

**AMENDED AGENDA
(THURSDAY) DECEMBER 20, 2018 – 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
4. Presentation of Awards and Recognition
5. Presentation of Communications and Petitions
6. Approval of Agenda:

A. Consent Agenda

- Report** – Re-appointment – Oconto County Business Development Revolving Loan Fund Committee (School) – CB Chair
Report – Re-appointment – Oconto County Business Development Revolving Loan Fund Committee (Schwartz) – CB Chair
Report – Re-appointment – Tri County Business Development Revolving Loan Fund Committee (Schwartz) – CB Chair
Report – Re-appointment – Veteran Service Commission (Hansen) – County Board Chair
Report – Appointment – Forest, Parks & Recreation/Land Information Systems Sub-Committee (Cole) – County Board Chair
Report – Appointment – Airport Commission (Noack) – County Board Chair
Report – Appointment – Gillett Library Board (Winkler) – County Board Chair
Report – Appointment – Oconto County Library Services Board (Elbe) – County Board Chair
Report – Appointment – Oconto County Library Services Board (Mogged) – County Board Chair
A2018-12-01 Zoning Change – Town of Chase (Wirtz) – Planning & Zoning/Solid Waste Sub Com
A2018-12-02 Zoning Change – Town of Little River (Eastman) – Planning & Zoning/Solid Waste Sub Com
A2018-12-03 Zoning Change – Town of Little River (Fink) – Planning & Zoning/Solid Waste Sub Com
A2018-12-04 Zoning Change – Town of Little Suamico (Antepenka) – Planning & Zoning/Solid Waste Sub Com
A2018-12-05 Zoning Change – Town of Mountain (Mc Crary) – Planning & Zoning/Solid Waste Sub Com
A2018-12-06 Zoning Change – Town of Pensaukee (Olson) – Planning & Zoning/Solid Waste Sub Com
A2018-12-07 Zoning Change – Town of Spruce (Jagiello) – Planning & Zoning/Solid Waste Sub Com
A2018-12-08 Zoning Change – Town of Spruce (Janik) – Planning & Zoning/Solid Waste Sub Com
A2018-12-09 Zoning Change – Town of Townsend (Rob Schaefer Trust) – Planning & Zoning/Solid Waste Sub Com
R2018-12-01 Approval of Code Red Service Agreement – Emergency Management Com
R2018-12-02 Local Emergency Planning Committee (LEPC) Membership List – Emergency Management Com
R2018-12-03 2019 Annual Forestry Work Plan – FPR/LIS Systems Sub-Com
R2018-12-04 Oconto County Land Information Plan 2019-2021 – FPR/LIS Systems Sub-Com
R2018-12-05 Adoption of Contract for UW-Extension Services – Extension Education Com
R2018-12-07 Approval of Revised Basic Safety Manual – Finance/Insurance Main Loss Com
R2018-12-08 Designation of Elder Adult-at-Risk and Adult-at-Risk Agency – HHS Board
R2018-12-10 Oconto County Lake Protection Grants – Land Conservation Sub-Com

B. Change in Sequence

C. Removal of Items

7. Approval of Previous Meeting Proceedings
8. Committee and Departmental Reports:
 - A. CDBG Re-Use Program – Finance/Insurance Committee
 - B. Report – Oconto County Economic Development Corporation (OCEDC) Update – OCEDC Com
 - C. Report – Employee Update – November 2018 – Personnel & Wages Com
9. **A2018-12-10** Zoning Change - Town of Morgan (Wahl) – Planning & Zoning/Solid Waste Sub Com
10. **R2018-12-06** Approve \$50,000 for Economic Development Microloan Program – Finance & Insurance Com
11. **R2018-12-09** Requesting Increased Funding and Oversight Reforms for Wisconsin's Child Protective Services System – HHS Board
12. **R2018-12-11** Converting 2 Part-Time Telecommunicator Positions to 1 Full-Time Telecommunicator Position – LE/J Com & P&W Com
13. **R2018-12-12** Funding for Next Generation 911 Upgrades – Law Enforcement/Judiciary Com
14. **R2018-12-13** Approval of Administrative Manual Revisions – Personnel & Wages Com

Agenda continues on next page

15. **R2018-12-14** Approval of Employee Assistance Program with ERC – Personnel & Wages Com
16. **R2018-12-15** Approval of Employee Handbook Revisions – Personnel & Wages Com
17. **R2018-12-16** Awarding of 2019 Janitorial Services Contract for Clean Right Services, LLC – Public Property Com
Contract Enclosed
18. **R2018-12-17** Approve Purchase of Trimin Software – FPR/LIS Sub Com and Technology Services Com
19. **R2018-12-18** Approval to Hire Finance Director – Finance/Insurance Com
20. Announcements/General Information (No Action to be taken)
21. 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.

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

January Invocation by Supervisor Stranz

kp/Posted: 12/13/18

VENDOR AGREEMENT

THIS AGREEMENT made the ____ day of _____, 20__ by and between CLEAN RIGHT SERVICES, LLC, hereinafter the Vendor and OCONTO COUNTY, hereinafter called the Owner.

Witnesseth, that the Vendor and the Owner for the considerations named agree as follows:

Article 1. Scope of the Work

Provide general cleaning services, including, but not limited to, dusting, vacuuming, cleaning/sanitizing restrooms and breakrooms, sweeping and mopping of all floors, cleaning handrails and stairways, cleaning of all entrance windows, polish elevators and kick plates. With respect to floor work, specifically, Vendor will provide full strip and wax of all tile VCT floors, as needed; will scrub all quarry tile; will clean and buff floors; will remove all floor mats before scrubbing or buffing floors. Clean mats will be returned to position when scrubbing or buffing is finished.

The work described above will be performed four days per week, anticipated to be on Monday, Tuesday, Wednesday and Friday, each week. Work times will commence at 1:30 p.m. each day and end at 8:00 p.m. each day, with a break from 5:00 – 5:30 p.m.: total hours per day will be 20.5. Work will not be performed on holidays observed by the Owner. The work will be performed by three (3) persons daily for 6 hour shifts and with one additional person per day for 2.5 hours. This work does not include the Law Enforcement Center or any restrooms.

Restrooms will be cleaned each weekday, Monday through Friday, from 1:30 p.m. to 8:00 p.m. daily. One person shall perform this work for 6.5 hours daily, totaling 32.5 hours per week. Restrooms will not be cleaned on holidays observed by the Owner. This work does not include restrooms in the Jail.

The Law Enforcement Center will be cleaned in the manner described in paragraph 1, above, four days per week, anticipated to be Monday, Tuesday, Wednesday and Friday, from 3:30 p.m. to 5:00 p.m. The work will be performed by 3 people, amounting to 4.5 hours per day, totaling 18 hours per week. The Law Enforcement Center will not be cleaned on holidays observed by the Owner. This work does not include the Jail.

Article 2. Term

The term of this contract shall begin January 1, 2019 and shall end December 31, 2019. The contract may be extended for additional terms upon written agreement between the parties.

Article 3. The Contract Price

The owner shall pay the Vendor for the material and labor to be performed under the Contract the annual sum of One Hundred Thirteen Thousand Seven Hundred Thirty and 12/100 (\$113,730.12) Dollars, allocated, as follows:

<u>Restroom Cost:</u>	\$30,186.00
	\$ 117.00 / day
	\$ 585.00 / week
	\$ 2,515.50 / month

LEC Cost: \$16,718.40
 \$ 81.00 / day
 \$ 324.00 / week
 \$ 1,393.20 / mo.

Courthouse: \$66,825.72
 \$ 323.29 / day
 \$ 1,293.14 / week
 \$ 5,566.86 / month

Article 4. Progress Payments

Payments of the Contract Price shall be paid in the manner following:

Article 5. General Provisions

1. Any alteration or deviation from the above specifications, including but not limited to any such alteration or deviation involving additional material and/or labor costs, will be executed only upon a written order for same, signed by Owner and Vendor, and if there is any charge for such alteration or deviation, the additional charge will be added to the contract price of this contract.
2. All work shall be completed in a workman-like manner.
3. All change orders shall be in writing and signed both by Owner and Vendor, and shall be incorporated in, and become a part of the contract.
4. Vendor's representatives shall make contact with the Maintenance Engineer not less than two times weekly to discuss matters related to the scope of the work.

Article 6. Indemnification

To the fullest extent permitted by law, the Vendor shall indemnify, defend and hold harmless the owner and its agents and employees, from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work or providing of materials to the extent caused in whole or in part by negligent or wrongful acts or omissions of, or a breach of this agreement by, the Vendor.

Article 7. Insurance

The Vendor represents that it has purchased and agrees that it will keep in force for the duration of the performance of the work or for such longer term as may be required by this agreement, in a company or companies lawfully authorized to do business in the State of Wisconsin, such insurance as will protect the owner of the site from claims for loss or injury which might arise out of or result from the Vendor's operations under this project.

The Vendor represents and agrees that said insurance is written for and shall be maintained in an amount not less than the limits of the liability specified below or required by law, whichever coverage is greater. The Vendor certifies that coverage written on a "claims made" form will be

maintained without interruption from the commencement of work until the expiration of all applicable statutes of limitations.

- 1) Worker's Compensation \$1 million.
- 2) Comprehensive General Liability (owned, non-owned, hired) of \$1 million per occurrence.
- 3) Comprehensive Automobile Liability (owned, non-owned, hired) of \$1 million each accident.

The Vendor shall file Certificates of Insurance, naming the Owner as additional insured, in duplicate, acceptable to all parties with contract prior to commencement of work, which shall contain a provision that coverages under the policies shall not be cancelled or allowed to expire or permit material changes until at least (30) days written notice has been given to additional insured.

Signed this _____ day of _____, 20__.

OCONTO COUNTY

CLEAN RIGHT SERVICES, LLC

By: _____

By: _____

By: _____

1 **RESOLUTION – R2018-12-18**

2
3 To: The Honorable Chair and Members of the Oconto County Board of Supervisors

4
5 Re: **APPROVAL TO HIRE FINANCE DIRECTOR**

6
7 WHEREAS, current Finance Director, Teri Boos, is retiring December 3, 2018 after 18 years of
8 service with Oconto County; and

9
10 WHEREAS, a need exists to fill the position with a qualified individual; and

11
12 WHEREAS, 12 people applied for the position and the Finance/Insurance Committee interviewed
13 3 candidates on November 26, 2018; and

14
15 WHEREAS, the recommendation of the Finance/Insurance Committee is to hire Lisa Sherman as
16 follows:

- 17
18 1. Salary of \$84,240 (Grade S – Step 2)
19 2. Vacation – As set by County Policy
20 3. Start date of January 7, 2019
21

22 THEREFORE, BE IT RESOLVED that the Oconto County Board of Supervisors hereby hires Lisa
23 Sherman for the position of Finance Director as recommended above by the Finance/Insurance
24 Committee.


25
26 Submitted this 20th day of December, 2018.

27
28 By: FINANCE/INSURANCE COMMITTEE

29
30 Paul Bednarik, Chair
31 Alan Sleeter
32 Gary Frank
33 Doug McMahon
34 Gregory Sekela
35

36
37 Reviewed by Corporation Counsel

Consent Agenda: ____ Yes ____ No

38
39  12.12.18
40 Initials of Date
41 Corp. Counsel Reviewed

Adopted by vote:

Ayes ____ Nays ____ Absent ____ Abstain ____