

Jefferson County
Finance Committee Minutes
September 17, 2012

Committee members: Braughler, James
Hanneman, Jennifer, Secretary
Jones, Dick, Chair
Mode, Jim, Vice Chair
Molinaro, John

1. **Call to Order** – Supervisor Jones called the meeting to order at 8:30 a.m.
2. **Roll Call (establish a quorum)** - All committee members were present. Staff members present were Gary Petre, Brian Lamers, Tammy Worzalla, and Tammie Jaeger. Others present were Kathy Hookham – Powers Memorial Library, Palmyra; JoAn Behm, Cambridge Community Library; Sue Hartwick, Jefferson County Library Board; Peg Checkai, Watertown Public Library; Connie Meyer – Jefferson County Library Service; Janet Sayre-Hoeft, Jefferson County Library Board; Leann Schwandt Lehner, Jefferson Public Library; Ryan Whisner, Reporter – Jefferson Daily Union.
3. **Certification of compliance with the Open Meetings Law** – Gary Petre certified that the meeting was in compliance of the Open Meetings Law for the State of Wisconsin.
4. **Review of the agenda** – No changes to agenda were requested.
5. **Citizen comments** – None
6. **Approval of Finance Committee minutes for September 11, 13 & 14, 2012** – A motion was made by Braughler/Mode to approve the minutes of September 11, 13 & 14, 2012 as drafted. The motion passed 5-0.
7. **Communications** - None
8. **Review budget hearing schedule and possible budget updates** – No updates to the budget.
9. **Budget hearings for 2013** – The Finance Committee considered the recommended budgets for each department listed below and motions were made to tentatively accept the recommended budget figures for each department, unless otherwise noted. *[The format for each department lists (i) budget presenters in addition to Gary Petre, (ii) any other information specific to the department budget, (iii) who moved/seconded to tentatively accept the recommended budget figure, unless otherwise noted, along with the amount, and (iv) the voting record.]*
 - a. **Organization and possible updates to any department budget** - None
 - b. **Library Services**
 - i. Connie Meyer
 - ii. No additional motions/information
 - iii. Motion by Hanneman/Molinaro at \$1,075,614
 - iv. Motion passed 5-0.
 - c. **Child Support**
 - i. Stacey Jensen
 - ii. No additional motions/information

6

- iii. Motion by Molinaro/Braughler at \$174,685
- iv. Motion passed 5-0.

d. Veterans Service

- i. Yvonne Duesterhoeft
- ii. Amendments:
 - 1. The Veterans Service Officer requested adding additional hours for temporary help - \$2,747 Tax Levy Impact.
 - 2. The department also requested adding computer software maintenance - \$1,197 Tax Levy Impact. The total tax levy impact of both amendments is \$3,944.
 - 3. Motion by Molinaro/Mode to deny these requests at this time. The Committee will consider a contingency transfer for these items at a later time. Motion passed 5-0.
 - 4. A request was made to add the to the Veteran's Service Office budget for the Brick Campaign which will add \$6000 revenue to the Donations Restricted for Bricks account (5302.485201) and add \$2000 to Purchase Care and Services expense account (5302.529299) and add \$4000 additional expenses to other Direct Relief account (5302.593719) – 0 Tax Levy Impact.
- iii. Motion by Molinaro/Braughler at \$144,272 including the addition of the Brick Campaign to the Veterans Service Budget.
- iv. Motion passed 5-0.

h. UW Extension

- i. Kathleen Eisenmann
- ii. No additional motions/information
- iii. Motion by Hanneman/Mode at \$315,080
- iv. Motion passed 5-0.

e. Human Resources

- i. Terri Palm-Kostroski
- ii. No additional motions/information
- iii. Motion by Braughler/Hanneman at \$349,197
- iv. Motion passed 5-0.

f. Land & Water Conservation

- i. Mark Watkins
- ii. No additional motions/information
- iii. Motion by Mode/Hanneman at \$204,414
- iv. Motion passed 5-0.

g. Fair Park

- i. David Diestler, Gail Zastrow and Roger Kylmanen
- ii. No additional motions/information
- iii. Motion by Mode/ Braughler at \$187,956
- iv. Motion passed 5-0.

i. District Attorney

- i. Sue Happ and Rhonda Rohloff
- ii. No additional motions/information
- iii. Motion by Hanneman/Mode at \$658,362
- iv. Motion passed 5-0

j. Clerk of Courts

- i. Carla Robinson
- ii. No additional motions/information
- iii. Motion by Braughler/Hanneman at \$1,494,824

iv. Motion passed 5-0

10. Set future meeting schedule, next meeting date, and possible agenda items - No additional agenda items. Next meeting scheduled for Wednesday, September 19th at 8:30 a.m.

11. Adjourn – A motion was made at 9:45 a.m. to adjourn until Wednesday by Mode/Molinaro. The motion passed 5-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee Secretary
Jefferson County

/tjj

Jefferson County
Travel Detailed Budget Request
Conferences / Conventions / Seminars
For the Budget Year Ended December 31, 2012

Circle one In State Out of State
Dept / Bus Unit 31 Economic Development
Event NeighborWorks Training Institute
Location Washington D.C.
Time frame December 10-14-2012
Staff attending RoxAnne L. Witte

532325 Registration	_____	
532332 Mileage	<u>\$175.00</u>	(Including tolls, parking, shuttle van)
532334 Commercial Travel	<u>\$257.10</u>	(Airfare, train, bus, etc)
532335 Meals	<u>\$200.00</u>	
532336 Lodging	_____	
Other	_____	_____ (describe)
Total	<u>\$632.10</u>	

This training and education program is a scholarship for both registration and accomodations for this program.

Circle one In State Out of State
Dept / Bus Unit _____
Event _____
Location _____
Time frame _____
Staff attending _____

532325 Registration	_____	
532332 Mileage	_____	(Including tolls, parking, shuttle van)
532334 Commercial Travel	_____	(Airfare, train, bus, etc)
532335 Meals	_____	
532336 Lodging	_____	
Other	_____	_____ (describe)
Total	_____	-

10

Text Size +-

NeighborWorks Place-Based Training Registration and Scholarship Application System



Welcome, RoxAnne Witte | Event List | My Account | Sign Out



Washington, DC - NeighborWorks Training Institute - 2012
Washington, DC NTI
December 10-14, 2012



You applied for Washington, DC - NeighborWorks Training Institute - 2012 on July 19, 2012 and your status is Accepted. Your status was last updated on September 6, 2012.

Scholarship: NFMC NTI Scholarship
Sponsor: NeighborWorks America
Description: [Hide Scholarship Description](#)

WHO SHOULD APPLY
NeighborWorks® America, through the NeighborWorks® Center for Homeownership Education and Counseling (NCEC), is offering a limited number of full tuition, single-room lodging scholarships to nonprofit staff of homeownership counseling agencies and community development organizations that provide homeownership services, foreclosure intervention and loss mitigation.

Your organization MUST be a nonprofit 501(c) (3) to apply for this scholarship.

HOW TO APPLY

Scholarship applications will ONLY be accepted using this online system. To apply for a scholarship you must first create an account by clicking the "Create Account" tab. Follow the directions on the web site to create a personal account. If you have already created an account, sign in to the site.

Once you are logged into the site, Click on the "Learn More" tab for this event. Choose from the list of available courses and select your first- and second-choice course selections for the week. Complete your online application before the stated deadline.

Incomplete applications will not be considered. Scholarship awards are non-transferable to other individuals, or from one event to another.

ELIGIBILITY

Must be staff of a qualified Non-Profit 501(c) (3) organization. This includes both HUD-Approved housing counseling agencies (affiliates and locally-approved) and others who may not be approved by HUD. (Board members of qualified 501(c) (3) may submit an application on a limited basis. Further eligibility criteria may apply. Staff of state and local municipalities may also be considered on a limited basis).

Organization and staff must be providing foreclosure counseling activities, and/or working toward providing foreclosure counseling activities. Intent of program is to strengthen and build mortgage mitigation counseling services.

Eligibility will be confirmed based on an organizations 501(c) (3) status and/or a copy of the organization's 501(c) (3) determination letter, if requested. NeighborWorks reserves the right to give priority based on individual's job responsibilities (e.g., front-line foreclosure counselor), and proximity to training event.

REGISTRATION

If you are chosen to receive the scholarship, you will receive an e-mail notification and be automatically registered for the event.

If you choose HO345rq Foreclosure Intervention and Default Counseling Certification, Part 1, a prerequisite is required

***HO345rq-To take the required prerequisite exam**
[Click here for the HO345rq Pre-Test](#)

SUPPORT

This scholarship covers the cost of tuition and lodging only. It is the sole responsibility of each participant to secure and cover the cost of travel arrangements. Meals and other related expenses are not provided under the scholarship, and are the responsibility of each participant with the exception of continental breakfast, morning and afternoon breaks will be provided to participants free of charge.

Support Requested: Tuition, Lodging

Support Approved: Tuition, Lodging

Sponsored classes

Class	12/10 Monday	12/11 Tuesday	12/12 Wednesday	12/13 Thursday	12/14 Friday	Your Status
Homeownership and Community Lending						
HO103 Lending Basics for Homeownership Counselors	█	█	█			
HO105 Compliance with State and Federal Regulations				█	█	
HO109 Foreclosure Basics	█	█				
HO110 Introduction to Homeownership Counseling	█	█	█			
HO111 Home Equity Conversion Mortgages	█	█	█	█	█	
HO202 Making Home Affordable: A Breakdown of Program Components				█	█	
X HO209rq Delivering Effective Financial Education for Today's Consumer	█	█	█			Approved
HO211 Credit Counseling for Maximum Results	█	█	█			
HO220 Client Data Management and Tracking with CounselorMax	█	█	█			
HO229 Homebuyer Education Methods: Training the Trainer	█	█	█	█	█	
HO229sp Métodos de Educación para Compradores de Casa: Entrenando a los Instructores	█	█	█	█	█	
HO230 Maximizing Client Workflow for Greater Business Results				█	█	
HO247 Postpurchase Education Methods	█	█	█	█	█	
HO248 Program Compliance & Reporting for HUD-Approved Counseling Agencies				█	█	
HO250 Homeownership Counseling Certification: Principles, Practices and Techniques Part I	█	█	█	█	█	
HO253 FHA-Insurad Loans: An Affordable Mortgage Option				█	█	
HO265 Counseling Clients Seeking Rental Housing			█			
HO275 Intermediate HECM Counseling: Skills and Tools (Please see the course description for course eligibility requirements)	█	█				
HO275 Intermediate HECM Counseling: Skills and Tools (Please see the course description for course eligibility requirements)				█	█	
HO278 HECM Property Charge Loss Mitigation Counseling (Please see the course description for course eligibility requirements)			█			
HO285 Transitioning Consumers: Counseling Clients To Take The Next Step	█	█				
HO290 Being Green, Seeing Green: Counseling Clients to Maximize Energy Savings			█			
HO307 Advanced Foreclosure: Case Study Practicum	█	█				
X HO310 Financial Coaching: Helping Clients Reach Their Goals				█	█	Approved
HO320 Developing and Implementing an Effective Foreclosure Program				█	█	
HO321 Developing Effective Loss Mitigation Negotiation and Sales Skills	█	█				
HO324 Advanced Reporting and Customization for CounselorMax				█	█	
HO345rq Foreclosure Intervention and Default Counseling Certification, Part I **PRE-TEST REQUIRED**	█	█	█	█	█	
HO360 Homeownership Counseling Certification for Program Managers and Executive Directors	█	█	█	█	█	

You applied for the scholarship NFMCI NTI Scholarship on July 19, 2012. The status of your application is Accepted. Your registration status was last modified on September 6, 2012.

[Return to My Account](#)

NeighborWorks Training Institute Travel and Logistics Guide

Washington, DC ▶ December 10-14, 2012

NeighborWorks Training Institute (NTI) courses will be held at the following locations, which are within easy walking distance (approximately two to three blocks or across the street from each other):

Renaissance Washington, DC Downtown Hotel 939 Ninth Street, NW, Washington, DC 20001 (202) 898-9000 • www.renaissance.com Location of Courses: Management and Leadership and Construction and Production	Grand Hyatt Washington 1600 H Street, NW, Washington, DC 20001 (202) 582-1234 • www.grandhyattwashington.com Location of Courses: Affordable Housing, Community Economic Development, Community Engagement, and Community and Neighborhood Revitalization
Walter E. Washington Convention Center 801 Mount Vernon Place, NW, Washington, DC 20001 (202) 249-3000 • www.dccconvention.com Location of Courses: Homeownership and Community Lending (NCHFC) and Asset Management	Embassy Suites DC Convention Center 900 10th Street, NW, Washington, DC 20001 (202) 759-2001 • http://embassysuites3.hilton.com Guestrooms Only

GENERAL INSTITUTE POLICIES AND PROCEDURES

Institute Policies and Procedures –The *NeighborWorks Training Institute Policies and Procedures* can be downloaded [here](#) or requested by contacting the NeighborWorks America's Training Division at 1-800-438-5547 or at nti@nw.org.

Participants are required to check in at On-site Registration, located at the Walter E. Washington Convention Center, East Registration, Level 1. Your event transcript, including course selections and classroom locations, is e-mailed to you approximately one week prior to the event. Please make sure you provided an updated e-mail address when you registered, or send your most current e-mail address to nti@nw.org.

Attendance – Courses begin promptly at 8:30 a.m. and end at 4 p.m. each day, except on Friday. To accommodate participant travel needs and optimize your Institute experience, courses will end promptly at 2:30 p.m. on Friday, rather than at 4 p.m. The additional time will be made up based on the consensus of course participants (shortening lunches, starting earlier than 8:30 a.m., etc). Check with your instructor for more details. *Certificates are issued only to participants who attend and complete 100% of the course. There are no exceptions to this policy.*

Special Needs – If you have special needs addressed by the *Americans with Disabilities Act*, please notify NeighborWorks America one month prior to the event.

Changes, Cancellation, Refunds and Substitutions –To receive a full tuition refund, event cancellation or course cancellation/change requests must be submitted by **November 21**. Thereafter, the amount of tuition credit will be determined by the date of the cancellation/change notification. Please note that the registration fee is non-refundable.

Submit your request by **November 2** to receive a full refund for **lodging night cancellations, changes or participant substitutions**. Please note if **NW receives your cancellation after 5 p.m. (EST) on Thursday, December 6, 2012 you will be considered a "no-show."** Call 1-800-438-5547 or e-mail nti@nw.org.

Requests for course changes are subject to course availability. During the event, check the *Course Availability Board* and make course changes at the onsite registration area.

TRAVEL

Once you receive your confirmation, you can make your travel arrangements. To ensure a full learning experience and to better accommodate airline check-in and departure, do not schedule departure travel earlier than two to three hours after the end of your last class.

▶ **Non-NeighborWorks Network Organization** – Participants are responsible for making their own travel arrangements.

▶ **NeighborWorks Network Organizations and Faculty** – Contact Directravel at 1-866-492-9834 Monday to Friday between 7:30 a.m. – 8 p.m. (EST) or e-mail to nwa@dt.com or nwanyo@dt.com to make your arrangements. To avoid an extra fee, please do not contact Directravel after normal business hours or during weekends or holidays unless it is an emergency. Your airfare is covered through the use of a training slot or as authorized travel for faculty. If you cannot secure a return flight to get you to your home airport by 11 p.m. on the day of your last course, you may stay an additional night in the hotel at our expense, but your request must be made by **November 2**. If you'd like to change from a shared to a single-occupancy room for the extra night, you will be responsible for the extra room night charge of \$127.

Arrange your travel no later than **November 2**. NeighborWorks America has advised Directravel to book the lowest available fare; in some cases it will be a non-refundable ticket. If changes are made to a non-refundable ticket, any costs associated with the change will be the responsibility of the participant, not NeighborWorks America. Directravel charges a fee to issue tickets and make changes, so please plan wisely. Directravel will schedule your return flight for two to three hours after the end of your last class.

>>**Arrange Your Own Travel** – If you'd prefer to make your own travel arrangements and seek reimbursement, you must contact NeighborWorks America for approval before purchasing your ticket. Send your request to nti@nw.org. NeighborWorks staff will provide you with instructions to facilitate your reimbursement. NeighborWorks America will reimburse you or your organization for the fare, as detailed on the participant reimbursement form, up to the amount the ticket would have cost NeighborWorks America. If the cost of the ticket is less, you or your organization will receive the lesser amount. Reimbursements will be processed after the Institute.

>>**Paying Your Own Expenses (PDE)** – If your organization has exhausted its NTI training slots, and staff still plans to attend, you are responsible for arranging and paying for your own hotel accommodation and travel.

Working Together for Strong Communities





receipt & itinerary

Thank you for choosing AirTran Airways.
We will send you an email message containing your itinerary. To ensure you receive the message, you may wish to add confirmations@airtran.com to your address book.

confirmation number: **DB3WNW**

Booking date: Mon, Sep 10, 2012 Status: Confirmed
Should our flight schedule change, we will notify you by email as early as possible.

Flight Details

Departing: **Sunday, December 09, 2012**

Milwaukee, WI (MKE)	to Washington, DC - Reagan (DCA)	Flight 435	Coach
10:30 AM	1:15 PM		

Returning: **Friday, December 14, 2012**

Washington, DC - Reagan (DCA)	to Milwaukee, WI (MKE)	Flight 276	Coach
5:20 PM	6:22 PM		

Passengers and Seat Assignments

Passenger	A+ Number	MKE-DCA	DCA-MKE
RoxAnne Lynn Witte <i>DOB: added</i>	6390022061	---	---

Contact Information

RoxAnne Witte
1224 S 10th Street
Watertown, WI 53094
United States of America

roxwitte@sbcglobal.net
920-342-0441 (Tel)
920-261-0999 (Alt)

Pricing

Total for 1 passenger (full detail)

Fare/Passenger:	\$257.10
x 1 passenger	
Total price:	\$257.10

Payments

Payment via Credit Card

Form of payment:	Discover
Payment status:	Confirmed
Payment amount:	\$257.10

Terms and Conditions

Fare Restrictions

Coach

16

- H Fare Class
- Coach Class
- Non-refundable
- Changes may be made for a fee of \$75 per person plus any applicable increase in fare.
- Advance seat assignment is available for a small fee, or you may select your seats upon check-in at no cost.
- Reservations may be obtained or changed through an AirTran Airways Telephone Reservations Center for an additional \$15.00 per person.
- Additional baggage fees may apply.

Conditions of Contract:

All AirTran Airways coach tickets are non-refundable and a \$75 fee per person applies to any change made after purchase, plus any applicable increase in airfare. Business class tickets (A and J fare classes only; not including promotional fares) are fully refundable and no fee applies to changes.

Cancellations must be made at least one hour prior to departure or customer forfeits reservation and any monies paid against the reservation. This reservation is non-transferable - no name changes allowed.

Baggage Fees

	Carry-ons*	1st Checked Bag*	2nd Checked Bag*
Standard Fee	\$0	\$20	\$25
Business Class Customers	\$0	\$0	\$0
A+ Rewards Elite Members	\$0	\$0	\$0
A2B Customers	\$0	\$0	\$25
Active Duty Military	\$0	\$0	\$0

*Size and weight limitations and other bag fees may apply.

Ticket Counter Check-In Requirements

AirTran Airways recommends that passengers arrive at the airport 120 minutes prior to the scheduled departure of their flight. Due to security requirements, passengers and their baggage will not be accepted at the ticket counter less than 45 minutes prior to the scheduled departure of their flight (some smaller airports may accept baggage up to 30 minutes prior to scheduled departure time).

Gate Check-In Requirements

Customers must present themselves at the flight departure gate no later than ten minutes prior to the scheduled departure of their flight. Failure to comply will cause the customer to lose their reservation and, if so, they will not be eligible for denied boarding compensation.

Destinations

Visit our [Travel Info](#) section to learn more about travel to [Milwaukee, WI](#) and [Washington, DC - Reagan](#).

Contact Us

Share your **compliments, questions, or concerns** by contacting AirTran Airways, Inc. Customer Relations

<https://tickets.airtran.com/PrintItinerary.aspx>

9/10/2012



GENERAL COMMUNICATIONS

— your safety is our business

August 8, 2012

Jefferson County Sheriff's Office
411 South Center Ave
Jefferson, WI 53549

RE: JEFFERSON COUNTY COMMUNICATIONS SHELTER UPGRADE

The following is our quote for an 8' x 12' addition to the north side of the building at the Jefferson Radio Tower Site.

<u>Item</u>	<u>Description of Work</u>	<u>Cost</u>
1	Remove Items on Inside Wall	\$800.00
2	Removal of Old Concrete Wall	\$660.00
3	Digging and Backfill	\$1,320.00
4	Footing – 2' x 8"	\$980.00
5	Foundation Wall – 4' x 8"	\$1,125.00
6	Floor – 4" Thick Concrete	\$980.00
7	Concrete Block Wall – 8" x 8' High	\$3,300.00
8	Sloped Roof	\$1,650.00
9	Gutters - Included in Roof	\$0.00
10	Steel Door and Frame, 3' x 7'	\$800.00
11	Door Hardware and Lock Set with Dead Bolt Installed	\$200.00
12	Concrete Pad By Door	\$110.00
13	Electrical Package work	\$1,500.00
14	Entry Port 4" Holes - 3 x 4	\$650.00
15	Entry Port Boots and Cushions	\$200.00
16	Bard 2 Ton HVAC with Installation	\$4,200.00
17	Remove and Replace Fence	\$5,000.00
18	Paint Interior Walls	\$300.00
19	Paint Exterior Building	\$700.00
20	Clean Up Site	\$500.00
Total Cost:		\$24,975.00

If you have any questions please email gary.pelletier@gencomm.com or call 608-310-7122.

Sincerely,

Gary E. Pelletier
Gary E. Pelletier
Service Manager

Madison
2880 Commerce Park Drive
Madison, WI 53719
(608) 271-4848 / (800) 356-3200

Milwaukee
N57 W13466 Reichert Avenue
Menomonee Falls, WI 53051
(262) 439-2000 / (800) 546-9468



GENERAL COMMUNICATIONS

—your safety is our business

August 8, 2012

Jefferson County Sheriff's Office
411 South Center Ave
Jefferson, WI 53549

DESCRIPTION: New Palmyra Building

The following is our quote to install a new 8' x 10' x 8' high building at Palmyra, remove old buildings and move fence to the original footprint.

<u>Description of Work</u>	<u>Cost</u>
Demo Old Building and Remove Old Slab	\$ 1,980.00
Digging and Backfilling	\$ 1,320.00
Footing – 2' x 8"	\$ 980.00
Foundation Wall – 4' x 8"	\$ 1,125.00
Slab – 4" Thick Concrete	\$ 980.00
Wall – 8" x 8' High	\$ 3,520.00
Roof	\$ 1,700.00
Steel Door and Frame, 3' x 7'	\$ 800.00
Door Hardware and Lock Set with Dead Bolt Installed	\$ 200.00
Exhaust Fan System with Separate Intake	\$ 625.00
Electrical Package - Lights and Outlets	\$ 3,000.00
1500 Watt Baseboard Heater with Thermostat	\$ 300.00
Pad by Door	\$ 110.00
Entry Port 4" Holes - 1 x 3	\$ 120.00
Demo Old FBI Shed	\$ 2,200.00
Ground Ring with CAD Welding	\$ 1,000.00
Move antenna cables from old building into new	\$ 2,000.00
Move equipment from old building to new	\$ 1,000.00
Remove excess fence and reconfigure to old fence line	\$ 2,000.00
Total:	<u>\$ 24,960.00</u>

If you have any questions please email gary.pelletier@gencomm.com or call 608-310-7122.

Sincerely,

Gary E. Pelletier

Gary E. Pelletier
Service Manager

Madison
2880 Commerce Park Drive
Madison, WI 53719
(608) 271-4848 / (800) 356-3200

Milwaukee
N57 W13466 Reichert Avenue
Menomonee Falls, WI 53051
(262) 439-2000 / (800) 546-9468

Brian Lamers

From: Gary Petre
Sent: Thursday, September 13, 2012 9:59 AM
To: Brian Lamers; Richard Jones; Tammy Worzalla
Subject: FW: Microwave Antenna Change Order

FYI.....Gary.

Gary R. Petre
Jefferson County Administrator
920-674-7101
www.jeffersoncountywi.gov

-----Original Message-----

From: Jeff Parker
Sent: Wednesday, September 12, 2012 4:02 PM
To: Gary Petre
Cc: Paul Milbrath; Todd Lindert; Duane Scott
Subject: RE: Microwave Antenna Change Order

Correct, had to put my glasses on to read the print, \$8800.00, and yes the original amount is at \$150,000.00 nothing has been spent from that account. Yes, please add this item, as much as I do not want to go back to this committee and ask for something, I have no choice as this is a public safety issue, that technically jeopardizes the well being of many people within the county.

Jeff

-----Original Message-----

From: Gary Petre
Sent: Wednesday, September 12, 2012 3:57 PM
To: Jeff Parker; Todd Lindert; Phil Ristow; Duane Scott
Cc: Paul Milbrath; Karen Schmidt; Brian Lamers; Tammie Jaeger; Tammy Worzalla
Subject: RE: Microwave Antenna Change Order

Jeff,
The storage building was budgeted at \$150,000. Has some of that been expended to bring the balance down to \$125,000? The change order is for \$8,800. If you want a second item added to the Finance Comm. meeting agenda for 9/19, I can request that. Utilization of funds from one capital project for another project has traditionally been taken to the committee for approval. Please confirm the amounts above and let me know if you would like me to proceed with the agenda addition.

Thanks, Gary.

Gary R. Petre
Jefferson County Administrator
920-674-7101
www.jeffersoncountywi.gov

-----Original Message-----

From: Jeff Parker
Sent: Wednesday, September 12, 2012 3:35 PM
To: Todd Lindert; Phil Ristow; Duane Scott

13

Cc: Gary Petre; Paul Milbrath; Karen Schmidt
Subject: FW: Microwave Antenna Change Order

Hello Phil and Everyone Else,

This was sent out in August but has not been replied to.

Gary this is a change order hopefully the last one for the communication system project, this request involves the need for (8) microwave antennas at a total cost of \$8000.00. We tried to obtain a waiver from the FCC to avoid having to add these additional antennas, but our request was denied. By not installing these (8) antennas it will render (4) of our tower transmitting stations useless. The new changes in the law make this a mandated item, during the initial stages of evaluation general communications did not realize that these antennas would need to be replaced.

Gary I know this is NOT coming at a good time, especially after our last conversation about 15 minutes ago, we have not heard anything back on the metro building, I have been asking Mark Miller if we are going to get a report soon on the building but he states he has asked and keeps being told that the report is on its way. We have the \$125,000.00 for that building project, could we transfer the \$8000.00 to the dispatch communication project to cover this change order, anyone have any other ideas please let me know.

Thanks,

Chief Deputy Parker

-----Original Message-----

From: Todd Lindert
Sent: Wednesday, September 05, 2012 5:22 PM
To: Jeff Parker; Phil Ristow
Cc: Paul Milbrath; Duane Scott; Jerry Haferman
Subject: Microwave Antenna Change Order

I spoke with Ralph Evans, the radio engineer/consultant we hired about this today and he said he would explain to whomever that this change order is needed. He felt very strong about it and is also not happy with the FCC changing their rules about the types of antennas we can use.

Let me know if you would like him to also appear at the next finance committee meeting.

Thanks,

Todd

-----Original Message-----

From: Todd Lindert
Sent: Thursday, August 23, 2012 11:55
To: Jeff Parker; Phil Ristow
Cc: Paul Milbrath; Duane Scott; Jerry Haferman; Paul Wallace
Subject: Microwave Antenna Change Order

The plans were not to replace the existing microwave antennas at our existing sites in Waterloo, Fort, Watertown and Palmyra but to reuse them and save money. When General Communications filed the paperwork with the FCC to upgrade our microwave license, the FCC replied back and said that we could not use our existing antennas at our existing sites and would not approve our application until the changes were made because of a new rule change at

the FCC. This was not predicted or would have been known to us or General Communications until the paperwork was filed with the FCC, which wasn't done until after they were awarded the contract.

This change order is replacing existing microwave antennas only; the new microwave antennas from Jefferson's Main Site to Ixonia and Johnson Creek (the two new sites) were already spec'd with the newer style antennas.

I take it we have to go back to the Finance Committee with this? Should I bring a bag of M&M's to try and smooth things over with them? What kind do you think they would like best?

Todd

-----Original Message-----

From: Gary Pelletier [mailto:Gary.Pelletier@gencomm.com]
Sent: Tuesday, August 21, 2012 15:06
To: Todd Lindert
Subject: FW: Review of Proposed Clearance for 12042003, Job#: 120420COMSDS01

We will need this change order. The FCC will not waive it.

Gary E. Pelletier
General Communications, Inc.
2880 Commerce Park Drive
Madison, WI 53719
608-310-7122
gary.pelletier@gencomm.com

From: Gary Pelletier [Gary.Pelletier@gencomm.com]
Sent: Friday, August 10, 2012 09:51
To: Todd Lindert
Subject: RE: Review of Proposed Clearance for 12042003, Job#: 120420COMSDS01

Nothing for the Pad. I can adjust the 6dB in the Microwave. But you will have to replace 8 antennas at \$900 each and 8 mounting brackets for the antenna at \$200 each, so that's \$8,800.00. I will not charge for the tower crew labor to replace. This is due to the FCC not me.

Gary E. Pelletier
General Communications, Inc.
2880 Commerce Park Drive
Madison, WI 53719
608-310-7122
gary.pelletier@gencomm.com