

Minutes are provided for informational purposes only. The official record can be obtained from the County Clerk's office. All minutes are unofficial until approved. Minutes are generally approved at the following meeting.

Joint Pierce County Fair/Building Committee Meeting

Pierce County Office Building Meeting Room 1

January 17, 2005

Call to Order - The meeting was called to order by Chairperson Jerry Kosin at 4:03 pm. Committee members present were Kirstin Schilling, Bob Traynor, Greg Kerr, Mike Larson, LeRoy Peterson, and Don Nellessen. Also present were Ann Webb, Kenny Hines, Marie Marty, Frank Ginther, Jamie Feuerhelm, and Al Huppert. Phil Lamb and Jeff Holst represented the public.

Public Comment - There was no public comment at the beginning of the meeting.

Approval of the November 29, 2004 Committee Meeting minutes.

Motion by B. Traynor/L. Peterson to approve minutes as presented. Motion carried.

Fair Coordinator Report

A. Webb brought the committee up to date on the Keffer/Overton contract that was approved at the September meeting. She stated that Corporation Counsel had suggested some minor changes to the contract before having anyone sign it. The changes have been sent back to Keffer/Overton for their approval. She will keep the committee up to date on Keffer/Overton's response.

The Rodeo and TipTop contracts were finalized while at convention. Several entertainers for the 2005 fair were booked.

Ann talked about a company that contacted her this week about holding a small carnival at the fair grounds on March 13. Ann expressed concerns about allowing them to come. After some discussion M. Larson asked for references, J. Kosin would like to know how this company heard about our fair grounds. K. Hines stated that March is not a good time of the year for vehicles to be driving out at the fair grounds with the possibility of it being muddy out, would ruin the lawn and landscaping. J. Kosin advised Ann to put this topic on the next Committee Meeting's agenda if she felt it warranted further discussion after doing some more checking.

A donation of cleaning supplies from the Rock Elm SkyRockets 4-H club was acknowledged. A thank you letter on behalf of the fair office/committee members was sent to the 4-H club.

Expansion of Open Class

A. Webb reported that currently in the fair book it reads "To enter in the Open Class, you must be a Pierce County resident or a St Croix County Resident with a River Falls address". This was put in place because it was too hard to distinguish when a River Falls address came if they lived in Pierce or St. Croix County. However, other towns within Pierce County also cross over into a different county but still have a Pierce County city/town as their address. Such as Spring Valley residents that live in St. Croix or Dunn County, Elmwood residents that live in Dunn County, or Plum City residents that live in Pepin County. To be consistent and fair throughout the county, Ann recommends open class eligibility be expanded to include "if your address has a Pierce County city/town as your address, you are eligible to exhibit in Open Class". This would apply to physical resident address and not P.O. Boxes. Motion by M. Larson/B. Traynor to expand open class eligibility to include addresses with a Pierce County city/town even if they reside outside of Pierce County. Motion carried.

Mature Male Goats

This topic was presented to the committee at the conclusion of the November meeting by P. Lamb to expand Angora goats to include mature intact male goats and allow them to exhibit in the youth portion of the Fair. A. Webb reported on her findings to the committee on the concern of mature male goats at Fairs. After some further discussion motion by G. Kerr/ M. Larson to not allow mature male goats at the fair based on the information presented. Motion carried. F. Ginther thanked the Lamb family for their involvement in the 4-H program.

Overhead Garage Doors – Round Barn

K. Hines presented the bids from R & R Overhead Garage Door and Quality Supply on the overhead garage doors for the Round Barn. Motion by G. Kerr/K. Schilling to accept R & R Overhead Garage Door's bid of \$1564.00. Motion carried. LeRoy Peterson was excused from the meeting after this point.

Fair Grounds Rental Fees

The Fair Committee and the Building Committee reviewed the rental rates that the fair committee suggested at the November meeting. M. Larson stated he did not agree with the proposed rates and would like to see item 24 amended to \$45/hour and item 25 to \$90/hour. The committees discussed grandstand rates. A. Webb reported that Corporation Counsel stated it is unlawful to charge one person for electric and not charge another. Motion by G. Kerr/J. Kosin to change item 17 to read all fair bldg. except Seyforth and grandstands; item #24 to \$45/hour; item #25 to \$90/hour and item 16 (grandstands) to \$500/day, \$750/2 days and \$1000/3 days plus electricity. Voice vote with M. Larson, G. Kerr, J. Kosin voting in favor. B. Traynor, K. Schilling, and D. Nellessen opposed. Motion failed.

Motion by K. Schilling/M. Larson to make the same changes as outlined previously except that item #16 be changed to \$450/day, \$650/2 days, and \$850/3 days plus electricity. Motion carried by voice vote

with all in favor. G. Kerr would like to go on recorded stating he feels those rates are too low.

Premium Reductions

From past meeting, premium reductions have been discussed in order to make up the \$4700 budget cut. Of all the options discussed, Ann reported that removing Open Class premiums and reducing jr. beef and dairy by \$2 each would cover the deficit and cause the least amount of confusion for the Open Class exhibitors. K. Schilling made a motion to remove Open Class premium and reduce jr. beef and dairy premiums. Motion fails for lack of second. G. Kerr/B. Traynor to remove Open Class premium and not reduce Jr. beef and dairy premiums. Motion carried with all in favor.

Ellsworth Funsters Pancake Breakfast

Ann has met with the Ellsworth Funsters since the last meeting to discuss the pancake breakfast for the remodeling of the cement block bathrooms. Ann presented the committee with a list of ideas discussed for review. Motion by B. Traynor/G. Kerr to approve the Ellsworth Funster's Pancake Breakfast.

Ellsworth Funster's Beer Garden at the Rodeo

No Funster representative was present at the meeting. A. Webb went over Corporation Counsel opinion of the beer garden as well as her notes from her meeting with Jim Klaas from the Funsters since last meeting. Ann was instructed to continue her conversation with the Funsters and see if they are willing to proceed with the insurance & permit requirements. K. Schilling suggested waiting until the next meeting to discuss this when a Funster representative would be present. G. Kerr instructed the coordinator to continue to work with the Funster's on this issue. Information is to be collected from St. Croix and Dunn County on how they handle their beer garden at their fairs/rodeos.

Next Meeting Date/Adjourn The next meeting will be held on Wednesday, February 9, 2005 at 4:00 p.m. in meeting room 1. Motion by B. Traynor/D. Nellessen to adjourn at 5:45pm. Motion carried.

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MINUTES
Building Committee
Wednesday, February 9, 2005 – 8:30 a.m.
County Board Room

- Call to Order** Chairman Don Nellessen called meeting to order at 8:34 a.m.
- Roll Call** Members present were Kirstin Schilling, Greg Kerr, Don Nellessen, & Jerry Kosin; Paul Barkla excused.
- Others Present** Maintenance Supervisor Al Huppert, Dale Hines, Ron Anderson, Clerk J. Feuerhelm, H. S. Director Reggie Bicha, E.M. Director Gary Brown, D.P. Director Janet Huppert & Peggy Nelson.
- Minutes** Minutes of January 12, 2005 were approved by motion of K. Schilling/J. Kosin. Motion carried by voice vote with all in favor.
- House @ 344 Grove St.** Clerk J. Feuerhelm informed the committee that the Schenk's who submitted the bid to purchase the house have since withdrawn their bid due to excessive costs to move the house. He also distributed copies of estimates from two vendors to have the house demolished. Discussion on possibly selling items within &/or around the house prior to demo. R. Anderson & J. Kosin suggested having individuals interested in these items deal with the contractor awarded the bid directly rather than the County bidding it out. Discussion on having the house inspected for asbestos. Motion by J. Kosin/K. Schilling to get three bids on having the house inspected & give chairman authority to choose most advantageous. Motion carried by voice vote with all in favor. (P. Nelson exited meeting)
- Report from Architects** D. Hines reported on the activity with regard to the Facility Planning Committee. He stated that the bank was doing an appraisal on the building & when it is complete they would contact him to set up a meeting. He added that the architects submitted a follow up letter to their last report. (J. Huppert exited meeting)
- Child Support** R. Bicha explained the history of Pierce County's lease at the M & I Bank building. He added that moving this department into the building would not require leasing more space but rather a better utilization of the space the County already leases. Motion by K. Schilling/J. Kosin to approve move of the Child Support Dept. Motion carried by voice vote with all in favor.
- Move**

**Fire Alarm &/or
Sprinkler System
Office Building**

G. Brown explained the history & nature of the proposed project. He stated he received two rough estimates on just the office building with a fire alarm system only, no sprinkler system, at 60,000 & 76,000. Discussion that adding a sprinkler system would be too costly to pursue any further.

**Office Building
Cleaning Contract**

A. Huppert explained current month to month agreement & reiterated bids received for an annual contract. Heartland Cleaning bid was \$3890.00/month; LBM \$4075.50/month. Discussion about quality of service for both vendors. Motion by J. Kosin/G. Kerr to approve bid from LBM for 2005 cleaning contract. Motion carried by voice vote with all in favor.

**Policy on Purchases
Under \$500**

A. Huppert provided copies of the County's policy on such purchases. Committee discussed procedure.

Cleaning Supply Bids

A. Huppert discussed bids received for numerous products. Bids received from Corporate Express & Oak Ridge Chemicals. J. Kosin suggested contacting Van Paper in the Twin Cities area to get other pricing as well. No other action taken.

**Maintenance
Supervisor Report**

A. Huppert reported on past month's activities. To include replacing transfer electrical box in old courthouse. Also working during off kitchen hours on installing industrial range hood for jail kitchen.

**Fair Groundskeeper
Report**

K. Hines not present. D. Nellessen stated he had received information from K. Hines regarding electricity used for lights in the grandstand area. The fee to cover such costs would be \$100/hour for electricity.

Future Agenda

-Discuss/take action on cleaning supply bids.

Items

-Discuss/take action on bids for lawn spray/fertilizer.

-Discuss/take action on house at 344 Grove St.

Set Next Meeting

Next meeting set for March 9, 2005; 8:30 a.m. in County Board Room.

Other Business

D. Hines informed committee of remodeling project being done for the Public Health Dept. at the Ingram Center in River Falls.

R. Anderson informed committee that K. Hines reported that he had cut a tree down near the Boys Scouts building & the building was damaged somewhat during the event of the tree falling. Also that K. Hines would be repairing the building when he returns from vacation.

(K. Schilling excused from meeting 10:15 a.m.)

Adjournment

Meeting adjourned at 10:23 a.m. by motion of J. Kosin/G. Kerr. Motion carried by voice vote with all in favor.

Respectfully Submitted
By

Jamie R. Feuerhelm, Pierce County Clerk

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**MINUTES
Building Committee
Wednesday, March 9, 2005 – 8:30 a.m.
County Board Room**

- Call to Order** Chairman Don Nellessen called meeting to order at 8:35 a.m.
- Roll Call** Members present were Kirstin Schilling, Greg Kerr, Don Nellessen, & Jerry Kosin, & Paul Barkla.
- Others Present** Maintenance Supervisor Al Huppert, Clerk J. Feuerhelm, UW Horticulture agent Diana Alfuth, & Peggy Nelson. Also Sheriff Everett Muhlhausen.
- Minutes** Minutes of February 9, 2005 were approved by motion of P. Barkla/K. Schilling. Motion carried by voice vote with all in favor.
- Centennial Celebration** D. Alfuth gave an update on the master gardener project. She indicated that the majority of the plants have been ordered & the project would get started as soon as they could after the frost is out of the ground.
- P. Barkla directed to contact individuals regarding an actual date for the celebration. The Pierce County Historical Society, Ed Haas, resource agent, & Scott Mulhern, county board member & civil war enthusiast were among those mentioned.
- Boiler Cleaning** A. Huppert explained the purpose and process for the request. He indicated that PBBS Equipment has been doing the cleaning & inspecting for a lengthy number of years. The estimate was \$794.00 per boiler with two boilers being done. Motion by J. Kosin/G. Kerr to approve PBBS Equipment to perform the cleaning & inspecting of the two boilers in courthouse. Motion carried by voice vote with all in favor.

Evidence Room Shelves A. Huppert explained that the funds, approximately \$1100.00, for the materials were carried over from last year because the room was not ready to have the shelves installed before year-end. P. Barkla asked whether the maintenance request forms had been distributed to the departments & if they were being used as they were intended. Motion by J. Kosin/P. Barkla to approve the building of the requested shelves. Motion carried by voice vote with all in favor. G. Kerr asked to reconsider his vote until further information could be obtained with regard to what fund these projects, including the janitor sink, should be paid from. J. Kosin rescinded his motion to approve, P. Barkla concurred, all in favor. Sheriff E. Muhlhausen explained what types of things could be done with funds from the Jail Assessment Fund. He indicated that the janitor sink would be used for cleaning parts of the jail area, meeting the expenditure requirements for that fund, but that the shelves for the evidence room would not. Motion by P. Barkla/G. Kerr to approve expenditure & completion of the shelves project. Motion carried by voice vote with all in favor.

Janitor Sink Jail Kitchen Area A. Huppert explained the need for the sink & where it would be located. The cost of the sink including necessary fixtures is approximately \$600.00. P. Barkla asked what fund the money would come from. A. Huppert stated that it would come from the Maintenance Department's Building Outlay Fund. Discussion on if the funds should be paid from Jail Assessment Fund. Motion by P. Barkla/K. Schilling to defer action on this item & refer it to the Law Enforcement Committee to approve the expenditure from Jail Assessment Fund. Motion carried by voice vote with all in favor.

Lawn Maintenance A. Huppert stated he received a bid from Contour Lawns for \$520.00 for annual estimate on lawn care to include fertilizing & weed spray. He indicated that he contacted two other companies but did not receive a reply. Motion by P. Barkla/K. Schilling to approve bid from Contour Lawns. Motion carried by voice vote with all in favor.

Houses on Grove St. Village of Ellsworth D. Nellessen stated this item had to do with the two Amann buildings next to the blue highway department building. He suggested that he & J. Feuerhelm contact Mr. Amann & discuss the possibility &/or terms of a sale. Discussion on status of bank building & if the committee desired to pursue the Amann properties. Committee directed D. Nellessen & J. Feuerhelm to contact Mr. Amman to get further information.

Asbestos Testing Bids-344 Grove St. Building J. Feuerhelm provided copies of bids along with a summary. Bids submitted were as follows: Air Tech Environmental Services Inc. for \$485.00; Maxim Technologies for \$1475.00; Northern Environmental for 1850.00; Zanto Environmental & Consulting for \$445.00. Discussion on bids presented by Air Tech & Zanto Environmental with regard to number of samples included in the estimate. K. Schilling asked that Air Tech include in their contract language indicating that all sampling needed for the project is included in the bid presented. Motion by G. Kerr/J. Kosin to approve bid from Air Tech contingent upon contract being reviewed & approved by Corporation Counsel. Motion carried by voice vote with all in favor.

House at 344 Grove Street	Discussion on what could be done with the house at this point. Motion by G. Kerr/P. Barkla to defer action on this item until contract & asbestos report has been received from Air Tech. Motion carried by voice vote with all in favor. P. Nelson asked to be notified prior to the building being demolished.
Cleaning Supply Bids	A. Huppert presented bid estimates for toilet paper & cleaning products from G.S. Distributing, Dick's IGA-River Falls, Van Paper, & Wal-Mart. He explained that the G.S. Distributing bid included delivery of the product, the others did not. Motion by G. Kerr/P. Barkla to approve bids for cleaning supplies. Motion carried by voice vote with all in favor.
Fair Groundskeeper Report	K. Hines not present. P. Barkla requested that if K. Hines was unable to attend meeting that he submit a brief written report in lieu of his presence. Committee concurred.
Maintenance Supervisor Report	A. Huppert reported that there were five shallow wells surrounding the east parking lot for the office building. He indicated that he received authorization from the State to remove the wells. Also that a pump bearing & valve had broken in the boiler room for the Office Building that provides heat to the entrance areas of the building. The pump will have to be replaced.
Other Business	P. Barkla indicated that he would be contacting Dorothy Ahlgren & Ed Hass with regard to the Centennial Celebration & invite them to the next meeting.
Future Agenda	-Centennial Celebration.
Items	-Providing personnel during fairgrounds rental
Set Next Meeting	Next meeting set for April 13, 2005; 8:30 a.m. in County Board Room.
Adjournment	Meeting adjourned at 9:55 a.m. by motion of P. Barkla/K. Schilling. Motion carried by voice vote with all in favor.

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MINUTES
Building Committee
Wednesday, April 13, 2005 – 8:30 a.m.
County Board Room

- Call to Order** Chairman Don Nellessen called meeting to order at 8:34 a.m.
- Roll Call** Members present were Kirstin Schilling, Greg Kerr, Don Nellessen, & Jerry Kosin, & Paul Barkla.
- Others Present** Maintenance Supervisor Al Huppert, Fair Groundskeeper Kenny Hines, UW Resource agent Ed Hass, Clerk J. Feuerhelm, David Bergeson-Air Tech, Frank Ellenbecker – Ecolab, Dorothy Ahlgren-Pierce County Historical Assoc., & Peggy Nelson. Also Sheriff Everett Muhlhausen.
- Minutes** Minutes of March 9, 2005 were approved by motion of P. Barkla/J. Kosin. Motion carried by voice vote with all in favor.
- Asbestos Report**
344 Grove St. This item moved up from #6 on the agenda. David Bergeson from Air Tech, Inc. was present to explain details of the report. He indicated that the structure only contained Category I non-friable asbestos & the county was not required under law to notify the DNR. Also that the material could be removed with the rest of the demolition debris as long as the material was disposed at an approved C&D (construction & demolition) landfill. Motion by K. Schilling/P. Barkla to accept asbestos report from Air Tech, Inc. Motion carried by voice vote with all in favor.
- Centennial Celebration** P. Barkla introduced Ed Hass & Dorothy Ahlgren who have been coordinating much of the efforts on the project. E. Hass stated that the date for the celebration is set for June 26th, which coincides with the Cheese Curd Day celebration in Ellsworth. He indicated a number of political officials & locals involved in the event as well as some of the activities that are trying to be set up. He added that he would be doing periodic public notices prior to the event.

**Providing Personnel
Fairgrounds Rental**

Committee discussed issues relating to providing maintenance personnel during times when the fairgrounds are being rented. J. Kosin suggested the next time rates for rental fees are reviewed that providing personnel be integrated into the fee structure. G. Kerr asked to get more information from other municipalities & Pierce-Pepin Electric as to how they pay their on-call employees. Motion by G. Kerr/J. Kosin to postpone action on this item until next meeting.

Garage Doors – Jail

A. Huppert presented two bids for 3 doors for the jail garage. One from Quality Supply in the amount of \$4170.00, & one from R & R Overhead Garage Door in the amount of \$3472.00. J. Kosin asked if that included disposing of the old doors. A. Huppert clarified that R & R's bid included the disposal but Quality Supply charged an additional fee for this service. Discussion on if the project qualified as a jail remodel or maintenance. Motion by G. Kerr/K. Schilling to move item down on the agenda as P. Barkla summoned Sheriff E. Muhlhausen for further information. Motion carried by voice vote with all in favor. Sheriff Muhlhausen indicated that the garages are a part of the jail itself & thought that this project would qualify to be paid from the jail assessment fund. Motion by G. Kerr/P. Barkla to approve bid from R & R Overhead Garage Door contingent upon approval of Law Enforcement Committee & their approval for funds to be paid from jail assessment fund. Motion carried by voice vote with all in favor.

Pest Control

Frank Ellenbecker gave presentation on services offered by Ecolab with regard to pest control. Cost estimates given were \$75.00/month. An extra \$25.00/month for exterior protection. Direction given to have Mr. Draft a scope of services & the cost thereof. Also procure a similar report from vendor currently providing this service.

**House at 344 Grove
Street**

Discussion on whether to have the house demolished & removed. Also procedures for advertising & bidding the project. Scope of project would consist of the removal of the two-story structure, an 18ft. X 24ft. storage structure, along with their respective foundations, & a possible old cistern all located on the same property. Disposal of debris to be deposited at an approved Construction & Demolition Landfill. The RFP for the project will be published in local papers as well as direct mailed to known vendors. Proof of liability insurance required. Bid deadline set at April 29, 2005 with the completion of the project to be accomplished no later than July 1, 2005. Motion by G. Kerr/J. Kosin to have Chairman D. Nellessen & Clerk J. Feuerhelm draft details of the RFP, publish in local papers, & direct mail to vendors requiring sealed bids for the project. P. Nelson asked what type of road would be put in once the house was removed. D. Nellessen & G. Kerr stated that the committee would do a physical inspection of the property once the demo project was completed to determine the best course of action for all concerned. Motion carried by voice vote with all in favor.

Lawn Maintenance	A. Huppert indicated that he received a letter from Corporation Counsel stating that the current vendor for this service carries \$300,000 in liability insurance & that the amount of insurance should be \$1Million. A. Huppert stated that he contacted the current vendor & informed him of the increased insurance requirement & the vendor replied stating that he was not willing to increase his insurance so the county would have to find another vendor. A. Huppert contacted another vendor who had a \$1Million liability insurance policy that indicated they could provide the service for \$135.00/application.
Lawn Maintenance – Continued	Committee members questioned why Corp. Counsel was suggesting an increase in the insurance. A. Huppert indicated that Corp. Counsel informed him that the committee could still contract with Contour Lawns at their current insurance level, but that Counsel wanted a written statement from the committee that they were informed of the increased insurance requirements by his office. Motion by G. Kerr/P. Barkla to dismiss action on this item as action was previously taken at the March meeting. Motion carried by voice vote with all in favor.
Fair Groundskeeper Report	K. Hines reported on activities. Painted restrooms in Seyforth Building, replaced overhead doors in Round Barn, winter storage, & working on outdoor restroom plumbing & fixtures. He also asked what the appropriate procedure was for reporting time worked. Committee suggested reporting actual time worked.
Maintenance Supervisor Report	A. Huppert reported that he had been working on shelving in the evidence room & Sheriff's Dept., & completed the jail range hood project.
Other Business	Discussed possible visit by Governor Doyle for the dedication of the child interview room in honor of Jim Dollahan.
Future Agenda Items	-Review bids for demo project @ 344 Grove St. -Review pest control bids.
Set Next Meeting	Next meeting set for May 11, 2005; 8:30 a.m. in County Board Room.
Adjournment	Meeting adjourned at 10:25 a.m. by motion of P. Barkla/J. Kosin. Motion carried by voice vote with all in favor.

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**MINUTES
Building Committee
Wednesday, May 11, 2005 – 8:30 a.m.
County Board Room**

Call to Order	Chairman Don Nellessen called meeting to order at 8:35 a.m.
Roll Call	Members present were Kirstin Schilling, Greg Kerr, Don Nellessen, & Jerry Kosin, & Paul Barkla.
Others Present	Maintenance Supervisor Al Huppert, Fair Groundskeeper Kenny Hines, UW Resource agent Ed Hass, Horticulture Educator Diana Alfuth, & Clerk J. Feuerhelm
Minutes	Minutes of April 13, 2005 were approved by motion of P. Barkla/J. Kosin. Motion carried by voice vote with all in favor.
Display Boards Centennial Celebration	E. Hass updated committee on progress with organizing Centennial Celebration. He also explained that the ad-hoc committee had a number of items of memorabilia that they would like to display in the courthouse. Discussion on size & placement of displays. Motion by G. Kerr/P. Barkla to approve expenditure up to \$1000.00 on display cases. Motion carried by voice vote with all in favor. G. Kerr commented on having certain rooms & areas painted prior to the celebration. P. Barkla suggested the committee meet in two weeks to review costs & progress of painting, carpet cleaning, & general cleanliness. D. Alfuth updated the committee on the progress of the landscaping project. She indicated that the edging has been installed & the plants would be put in next week. Also that on the 24 th a 4-H club was scheduled to come & spread mulch.
Driveway Constructed at 344 Grove St.	A. Huppert informed committee that Highway Commissioner Ross Christopherson planned to attend meeting to discuss options & costs for the construction of a driveway/road from the village street to the fairgrounds. G. Kerr explained to the committee that the Fair Committee is looking at a concept plan presented by a firm doing a study on the fairgrounds. That there may be a possibility that things on the fairgrounds may be moved to the southeast corner near where the proposed road would be located. Further discussion on whether to construct a road or drive on this property. Direction given to K. Hines to get further cost estimates from the Highway Dept. & the Village of Ellsworth for the construction of a road. Committee deducted that it may be best to wait until next year to consider constructing a road.
Bids on Demo Project – 344 W. Grove St.	Discussion on bids presented. Bids presented as follows listed with name of contractor, date bid submitted, & amount of bid. Durand Companies 5-3-05 \$4500.00 Ber-Mark Excavating Inc. 4-29-05 \$6875.00 Holst Excavating, Inc. 4-29-05 \$7800.00 plus \$1200 for topsoil/seed R.M. Schlosser Excavating 4-29-05 \$7800.00

B.S. Construction	4-29-05	\$7975.00
St. Croix Valley Excavating	4-28-05	\$10,950.00
Wang Excavating Inc.	4-29-05	\$12,987.50

Discussion on bid that was received late. G. Kerr clarified that the bid closing date was included in the Request For Proposal & that the bid received late should not be considered. J. Feuerhelm informed the committee that he had spoken with Corp. Counsel & that Mr. Lawrence felt that the RFP was written as such that the Committee could consider the late bid if they chose to do so. K. Schilling & P. Barkla concurred with G. Kerr, adding that the county should follow the perimeters given in the RFP & not consider looking for loopholes to accommodate the lowest bidder. Motion by G. Kerr/P. Barkla to approve bid submitted by Ber-Mark Excavating Inc. Motion carried by voice vote with 4 in favor, 1 (D. Nellessen) abstained.

Bid on Pest Control A. Huppert presented two bids for pest control. Guardian Control bid \$70.00/month; Ecolab \$100.00/month with a \$200.00 set up fee. Discussion on if bids were for the same level of services from both vendors. A. Huppert assured the committee that both were bidding on the same thing. Motion by P. Barkla/K. Schilling to approve bid from Guardian Pest Control. Motion carried by voice vote with all in favor.

Bids for Sealing Parking Lots A. Huppert presented two sealed bids to chairman. K. Schilling abstained from discussion & vote on this agenda item. Chairman read bids received from Fahrner Asphalt Sealers for \$9824.00 & from Asphalt Maintenance for \$6100.00. Discussion on specifications for bids & timetable for completing project. Motion by P. Barkla/G. Kerr to approve bid from Asphalt Maintenance. Motion carried by voice vote with 4 in favor & 1 (K. Schilling) abstained.

Closed Session Performance Eval. Fair Groundskeeper Motion by P. Barkla/K. Schilling to convene into closed session pursuant to §19.85 (1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercised responsibility, for the purpose of annual performance evaluation of Fair Groundskeeper. Motion carried by roll call vote with all in favor.

Open Session Motion by G. Kerr/K. Schilling to convene into open session. Motion carried by roll call vote with all in favor. Motion by K. Schilling/G. Kerr to table performance evaluation of Fair Groundskeeper until the September Building Committee meeting. Motion carried by voice vote with all in favor. Motion by K. Schilling/ G. Kerr to forward an inquiry to the Finance/Personnel Committee with regard to the correct procedure for handling evaluations & who is responsible for providing the forms, the job description, the notification of evaluation, past performance evaluations, as well as any other pertinent information for performing a correct evaluation. Motion carried by voice vote with all in favor.

Fair Groundskeeper Report K. Hines reported on activities. He stated that he completed the winter storage last week. Rainbow restrooms were completed yesterday with two changing stations being donated. He also reported that some residents have been disposing of their brush by throwing it over the fence onto the fairgrounds. Also that he discovered flying ants in the Seyforth Building & had PestStop come to address the issue. He announced that there would be a pancake feed at the Seyforth Building on Sunday.

Maintenance Supervisor Report A. Huppert reported that the electric, telephone, & water had been disconnected from the house at 344 Grove St. Also that the gas & TV cable was to be disconnected this week. Further reporting that the wall at the Ingram Center in River Falls had been completed. P. Barkla asked if the

maintenance forms were being used. A. Huppert confirmed that they were. The committee asked to see the requests at the meetings.

Other Business

None.

Future Agenda Items

-Review information regarding on-call employees

Set Next Meeting

Next meeting set for June 8, 2005; 8:30 a.m. in County Board Room.

Adjournment

Meeting adjourned at 10:15 a.m. by motion of J. Kosin/G. Kerr. Motion carried by voice vote with all in favor.

Respectfully Submitted By: Jamie R. Feuerhelm, Pierce County Clerk

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**MINUTES
Building Committee
Wednesday, June 8, 2005 – 8:30 a.m.
County Board Room**

- Call to Order Chairman Don Nellessen called meeting to order at 8:38 a.m.
- Roll Call Members present were Paul Barkla, Greg Kerr, Jerry Kosin , Don Nellessen, & Kirstin Schilling arriving at 8:44a.m.
- Others Present Maintenance Supervisor Al Huppert, Fair Groundskeeper Kenny Hines, Horticulture Educator Diana Alfuth, & Clerk J. Feuerhelm
- Minutes Minutes of May 11, 2005 were approved by motion of J. Kosin /P. Barkla. Motion carried by voice vote with all in favor.
- Centennial Celebration
Expenditures D. Alfuth gave a summary of the costs incurred for the Courthouse landscaping project. She indicated \$1500.00 was budgeted for the project & the total cost to the County was \$438.00. G. Kerr recommended sending a thank you card to all the volunteers. D. Alfuth indicated she planned on sending one to the master gardeners. She also presented a card for the committee to sign thanking Grange Hall Hardwoods for donating the mulch that was valued over \$700.00.
- Motion by G. Kerr/J. Kosin to approve the expenditure for landscaping minus \$60.00 donated by Paul Barkla. Motion carried by voice vote with all in favor.
- A. Huppert informed the committee on the costs for the cakes for the celebration. A styrofoam replica of the Courthouse @ \$350.00 & a sheet cake @ \$250.00. Motion by K. Schilling/P. Barkla to approve expenditure for cakes. Motion carried by voice vote with all in favor.
- Parking Stalls North
Courthouse Lot A. Huppert indicated that he had received complaints by employees about not enough parking stalls. Three stalls on the east side of lot were discussed. Stalls are currently allocated for two county owned cars & the Zoning Dept. Motion by G. Kerr/K. Schilling to make the three stalls on east side of lot visitor only parking, two-hour limit. Motion carried by voice vote with 4 in favor & 1 (P. Barkla) opposed.
- Information for On-Call
Employees K. Hines reported on what park officials for the City of River Falls & Pierce-Pepin Electric pay their on-call employees. City of River Falls receive four hours minimum comp time. Pierce-Pepin receive 20 hours comp time for the week, time-and-a-half on week ends, & double time for Sunday or holidays. Discussion on what to charge renters of fairgrounds. G. Kerr asked that K. Hines contact other counties & draft a summary of how employees are compensated for being on call. No further action taken.
- Door Locks Courthouse A. Huppert explained that three doors in the Courthouse need to have manual locks installed so they may be locked in the event the magnetic locks malfunction. The cost to modify would be approx. \$935.00. Discussion on other options. A. Huppert was directed to get more information &

present it at the next meeting. No further action taken.

- Furniture for Public Health A. Huppert indicated that \$15,000.00 was budgeted to replace furniture in this department. The department would like to purchase some of the furniture now. No further action taken.
- Remove Door in Public Health A. Huppert explained what office within the department that they were requesting to have removed & sheet rocked over. Discussion by committee on need for project. Members indicated they would like to look at the project before deciding what to do. A. Huppert directed to draft a cost estimate on project & present at next meeting. No further action taken.
- Fair Groundskeeper Report K. Hines reported on activities. He stated that the electrical panels for the cattle barn & the Drewiske Building were installed. Also that the Quonset building was being power sprayed to prepare for painting. He indicated that a boom truck may need to be rented at the cost of \$600.00 to do the painting. He contacted the Highway Dept. to inquire on using their truck but was told they did not want it to get full of paint. Committee gave approval to rent the truck.
- Also reported on completing the repair of the Boy Scouts' roof, overhead door in round barn, & grandstand electrical meter being installed. Lastly, that he received an estimate or \$300,000.00 to have the bleachers in grandstand area moved/installed at different location on the grounds.
- Maintenance Supervisor Report A. Huppert reported that he was going to be installing the air-conditioning units at the Ingram Center in River Falls. He asked if the material for the garage door & sink project for the jail could be ordered. G. Kerr indicated that the Law Enforcement Committee would need to approve expenditure first. A. Huppert also reported that the parking lot sealant project was complete. That five wells in the east parking lot of office building were closed. Committee directed A. Huppert to get estimates on expanding this lot to the east. He also reported that more heat pumps would need to be replaced in the Courthouse & Office Building. He showed committee one of the display cases he constructed for the Centennial Celebration.
- Other Business None.
- Future Agenda Items
- Review information regarding on-call employees.
 - Door locks at courthouse.
 - Public Health inter-office remodel.
 - Parking lot expansion for east lot Office Building.
 - Restoring of dome murals.
- Set Next Meeting Next meeting set for July 13, 2005; 8:30 a.m. in County Board Room.
- Adjournment Meeting adjourned at 9:55 a.m. by motion of K. Schilling/P. Barkla. Motion carried by voice vote with all in favor.

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**MINUTES
Building Committee
Wednesday, July 13, 2005 – 8:30 a.m.
County Board Room**

- Call to Order** Chairman Don Nellessen called meeting to order at 8:33 a.m.
- Roll Call** Members present were Greg Kerr, Jerry Kosin , Don Nellessen, & Kirstin Schilling. Paul Barkla excused.
- Others Present** Maintenance Supervisor Al Huppert, Fair Groundskeeper Kenny Hines, Human Services Director Reggie Bicha, & Clerk J. Feuerhelm
- Minutes** Minutes of June 8, 2005 were approved by motion of J. Kosin /G. Kerr. Motion carried by voice vote with all in favor.
- Wall in Human Services Dept.** A. Huppert stated that he received two bids for the project. Red Wing Glass for \$7693; & Glass Express-River Falls \$7736. Handicap auto door openers were an additional \$2611. He added that the Glass Express bid included 2 additional short walls. J. Kosin suggested getting another bid to include the additional walls & the auto door openers. Motion by G. Kerr/J. Kosin to defer action until next meeting. A. Huppert directed to get new bids to include all items discussed. Motion carried by voice vote with all in favor.
- Replace Door-Office Building North Entrance Lower Level** A. Huppert stated that the current door is becoming quite rusty. Funds of \$4500 were budgeted for the project. He indicated that he received only one bid from Glass Express for \$2350.00. G. Kerr asked if a deadline was included when requesting bids. A. Huppert replied that there was not. G. Kerr suggested sending bids out again & include a deadline. Motion by J. Kosin/G. Kerr to defer action until next month. Motion carried by voice vote with all in favor. J. Kosin suggested getting a bid for two doors as well.
- Door Locks - Courthouse** Discussion on doors with magnetic locks & alternative type locks that could be used. A. Huppert directed to contact the company that installed the doors with the magnetic locks to ask if they have any suggestions.
- Horse Wash Rack – Fairgrounds** K. Hines explained request. K. Schilling stated the Fair Committee approved the request & that the costs involved would be the responsibility of the requestors. Motion by G. Kerr/J. Kosin to approve the project. Motion carried by voice vote with all in favor.
- Blacktop – Fairgrounds** K. Schilling abstained from discussion. K. Hines stated he received the following bids for paving at fairgrounds: Asphalt Maintenance for \$9995.36 to include 225 tons of asphalt; and Pierce County Highway Dept. for \$9987.12 to include 214 tons of asphalt. K. Hines explained the area to

be included in the project is the road from Grant St., past silver barn, over to Beldenville Old Car Club building & parking lot area. He added that the Highway Dept. has a 1 inch compacted depth for the asphalt & Asphalt Maintenance has 1.5 inches. Motion by J. Kosin/G. Kerr to accept bid from Asphalt Maintenance. Motion carried with 3 in favor & 1 (K. Schilling) abstained.

Remove Door in Public Health

D. Nellessen stated that he visited the department to look at what the request entailed. He indicated that he thought it would be a good use of space. K. Schilling asked about costs. A. Huppert replied saying that there would be little cost involved. G. Kerr directed A. Huppert to keep track of time spent on such type projects. Motion by K. Schilling/G. Kerr to approve project. Motion carried by voice vote with all in favor.

Parking Lot – Office Building

A. Huppert indicated that he received an estimate of \$25/sq. yard for breaker rock & asphalt. Area being considered is approximately 30ft x 120ft. Discussion on waiting to determine the outcome of possible M&I Bank purchase.

Lot @ 344 W. Grove St.

J. Feuerhelm explained that the demolition project didn't include leveling, topsoil, & seeding because the committee was considering a road across the property to the fairgrounds. He indicated that there were 2 bids. One previously submitted by Holst Excavating for \$1200, & one from Ber-Mark Excavating for \$1580. G. Kerr asked if the Highway Dept. had topsoil available. Discussion on getting new bids for project. A. Huppert directed to get new bids. Motion by K. Schilling/G. Kerr to defer until next meeting. Motion carried by voice vote with all in favor.

Display Case for Courthouse Replica

A. Huppert indicated that county board chairman Ron Anderson requested he place this item on the agenda. Committee discussed whether there was even a location to place such a display case. G. Kerr & K. Schilling inquired about the cost to build a case this size. A. Huppert estimated that for materials only it would be approximately \$400.00. Motion by G. Kerr/K. Schilling to defer action until chairman D. Nellessen discusses cost & location with R. Anderson. Motion carried by voice vote with all in favor.

Fair Groundskeeper Report

K. Hines reported on activities. New doors were installed on the blue & silver barns; new sidewalks installed to the Rainbow Bathrooms; Quonset barn was painted; storm clean up; temporary repair of grandstand fence; installed two lights between Our Savior's & St. Francis food stands; mural painted on electric building.

Maintenance Supervisor Report

A. Huppert reported that the Centennial Celebration went well. The house at 344 W. Grove has been completely removed. A lot of time keeping up with cooling units. Also replacing some carpets in office building.

Other Business

D. Nellessen asked about parking units north of courthouse. A. Huppert stated that P. Barkla instructed him to wait until next meeting. Discussions on what units were actually being considered for change.

Future Agenda Items

-Wall in Human Services Dept.
-Entrance door units in Office Building.

- Door locks at courthouse.
- Review bids for lot at 344 W. Grove St
- Display case for courthouse replica.
- North parking lot of courthouse.
- Restoring of dome murals.

Set Next Meeting

Next meeting set for August 10, 2005; 8:30 a.m. in County Board Room.

Adjournment

Meeting adjourned at 9:45 a.m. by motion of K. Schilling/G. Kerr. Motion carried by voice vote with all in favor.

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**MINUTES
Building Committee
Wednesday, August 10, 2005 – 8:30 a.m.
County Board Room**

- Call to Order** Vice-Chairman Jerry Kosin called meeting to order at 8:34 a.m.
- Roll Call** Members present were Paul Barkla, Greg Kerr, Jerry Kosin, & Kirstin Schilling. Don Nellessen excused.
- Others Present** Maintenance Supervisor Al Huppert, Fair Groundskeeper Kenny Hines, Human Services Director Reggie Bicha, Land Management Administrator Andy Pichotta, A/C Curt Kephart & Clerk J. Feuerhelm
- Minutes** Minutes of July 13, 2005 were approved by motion of G. Kerr/P. Barkla. Motion carried by voice vote with all in favor.
- Wall in Human Services Dept.** A. Huppert stated that he received two bids for the project. Red Wing Glass for \$8435.83; & Glass Express-River Falls \$7736.40. Handicap auto door openers were an additional \$2611.25. Motion by G. Kerr/P. Barkla to approve bid from Glass Express to include handicap door opener. Motion carried by voice vote with all in favor.
- R. Bicha explained plan for reorganize of administrative assistants' area. P. Barkla asked that the plans be presented at the next Human Services board meeting.
- Replace Doors -Office Building North Entrance Lower Level** A. Huppert stated that he received two bids to replace the North & East entrance doors of the Office Building. One from Glass Express for \$4200.00 & one from Red Wing Glass for \$4800.00. Motion by K. Schilling/G. Kerr to approve bid from Glass Express for \$4200.00. Motion carried by voice vote with all in favor.
- P. Barkla asked to move item #7 – parking North side of courthouse, up on the agenda to be addressed next.
- Parking – North side of Courthouse** A. Pichotta distributed a memo addressing the issue & read it to the committee. He requested that the one parking unit currently reserved for a Land Management vehicle remain as such. P. Barkla explained that the Land Management Committee addressed the issue & unanimously supported Mr. Pichotta's request. Discussion followed regarding parking in undesignated stations. Motion by P. Barkla/G. Kerr to allow one parking unit for Land Management vehicle in it's current location, to identify the two South units next to recycling shed & the two units on each end of North side of lot "No Parking", & to include the appropriate signage. Motion carried by voice vote with all in favor.

- Door Locks - Courthouse** A. Huppert stated that he spoke with the vendor that installed current locks. To install appropriate locks would cost approximately \$1000.00 per door. A. Huppert added that the vendor indicated that this really wouldn't be necessary as the likelihood of the doors not locking properly would be very minute. No further action taken.
- Lot @ 344 W. Grove St.** A. Huppert presented three bids for leveling & seeding the lot. First from Pierce County Highway Dept. for \$1305.00. Second from Huppert's Excavating, Ken & Gary Huppert proprietors, for \$1050.00 plus \$90.00 for mulch. Third from Ber-Mark Excavating, Inc., Mark Larson proprietor, for \$1580.00. A. Huppert explained that the bid from the Highway Dept. included 100 yards of black dirt & hydro seeding. The other bids included 60 yards of black dirt. Discussion on levels of dirt needed. Motion by G. Kerr/P. Barkla to approve bid from Huppert Excavating to include mulch. Motion carried by voice vote with all in favor.
- Display Case for Courthouse Replica** A. Huppert stated that Don Nellessen asked to have this item placed on the agenda. Motion by P. Barkla/G. Kerr to defer action until next month.
- Restore Murals Courthouse Dome** J. Kosin indicated that he thought Ed Hass, UW Resource Agent was looking into this subject. A. Huppert stated that he had contacted an individual who indicated that she could do the project but she had not returned his calls. Motion by G. Kerr/P. Barkla to defer until next month. Motion carried by voice vote with all in favor.
- Ellsworth Ambulance Repeater System** A. Huppert indicated that there was an antenna installed in the dome but that it had recently been removed. K. Schilling explained that the antenna was installed without permission & that Lt. Mike Knoll of the Sheriff's Dept. informed them that they could not do that. No further action taken.
- 2006 Budget** K. Hines presented preliminary budget for fairgrounds. He explained different aspects of proposed budget along with projects planned for the next year.
- A. Huppert presented preliminary budget for Maintenance Dept. Discussion on different projects. No further action taken.
- Maintenance Supervisor Report** A. Huppert reported that he completed the door project in the Public Health Dept. P. Barkla asked that a monthly report from the Maintenance Dept. be submitted to the county board as other departments do. A. Huppert indicated that he had submitted a report last month.
- Future Agenda Items**
- Administrative assistants' area reorganization in Human Services Dept.-Display case for courthouse replica.
 - Restoring of dome murals.
 - 2006 Budget for Maintenance Dept. & Fairgrounds.
 - Performance evaluations for Maintenance & Fairgrounds supervisors.

Set Next Meeting

Next meeting set for August 31, 2005; 8:30 a.m. in County Board Room.

Adjournment

Meeting adjourned at 9:58 a.m. by motion of P. Barkla/G. Kerr. Motion carried by voice vote with all in favor.

Submitted by: Jamie R. Feuerhelm, Pierce County Clerk

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**MINUTES
Building Committee
Wednesday, August 31, 2005 – 8:30 a.m.
County Board Room**

- Call to Order** Chairman Don Nellessen called meeting to order at 8:33 a.m.
- Roll Call** Members present were Paul Barkla, Greg Kerr, Jerry Kosin, Don Nellessen, & Kirstin Schilling.
- Others Present** Maintenance Supervisor Al Huppert, Fair Groundskeeper Kenny Hines, Human Services Business Manager Donna Robole, Administrative Coordinator Curt Kephart, Supervisor Scott Mulhern, Fair Coordinator Ann Webb, Clerk J. Feuerhelm, & Mary Foley.
- Minutes** Minutes of August 10, 2005 were approved by motion of P. Barkla/G. Kerr. Motion carried by voice vote with all in favor.
- Human Services Dept. Office Furniture Reorganization & Door Alteration** A. Huppert & D. Robole explained the purpose & proposed positioning of one of the internal office doors. Also discussion on what department budget funds for project were to come from & if reimbursement from the state was a possibility. Motion by P. Barkla/J. Kosin to approve reorganization & repositioning the door. Motion to amend by G. Kerr/P. Barkla to have A. Huppert maintain a log of hours & materials spent on the project & bill back to the Human Services Dept. for possible reimbursement from the state. Motion on the amendment carried by voice vote with all in favor.
- Motion on original question as amended carried by voice vote with all in favor.
- Display Case for Courthouse Replica** Discussion on cost of display case & possible options on where to position the replica. Also discussion on offsite locations & other organizations that might be interested in the item. Motion by G. Kerr/P. Barkla to donate the replica to the Pierce County Historical Society. P. Barkla stated that he would contact Dorothy Ahlgren & inform her of the donation. Motion carried by voice vote with all in favor.
- Motion by P. Barkla/G. Kerr to suspend the rules to take agenda item #8 “adjustment of fairgrounds rental fee for Democratic Party” out of order & move to item #6 on the agenda. Motion carried by voice vote with all in favor.
- Restore Murals Courthouse Dome** A. Huppert informed the committee that the person that initially offered to do the restoration had done some more investigating on the project & was told that because it is 100 years old she may do it more harm than good. G. Kerr asked if she offered an estimate on what it would cost to have it professionally restored. A. Huppert replied that she did not indicate an estimate of any kind.

Direction given to A. Huppert to explore the matter further & obtain estimates. No further action taken.

- Adjustment of Fairgrounds rental fee for Democratic Party** M. Foley representing the Pierce County Democratic Party informed the committee of the rental agreement entered into for renting a portion of the fairgrounds. She indicated that according to the agreement the portion in question was not set up prior to their arrival & had to assist setting it up on their own. She asked that the fee be reduced by \$75.00. K. Hines explained that he arrived late but was there to get things set up so the group could still utilize the facilities. Motion by G. Kerr/K. Schilling to adjust the rental fee by reducing it \$75.00. Discussion on amount of reduction. Motion carried by voice vote with 4 in favor & 1 opposed (J. Kosin).
- 2006 Budget Maintenance Dept.** A. Huppert presented proposed 2006 budget. Lengthy discussion on individual line items, energy costs & capital improvement projects. Motion by P. Barkla/K. Schilling to approve Maintenance Dept. budget with the following adjustments: heating line item 224 adjusted to \$75,000, reduce landscaping-courthouse by \$2000.00, eliminate from capital improvement projects, generator-office building, fire alarm system, retaining wall-courthouse, door entry card readers & annual maintenance for card readers. Motion carried by voice vote with all in favor.
- Chairman recessed the meeting at 10:30 a.m. Meeting reconvened at 10:35 a.m.
- 2006 Budget Fairgrounds** K. Hines presented proposed budget & projects for fairgrounds. He explained different aspects of proposed budget along with the projects planned for the next year. Lengthy discussion on budget & proposed projects. Motion by P. Barkla/K. Schilling to approve Fairgrounds budget with the following adjustments: Gas & heat line item #224 adjust to \$2400.00. Eliminate from capital improvement projects \$10,000 for asphalt, \$6000 for fence, & \$15,000 for round barn improvements. Motion carried by voice vote with all in favor.
- Keffor/Overton Master Plan** Discussion on remarks received from residents who viewed the plan during the fair. A/C C. Kephart informed the committee about issues revolving around communicating with current residents & addressing concerns on future expansion.
- Maintenance Supervisor Report** A. Huppert reported that the doors & wall in the Human Services Dept. was completed. Also that the lot at 344 W. Grove had been graded level & seeded & was now completed. He added that the neighbors were very pleased & that Kenny Huppert from Huppert Excavating had done an excellent job shaping & seeding the lot. J. Feuerhelm expressed a note of gratitude from the Nelson's, adjoining land owners, who stated they were thankful to the committee for being so responsible & ensuring that the entire project was done well.
- Fair Groundskeeper Report** K. Hines reported that the fair occupied the majority of his time for the month. He stated that he was glad to see that nearly all county board members attended the fair. P. Barkla complimented the crew working during the fair. K. Hines added that it was beneficial to not have the parade go through the grounds.
- Closed Session** Motion by P. Barkla/G. Kerr to convene in closed session pursuant to 19.85 (1)(c) WI. STATS. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body had jurisdiction or exercises responsibility, for the purpose of annual performance evaluation of maintenance supervisor & fair groundskeeper. Motion carried by roll call vote with all in favor.

Open Session

Motion by G. Kerr/P. Barkla to reconvene in open session. Motion carried by roll call vote with all in favor. Motion by P. Barkla/K. Schilling to grant favorable performance evaluation to fair groundskeeper Kenny Hines & award step increase.

Motion by K. Schilling/P. Barkla to grant favorable performance evaluation to Maintenance Dept. supervisor Al Huppert & award step increase with the condition that a meeting be held within 3 months to assess what progress has been made towards implementing goals. Motion carried by voice vote with 4 in favor & 1 opposed (G. Kerr).

**Future Agenda
Items**

- Review estimates on replacing windows in Office Building.
- Restoring of dome murals.
- 2006 Budget for Maintenance Dept. & Fairgrounds.

Set Next Meeting

Next meeting set for September 14, 2005; 8:30 a.m. in County Board Room.

Adjournment

Meeting adjourned at 1:30 p.m. by motion of P. Barkla/G. Kerr. Motion carried by voice vote with all in favor.

Submitted by: Jamie R. Feuerhelm, Pierce County Clerk

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MINUTES
Building Committee
Wednesday, October 12, 2005 – 8:30 a.m.
County Board Room

- Call to Order** Chairman Don Nellessen called meeting to order at 8:34 a.m. & determined existence of a quorum with the following members present: Paul Barkla, Greg Kerr, Jerry Kosin, & Kirstin Schilling.
- Others Present** Maintenance Supervisor Al Huppert, Fair Groundskeeper Kenny Hines, Administrative Coordinator Curt Kephart, Clerk J. Feuerhelm, & Darryl Dodge from Glass Express.
- Agenda** Reviewed by committee. A. Huppert informed of new format. Motion by P. Barkla/G. Kerr to adopt agenda as presented; motion carried by voice vote with all in favor.
- Minutes** Minutes of August 31, 2005 were approved by motion of P. Barkla/K. Schilling. Motion carried by voice vote with all in favor.
- 2006 Fairground Rates** K. Schilling informed committee that Fair Coordinator Ann Webb is still gathering the pertinent information to submit to the Fair Committee who will then make a recommendation to the Building Committee. Motion by P. Barkla/J. Kosin to defer action until information is gathered & recommendation is made. Motion carried by voice vote with all in favor.
- Shingling Round Barn & Seyforth Building** K. Hines informed committee of current condition of existing shingles. He explained that the costs were being covered by the County's insurance. He indicated that he had gathered estimates for materials & the labor if he were to do the work. Discussion on labor costs, hiring additional help, & if there were excess funds left if they could be carried over to use for future renovations of the Round Barn. Motion by K. Schilling/P. Barkla to authorize K. Hines to order shingles for both buildings & obtain two additional bids from other contractors for the labor. Motion carried by voice vote with all in favor.
- Courthouse Cake Replica** A. Huppert informed the committee that the business that made the replica indicated that they would display it in their store if it were just going to be discarded. Motion by G. Kerr/K. Schilling to donate the replica to Bo-Jo's Creations in Ellsworth. Motion carried by voice vote with all in favor.
- Shingling** Insurance Coordinator Wanda Kinneman & Finance Director Julie Brickner presented further information with regard to the insurance claim to replace the shingles on the Round Barn & Seyforth Building. W. Kinneman explained that the estimates would have to include an itemization of both materials & labor costs. Motion by G. Kerr/P. Barkla to reconsider action taken on shingling of Round Barn & Seyforth Building. Motion carried by voice vote with all in favor. Motion by G. Kerr/P. Barkla to defer action on shingling project until next meeting & at least two private estimates are obtained. Motion carried by voice vote with all in favor.
- Windows for Office Building** A. Huppert presented energy audit from X-Cel Energy & window estimates from Glass Express for Office Building for committee's review. Discussion on where funds would come from & if reimbursement from the State &/or Jail Assessment fund was possible. Darryl Dodge from Glass Express explained estimate & types of windows that could be used. Discussion on type of window to use & obtaining additional estimates. A. Huppert directed to get estimates & present at next meeting.

- Fair Groundskeeper Report** K. Hines reported that he has been busy keeping up with the mowing & handling winter storage. He added that Wayne Schulte of Victory Fireworks parked six empty semi tractor trailers in the north parking lot for approximately three weeks, adding that Mr. Schulte provided the fireworks for the fair at a very reasonable rate. Also that he increased the winter storage rate to \$8.00/foot for the season. K. Schilling commented that this rate was very inexpensive. K. Hines directed to obtain estimates for windows in the Round Barn.
- Maintenance Supervisor Report** A. Huppert stated that he spoke with Highway Commissioner Ross Christopherson with regard to the retaining wall located along Main Street. Mr. Christopherson indicated that the state paid for it the first time but would not pay to have it repaired or replaced. A. Huppert indicated he attempted to contact Greg Engeset at the Village of Ellsworth to determine if the village would cover or share those types of costs. Transfer switch for generator was repaired, garage doors for jail were replaced, & the moving of the door in Human Services was completed. Discussion on billing Humans Services Dept. for possible reimbursement from the state. Discussion on installing proper wiring for generator hook-up prior to winter. Discussion on cleaning services & current condition of buildings.
- Future Agenda Items**
- Review estimates on replacing windows in Office Building.
 - Review estimates on shingling of Round Barn & Seyforth Building.
 - Review estimates for window replacement in Round Barn.
 - Review possibility of additional staff person for cleaning of buildings.
 - Discussion on personnel schedules & hours worked.
 - Review issue of retaining wall repair/replacement along Main St.
 - Walk through of county buildings for assessment of current conditions.
- Set Next Meeting** Next meeting set for November 16, 2005; 8:30 a.m. in County Board Room.
- Adjournment** Meeting adjourned at 9:56 a.m. by motion of P. Barkla/J. Kosin. Motion carried by voice vote with all in favor.

Submitted by: Jamie R. Feuerhelm, Pierce County Clerk

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WEDNESDAY, NOVEMBER 16, 2005
UN-APPROVED MINUTES OF THE
BUILDING COMMITTEE MEETING HELD
November 16, 2005
STATE OF WISCONSIN) COUNTY CLERK'S OFFICE
COUNTY OF PIERCE) ELLSWORTH, WI 2005-

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI, at 8:30 a.m. CDT. Don Nellessen, Chair, called the meeting to order at 8:45 a.m. CDT.

1) Meeting Convened

The Chair acknowledged those present and established that there was a quorum:

1a) Those Present

- | | | |
|------------------|-------------------|------------------------|
| Members present: | Paul Barkla | District #5 (by phone) |
| | Greg Kerr | District #13 |
| | Don Nellessen | District #9 |
| | Kirstin Schilling | District #10 |
| Members absent: | Jerry Kosin | District #15 |

- | | | |
|---------------|-----------------|-------------------------|
| Also present: | Curt Kephart | County Admin. Coord. |
| | Al Huppert | Maintenance Supervisor |
| | Kenny Hines | Fair Groundskeeper |
| | Jamie Feuerhelm | County Clerk |
| | Reggie Bicha | Human Services Director |
| | Ann Webb | Fair Coordinator |
| | Darryl Dodge | Glass Express |

Motion by G. Kerr/P. Barkla to approve and adopt the agenda as presented. Motion carried by voice vote with all in favor.

1b) Agenda Approved

Motion by P. Barkla/K. Schilling to approve minutes of Oct. 12, 2005 as presented. Motion carried by voice vote with all in favor.

2) Minutes Approved

Motion by K. Schilling/P. Barkla to amend agenda by taking item #7, Discuss/Take Action to replace windows in office building, out of order & addressing before item #3, to accommodate Mr. Dodge's schedule. Motion carried by voice vote with all in favor.

1a) Agenda Amended

A. Huppert distributed bids submitted by Glass Express – River Falls, WI & Red Wing Glass – Red Wing, MN. D. Dodge explained different aspects of bid submitted by his company. R. Bicha relayed concerns expressed by staff regarding the issue of going to a fixed window as opposed to a double hung. Bids were as follows: Glass Express – bronze low E window for \$45,040.11; Red Wing Glass – solar/tinted window \$46,683.00. Motion by K. Schilling/P. Barkla to approve bid from Glass Express for the

7) Window Replacement Office Building

double hung bronze low E window. Motion carried by voice vote with all in favor.

K. Hines stated that he contacted three shingling contractors & received one sealed bid from the inquiry from Brenner Builders. Bid amount was \$29,950.00 for removal of old shingles, installation of new shingles, & clean-up. Bid did not include cost of new shingles. Some questions with regard to content of the bid. K. Hines suggested having proprietor present at meeting to explain bid. D. Nellessen suggested contacting other contractors. P. Barkla suggested drafting a proposal to include specifications of work to be done & advertise as well as mail proposal to contractors. K. Hines directed to draft proposal. He stated that the price of shingles was to increase by 10% on Dec. 1st. Motion by G. Kerr/K. Schilling to authorize K. Hines to purchase the shingles & paper for both buildings. Motion carried by voice vote with all in favor. Motion by K. Schilling/G. Kerr to have K. Hines work with A. Webb & C. Kephart to draft a proposal on specific work to be done. Motion carried by voice vote with all in favor.

3) **Review Bids-Shingling Round Barn-Seyforth Bldg.**

K. Hines explained that there were approximately 130 windows in the Round Barn that would need to be replaced. Estimated cost to replace with a double hung window without screens was approx. \$160.00/window. G. Kerr suggested K. Hines contact the Historical Society to verify what type of window would be acceptable so the building could be registered as a historical building. Motion by G. Kerr/P. Barkla to defer action until next meeting. Motion carried by voice vote with all in favor.

4) **Windows in Round Barn**

A. Webb distributed a list of rates recommended by the Fair Committee. Discussion on what rates were changed. C. Kephart relayed a question at the request of supervisor J. Kosin as to whether parking semi trailers on the grounds was going to be a chargeable rental & if the trailers were still currently parked on the grounds. K. Hines stated that he was not certain if the six trailers were still parked there. Discussion followed on services provided by trailers owner, Victory Fireworks, & arrangement with Village of Ellsworth. G. Kerr suggested that if J. Kosin had further concerns he should bring them up at the next meeting. Motion by K. Schilling/G. Kerr to approve non-fair rental rates as suggested by Fair Committee. Motion carried by voice vote with all in favor.

5) **Fairgrounds & Building Rental Fees**

Discussion on cost to advertise to draw more interest for camping on the grounds. K. Hines suggested making a sign & erecting near Maple St. Staff directed to put up sign & add something to Partners in Tourism brochure. Motion by P. Barkla/G. Kerr to defer until next meeting. Motion carried by voice vote with all in favor.

6) **Camping on Fairgrounds**

Discussion on possibility of adding additional staff to perform cleaning duties at the office building to include costs involved in comparison to current cleaning contract. P. Barkla expressed concerns about the cleanliness of the building. G. Kerr suggested looking at this issue during a walk through session at the next meeting. Motion by P. Barkla/G. Kerr to defer until next meeting. Motion carried by voice vote with all in favor.

8) **Cleaning Staff for Office Building**

A. Huppert indicated that the Village of Ellsworth & the Highway Dept. stated that the wall was not their responsibility. G. Kerr suggested drafting a spec. proposal on work to be done & have the project bid out. Proposal to include sidewalk replacement in designated areas. D. Nellessen suggested taking the wall out & grading the landscape without a wall. A. Huppert directed to draft proposal & solicit bidders. No further action taken.

9) **Retaining Wall Repair**

Discussion held on maintenance personnel projects & time schedules.

-Chair D. Nellessen exited meeting.

Motion by P. Barkla/K. Schilling to defer walk-through until next meeting.

-Chair D. Nellessen returned to meeting.

K. Hines reported that he has been preparing for snow removal. He suggested purchasing a salt spreader to fit their current to use on parking lots, as opposed to waiting until the Highway Dept. has time to do it. P. Barkla suggested getting prices & put on a future agenda. K. Hines continued to report on winter storage & disposing of leaves on the grounds.

A. Huppert reported that the wall in Human Services was completed & the cubicles are currently being worked on. Also that they were going to begin carpeting & painting the jail kitchen. G. Kerr stated that a directive was given a number of months ago by the Building Committee for A. Huppert & C. Kephart to research installing a phone in the elevator & that he would like a status report. A. Huppert responded that they are currently working on that issue. Discussion on charging back work done for other departments.

-Update on window project for Office Building.

-Salt spreader for tractor.

-Update from Historical Society & Public Health Dept. regarding fairgrounds.

-Windows for Round Barn.

-Update on shingling project for Round Barn & Seyforth Building.

-Walk through of county buildings.

-Joint meeting with Fair Committee on bleacher issues.

-Phone for elevator.

-Review county bidding policy.

Next meeting set to have joint meeting with Fair Committee on Dec. 14, 2005 at 8:30 a. m., Pierce County boardroom.

Meeting adjourned at 10:28 a.m. by motion of G. Kerr/K. Schilling. Motion carried by voice vote with all in favor.

Submitted by: Jamie R. Feuerhelm, Pierce County Clerk

10) Personnel Schedules

11) Walk-Through of County Buildings

12) Groundskeeper Report

13) Maintenance Supervisor Report

14) Future Agenda Items

15) Set Next Meeting Date

16) Adjournment

Minutes are provided for informational purposes only. The official record can be obtained from the County Clerk's office. All minutes are unofficial until approved. Minutes are generally approved at the following meeting.

WEDNESDAY, DECEMBER 14, 2005

**APPROVED MINUTES OF THE
BUILDING COMMITTEE MEETING HELD
December 14, 2005**

**STATE OF WISCONSIN)
COUNTY OF PIERCE)**

**COUNTY CLERK'S OFFICE
ELLSWORTH, WI**

2005-

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI, at 8:30 a.m. CDT. Don Nellessen, Chair, called the meeting to order at 8:37 a.m. CDT.

1) **Meeting Convened**

The Chair acknowledged those present and established that there was a quorum:

1a) **Those Present**

Members present:	Paul Barkla	District #5
	Greg Kerr	District #13
	Don Nellessen	District #9
	Kirstin Schilling	District #10
	Jerry Kosin	District #15

Also present:	Curt Kephart	Administrative Coord.
	Al Huppert	Maintenance Supervisor
	Kenny Hines	Fair Groundskeeper
	Jamie Feuerhelm	County Clerk
	Reggie Bicha	Human Services Director
	Ann Webb	Fair Coordinatorator
	Barry Brenner	Brenner Buildersders

Members of the public

Motion by P. Barkla/K. Schilling to approve and adopt the agenda as presented. Motion carried by voice vote with all in favor.

1b) **Agenda Approved**

Motion by P. Barkla/K. Schilling to approve minutes of November 16, 2005 as presented. Motion carried by voice vote with all in favor.

2) **Minutes Approved**

K. Hines explained the condition of the current old bleacher section. Discussion on costs involved if bleachers were moved according to study previously done on fairgrounds. Discussion on if bleachers could be repaired rather than replaced. K. Hines stated that he would contact the Highway Dept. & have someone look at that possibility. A. Webb & K. Hines directed to get cost estimates on excavation & moving bleachers. Motion by G.

3) **Bleachers Fairgrounds**

Kerr/P. Barkla to defer until January meeting. Motion carried by voice vote with all in favor.

Chair opened bids for project consisting of labor, materials other than shingles & roofing paper, & removal of refuse. Bids received from Brenner Builders for \$47,000.00 Round Barn; \$7200.00 Seyforth Building. Also bid from Smitty Built Roofing for \$19,825.00 Round Barn; \$7255.00 Seyforth Building. Discussion on difference in bids. B. Brenner stated that he spoke to a sales representative from the shingle manufacturer. They recommended for proper installation that shingles be cut on two times in order for warranty to be valid. They also recommended that contractors charge six times their normal rate due to the additional labor involved.

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| 4) <i>continued</i>
<u>Review Bids-Shingling Round Barn-Seyforth Bldg.</u> | B. Brenner explained that his bid was based on four times regular rate as opposed to the six recommended. Staff directed to contact Smitty Built Roofing to explain bid specifications & warranty issues. Motion by P. Barkla/J. Kosin to defer until next meeting. Motion carried by voice vote with all in favor. |
| 5) <u>Salt Spreader</u> | K. Hines explained that he received prices from Ellsworth Equipment for two kinds of salt spreaders. All steel model \$700.00; neoprene model \$1000.00. Motion by J. Kosin/P. Barkla to approve purchase of steel salt spreader for \$700.00. Motion carried by voice vote with all in favor. |
| 6) <u>Designating Round Barn as Historical site</u> | K. Hines stated that he contacted the Pierce County Historical Society to research process of adding Round Barn as a historical building/site. He indicated that he spoke with Dorothy Ahlgren about the subject & she was to get back to him. Motion by G. Kerr/P. Barkla to defer until next meeting. Motion carried by voice vote with all in favor. |
| 7) <u>Groundskeeper Report</u> | K. Hines reported that he finished storing things for the winter, had some time off for vacation, plowed snow twice, & replaced wheel bearings & seals in hay wagon. He was also preparing to paint bathroom floors. P. Barkla asked how much space might be available in fair buildings to store paper products. Discussion on what buildings might be available to use. |
| 8) <u>Reconsideration of Office Building Window Project</u> | A. Huppert stated that Finance & Personnel approved the expenditure. K. Schilling indicated that she had received comments from individuals who were concerned about installing a single pane stationary window as opposed to a double hung window that opens. G. Kerr expressed concerns about the additional cost for double hung windows as well as the ability to effectively manage air control. Dawn Regnier from the Human Services Dept. distributed copies of an air quality study done on the building. She expressed concerns about air quality & temperature management if the county installed stationary windows. She also distributed a list of signatures from other individuals with the same concerns. Motion by G. Kerr/J. Kosin to reconsider action taken on office building window project at the November 16, 2005 meeting. Discussion followed, G. Kerr called for the question. No objections made. Motion carried by voice vote with all in favor. Motion by G. Kerr/J. Kosin to reject all bids previously received for project & postpone any action on window replacement pending a review of air quality study. Motion carried by voice vote with all in favor. |

9) ADA phone Courthouse Elevator A. Huppert indicated that an inspector had performed an inspection of the elevator & that it was not in compliance with ADA regulations. It must be in compliance by April 1, 2006 or be shut down. He estimated the cost to be \$2249.00. He was given a verbal estimate from another company of \$15,000.00 to add the phone & update to ADA requirements. Motion by K. Schilling/G. Kerr to have A. Huppert seek bids for pressure test & update elevator to ADA requirements. Motion carried by voice vote with all in favor.

10) County Bidding Policy Committee reviewed & discussed current county policy & state statutes with regard to bidding policies. Discussion on possible changes & whether item #5 was addressed properly with this regard. Motion by G. Kerr/K. Schilling to forward a copy of current policy to the full board for discussion & recommendations. Motion carried by voice vote with all in favor. Motion by P. Barkla/J. Kosin to reconsider the vote on the motion to purchase salt spreader for tractor (item #5). Motion carried by voice vote with all in favor. Motion by K. Schilling/J. Kosin to instruct K. Hines to follow bidding policy by soliciting for three bids. Once received contact Chair & Vice-chair for final approval. Motion carried by voice vote with all in favor.

Discussion on issues involving state of cleanliness in office building with current contractor. P. Barkla asked if it was possible to enter into a month to month contract. G. Kerr clarified that the current contract states that the contract may be terminated with a 30-day written notice by either party. Motion by K. Schilling/J. Kosin to approve contract with LBN for cleaning services at \$4075.50/month & have proprietor meet with committee to discuss concerns at next meeting. Motion carried by voice vote with all in favor.

11) Cleaning Contract Office Building

Discussion on cost for wall in Human Services Dept. & where funds were to come from for payment of project that has now been completed. Motion by K. Schilling/P. Barkla to send a request for funds to the Finance/Personnel Committee recommending funds come from contingency. Motion carried by voice vote with all in favor.

15) Glass Express Bid – Human Services Dept.

Current contract is \$70.00/month for courthouse/annex & office building, does not include fairgrounds, highway building, or solid waste. Motion by G. Kerr/P. Barkla to seek bids on pest control service for courthouse/annex & fairgrounds. Motion carried by voice vote with all in favor.

12) Pest Control Contract

A. Huppert reported that the Public Health Dept. requested to get cleaning supplies through the Maintenance Dept. for their satellite offices. They currently have been providing their own. Motion by K. Schilling/J. Kosin to have Maintenance Dept. provide cleaning supplies to Public Health substations with costs borne by Maintenance budget. Motion carried by voice vote with all in favor.

13) Cleaning Supplies for Public Health Sub-stations

A. Huppert provided a list of proposed projects. K. Schilling suggested waiting until a walk-through was complete to address this item. Motion by K. Schilling/G. Kerr to defer until next meeting. Motion carried by voice vote with all in favor.

14) Maintenance Projects/ goals - 2006

A. Huppert reported that he had been in on weekend to do some work in jail dispatch area. Heat exchanger in boiler room had to be repaired as well as other heating related issues in office building. Carpet installed in courthouse lunch room & in Sheriff's Dept. Forthcoming carpet to be installed in Human Services & Office on Aging through

16) Maintenance Supervisor Report

weekend. Provided estimate for generator hook-up, further information requested.

- Review estimates on fairgrounds bleachers repair, replacement, relocation.
- Review bids for shingling project for Round Barn & Seyforth Building.
- Review bids for updating courthouse elevator to meet ADA requirements.
- Review bids for pest control.
- Review estimates for electrical hook-up & generator for Office Building.

Future Agenda Items

Next meeting set for Jan. 18, 2006 at 8:30 a.m., Pierce County boardroom.

17) **Set Next Meeting Date**

Committee went on tour of buildings at 11:00 a.m.

18) **Tour of Buildings**

Meeting adjourned at 12:04 p.m. by motion of P. Barkla/G. Kerr. Motion carried by voice vote with all in favor.

19) **Adjournment**

Submitted by: Jamie R. Feuerhelm, Pierce County Clerk