	TRC2HDBL
Spill-over with 4x4 exit:	FRSPJ4X4**
Spill-over cover with 4x4 exit for 4x4 system:	FRSPJC44**
4x4 3-sided trumpet:	FRT4X4**
2-port spillout to 1.5" I.D. corrugated tubing:	FRIDT4X4**
1-port spillout to 1.5" I.D. corrugated tubing:	FR1.5IDE**
4x4 up spout:	FRUPS4X4**

QuikLock™ Mounting Brackets	
QL existing 1/2" thr rod brkt:	FR6TRBE12
QL existing 5/8" thr rod brkt:	FR6TRBE58
QL new 1/2" thr rod brkt:	FR6TRBN12
QL new 5/8" thr rod brkt:	FR6TRBN58
QL under floor brkt:	FR6USB
QL adjust ladder rack brkt:	FR6ALB
QL center support brkt 1/2":	FR6CS12
QL center support brkt 5/8":	FR6CS58
QL adjust C-brkt 1/2":	FR6ACB12
QL adjust C-brkt 5/8":	FR6ACB58
QL trapeze 3/8" brkt:	FR6TB38
QL trapeze 1/2" brkt:	FR6TB12
Two-piece ladder rack brkt 1/2" thr rod:	F2PCLB12
Two-piece ladder rack brkt 5/8" thr rod:	F2PCLB58
QL ladder rack brkt:	FR6LRB
QL "L" wall mount brkt:	FR6LB
QL NetFrame™ Rack Mount Brkt:	FR6RMBNF58
QL adjust cabinet mount brkt:	FR6ACAB
Two-piece framing clip 5/8" thr rod to 9/16" C-channel aux. framing bars:	FR6FC58
4 post rack brkt:	FR6PRB58

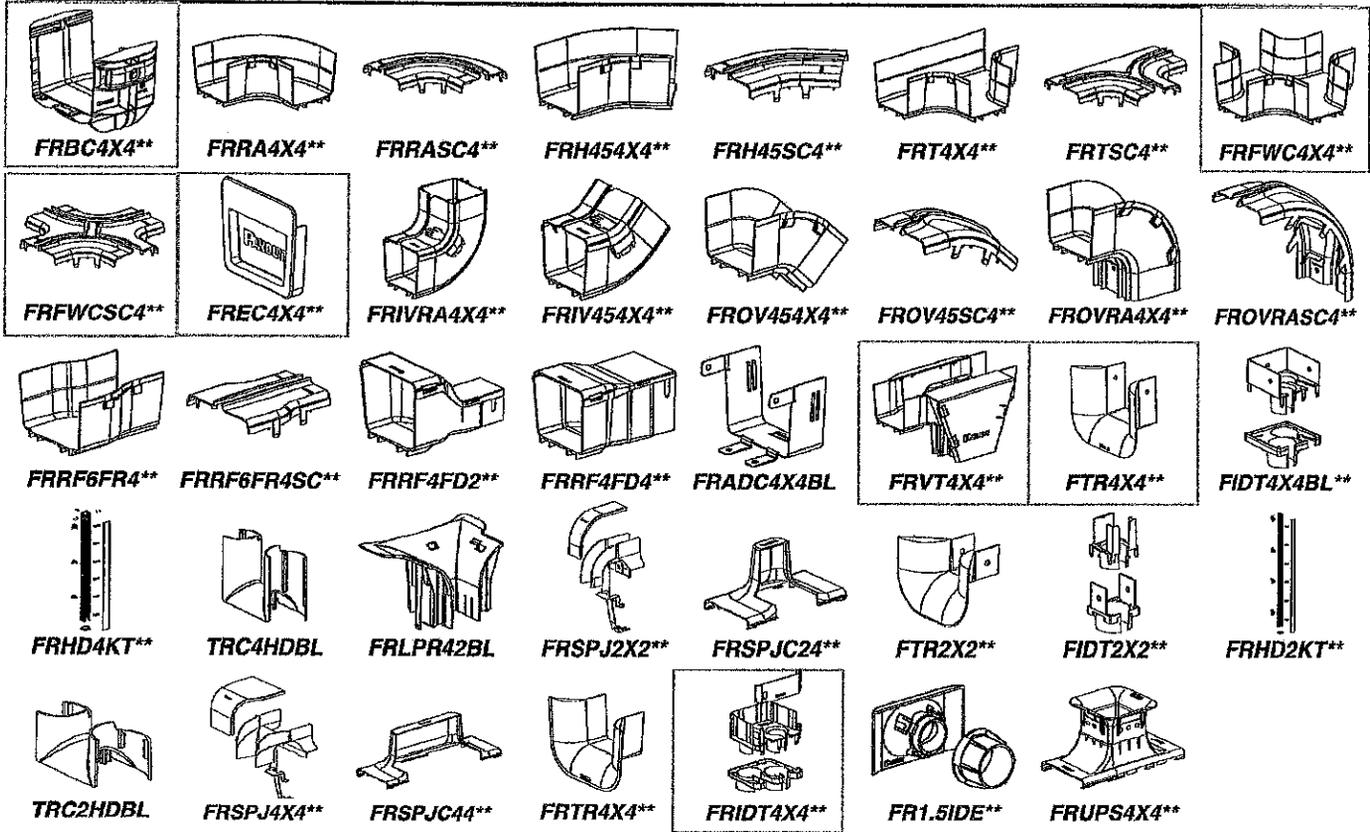
*ADC's 4x4 FiberGuide Management System is a product of ADC Telecommunications, Inc.
**Substitute: YL = Yellow, OR = Orange, BL = Black

FiberRunner® 4x4 Routing System

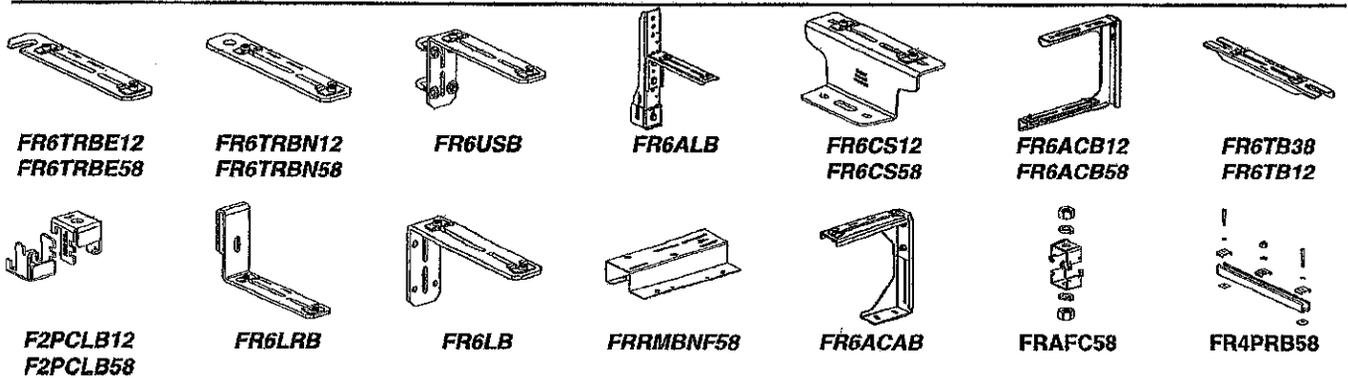
channel and cover



fittings, split covers, and spillouts



QuikLock™ Mounting Brackets



**Substitute: YL = Yellow, OR = Orange, BL = Black

WORLDWIDE SUBSIDIARIES AND SALES OFFICES

PANDUIT CANADA
Markham, Ontario
cs-cdn@panduit.com
Phone: 800.777.3300

PANDUIT EUROPE LTD.
London, UK
cs-emea@panduit.com
Phone: 44.20.8601.7200

PANDUIT SINGAPORE PTE. LTD.
Republic of Singapore
cs-ap@panduit.com
Phone: 65.6305.7575

PANDUIT JAPAN
Tokyo, Japan
cs-japan@panduit.com
Phone: 81.3.6863.6000

PANDUIT LATIN AMERICA
Guadalajara, Mexico
cs-la@panduit.com
Phone: 52.33.3777.6000

PANDUIT AUSTRALIA PTY. LTD.
Victoria, Australia
cs-aus@panduit.com
Phone: 61.3.9794.9020

For a copy of Panduit product warranties, log on to www.panduit.com/warranty

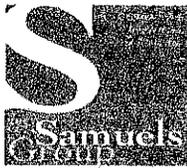
For more information

Visit us at www.panduit.com

Contact Customer Service by email: cs@panduit.com
or by phone: 800.777.3300

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FRSP16-WW-ENG
Replaces WW-FRSP03
11/2014



311 Financial Way
 Suite 300
 Wausau, WI 54401
 715-842-2222

County

Project:
 Project Number:

Oconto Co LEC
 6813

10/26/2016

Originating Document:
 The Samuels Group Document:

CB 38
 CAR133

To: Oconto County
 Attn: Kevin Hamann
 301 Washington Street
 Oconto, WI 54153

Self-Performed Cost: \$0.00
 Subcontractor Cost: \$6,783.83
 Total Cost: \$6,783.83

Contract Time Extension: 0 days

Add (1) Spare 2.5" Rigid Galvanized Conduit to the duct bank from the Emergency Electrical Room to the Data Center Distribution Disconnect. Both ends of conduit will be stubbed up above floor and plugged for future use.

Description of Proposal:

Item	Description	Type	Qty	Unit	\$/Unit	Self - Performed Work			Subcontractor	Total
						Labor	Material	Equipment	Lump Sum	
1	NEI	S	1.00		6,783.83	\$ -	\$ -	\$ -	\$ 6,783.83	\$ 6,783.83
2						\$ -	\$ -	\$ -	\$ -	\$ -
3						\$ -	\$ -	\$ -	\$ -	\$ -
4						\$ -	\$ -	\$ -	\$ -	\$ -
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21						\$ -	\$ -	\$ -	\$ -	\$ -
22	PM (6 hours per subcontractor coordinated)	L				\$ -	\$ -	\$ -	\$ -	\$ -
23	General Superintendent	L				\$ -	\$ -	\$ -	\$ -	\$ -
24	Coordination/Layout	L				\$ -	\$ -	\$ -	\$ -	\$ -
25	Pickup Truck	E				\$ -	\$ -	\$ -	\$ -	\$ -
26	Trucking & Deliveries	E				\$ -	\$ -	\$ -	\$ -	\$ -
27	Offices, office equipment & supplies	E				\$ -	\$ -	\$ -	\$ -	\$ -
28	Hoisting - Crane/Forklift	E				\$ -	\$ -	\$ -	\$ -	\$ -
29	Scaffold	E				\$ -	\$ -	\$ -	\$ -	\$ -
30	Gas & Oil	M				\$ -	\$ -	\$ -	\$ -	\$ -
31	Heat & Enclosures	L				\$ -	\$ -	\$ -	\$ -	\$ -
32	Heat & Enclosures	M				\$ -	\$ -	\$ -	\$ -	\$ -
33	Temporary Protection	L				\$ -	\$ -	\$ -	\$ -	\$ -
34	Temporary Protection	M				\$ -	\$ -	\$ -	\$ -	\$ -
35	SWPPP					\$ -	\$ -	\$ -	\$ -	\$ -
36	Safety					\$ -	\$ -	\$ -	\$ -	\$ -
37	Testing & Inspections					\$ -	\$ -	\$ -	\$ -	\$ -
38	Cleanup/Dumpsters					\$ -	\$ -	\$ -	\$ -	\$ -
39	Subtotal					0.00	0.00	0.00	6,783.83	\$ 6,783.83
40	Small Tools				0.00%	0.00	0.00	0.00	0.00	\$ -
41	Subtotal					0.00	0.00	0.00	6,783.83	\$ 6,783.83
42	Insurance/Subguard				0.00%	0.00	0.00	0.00	0.00	\$ -
43	Sales Tax				0.00%	0.00	0.00	0.00	0.00	\$ -
44	Fee - Design				0.00%	0.00	0.00	0.00	0.00	\$ -
45	Fee - General Contractor				0.00%	0.00	0.00	0.00	0.00	\$ -
46	As Built Drawings				0.00%	0.00	0.00	0.00	0.00	\$ -
47	Bond premium				0.00%	0.00	0.00	0.00	0.00	\$ -
48	Total					0.00	0.00	0.00	6,783.83	\$ 6,783.83

Acceptance of this pricing request (PR) shall be acknowledged by signature below. Acceptance will constitute full compensation to the contractor for all cost of work and expenses including the Contractors markup fee and contract time extensions for the items identified in this pricing request.

cc: Owner/Superintendent/IFile

Issued By: The Samuels Group Inc.

Reviewed By: Oconto County Law Enforcement Center

Approved By:

Curt Schleicher
 Project Manager
 Curt Schleicher

Owner
 Kevin Hamann

10/27/2016
 Date

Date

Date



PROPOSED CHANGE ORDER

Northern Electric Inc.
 314 N. Danz Avenue
 Green Bay, WI 54302

CCN # CB 38A SPARE CONDU
Date: 10/10/2016
Project Name: Oconto County LEC
Project Number: 215025
Page Number: 1

Client Address:

Oconto County
 Contact: The Samuels Group
 301 Washington Street
 Oconto, WI 54153

Work Description

This Change Request supplements CB #38 to add (1) Spare 2.5" Rigid Galvanized Conduit to the duct bank from the Emergency Electrical Room to the Data Center Distribution Disconnect. Both ends of conduit will be stubbed up above floor and plugged for future use. Pricing is valid only if performed during the initial trench excavation for Base price.

We reserve the right to correct this quote for errors or omissions
 This quote covers direct costs only, we reserve the right to claim for impact, consequential, and shipping costs
 This price is good for acceptance within 10 days from the date of receipt
 This work may require a time extension to the contract. At this time, we don't know how many days are needed
 We will supply and install all materials, labor, and equipment as per your instructions and project specifications for CB 38A SPARE CONDUIT

Itemized Breakdown

Description	Qty U	Total Mat.
2 1/2" CONDUIT - RMC - GALV	225 C	3,038.20
2 1/2" COUPLING - RMC - GALV	4 C	64.62
2 1/2" ELBOW 45 DEG - RMC - GALV	2 C	81.10
2 1/2" ELBOW 90 DEG - RMC - GALV	2 C	81.10
2 1/2" 3-PC UNION COUPLING - RMC	2 C	243.68
2 1/2" MEASURE CUT & THREAD LABOR - RMC - GALV	2 C	0.00
2 1/2" PLUG RSCD - MALL	2 C	33.30
BASE SPACERS 4" X 3"	40 C	33.60
3" DIAM CORE 6" THICK WALL	2 E	20.00
FIRE PROOF SEAL 3" CORE	2 E	16.00
2 1/2" 2-PC STRUT CLAMP RMC / IMC - STEEL	2 C	11.77
Totals	285	3,623.37

Summary

General Materials		3,623.37
Material Tax (@ 5.500 %)		199.29
Material Markup (@ 10.000 %)		382.27
Material Total		4,204.93
ELECTRICIAN (36.91 Hrs @ \$68.05)		2,511.73
Subtotal		6,716.66
BOND (@ 1.000 %)		67.17
Final Amount		\$6,783.83

ORIGINAL



311 Financial Way
 Suite 300
 Wausau, WI 54401
 715-842-2222

County

Project:
 Project Number:

Oconto Co LEC
 6813

10/26/2016

Originating Document:
 The Samuels Group Document:

CAR134

To: Oconto County
 Attn: Kevin Hamann
 301 Washington Street
 Oconto, WI 54153

Self-Performed Cost: \$0.00
 Subcontractor Cost: \$21,340.06
 Total Cost: \$21,340.06

Contract Time Extension: 0 days

Description of Proposal: Cost to unload and install detention frames from 9/18/16 thru 10/14/16

Item	Description	Type	Qty	Unit	\$/Unit	Self - Performed Work			Subcontractor	Total
						Labor	Material	Equipment	Lump Sum	
1	Zeise	S	1.00		21,340.06	\$ -	\$ -	\$ -	\$ 21,340.06	\$ 21,340.06
2						\$ -	\$ -	\$ -	\$ -	\$ -
3						\$ -	\$ -	\$ -	\$ -	\$ -
4						\$ -	\$ -	\$ -	\$ -	\$ -
5						\$ -	\$ -	\$ -	\$ -	\$ -
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19						\$ -	\$ -	\$ -	\$ -	\$ -
20						\$ -	\$ -	\$ -	\$ -	\$ -
21						\$ -	\$ -	\$ -	\$ -	\$ -
22	PM (6 hours per subcontractor coordinated)	L				\$ -	\$ -	\$ -	\$ -	\$ -
23	General Superintendent	L				\$ -	\$ -	\$ -	\$ -	\$ -
24	Coordination/Layout	L				\$ -	\$ -	\$ -	\$ -	\$ -
25	Pickup Truck	E				\$ -	\$ -	\$ -	\$ -	\$ -
26	Trucking & Deliveries	E				\$ -	\$ -	\$ -	\$ -	\$ -
27	Offices, office equipment & supplies	E				\$ -	\$ -	\$ -	\$ -	\$ -
28	Hoisting - Crane/Forklift	E				\$ -	\$ -	\$ -	\$ -	\$ -
29	Scaffold	E				\$ -	\$ -	\$ -	\$ -	\$ -
30	Gas & Oil	M				\$ -	\$ -	\$ -	\$ -	\$ -
31	Heat & Enclosures	L				\$ -	\$ -	\$ -	\$ -	\$ -
32	Heat & Enclosures	M				\$ -	\$ -	\$ -	\$ -	\$ -
33	Temporary Protection	L				\$ -	\$ -	\$ -	\$ -	\$ -
34	Temporary Protection	M				\$ -	\$ -	\$ -	\$ -	\$ -
35	SWPPP					\$ -	\$ -	\$ -	\$ -	\$ -
36	Safety					\$ -	\$ -	\$ -	\$ -	\$ -
37	Testing & Inspections					\$ -	\$ -	\$ -	\$ -	\$ -
38	Cleanup/Dumpsters					\$ -	\$ -	\$ -	\$ -	\$ -
39	Subtotal					0.00	0.00	0.00	21,340.06	\$ 21,340.06
40	Small Tools				0.00%	0.00	0.00	0.00	0.00	\$ -
41	Subtotal					0.00	0.00	0.00	21,340.06	\$ 21,340.06
42	Insurance/Subguard				0.00%	0.00	0.00	0.00	0.00	\$ -
43	Sales Tax				0.00%	0.00	0.00	0.00	0.00	\$ -
44	Fee - Design				0.00%	0.00	0.00	0.00	0.00	\$ -
45	Fee - General Contractor				0.00%	0.00	0.00	0.00	0.00	\$ -
46	As Built Drawings				0.00%	0.00	0.00	0.00	0.00	\$ -
47	Bond premium				0.00%	0.00	0.00	0.00	0.00	\$ -
48	Total					0.00	0.00	0.00	21,340.06	\$ 21,340.06

Acceptance of this pricing request (PR) shall be acknowledged by signature below. Acceptance will constitute full compensation to the contractor for all cost of work and expenses including the Contractors markup fee and contract time extensions for the items identified in this pricing request.

cc: Owner/Superintendent/File

Issued By: The Samuels Group, Inc.

 Project Manager
 Curt Schleicher

Reviewed By: Oconto County Law Enforcement Center

Approved By:

Owner
 Kevin Hamann

10/27/2016

Date

Date

Date



October 24, 2016

Megan Cyr
The Samuels Group
311 Financial Way, Suite 300
Wausau, WI 54401

901 VANDERBRAAK STREET
P.O. Box 1835
GREEN BAY, WI 54305-1835
920.437.5426 tel
920.437.6662 fax
www.zeiseconstruction.com

Re: Oconto County LEC-Work Order #11

Megan,

Please be advised that the cost to unload and install detention frames from 9/18/16 thru 10/14/16 is as follows:

9/24/16-Unload	\$1,715.00
9/24/16	3,779.48
9/30/16	4,115.64
10/7/16	2,344.55
10/14/16	3,611.30
10/14/16-Unload	3,642.00
Overhead/fee	1,920.80
Bond	<u>211.29</u>
Total	\$21,340.06

If you should have any questions, please contact me.

Respectfully submitted,

FRANK O. ZEISE CONSTRUCTION CO., INC.


Richard C. Schroeder

RCS/ba



FRANK O. ZEISE CONSTRUCTION CO., INC.

TRUSTED FOR EXPERIENCE-VALUED FOR SERVICE

ZEISE

P.O. Box 1835, GREEN BAY, WI 54305-1835

CONSTRUCTION

PHONE: 920-437-5426

FAX: 920-437-6662

2015056

Certified

WEEKLY COST REPORT

Field Work Order

Description of Work: Install detection Frames NO 11

Job Number: 2015056

Week Ending: 10-1-16
Page 1 of 1

EMP NO.	NAME	TRADE CLASS	HOURS - ST/OT SHOW DATES							TOTAL	RATE	AMOUNT
			SUN	MON	TUE	WED	THUR	FRI	SAT			
	Brandon Dewray	Corp	/	2	3	/	/	1	/	6	87.00	522.00
	Ricky Huber	Corp	/	6	5	6	/	/	/	17	85.00	1445.00
	Curt Gerhartz	Labor	/	7	7	5	2	/	/	21	76.00	1596.00
			/	/	/	/	/	/	/			
			/	/	/	/	/	/	/			
			/	/	/	/	/	/	/			
			/	/	/	/	/	/	/			

EQUIPMENT RENTAL (List Hours Used)	HOURS							TOTAL LABOR		
	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL	RATE	AMOUNT
Clark Forklift		3	1	1	1			6	40.00	240.00
door bucks		2	2	2	3			9	1.00	9.00
wire walder		7	7	5	1			20	9.00	180.00

MATERIAL (Use Back of Sheet if Necessary)	TOTAL EQUIP.	
		429.00

QTY.		RATE	AMOUNT
25	Lead Anchors	.17	4.25
30	Hard Shims	.08	2.40
10	grinding wheels cut-off	8.70	87.00
3	grinding wheels sand disks	.80	2.40
14	3/8 Slew Anchors	1.16	16.24
1 can	gray primer	4.90	4.90
	tax		6.45

OWNER AUTHORIZATION Jim Dawson 9/30/16

TOTAL MAT'L	123.64
GRAND TOTAL	4115.64



P.O. Box 1835, GREEN BAY, WI 54305-1835

PHONE: 920-437-5426 FAX: 920-437-6662

WEEKLY COST REPORT
Field Work Order

2015054
Certified

Description of Work: Install detention Frames No 11

Job Number: 2015056

Week Ending: 10-8-16
Page 1 of 1

EMP NO.	NAME	TRADE CLASS	HOURS • ST/OT SHOW DATES							TOTAL	RATE	AMOUNT
			SUN	MON	TUE	WED	THUR	FRI	SAT			
	Brandon Dersing	Carp	/	/	/	/	/	/	4	4	87.00	348.00
	Steve Steckbauer	Finish	/	/	/	/	/	/	8	8	89.00	712.00
	William Sperber	Carp	/	/	/	/	/	/	8	8	85.00	680.00
	Steve Schubert	Labor	/	/	/	/	/	/	4	4	76.00	304.00
			/	/	/	/	/	/				
			/	/	/	/	/	/				
			/	/	/	/	/	/				
			/	/	/	/	/	/				
			/	/	/	/	/	/				

EQUIPMENT RENTAL (List Hours Used)	HOURS							TOTAL LABOR		
	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL	RATE	AMOUNT
Clack Forklift						4		4	40.00	160.00
wire welder						2		2	9.00	18.00

TOTAL LABOR 2044.00
TOTAL EQUIP. 178.00

MATERIAL (Use Back of Sheet If Necessary)

QTY.		RATE	AMOUNT
18	Led Anchors	.17	3.06
35	Hard Shimms	.08	2.80
10	Grinding wheels	8.70	87.00
16	3/8 Slave Anchors	1.15	18.40
1 can	Primer	4.90	4.90
		tax	6.39

TOTAL MAT'L 122.55
GRAND TOTAL 2344.55

OWNER AUTHORIZATION

10/7/16



P.O. Box 1835, GREEN BAY, WI 54305-1835

PHONE: 920-437-5426 FAX: 920-437-6662

WEEKLY COST REPORT

Field Work Order

2015056
Certified

Description of Work: unload detention Frames WO 11

Job Number: 2015056

Week Ending: 10-15-16
Page 1 of 1

EMP NO.	NAME	TRADE CLASS	HOURS - SHOW DATES							TOTAL	RATE	AMOUNT
			SUN	MON	TUE	WED	THUR	FRI	SAT			
	Brandon Derry	Carp	/	/	/	/	6.	/	/	6	87.00	522.00
	Tim Hasmke	Finisher	/	/	/	/	6.	/	/	6	89.00	534.00
	Steve Steckbauer	Finisher	/	/	/	/	6.	/	/	6	89.00	534.00
	Kevin Vorpahl	mason	/	/	/	/	6.	/	/	6	89.00	534.00
	Joe Stapleford	LABOR	/	/	/	/	6.	/	/	6	76.00	456.00
	Terry Klug	CARP	/	/	/	/	6.	/	/	6	87.00	522.00

EQUIPMENT RENTAL (List Hours Used)	HOURS							TOTAL LABOR		
	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL	RATE	AMOUNT
Lull Forklift					6			6	50.00	300.00
Clark Forklift					6			6	40.00	240.00

TOTAL EQUIP. 540.00

MATERIAL (Use Back of Sheet if Necessary)

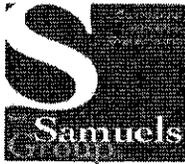
QTY.		RATE	AMOUNT

OWNER AUTHORIZATION

[Signature] 10/14/16

TOTAL MAT'L

GRAND TOTAL 3642.00



311 Financial Way
 Suite 300
 Wausau, WI 54401
 715-842-2222

County

Project:
 Project Number:

Oconto Co LEC
 6813

10/28/2016

Originating Document: RFI 344
 The Samuels Group Document: CAR135

To: Oconto County
 Attn: Kevin Hamann
 301 Washington Street
 Oconto, WI 54153

Self-Performed Cost: \$0.00
 Subcontractor Cost: \$5,319.00
 Total Cost: \$5,319.00

Contract Time Extension: 0 days

Description of Proposal:

RFI 344: 2-hour fire wrap. Single face gypsum partition to be installed to encase the fire dampers with approximately sized non-rated access panels for service to the fire dampers.

Item	Description	Type	Qty	Unit	\$/Unit	Self - Performed Work			Subcontractor	Total
						Labor	Material	Equipment	Lump Sum	
1	BP	S	1.00		5,319.00	\$ -	\$ -	\$ -	\$ 5,319.00	\$ 5,319.00
2						\$ -	\$ -	\$ -	\$ -	\$ -
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9						\$ -	\$ -	\$ -	\$ -	\$ -
10						\$ -	\$ -	\$ -	\$ -	\$ -
11						\$ -	\$ -	\$ -	\$ -	\$ -
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19						\$ -	\$ -	\$ -	\$ -	\$ -
20						\$ -	\$ -	\$ -	\$ -	\$ -
21						\$ -	\$ -	\$ -	\$ -	\$ -
22	PM (6 hours per subcontractor coordinated)	L				\$ -	\$ -	\$ -	\$ -	\$ -
23	General Superintendent	L				\$ -	\$ -	\$ -	\$ -	\$ -
24	Coordination/Layout	L				\$ -	\$ -	\$ -	\$ -	\$ -
25	Pickup Truck	E				\$ -	\$ -	\$ -	\$ -	\$ -
26	Trucking & Deliveries	E				\$ -	\$ -	\$ -	\$ -	\$ -
27	Offices, office equipment & supplies	E				\$ -	\$ -	\$ -	\$ -	\$ -
28	Hoisting - Crane/Forklift	E				\$ -	\$ -	\$ -	\$ -	\$ -
29	Scaffold	E				\$ -	\$ -	\$ -	\$ -	\$ -
30	Gas & Oil	M				\$ -	\$ -	\$ -	\$ -	\$ -
31	Heat & Enclosures	L				\$ -	\$ -	\$ -	\$ -	\$ -
32	Heat & Enclosures	M				\$ -	\$ -	\$ -	\$ -	\$ -
33	Temporary Protection	L				\$ -	\$ -	\$ -	\$ -	\$ -
34	Temporary Protection	M				\$ -	\$ -	\$ -	\$ -	\$ -
35	SWPPP					\$ -	\$ -	\$ -	\$ -	\$ -
36	Safety					\$ -	\$ -	\$ -	\$ -	\$ -
37	Testing & Inspections					\$ -	\$ -	\$ -	\$ -	\$ -
38	Cleanup/Dumpsters					\$ -	\$ -	\$ -	\$ -	\$ -
39	Subtotal					0.00	0.00	0.00	5,319.00	\$ 5,319.00
40	Small Tools				0.00%	0.00	0.00	0.00	0.00	\$ -
41	Subtotal					0.00	0.00	0.00	5,319.00	\$ 5,319.00
42	Insurance/Subguard				0.00%	0.00	0.00	0.00	0.00	\$ -
43	Sales Tax				0.00%	0.00	0.00	0.00	0.00	\$ -
44	Fee - Design				0.00%	0.00	0.00	0.00	0.00	\$ -
45	Fee - General Contractor				0.00%	0.00	0.00	0.00	0.00	\$ -
46	As Built Drawings				0.00%	0.00	0.00	0.00	0.00	\$ -
47	Bond premium				0.00%	0.00	0.00	0.00	0.00	\$ -
48	Total					0.00	0.00	0.00	5,319.00	\$ 5,319.00

Acceptance of this pricing request (PR) shall be acknowledged by signature below. Acceptance will constitute full compensation to the contractor for all cost of work and expenses including the Contractors markup fee and contract time extensions for the items identified in this pricing request.

cc: Owner/Superintendent/File

Issued By: The Samuels Group, Inc.

Reviewed By: Oconto County Law Enforcement Center

Approved By:

Project Manager
 Curt Schleicher

Owner
 Kevin Hamann

10/28/2016

Date

Date

Date



WOMAN OWNED BUSINESS
SBA/AA BUSINESS MEMBER

B & P MECHANICAL, INC.
3200 WEST HIGHVIEW DRIVE
APPLETON, WI 54912-2002

TELEPHONE (920) 733-3303
FAX (920) 733-9319

**PROPOSAL
NO. 7315**

PREPARED ESPECIALLY FOR (The Buyer)

Page 1 of 1
Date: October 24, 2016

To: Samuels Group
Attn: Megan Cyr
RE: Oconto County LEC - HVAC RFI #344

We propose to furnish all labor, material, construction equipment, supervision and services necessary per your drawings, notes and specs.

Insulator	\$4,730
Insurance - Bond	\$ 105
Overhead & Profit	\$ 484
Total	\$5,319

If you have any questions, please do not hesitate to call. Thank you for the opportunity to quote.

Sincerely,

Authorized Signature

Thomas Hietpas

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above.

ACCEPTED:

Signature _____

Date _____

Signature _____

THIS PROPOSAL IS MADE SUBJECT TO THE TERMS AND CONDITIONS OF SALE PRINTED ON THE REVERSE SIDE. PAYMENT TERMS NET 30 DAYS.

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REPORT

TO: The Members of the Oconto County Board of Supervisors

RE: APPOINTMENT – FARNSWORTH PUBLIC LIBRARY SERVICES BOARD

After receiving a recommendation from the Oconto Unified School District, I formally appoint Bonnie Wusterbarth, 4735 Liegeois Road, Oconto, WI, 54153, to fill the unexpired term of Jenny Holgrem, term ending July 1, 2017 as the School Official representative on the Farnsworth Public Library Services Board, and hereby ask for confirmation of this appointment.

Submitted this 10th day of November, 2016

BY: Leland T. Rymer, Chairperson

OCONTO COUNTY BOARD OF SUPERVISORS

Confirmed by Vote:

Ayes:_____ Nays:_____ Absent:_____

A



ADMINISTRATIVE COORDINATOR
KEVIN HAMANN
OCONTO COUNTY COURTHOUSE
301 WASHINGTON ST
OCONTO WI 54153-1699
920-834-6811 ♦ FAX 920-834-6400

New Law Enforcement Center Update

November 1, 2016

Property Acquisition

No Update

Project Funding/Financing/Budget:

Please see attached updated spreadsheet prepared by the Finance Director.

For October spent \$990,365.17, bringing the project total to \$23,420,808.51 at the end of October. This represents 73.8% of the project budget.

Also included is the transaction report for October showing the expenditure details.

Project Progress/Timeline:

See attached timeline for the project through the next few months.

Frames Timeline (191 frames) – original timeframe had them all arriving by January 28, 2016.

41 frames arrived June 27
54 frames arrived August 17.
43 frames arrived Sept. 6.
24 frames arrived Sept. 21
16 frames arrived Oct. 6
10 frames arrived November 1
3 frames – yet to arrive

Doors – doors, hardware, glass and detention furniture will be onsite on 12/13/2016 and completely installed by 1/30/2016.

Reminder to track construction progress by viewing pictures on the County website by clicking on the LEC project tab.

Miscellaneous:

None

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TRANSACTION REGISTER FOR PERIOD 10

Account Year: 116
 Period: 10
 starting dept #: 00
 ending dept #: 98

Acct#	Account	Dist#	Distribution	Transaction	Transaction Description	Date	Trans Amount	Check #	Vendor#
Fund: 4001 Department: 45 LAW ENFORCEMENT CENTER									
57210	CAPITAL-LAW ENFOR	8306	CONSTRUCTION	A/C SAMUELS 10/2016	A/C SAMUELS 10/2016	10/4/0116	730,895.59	0	000008263
				A/P 10/14/2016 WEEKLY	CONSTRUCTION ADMIN	10/12/0116	19,342.60	0	000008263
				A/P 10/14/2016 WEEKLY	ASA NO 2	10/12/0116	2,210.00	0	000008263
				A/P 10/21/2016 WEEKLY	LIEBERT SERV. RACK	10/19/0116	15,945.60	0	000005746
				A/P 10/21/2016 WEEKLY	VERTICAL PDU'S	10/19/0116	8,785.80	0	000005746
				A/P 10/21/2016 WEEKLY	DIRECT PURCH NO 24	10/19/0116	299,915.58	0	000008454
				A/P 10/28/2016 WEEKLY	DISPATCH CHAIRS	10/26/0116	3,270.00	0	000005309
* Distribution Total:							\$990,365.17		
** Account Total:							\$990,365.17		

ID	Task Name	Duration	Start	Finish	2016	2017
7	Site Work	518 days	Tue 8/4/15	Thu 7/27/17	3rd Quart a Jun/Jul	1st Quart 1st Jun/Jul
22	Curb & Gutter and Sidewalks	25 days	Thu 9/29/16	Wed 11/2/16	2nd Quart 1st Jun/Jul	2nd Quart 1st Jun/Jul
23	Black Top	10 days	Mon 10/31/16	Fri 11/11/16	3rd Quart 1st Jun/Jul	3rd Quart 1st Jun/Jul
24	Landscaping	10 days	Mon 11/14/16	Fri 11/25/16	4th Quart 1st Jun/Jul	4th Quart 1st Jun/Jul
25	Building Construction	485 days	Mon 10/26/15	Fri 9/1/17	1st Quart 1st Jun/Jul	1st Quart 1st Jun/Jul
26	First Floor	400 days	Mon 10/26/15	Fri 5/5/17	2nd Quart 1st Jun/Jul	2nd Quart 1st Jun/Jul
57	Face Brick	190 days	Mon 2/22/16	Fri 11/11/16	3rd Quart 1st Jun/Jul	3rd Quart 1st Jun/Jul
59	Install Windows and Store Front	10 days	Mon 8/1/16	Fri 11/11/16	4th Quart 1st Jun/Jul	4th Quart 1st Jun/Jul
66	All interior CMU Walls	140 days	Mon 5/9/16	Fri 11/18/16	1st Quart 1st Jun/Jul	1st Quart 1st Jun/Jul
72	All Detention Frames Onsite	0 days	Tue 11/1/16	Tue 11/1/16	2nd Quart 1st Jun/Jul	2nd Quart 1st Jun/Jul
73	Ele. Rough-in's	260 days	Mon 11/9/15	Fri 11/4/16	3rd Quart 1st Jun/Jul	3rd Quart 1st Jun/Jul
74	Plumbing Rough-in's	255 days	Mon 11/16/15	Fri 11/4/16	4th Quart 1st Jun/Jul	4th Quart 1st Jun/Jul
75	Ductwork	145 days	Mon 5/16/16	Fri 12/2/16	1st Quart 1st Jun/Jul	1st Quart 1st Jun/Jul
76	Sprinkler Rough-in's	90 days	Mon 7/18/16	Fri 11/18/16	2nd Quart 1st Jun/Jul	2nd Quart 1st Jun/Jul
79	Tape and Finish	60 days	Mon 8/22/16	Fri 11/11/16	3rd Quart 1st Jun/Jul	3rd Quart 1st Jun/Jul
80	Paint	125 days	Mon 8/29/16	Fri 2/17/17	4th Quart 1st Jun/Jul	4th Quart 1st Jun/Jul
81	Kitchen Equipment	15 days	Mon 11/28/16	Fri 12/16/16	1st Quart 1st Jun/Jul	1st Quart 1st Jun/Jul
82	Set up Master Control	20 days	Mon 11/21/16	Fri 12/16/16	2nd Quart 1st Jun/Jul	2nd Quart 1st Jun/Jul
84	Install Locker	5 days	Mon 12/12/16	Fri 12/16/16	3rd Quart 1st Jun/Jul	3rd Quart 1st Jun/Jul
88	Install Detention Furnishings	35 days	Tue 12/13/16	Mon 1/30/17	4th Quart 1st Jun/Jul	4th Quart 1st Jun/Jul
89	Install Detention Doors and Hardware	35 days	Tue 12/13/16	Mon 1/30/17	1st Quart 1st Jun/Jul	1st Quart 1st Jun/Jul
91	Mechanical Finishes	35 days	Mon 11/14/16	Fri 12/30/16	2nd Quart 1st Jun/Jul	2nd Quart 1st Jun/Jul
92	Casework	20 days	Wed 11/23/16	Tue 12/20/16	3rd Quart 1st Jun/Jul	3rd Quart 1st Jun/Jul
93	Ceilings	55 days	Mon 10/31/16	Fri 1/13/17	4th Quart 1st Jun/Jul	4th Quart 1st Jun/Jul
94	Install Sprinkler Heads	35 days	Tue 11/1/16	Mon 12/19/16	1st Quart 1st Jun/Jul	1st Quart 1st Jun/Jul
95	Flooring	50 days	Mon 11/7/16	Fri 1/13/17	2nd Quart 1st Jun/Jul	2nd Quart 1st Jun/Jul
96	Doors and Hardware	35 days	Mon 11/14/16	Fri 12/30/16	3rd Quart 1st Jun/Jul	3rd Quart 1st Jun/Jul
105	Second Floor Cells	279 days	Tue 4/12/16	Fri 5/5/17	4th Quart 1st Jun/Jul	4th Quart 1st Jun/Jul
113	Paint	25 days	Mon 11/28/16	Fri 12/30/16	1st Quart 1st Jun/Jul	1st Quart 1st Jun/Jul
114	Mechanical Finishes	15 days	Mon 10/17/16	Fri 11/4/16	2nd Quart 1st Jun/Jul	2nd Quart 1st Jun/Jul
115	Detention Ceilings	20 days	Tue 12/13/16	Mon 1/9/17	3rd Quart 1st Jun/Jul	3rd Quart 1st Jun/Jul
116	Install Detention Furnishings	15 days	Tue 12/13/16	Mon 1/2/17	4th Quart 1st Jun/Jul	4th Quart 1st Jun/Jul

Project: 10-27-2016
 Date: Thu 10/27/16

Task Split
 Progress Milestone
 Summary Project Summary
 External Tasks External Milestone
 Deadline

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Employee Update

October 2016

Retirements/Resignations/Terminations

<u>Employee</u>	<u>Dept.</u>	<u>Position</u>	<u>Date</u>	<u>Wage</u>	<u>Comment</u>
Badora, Paul	Hwy	Welder	10/03	\$21.37	Resigned
Scully, Tabitha	Med. Exam.	Investigator	10/07	Varies	Resigned
Kinnard, Robbyn	Med. Exam.	Investigator	10/19	Varies	Resigned
Lemorande, Kayla	HHS	Case Manager	10/26	\$22.10	Resigned

Promotions/Transfers

<u>Employee</u>	<u>Dept.</u>	<u>Position</u>	<u>Date</u>	<u>Wage</u>	<u>Comment</u>
Seefeldt, Michelle	F & P	Clerk Typist II	05/16	\$18.52	Replaced Wos

New Hires

<u>Employee</u>	<u>Dept.</u>	<u>Position</u>	<u>Date</u>	<u>Wage</u>	<u>Comment</u>
Coopman, Tyler	Sheriff	Corr. Officer (PT)	10/10	\$17.05	Replaced Ojala
Lasley, Kaylynn	P & Z	Clerk Typist II	10/19	\$17.05	Replaced Seefeldt
Kohls, Ashley	HHS	Adult Protect/Crisis	10/24	\$21.52	Replaced Hanchett
Schoen, Alicia	HHS	Adult Protect/Crisis	10/24	\$21.52	Replaced Behnke

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Current External Recruitments

<u>Dept.</u>	<u>Position</u>	<u>Date Apps Due</u>	<u>Adv. Wage Range</u>	<u>Comment</u>
Maintenance	Maint. Person #2	Oct. 4	\$15.41 - \$18.13	23 apps received
HHS	Econ. Support- Intake	Oct. 28	\$15.41 - \$16.49	56 apps received
Administration	HR Coordinator	Nov. 3	\$52,513 to \$67,529	New Position
Highway	Operator 1	Nov. 16	\$17.71 - \$22.77	Create Eligibility List
HHS	Case Manager	Nov. 17	\$20.35-26.17	1 Vacancy
Med. Exam.	Medicolegal Invest.	None	Varies	2 Vacancies
Sheriff	Correctional Officer	None	\$17.71	Create Eligibility List