

**SECURITY AND FACILITIES COMMITTEE**  
**May 3, 2011**

The Security and Facilities Committee was called to order by Chair Mark Putzke on Tuesday, May 3, 2011 at 3:00 PM in the Committee Room #1106, Green Lake County Government Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present:	Mark Putzke	LeRoy Dissing	Sheriff Podoll
	Dan Priske	Marge Bostelmann	Judge McMonigal
	Scott Weir	Winn Collins	Lynn Dutcher
	Laurel Munger		

Absent: Ron Ledford, Nate Olson, Henry Conti and Susan Krueger  
Also Present: Tony Daley, Mark Slate

**AGENDA**

*Motion/second (Priske/Munger)* to approve the agenda. Motion carried.

**MINUTES**

*Motion/second(Podoll/Collins)* to approve the minutes of February 1, 2011. Motion carried.

**PUBLIC COMMENT** None

**APPEARANCES** None

**STATUS OF GOVERNMENT CENTER, ADMINISTRATIVE OFFICES ADDITION AND HILL STREET COURTHOUSE**

A. County Clerk Bostelmann – CTH A: The move was April 8<sup>th</sup>. Key cards have been issued, some cameras are in place and additional ones will be installed. The alert beacons are in the new addition..

B. County Clerk Bostelmann – Hill Street: There is a presentation scheduled for the P&I meeting tonight for the downtown building to be used as a Center for Arts & Innovation. The County is still looking to also sell the Gold Street

C. Sheriff Podoll – Communications Center: Podoll explained that the Communication Center is up and running. The duress alarms are being worked on. They need to be changed because they are wide band and needs to be narrow band.

D. Members: None

**DISCUSSION OF SECURITY ISSUES**

A. D.A. Collins – LTE/Part-time use of scan card/fobs to enter CTH A complex: Collins explained his concern of a part-time employee that uses the card for entry but then does private

work within the facility. Department heads give clearance for employees. Security will review the policy for part-time employees.

B. Sheriff Podoll/Maint. Super. Weir – Key card scan system for main lobby elevator: Weir explained that the wrong type of device was brought to install in the elevator. The correct device will be brought in next week.

C. Clerk Bostelmann – Use of front door scanner entry for after hour employees: The doors to the new addition will be programmed open for night meetings. A card reader has been installed that will lock the door with a scan after a meeting is over.

D. Members

### **DISCUSSION OF FACILITY ISSUES**

A. Sheriff Podoll – Duress Alarms status and implementation via Communication Center: Waiting for narrow band change.

B. Maint. Super. Weir – Access for lower level door at the bottom of the stairwell in the DHSS entrance. This has been completed.

C. D.A. Collins – Lock removal on break room door: This has been completed.

D. CD Putzke – Visitor parking from February 10, 2011: Putzke advised that all visitors should park in the visitor's parking not in the designated employee areas. Discussion was held on snow removal and high snow piles near parking lot intersections that obscured the view and the need to remove ice at the handicapped stalls. Maintenance Supervisor Weir stated that they had learned Winter weather characteristics involving the building that they will implement next Winter.

### **REPORT ON SECURITY INCIDENTS**

#### **A. On County Premises:**

1. Beacon Alerts a) court case involving an animal, b) family hearing with Threats – Putzke explained how the beacon was used during these two incidents.

#### **B. Off County Premises**

1. Members – None

### **ISSUES FROM PAST MEETINGS**

A. Putzke/Bostelmann – County Emergency Procedures and Operation Manual (Pending) Now that everyone has moved to the new facility Putzke & Bostelmann will complete the project.

**FUTURE AGENDA ITEMS**

Putzke stated that the next meeting will be after Judge-elect Slate takes office. Committee appointments will be made by Slate after he is in office.

**FUTURE OF SECURITY AND FACILITIES COMMITTEE LEADERSHIP AND MEMBERS**

A. Putzke/Addition of Lt. Gerth by appointment of Judge Stork. Appointments will be made by Slate in the future.

B. Putzke/Transition Plan

C. Election of Committee Officers

*Motion/second(Munger/Collins)* to table elections until the August 2<sup>nd</sup> meeting and decisions are made by the new Judge. Motion carried

**ADJOURNMENT**

*Motion/second(Dissing/Munger)* to adjourn at 3:50 PM. Motion carried.

**Next meeting dates:** August 2, 2011  
November 1, 2011

Submitted by,

Marge Bostelmann  
County Clerk