



# ***GREEN LAKE COUNTY***

*571 County Road A, Green Lake, WI 54941*

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**Original Post Date: 12/30/15**

**Amended\* 01/04/15 Post Date:**

**The following documents are included in the packet for the Property and Insurance Committee on January 5<sup>th</sup>, 2016:**

- 1) Agenda\***
- 2) Draft minutes from the 12/01/15 meeting
- 3) Purchase Request from Coroner
- 4) Purchase Request for Court Room Upgrades
- 5) Maintenance Report \***



# GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Margaret R. Bostelmann, WCPM  
County Clerk

Office: 920-294-4005  
FAX: 920-294-4009

## Property & Insurance Committee Meeting Notice

Date: January 5<sup>th</sup>, 2016 Time: 5:00 PM

Location: Government Center, County Board Room, 571 County Road A, Green Lake WI

### Amended\* AGENDA

#### Committee Members

Gene Thom, Chairman  
Harley Reabe, Vice-Chair  
Patti Garro  
Vicki Bernhagen  
Richard Trochinski

Margaret R. Bostelmann  
Secretary

No Per Diem for  
Non-committee  
Members

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: 12/01/15
6. Correspondence
7. Public Comments (3 min limit)
8. Izaak Walton League Gift of Property to Green Lake County
9. Use of County Property
10. Request from City of Berlin Related to the sale of County Property:  
Tax Parcel 206-03025-02000 – Evan Wendlandt
11. Purchase Requests
12. Monthly Vouchers
13. Resolutions/Ordinances
14. Maintenance Report
  - Monthly Activities
  - \*Fox River Industries Bathroom Remodel
15. Parks & Recreation
16. Clerk's Report
  - Property Insurance Review for Discussion and Action
17. Consider motion to convene into closed session pursuant to Wis. Stat. section 19.85(1)(g)(Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigations in which it is or is likely to become involved) The closed session is regarding a notice of claim.
18. Reconvene to open session to take action, if appropriate, on matters discussed in closed session.
19. Committee Discussion
  - Future Meeting Dates: Regular Meeting February 2, 2016 at 5:00 PM
  - Future Agenda items for action & discussion
20. Adjourn

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Margaret R. Bostelmann, County Clerk

**Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date Of the meeting.**

**PROPERTY AND INSURANCE COMMITTEE  
December 1, 2015**

The meeting of the Property and Insurance Committee was called to order by Chair Gene Thom on Tuesday, December 1, 2015 at 5:00 PM in the Green Lake County Board Room, Green Lake County Government Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present:           Gene Thom  
                      Harley Reabe  
                      Vicki Bernhagen  
                      Richard Trochinski  
                      Patti Garro

Also Present:   Marge Bostelmann, County Clerk                   Dawn Klockow, Corporation Counsel  
                      Scott Weir, Maintenance                           Amy Brooks, Highway  
                      Sheriff Podoll                                       Joy Waterbury, Supervisor  
                      Lauree Renaud, Green Lake Greenways       Tony Daley, Berlin Journal

**AGENDA**

*Motion/second (Reabe/Trochinski)* to approve the amended agenda. Motion carried.

**MINUTES**

*Motion/second (Garro/Bernhagen)* to approve the minutes of November 3, 2015. Motion carried.

**CORRESPONDENCE** – None

**PUBLIC COMMENT** – None

**APPEARANCE** – None

**IZAAK WALTON LEAGUE GIFT OF PROPERTY TO GREEN LAKE COUNTY**

Klockow is waiting for a articles of corporations and the lease that the they have with Mascoutin Golf Course. As soon as Lehner contacts his client they will be able to move forward.

**GREEN LAKE PROJECT TRAIL UPDATE**

- Engineering: Weir reported that he met with MSA engineers and Lauree Renaud and they walked the trail. Weir will continue to work with MSA and will provide an update next month.

**USE OF COUNTY PROPERTY** – None

**PURCHASE REQUESTS** – None

## **MONTHLY VOUCHERS**

Vouchers were presented:

- Purchasing: \$15,186.90
- Maintenance: \$5,528.13
- Radio Tower: \$1,725.30
- Parks: \$916.55

*Motion/second (Reabe/Garro)* to approve the vouchers as presented. Motion carried.

## **RESOLUTIONS/ORDINANCES** – None

## **MAINTENANCE REPORT**

The Report was submitted to the Committee.

- Monthly activities – The report was reviewed

## **PARKS & RECREATION**

The Parks report was reviewed.

- Monthly activities – The report was reviewed

## **CLERKS REPORT**

- Property Insurance Review: Bostelmann presented the proposals from AEGIS and the Local Government Insurance. Bostelmann requested the Local government Insurance provide a quote at \$5,000 deductible. The cost difference is about \$7,000 with County Mutual being less expensive.

*Motion/second(Garro/Reabe)* to withdraw from the Local Government Property Insurance fund as of December 31, 2015 and bind coverage with the Wisconsin County Mutual Insurance Corporation.

Motion carried, 5 ayes, 0 nays.

## **COMMITTEE DISCUSSION**

Bernhagen has received a complaint about the lighting in the HHS parking lot stating it is dark when employees leave after 4:30. Weir explained the lighting system design. Weir and Bostelmann stated that they have discussed the situation with HHS employees and have suggested that HHS employees who stay later than 4:30 park in the main parking lot which has more lighting and security cameras.

**Future Meeting Date:** Regular Meeting: January 5, 2015 at 5:00 pm.

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

## **ADJOURNMENT**

*Motion/second (Garro/Trochinski)* to adjourn at 5:20 pm. Motion carried.

Submitted by,

Marge Bostelmann  
County Clerk

# REQUEST FOR PURCHASE APPROVAL

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ITEM TO BE PURCHASED: Moto G 3<sup>rd</sup> Generation

DEPARTMENT: Coroner

ACCOUNT NUMBER: 15-100-19-51250-225-000

Telephone

GOVERNING COMMITTEE: Judicial/Law Enforcement




Approval Date: 7/21/2015

PROPERTY AND INSURANCE APPROVAL DATE:

REASON FOR PURCHASE: To allow for an upgrade to a smartphone for use during investigations for photographs, email, as well as other programs associated with mass disasters

BID INFORMATION: State Contract with discounted price of \$0.01 and a monthly cost of \$24.95

State of WI Current Lineup as of 11/9/15

			
Phone Model	Moto G 3rd Generation	Moto X 2nd Generation	Moto E LTE
Mfr Link	<a href="http://www.motorola.com/us/products/moto-g">http://www.motorola.com/us/products/moto-g</a>	<a href="https://www.motorola.com/us/motomaker?pid=FLEXR2">https://www.motorola.com/us/motomaker?pid=FLEXR2</a>	
Item ID	Black - 186978	Black - 179062	Black - 182946
Full Retail Price	\$179.99	\$219.60	\$140.00
Discounted Price	\$0.01	\$0.01	\$0.01
Operating System	Android 5.0 Lollipop	Android 4.4.4 Kitkat	Android 5.0 Lollipop
Contacts	1000+	1000+	1000+
Talk Time	Mixed usage up to 24 hours	Mixed usage up to 24 hours	Mixed usage up to 24 hours
Standby Time	Mixed usage up to 24 hours	Mixed usage up to 24 hours	Mixed usage up to 24 hours
Style	Touch	Touch	Touch
Camera	13 megapixel rear 5 megapixel front	13 megapixel rear 2 megapixel front	5 megapixel rear 1.3 megapixel front
Video Capability	Yes	Yes	Yes

## COURTROOM UPGRADES

Attached are the following;

An email to DASCOTM

Reply stating that DASCOTM is no longer in the business of audio/video.

Quote from Accurate Controls for \$66,500.00

Cost to re-wire everything, all new equipment and fix software issues

Quote from SKC for \$36,343.52

Cost for all new equipment and fix software issues

Quote from Arrow AV Group for \$14,515.64

Cost for some new equipment and fix software issues

Quote from CEC for \$9,000.00

Cost to fix software issues

I am recommending that we go with the CEC quote for \$9,000. They have stated the hardware is not the issue, but it is a software problem. They already do business with Green Lake County and come recommended by Scott Weir.

There is money in the Courtroom upgrade account that can pay for some of the cost. The revenue for this year is above what was estimated by about \$12,000.

**Mark Slate - Re: Green Lake County, Wisconsin**

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**From:** Gary Martin <gmartin@dascom-systems.com>  
**To:** Mark Slate <Mark.Slate@wicourts.gov>, Chris Courtright <ccourtright@comp...>  
**Date:** 10/23/2015 2:01 PM  
**Subject:** Re: Green Lake County, Wisconsin  
**CC:** Service <service@dascom-systems.com>

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Mark,

Unfortunately Dascom Systems has gotten out of the AV business we are referring all service to CompView, they are located in St. Paul Minnesota please contact Chris Courtright for service you can reach him at [952-486-6543](tel:952-486-6543) Office or [612.916.1688](tel:612.916.1688) Mobile.

I've added him to this email.

Thank you,

**Gary Martin**  
Dascom Systems Group, LLC  
2415 Ventura Drive  
Woodbury MN, 55125

Direct: [651-789-4492](tel:651-789-4492)  
Main: [651-578-1200](tel:651-578-1200)  
Mobil: [651-233-8077](tel:651-233-8077)  
Fax: [651-578-2555](tel:651-578-2555)  
Email: [gmartin@dascom-systems.com](mailto:gmartin@dascom-systems.com)

On Fri, Oct 23, 2015 at 1:21 PM, Mark Slate <[Mark.Slate@wicourts.gov](mailto:Mark.Slate@wicourts.gov)> wrote:

Hello,

A couple of years ago you put in the audio/video at the Green Lake County Courthouse in Wisconsin. Recently the projector went out and we purchased a new one, but it does not sync with the system.

In addition, we have been having a problem with the video system, polycom, where we can video out but the audio to it is not working. I was wondering if anyone could come down and take a look at the system?

Thank you.

Judge Mark T. Slate



June 23, 2015

RE: Price Quotation for the  
Green Lake County Courtroom Audio System Replacement  
Green Lake, WI



326 Blackburn St.  
Ripon, WI 54971  
920.748.6603  
fax 920.748.9397

## Courtroom Audio System Replacement

The following is our price quotation for the above referenced project. Our quotation is for a complete system, which encompasses all the existing system functions as discussed with Judge Slate.

### Summary of Scope:

Included in our proposal is a lump sum for a completely assembled and tested courtroom sound system. In addition to all the equipment, this proposal includes the following:

- Submittal development, project coordination, engineering, owner submittal/software review meetings, panel assembly and programming.
- Installation of Category 5e cables for digital audio and wireless iPad control stations.
- Disconnection and re-connection of Audio Racks.
- System start-up, system testing, owner training and final documentation.
- Freight to the project site.

### Exceptions:

This proposal excludes that the following:

- Re-using existing microphones are assumed to be in working order
- Re-using existing speakers are assumed to be in working order
- Re-using existing hearing assist system is assumed to be in working order
- Prevailing wages

### Bill of Material:

#### **General Requirements**

- Submittal development
- Owner submittal/software review and demonstration meetings
- Shop & record drawings
- Maintenance & operating manuals
- One year warranty

#### **Courtroom Audio System by Accurate Controls**

- Courtroom audio equipment wired and completely tested in existing racks
- 2 – Judge's iPad controllers
- 2 – Digital Audio Amplifiers
- 2 – Wireless Access Points
- 1 – Network Switch

### Proposal:

**Total Lot Cost of Courtroom Audio System Replacement = \$66,500.00**  
*5.5% State sales tax included*

### Warranty:

Accurate Controls, Inc. shall guarantee our hardware and engineering to be free from defects for one year. We shall replace defective material in a timely fashion after diagnosis. Accurate Controls, Inc. will not replace or warrant hardware which is damaged due to negligence, acts of god or vandalism. The specifications and authorities having jurisdiction require validation of the electronics for this facility. To facilitate testing control and equipment room construction as well as

courtroom millwork should be completed as early as possible; with equipment , control and courtrooms being clean, painted and environmentally controlled prior to installation of electronic systems. As referenced by the specifications time must be made available for our testing at the end of the project.

Summary:

Accurate Controls, Inc. is a national UL508A integrator of the preceding equipment with all of our project coordinators, technicians and engineers being factory authorized. I trust that this gives you a good indication as to what Accurate Controls, Inc. will provide to you. For more information about Accurate Controls, Inc. please visit our website at [www.accuratecontrols.com](http://www.accuratecontrols.com). If you have any questions, comments or suggestions, please feel free to call me at 920-748-6603 ext 243.

Respectfully,

*Duwayne Verch Jr.*

Duwayne Verch Jr.

# Custom Quote



**Date of Quote:** 7/6/2015  
**Quote #:** 572-42195-57153  
**Revision #:** 1  
**Customer:** Green Lake County Courts  
**Room Name:** Courtroom Audio Repairs Budget  
**Contact:** Mark Slate  
**Address:** 492 Hill Street  
 Green Lake, WI 54941

**Expiration Date:** 8/5/2015  
**Account Executive:**  
**Phone:**  
**Email:**  
**Opportunity #:** 15-07-35401  
**Contract:**

**System Total: \$36,343.52**

Audio Reinforcement				
Qty	Part Number	Description	Unit Price	Extended Price
4	TesiraFORTÉ TI	TesiraFORTÉ DSP fixed I/O server with 12 analog inputs, 8 analog outputs, 8 channels configurable USB audio, Sona™ Acoustic Echoc Cancellation (AEC) technology (all 12 inputs), and standard telephone interface	\$2,086.84	\$8,347.36
1	Misc	On-site labor to replace audio mixers with new Biamp Forte units, troubleshoot and reconnect floor jacks, route audio to conferencing system. See Price in Labor section below.	\$0.00	\$0.00

Section Subtotal: \$8,347.36

Control				
Qty	Part Number	Description	Unit Price	Extended Price
1	OPE	OPE Crestron Control system w/ touch panel	\$0.00	\$0.00
1	Misc	Labor to reprogram existing Crestron system for new audio routing and conferencing dialing. See Price in Programming Labor section below.	\$0.00	\$0.00

Section Subtotal: \$0.00

Miscellaneous Supply - Standard Components				
Qty	Part Number	Description	Unit Price	Extended Price
1	Miscellaneous Supply	Miscellaneous Supply	\$473.14	\$473.14

Section Subtotal: \$473.14

Room Support				
Qty	Part Number	Description	Unit Price	Extended Price
1	VU A/V PHONE SUPPORT 1YR	1 Year - 8 x 5 CST Unlimited phone support; Live Help button; tech support call priority; RMA assistance for equipment failures; onsite available at T&M rates	\$543.02	\$543.02

Section Subtotal: \$543.02

<b>Subtotal</b>			<b>\$9,363.52</b>	
<b>Labor</b>			<b>\$14,820.00</b>	
<b>Programming</b>			<b>\$9,280.00</b>	
<b>SKC Pro Services</b>			<b>\$2,880.00</b>	
<b>System Total</b>			<b>\$36,343.52</b>	
<b>Estimated Freight</b>			<b>\$220.51</b>	
<b>Estimated Tax</b>			<b>\$2,047.59</b>	

Conditions / Exceptions

This agreement only covers equipment provided and installed by SKC. Service prices are calculated based on the total value of this equipment. Owner provided parts will not be serviced by this agreement at the same level.

Please note that SKC Support Service prices do not include manufacturer extended warranties for Polycom, Cisco/TANDBERG, or VBrick equipment. These contracts must be purchased separately. Extended manufacturer warranties must be maintained for hardware replacement & software upgrade for said manufacturers.

This agreement does not cover consumables such as lamps, batteries, etc.

Software licenses, special order items, custom products, and all services are non-returnable. Other products may be returned under certain circumstances, within 30 days of the purchase order issue date, upon SKC approval.

#### Payment Terms & Billing Schedule

SKC will bill in stages, and client will receive a minimum of three (3) invoices as outlined below:

- First Invoice will include the initial 30% of the Purchase Order (PO) amount. This invoice will be sent when SKC receives client PO.
- Second Invoice will include 50% of the PO amount. This invoice will be sent upon delivery of substantially all of the equipment to client's designated site (or, if applicable, upon delivery of the equipment to SKC's warehouse for staging if staging is either requested by client or client has been advised by SKC that staging is necessary). If the client extends the install date past the original install schedule date, client will receive the second invoice upon the originally scheduled install date.
- Third Invoice will include the remaining 20% of the PO amount as well as all applicable tax and freight charges and any monetary adjustments related to changes to the PO previously approved by SKC and client. This invoice will be sent upon substantial completion of the project.

SKC's payment terms are net 30 from the receipt of an invoice. Past due amounts may be subject to a late charge of 1 ½% per month.

SKC provided monthly-recurring managed services will be invoiced monthly.

#### Tax and Shipping

Tax, if quoted, is an estimate.

Shipping, if quoted, is an estimate. Requested Expedited Shipping Fees will be presented in a Change Order.

Applicable sales tax and shipping fees will be added to the project invoice(s). If you are tax exempt, please send exemption certificate(s) to [taxexempt@skccom.com](mailto:taxexempt@skccom.com) or fax to (800) 454-4752, attention Accounts Receivable.

Notes: OPE = Owner Provided Equipment. All manufacturers' warranties apply.



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Contact the SKC Communication Experts. (800) 882-7779 [contact.us@skccom.com](mailto:contact.us@skccom.com)

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**Mark Slate - Courtroom audio repairs budget**

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**From:** Phill Greenwood <phill.greenwood@skccom.com>  
**To:** "mark.slate@wicourts.gov" <mark.slate@wicourts.gov>  
**Date:** 7/10/2015 2:18 PM  
**Subject:** Courtroom audio repairs budget  
**Attachments:** 15-07-35401 Green Lake CountyCourts - Courtroom Audio Repairs Budget REV 0.pdf

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Hello Mark,

Attached please find our budgetary quote for repairing the audio system in your courtroom, and reprogramming the Crestron system to accommodate new routing equipment.

After review, we have to assume these repairs and accompanying troubleshooting will be quite labor-intensive. It may be to your advantage to have this work performed on a "not to exceed" price, rather than a straight quote.

Equipment and labor pricing will be per State of Wisconsin contract.

Please review the quote and feel free to call or write any time to discuss.

Thank you,

Phill



Phill Greenwood | Account Executive  
11370 Theodore Treaker Way | Milwaukee, Wisconsin 53214  
Phone: (800) 882-7779 Ext. 5318 | Direct: (913) 535-5318 | Fax: (800) 454-4752  
phill.greenwood@skccom.com | www.skccom.com

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Think Green. Please consider the environment before printing this e-mail.

**Project Summary**

<b>Total Installation Price:</b>	<b>\$14,515.64</b>
<b>Sales Tax:</b>	<b>Exempt</b>
<b>Grand Total:</b>	<b>\$14,515.64</b>

**AGREEMENT**

By signing below, both the **CUSTOMER** and **AAVG** acknowledge that they have read, understood and agree to be bound by the terms and conditions of this agreement, and that the persons signing are duly authorized to do so. Facsimile and scanned signatures shall be considered the same as original signatures.

Accepted and Approved for:

**Arrow Audio Inc. (d.b.a. Arrow AV Group)**

**Green Lake County**

By: \_\_\_\_\_  
 Print: Rob Geerds  
 Title: Sales Representative  
 Date: 11-20-2014

By: \_\_\_\_\_  
 Print: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 PO #: \_\_\_\_\_

**This information is proprietary and confidential. © Arrow AV Group. This proposal valid for thirty days from issue.**

Presented by Rob Geerds  
 Arrow AV Group  
 1209 Fullview Drive  
 Appleton, WI 54913  
 Date Issued 11/20/2014

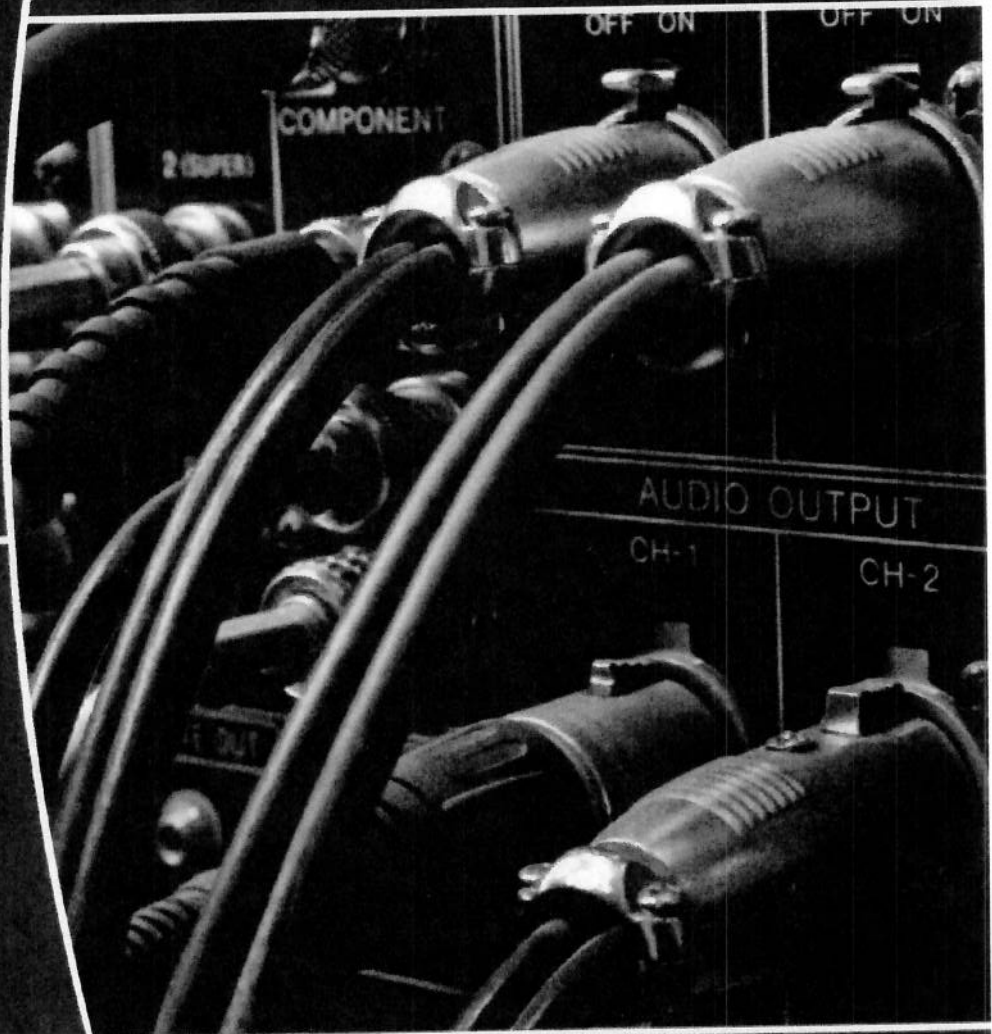
Phone: 920-731-4888 Ext. 107  
 Cell: 920-851-2629  
 Fax: 920-731-4640  
 Email: RobG@ArrowAVGroup.com

P-0356

Initials \_\_\_\_\_

# Arrow AV Group

INTEGRATED AUDIO VISUAL SOLUTIONS



## Budgetary Estimate

Presented By:

**Arrow AV Group**  
1209 Fullview Drive  
Appleton, WI 54913 USA  
920-731-4888  
[www.arrowavgroup.com](http://www.arrowavgroup.com)

## Courtroom Audio Digital Signal Processing (DSP) Upgrade

**Green Lake County**  
PO Box 3188  
Green Lake, WI 54941



November 20, 2014

Green Lake County  
PO Box 3188  
Green Lake, WI 54941

RE: Courtroom Audio Digital Signal Processing (DSP) Upgrade

Dear Judge Mark Slate:

The following is our recommendation and budgetary estimate for your project. Our goal is to provide the highest quality, most reliable, user-friendly and ultimately affordable presentation solution available.

As a result of our meetings and project discussions, Arrow AV Group has brought together a set of system components we feel will meet the requirements of your applications and space. Every effort has been made to simplify and standardize components. Our goal is to maximize quality, function and reliability.

The benefits of working with Arrow AV Group are perhaps more important than the individual equipment specifications contained in the following proposal. For over 30 years Arrow AV Group (previously Arrow Audio, Inc.) has been committed to quality service and the success of our customers. With a dedicated staff and virtually unlimited vendor resources, Arrow AV Group has the experience and flexibility required to provide reliable, user friendly audio-visual systems.

We look forward to working with you.

Sincerely,

Rob Geerds  
Arrow AV Group



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Presented by Rob Geerds  
Arrow AV Group  
1209 Fullview Drive  
Appleton, WI 54913

Phone: 920-731-4888 Ext.107  
Cell: 920-851-2629  
Fax: 920-731-4640  
Email: RobG@ArrowAVGroup.com

P-0356

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# ArrowAVGroup

INTEGRATED AUDIO VISUAL SOLUTIONS

www.arrowavgroup.com

## Why Choose Us?

Arrow AV Group, based in Appleton, Wisconsin, is the state's leading provider and integrator of audio-visual presentation and control technologies. Through our broad knowledgebase, substantial legacy of quality service, and strategic partnerships with leading manufacturers, Arrow AV Group practices a total-solutions approach that serves the needs of the most demanding clientele.

Our workforce specializes in design, integration and support of audio and video systems for business, government, healthcare, broadcast, educational and religious markets. Our design/build capabilities differentiate us from most other integrators in that our involvement with all phases of a project, from concept through user training, enables our clients to enjoy the benefit of working with a single organization, which ensures a project's success.

We believe that the practical experience gained from working with technology in real-world installations enhances our design skills significantly. From educational facilities to corporate boardrooms, training facilities and churches to data centers and videoconferencing facilities, our engineering and technical staff has the extensive experience required to successfully design, manage, and deploy a project. Arrow AV Group has distinguished itself in the marketplace by providing high levels of service in the areas of consultation, design, engineering, installation, training and ongoing service.

Our customers enjoy a high level of satisfaction because of our dedication to excellence and unsurpassed expertise.

## Arrow AV Group provides...

- Audio and video systems design and engineering
- Acoustic room analysis
- 3D acoustic room modeling
- CAD/Documentation
- Fabrication and custom installations
- Proof of performance and system calibration
- Project management
- Bid specification authoring
- System specific training
- Service and maintenance
- Audio and video equipment rental
- And more

## To fulfill the audio, video and control communication needs of...

- Houses of worship
- Video and audio teleconferencing facilities
- Distance learning venues
- Media retrieval and distribution systems
- Classrooms, lecture halls, training rooms
- Boardrooms and presentation rooms
- Theater and large venue spaces
- Streaming audio & video applications
- Interactive and multimedia solutions
- Digital signage
- And more

\*Relevant client references are available upon request.

This information is proprietary and confidential. © Arrow AV Group. This proposal valid for thirty days from issue.

Presented by Rob Geerds  
Arrow AV Group  
1209 Fullview Drive  
Appleton, WI 54913

Phone: 920-731-4888 Ext.107  
Cell: 920-851-2629  
Fax: 920-731-4640  
Email: RobG@ArrowAVGroup.com

P-0356

Date Issued 11/20/2014

Initials \_\_\_\_\_

### DESIGN ENGINEERING SERVICES

Arrow AV Group design services include complete system design, detailed documentation, and custom programming of control systems. Arrow AV Group will provide additional engineering drawings as required and will consult with the owner, architect and other contractor(s) to ensure a complete and successful installation.

#### Design engineering services include:

- System design and configuration
- Written equipment specifications
- Digital signal processor configuration
- Bid specification authoring

#### Control system programming includes:

- Complete custom control panel layouts and user interface
- Custom, user-defined graphical design & programming for each touch screen or control interface
- Customized, integrated control of audio and video equipment
- Optional integration with additional building systems, including lighting and HVAC
- Room monitoring and scheduling solutions

#### CAD generated drawings include:

- Electrical requirements
- Back box and conduit specifications for video, audio, and control systems
- Rack elevations and equipment location and mounting details
- Complete system line diagrams showing detailed signal flow
- As-built drawings (provided upon system completion)

#### System checkout and commissioning include:

- Verification and labeling of all wiring and connections
- Audio & video system performance testing and documentation
- Control system testing
- Video calibration to industry standards

### ACOUSTICAL CONSULTATION SERVICES

Arrow AV Group acoustical consultation services include the detailed analysis, acoustic modeling, project documentation and construction recommendations needed to create proper aural environments for owners, architects and other contractors. Arrow AV Group will be involved throughout the design-build process and will conduct post installation quantitative acoustical testing, as required, to verify that established industry standards and customer requirements have been achieved.

#### Arrow AV Group provides...

- Acoustical room modeling
- AutoCAD detailing of wall construction types and sound transmission class ratings
- Reverberation time guidelines
- Acoustical material and construction recommendations
- Field testing and verification
- Sound and vibration isolation analysis
- Interior and exterior noise reporting
- Site inspections

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Presented by Rob Geerds  
Arrow AV Group  
1209 Fullview Drive  
Appleton, WI 54913

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### INSTALLATION LABOR

This proposal includes installation, set-up and testing of all equipment provided by Arrow AV Group with the exception of: AC power, conduit and related enclosures, acoustical treatments, projector mounting structures and support, and air circulation systems. Installation of these exceptions is the responsibility of the owner or their contractor(s) unless specifically agreed to and listed as a subcontracted service provided by Arrow AV Group.

Installation expectations by Arrow AV Group include having access to a clean workspace with finished floors, painted walls, and all other owner/general contractor responsibilities completed. Labor is quoted on an "as normal" basis with the expectation that our crews will have complete and contiguous access to all work areas for the entire time scheduled for installation. This quote does not allow for delays in construction or imposed deadlines which require overtime. Approved overtime will be billed in addition to quoted labor charges at one and one-half times the quoted labor rates. As construction progresses, we ask that you notify Arrow AV Group of any changes in the readiness of the site caused by changes in the construction schedule.

### Project Management and Coordination includes:

- Coordination with architect, project manager, contractor(s) and owner
- Construction meeting participation as required or deemed necessary by Arrow AV Group
- Site visits and site preparedness inspections
- Site supervision and coordination of Arrow AV Group installation crews

### Arrow AV Group Installation:

- Delivery of specified equipment
- Prefabrication, wiring, and testing in-shop
- Projector/flat panel display mounting
- Speaker mounting
- On-site set-up and testing of all audio-visual electronic and source equipment
- Installation of custom fabricated wall and floor box connector plates
- Installation of low voltage wiring including video cable, audio cable, control cable and low voltage wall switches
- Equalization and testing of audio electronic equipment
- Calibration and testing of video electronic equipment
- Set up and testing of AV interfaces
- Set up and testing of audio-visual remote control system

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Presented by Rob Geerds  
Arrow AV Group  
1209 Fullview Drive  
Appleton, WI 54913

Phone: 920-731-4888 Ext.107  
Cell: 920-851-2629  
Fax: 920-731-4640  
Email: RobG@ArrowAVGroup.com

P-0356

Date Issued 11/20/2014

Initials \_\_\_\_\_

### DETAILS

#### PROJECT OBJECTIVE:

The objective of this project is to replace failing Audio Digital Signal Processors (DSP) in Courtroom #1. Our goal is to seamlessly integrate the new DSP processors as required by system design and improve overall system quality and reliability.

#### FUNCTIONS AND FEATURES:

To achieve the stated project objective, the following functionality will be delivered:

- All system features to remain as currently designed
- Add an additional button to Crestron touch panel to accept VTC calls (mute the ringer of Polycom VTC codec)

#### IN SCOPE:

Arrow AV Group (AAVG) will provide:

- All products as listed within the 'Proposal' section of this document.
- installation and programming of all products as listed within the 'Proposal' section of this document.
- Updated system schematics (line diagrams) and wiring diagrams.
- One formal training session at the customer's site, not to exceed 2 hours in duration.

#### OUT OF SCOPE:

The following items are not included within the scope of AAVG:

- Any other work or product not explicitly listed as 'In Scope' above

#### CONSTRAINTS

- Courtroom availability

#### ASSUMPTIONS:

The pricing, schedule and scope of this proposal is dependent upon the following assumptions:

- Owner Furnished Equipment (OFE) meets AV system design requirements and is in "as new condition"
- If these assumptions prove to be untrue, a change order will be required to accommodate changes in schedule, pricing, components, or any of the above.

#### OWNER AND OTHER CONTRACTOR RESPONSIBILITIES:

The following are the responsibility of the owner or its contractor:

- Provide access to the work site during the hours of 8:00 am to 5:00 pm, Monday through Friday.
- Provide, install, and terminate any computer network, and/or telephone lines
- Ensure ALL owner-furnished equipment is available and operational one week prior to AV installation
- Ensure cable pathways are provided as need to complete project
- Provide and install all conduit and electrical boxes, including floor boxes
- Provide and install all high voltage electrical wiring
- Custom alterations made to furniture to accommodate AV installation
- Paint and patch of building structure and ceiling finishes

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### WARRANTY

Arrow AV Group guarantees that all workmanship and materials, to include all equipment, wire, and connectors, excluding Owner Furnished Equipment, installed by Arrow AV Group as part of the listed audio/video system, shall carry a ONE YEAR WARRANTY from the date of customer acceptance. Except as specified below, your Arrow AV Group Warranty covers any defects in the material and workmanship of the product specified. The fitness of warranty coverage shall be at the sole discretion of Arrow AV Group. This warranty excludes incidental or consequential damages of any kind or failures due to normal wear-and-tear. Any service or modification of the audio/video system covered by this warranty, by any party other than Arrow AV Group will void this warranty. Arrow AV Group shall bear no financial responsibility for any loss of use of the aforementioned audio/video system, due to failures covered by this warranty.

### Project Summary

<b>Total Installation Price:</b>	<b>\$14,515.64</b>
<b>Sales Tax:</b>	<b>Exempt</b>
<b>Grand Total:</b>	<b>\$14,515.64</b>

Lease Options	36 Month		60 Month	
	Per Month	Per Day	Per Month	Per Day
Estimated Rates* with \$1.00 Buyout at end of lease term.	\$474.52	\$21.57	\$314.55	\$14.30

\*plus tax, first and last monthly payments in advance, 36 or 60 month lease, \$1.00 buyout, subject to credit review and credit approval, minimum of two years time in business under current ownership required.

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	Arrow AV Group	Cell:	920-851-2629		
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	Appleton, WI 54913	Email:	RobG@ArrowAVGroup.com		
Date Issued	11/20/2014				Initials _____

**Courtroom #1**

**Audio Solution**

- 1 Unmanaged 10/100/1000Mbps 5-Port Desktop Gigabit Switch
- 1 High-Powered, Long-Range Ceiling Mount, Dual-Band Indoor Access Point
- 2 12 analog mic/line input, 8 analog output, networked signal processor w/ 12 independent AEC algorithms & BLU link
- 1 10 analog mic/line input, 8 analog output, networked signal processor w/ 8 independent AEC algorithms, telephone hybrid & BLU link

**Miscellaneous**

- 1 Miscellaneous Hardware Package

**Freight**

- 1 Estimated Freight and Handling Charges

**Courtroom #1 Total: \$14,515.64**  
**Project Subtotal: \$14,515.64**

\* Price Includes Accessories

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### Project Summary

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:	<b>Exempt</b>
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\*plus tax, first and last monthly payments in advance, 36 or 60 month lease, \$1.00 buyout, subject to credit review and credit approval, minimum of two years time in business under current ownership required.

\* Price Includes Accessories

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Date Issued	11/20/2014				Initials _____

**Presented By: Arrow AV Group**  
1209 Fullview Drive  
Appleton, WI 54913

Modified: 11/20/2014  
Revision: 0

**TERMS, CONDITIONS, PAYMENT, AND ACCEPTANCE**

Arrow Audio Inc. (d.b.a. Arrow AV Group), hereinafter referred to as AAVG, WE, US or OUR and:

Green Lake County  
PO Box 3188  
Green Lake, WI 54941

Hereinafter referred to as the **CUSTOMER, YOU** or **YOUR** agree as follows:

- Equipment:** AAVG hereby agrees to sell the equipment, including all parts and labor herein after called "the equipment" as listed in this proposal. AAVG may substitute comparable equipment with **CUSTOMER's** consent. Deliveries may be made in installments.
- Installation and Location:** AAVG will install the equipment at:  
  
Green Lake County  
PO Box 3188  
Green Lake, WI 54941  
  
Point of Contact: Judge Mark Slate  
  
in accordance with the scope of this proposal as accepted by the **CUSTOMER**.
- Payment/Ordering:** Due to the customized nature of **your** purchase, invoices will be generated as **your** system design and installation begins. Upon order of equipment for **your** project, invoices will be generated immediately. Progress billing for installation labor will be periodically invoiced. *AAVG has proposed this project based on a cash or check payment, credit card payment will incur a 4% convenience fee. Terms on invoices are 15 Days net. Finance charges of 1.5% per month will be imposed and collected on unpaid balances 31 days and older.* AAVG may deem this contract in default and immediately terminate it if the payment is delinquent in excess of thirty (30) days. If **CUSTOMER** is in default on payment of invoice(s) and fails to cure such default within ten (10) days after receiving written notification of such default, the **CUSTOMER** agrees to pay a reasonable Attorney's Fee in the event the amount in default is placed in the hands of an Attorney for collection.
- Service/Maintenance:** The system will be covered for one year after completion under AAVG's warranty as outlined within this document. After the first years' included coverage, **CUSTOMER** has the option of extended warranty programs at the end of one year or can choose to pay for service calls at AAVG's prevailing rates. AAVG does not warrant that the operation of **CUSTOMER** equipment shall be uninterrupted.
- Liability:** AAVG will exercise all reasonable efforts in furnishing the services and equipment provided herein, but shall not be liable for delays or failure due to force majeure, Government, labor difficulties, failure of transportation, or other causes beyond the control of AAVG. It is recognized that **CUSTOMER** equipment contains memory or other devices which have accumulated substantial data. In no event shall AAVG be liable to the **CUSTOMER** if any such data is lost or rendered inaccurate, regardless of the cause of any such loss or inaccuracy. **IN NO EVENT SHALL AAVG BE LIABLE FOR SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES WHETHER IN CONTRACT, TORT OR NEGLIGENCE.**
- Changes:** Any changes to the products or performance requirements detailed in this proposal, whether initiated by AAVG or **CUSTOMER**, must be approved by both parties through a written change order detailing the changes and associated cost increases or savings for **your** system.
- Termination:** Written notice of termination for cause shall be provided to the other party and termination shall be effective ten (10) days after receipt of said notice. In the event of termination by the **CUSTOMER**, **CUSTOMER** agrees to pay AAVG for all non-recoverable equipment costs as well as associated installation charges.
- Delivery and Installation:** AAVG installation crews are scheduled many weeks in advance. We require an 8 to 16 week period to  
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acquire the many custom components, complete final engineering and to permit prefabrication, programming and testing of components. Any deviation from this schedule requires specific discussion and mutual acceptance of an alternative time frame. Once your contract and any applicable down payment are received, all submittals requiring CUSTOMER approval will be generated and submitted. Once CUSTOMER approves all submittals and documents the project will be scheduled for installation.

9. **Product Availability:** AAVG reserves the right to replace any items listed within this proposal with a like model from the same manufacturer. Due to the fact that model numbers and product lifecycles fluctuate within our industry, a new or altered model name may require these changes.
10. **Designs and Parts List:** AAVG is happy to provide you with all of our design documentation should you choose not to use AAVG for the sales and installation of your systems. A design fee of 7.5% of the total proposal price is required and upon receipt, AAVG will produce all design documentation including parts lists, line-item pricing and schematic drawings.
11. **Training:** Training on the operation of your system will be provided to all interested users within your organization. A training session will be scheduled upon the completion of system installation. Every effort will be made to ensure your staff is comfortable with system connections and operation. Please note that training will occur only after final acceptance of your system, and will coincide with the delivery of your custom instruction manuals and as-built drawing set. Training Session will be scheduled for a 2-hour block unless otherwise specified within AAVG documentation.
12. **Owner/Contractor responsibilities:** Refer to attached SCOPE OF WORK for additional CUSTOMER responsibilities.
13. **Warranty:** All systems designed and installed by AAVG include our exceptional on-site warranty, which ensures the reliability and performance of your new system investment. On-site service is provided at no cost for one full year from the date of CUSTOMER acceptance. This warranty covers all new installed electronic equipment and workmanship, to include all equipment, wire and connectors installed by AAVG as part of the listed audio/video system, provided by our staff. Any changes made to the system by any party other than AAVG or one of its approved contractor's during the warranty period will void the warranty. Except as specified below, your AAVG warranty covers any defects in the material and workmanship of the product specified by job number noted within this agreement. The fitness of warranty coverage shall be at the sole discretion of AAVG. This warranty excludes incidental or consequential damages of any kind, failures due to normal wear-and-tear or force majeure. AAVG shall bear no financial responsibility for any loss of use of the aforementioned audio/video system due to failures covered or not covered by this warranty.
14. **Preventive Maintenance:** This agreement includes all parts and labor required for two preventive maintenance service calls within the warranty period. This includes cleaning and alignment of system components, as well as testing and adjustment of the system.
15. **Troubleshooting:** Phone assistance is available during normal business hours, Monday through Friday, 8 a.m. to 4:30 p.m.
16. **On-Site Service:** On-site warranty service as required during this agreement period will be furnished at no cost to the CUSTOMER during normal business hours.
17. **Repair Coverage:** Parts and labor for repair of equipment and wiring permanently installed by AAVG are included under this agreement. Discontinued parts and equipment may be terminated from the agreement.
18. **Loaner Equipment:** In the event of equipment failure, loaner equipment will be provided subject to availability.
19. **Response Time:** Response to service requests shall be within one business day.
20. **Exceptions this agreement does not cover:**
  - Repairs to, or replacement of, Owner Furnished Equipment (OFE) or labor related to remedy issues with said OFE.
  - Repairs or service required as a result of misuse, abuse, unauthorized modification, or force majeure
  - Consumable accessories including lamps, batteries, external cables, etc.
  - Changes to accepted programming
  - Image "burn in" on display devices
  - Videoconferencing equipment (service plans are available specific to videoconferencing equipment.)

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**Green Lake Justice Center - AV System**

P.O. BOX 3188  
GREEN LAKE, WI 54941

**Green Lake Justice Center - Court Room AV System Recommendation**

OPP-625546  
QUO-49988-Y3V0  
11/13/2015 12:00:00 AM

**Submitted To:**

Mark Slate  
P.O. BOX 3188  
GREEN LAKE, WI 54941

**Prepared by:**

Dave Spielbauer, Sales  
2200 American Blvd.  
De Pere, WI 54115  
(920) 434-9082 phone  
920-434-9446 fax  
[dspielbauer@cecinfo.com](mailto:dspielbauer@cecinfo.com)  
[www.cecinfo.com](http://www.cecinfo.com)

## Project Overview

Recommended Plan of Action for The Two Courtroom AV Systems.

### Overview:

The existing courtroom AV systems were installed by a third party contractor when the facility was initially built. Due to several requests by end-user at the time of final installation, the configuration and operation of the system(s) are different than originally designed. As a result, as-installed documentation does not accurately reflect the actual system(s). Additionally, there are several issues with overall performance. Recently, the County has solicited bids from several other AV System Integrators to resolve system performance - and the three proposals vary significantly in cost. Finally, Green Lake County would like a budget and design for new courtroom camera systems that are digital and not analog.

### Customer Request:

Green Lake would like the system configured to be as close to the original design as possible, correct deficiencies in performance and obtain a budget for a digital camera system. Ultimately, a competitive bid will have to be issued for the camera system.

### CEC Recommendation:

Purchase a 'Discounted' Block of Labor. The block of labor will be used to provide the following deliverables:

- CEC will document the existing system and provide to Green Lake County, a one-line riser diagram.
- Provide a copy of any / all AV program code.
- Diagnose and resolve existing audio performance issues with the audio DSP console (we believe it is in good working order and only requires programming changes).
- Prepare a recommended design and specification for the new digital camera system. This document will be suitable to use as an RFP, allowing the County to obtain accurate competitive bids.

**\*\* Note: CEC will require un-interrupted time in the courtroom(s) to complete this scope of work.**

## Equipment and Materials List

Qty	Mfg-Part #	Description
-----	------------	-------------

CEC is pleased to propose the following:

Block Labor Services:

- \* Two 5K Discounted Blocks of Labor - Valued at \$10,000.00
- \* To Be Used For Deliverables as Documented in The Overview
- \* All Labor and Travel Time Will Be Documented and Logged Against This Contract



## Proposal Acceptance

Project Name: Green Lake Justice Center - Court Room AV System Recommendation

### Investment Summary

Equipment and Materials	\$0.00
Professional Services	\$9,000.00
Shipping Charges	\$0.00
<b>Total Purchase Price</b> (less applicable tax)	<b>\$9,000.00</b>

Prices are valid for 30 days.

**A deposit of 40% is required at the time of order.** Progress payments for material delivered and labor expended will be invoiced monthly. Invoice terms are NET 30 with approved credit. The deposit will apply to the final bill. Prices do not include sales or use tax unless specifically noted.

This Proposal for sale of equipment or performance of services by CEC is subject to, and expressly conditioned upon CEC Standard Terms and Conditions. ([www.cecinfo.com/terms](http://www.cecinfo.com/terms)) CEC Standard Terms and Conditions cannot be waived or altered without the express written consent of CEC Corporate Officer. **By signing this Proposal, Customer expressly agrees to be bound by the terms of this Proposal and the CEC Standard Terms and Conditions.**

Information contained in this proposal, including part numbers, installation details, pricing information, and engineering drawings shall be considered Proprietary and Confidential, and shall not be duplicated or shared with persons other than the intended recipient(s) referenced above.

### CUSTOMER ACCEPTANCE

\_\_\_\_\_  
Authorized Signature                                  Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

### Communications Engineering Company

                                  11-13-15  
\_\_\_\_\_  
Sales Executive    Date

Account Manager  
\_\_\_\_\_  
Title

### Bill to Information

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Standard Address/P.O. Box

\_\_\_\_\_  
Suite/Mail Stop

\_\_\_\_\_  
City                                  State                                  Zip

\_\_\_\_\_  
Attention

\_\_\_\_\_  
Purchase Order Number

### Customer Internal Information

\_\_\_\_\_  
Customer Project Number

\_\_\_\_\_  
Customer Project Name

Please enter your internal project name and/or number above and we will include that information on your project invoices.

heavy case load and does not have time to take on the additional duties of the Office Manager.

The Committee requested that Corp. Counsel ask Marge if this position requires Schenk's review. This matter should be placed on next month's agenda. Copies of the old job description should also be made for the Committee.

## **RESOLUTIONS/ORDINANCES**

None

## **COURTROOM UPGRADES**

Judge Slate was at another meeting; however he included 4 quotes in the packet for repairing the Courtroom audio issue. His recommendation is to go with CEC for \$9,000.

Scott Weir appeared to discuss the issue. He recommended that the audio issues be resolved first and then quotes be obtained to convert the video portion from analog to digital. He also recommended going with CEC.

According to Judge Slate's memo, there is money in the Courtroom upgrade account that can pay for some of the cost. The revenue for this year is above what was estimated by about \$12,000. The Committee stated that funds cannot be paid out of revenues. The overage will have to come out of the Judge's capital equipment account even if that account goes in the red for the year.

*Motion/Second (Wendt/Starshak)* to recommend to P&I that the Courtroom audio issues be repaired by CEC for \$9,000. All Ayes. Motion carried.

## **PURCHASE REQUESTS**

None

## **VOLUNTARY UNPAID LEAVE REQUESTS**

None

## **TRAINING**

None

## **RECOMMENDATION FOR EMERGENCY MANAGEMENT DIRECTOR AND VSO**

Corp. Counsel advised that VSO should not have been listed on the Jud/Law Agenda that is a DHHS matter.

January 5, 2016  
Property & Insurance Committee  
Maintenance/Parks & Recreation Department  
Monthly Report

#### Highway Department 1-2

Installed new 40 gallon power vented hot water heater-1  
Installed new sump pump in floor drain basin-2

#### Towers

Red beacon (night beacon)not operational Green Lake site-Reported to Communications admin.  
Scheduled Maintenance performed  
General Maintenance performed

#### FRI

Bid pack going back out for advertisement on FRI rest room remodel request  
Ron Severson is working with Ed Schuh on block heater power and stations in parking lot  
Performed Maintenance Requests

#### 571 County Road A

Repaired handle on jail rec. door #3-Corrections  
Unplugged cell E-#2 toilet-Corrections  
Replaced ballast in light cell C-#3-Corrections  
Unclogged sink cell B-#3-Corrections  
Removed debris from sink spout cell C-#5-Corrections  
Ran approx. 350' cat. 6 wire from master control mechanical room to jail admin. office #1360-  
Corrections-per request  
Repaired drain pipe prep sink-kitchen-Corrections  
Unplugged cell C-#9 toilet-Corrections  
Repaired chair cylinder -Security  
Replaced cold water cartridge restroom sink- 2<sup>nd</sup> floor staff restroom Phase 1- COC-Child Support  
Replaced hot water cartridge women's public restroom-Phase 2- 1<sup>st</sup>. floor  
All walls and doors completed LL maintenance work area and storage areas  
Replaced blower motor capacitor in HP 2.32 Dev 106-Lower Level Phase 1  
Local fire inspection and notice performed  
Scheduled Maintenance Performed  
General Maintenance performed

Parks

Scheduled Maintenance Performed  
General Maintenance Performed

Office Supply Requests-68  
Maintenance Supply Requests-19  
Maintenance Work Order Requests-29

Submitted by:

Scott A. Weir  
Maintenance Supervisor/Parks Director  
Green Lake County