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**WEDNESDAY, JANUARY 18, 2006**

**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
January 18, 2006 – 8:30 a.m.**

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

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

**2006-1**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Don Nellessen, Chair, called the meeting to order at 8:35 a.m.

1) **Meeting Convened**

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

1a) **Those Present**

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

Also present:	Al Huppert	Maintenance Supervisor
	Kenny Hines	Fair Groundskeeper
	Curt Kephart	Administrative Coord.
	Jamie Feuerhelm	County Clerk
	Ann Webb	Fair Coordinator
	Dave Langlois	Langlois Building Maint.

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

1b) **Agenda Approved**

Motion by J. Kosin/P. Barkla to approve minutes of December 14, 2005 as presented. Motion carried by voice vote with all in favor.

2) **Minutes Approved**

K. Schilling arrived 8:45 a.m. K. Hines stated that he spoke with Dennis Skarman about repairing the bleachers. D. Skarman inspected the bleachers & told K. Hines he didn't believe the Highway Dept. would have time to do the repairs. Discussion on costs of steel & having an outside contractor do the welding. Motion by P. Barkla/J. Kosin to have K. Hines solicit for bids on repair project, to include time & materials. Motion

3) **Bleachers Fairgrounds**

carried by voice vote with all in favor.

K. Hines reviewed bids received with committee. Bids received were 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. K. Schilling asked if Smitty's was aware of the installation procedures on the round barn affecting shingle warranties & if they would indeed honor their current bid. K. Hines stated that he spoke to him by phone & asked if he was aware of the additional cutting on the shingles because he bid the project the same as the Seyforth Building. He indicated that Smitty's acknowledged they were aware of that & the bid would be honored. He added that a letter was also sent. Motion by J. Kosin/K. Schilling to approve bids for both buildings from Smitty Built Roofing totaling \$27,080.00. Motion carried by voice vote with all in favor.

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

5) **Designating Round Barn as Historical site**

K. Hines stated that he spoke with Dorothy Ahlgren who is involved with the Pierce County Historical Society. She indicated that due to many State cutbacks there are not funds available for restoration projects at this time. She also gave him additional information on where to find further information on the subject. A. Webb stated that she found a file on the Round Barn indicating why back in 1992 it could not be added to the registry. P. Barkla stated that he thought this item was of particular interest to G. Kerr & that any action waits until he is present. Motion by P. Barkla/K. Schilling to defer until next meeting. Motion carried by voice vote with all in favor.

6) **ADA & phone update Courthouse Elevator**

A. Huppert reported that he obtained bids from two companies to perform the pressure/static/full load test required by the State to be done on all elevators. Bids received were from Braun for \$2249.00 with a monthly fee for service contract of \$147.00, & from Minnesota Elevator for \$726.00, monthly fee of \$81.00. Bids for repairing electronic eye sensors; Braun \$3232.00, MN Elevator \$3273.00. Bids for phone & buttons; Braun \$7500.00, MN Elevator had not yet submitted a bid. P. Barkla suggested that A. Huppert get a bid from MN Elevator on the last item & if it is reasonably close to bid submitted by Braun to empower the Chair & Vice Chair to make the final decision on bids so that the project can move forward in a timely fashion. Motion by P. Barkla/K. Schilling to formalize above suggestion & proceed accordingly. Funds to come from Building Outlay account. Motion carried by voice vote with all in favor.

7) **2007 Maintenance Project Goals**

A. Huppert asked if he should begin soliciting bids for door replacements in the Office building & Courthouse. P. Barkla asked about plans for doors in front of Courthouse – South entrance. Committee went to examine the doors. A. Huppert indicated he could remedy the concerns with these doors. Discussion pursued on fire alarm system for Office Building. Additional info requested from Emergency Management, Information Services, & possibly the fire chief. Motion by K. Schilling/J. Kosin to defer until next meeting. Motion carried by voice vote with all in favor.

8) **Generator Electrical Connection**

A. Huppert informed committee that he received an estimate from Walter's electric for project at \$4095.00. J. Kosin asked if that was to operate the entire building or just the heating source. A. Huppert replied that it was for the whole building. J. Kosin suggested wiring the building just for the heat source & emergency lighting. A. Huppert directed to get further estimates along these lines. Motion by K. Schilling/P. Barkla to defer until next meeting. Motion carried by voice vote with all in favor.

9) **Display of Flags Presented to County**

A. Huppert indicated that he had the flags that were flown over the U.S. capitol in Washington D.C. & the State capitol in Madison. He asked where the committee would like to display them. He suggested placing them within the display case & hanging the plaques next to the display case. Motion by K. Schilling/P. Barkla to display as A. Huppert suggested. Motion carried by voice vote with all in favor.

10) **Groundskeeper Report**

K. Hines reported that he attended a fair convention. He contacted a company for an estimate on replacing the bleachers. The estimates were \$235,000.00 with a roof & \$160,000.00 without. Also that they purchased the new salt spreader for the tractor & that it was working out very well. Further reporting that a couple trees would have to be cut down. He asked if it was possible to transplant a couple smaller trees located on the county property near the Highway Dept. He was instructed to contact Highway Dept. to confirm. Lastly that he has been working on repainting the bathroom floors in Seyforth Building.

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

17) **Set Next Meeting Date**

Committee went on tour of the Pierce County Office Building with Dave Langlois from LBM, current cleaning contractor for the building.

18) **Tour of Office Building**

Meeting adjourned at 11:10 a.m. by motion of P. Barkla/K. Schilling. Motion carried by voice vote with all in favor.

19) **Adjournment**

Submitted by: Jamie R. Feuerhelm, Pierce County Clerk

**WEDNESDAY, February 8, 2006**

**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD**

February 8, 2006 – 8:30 a.m.

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

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

**2006-2**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Don Nellessen, Chair, called the meeting to order at 8:31 a.m.

1) **Meeting Convened**

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

1a) **Those Present**

Members present:	Don Nellessen	District #9
	Kirstin Schilling	District #10
	Jerry Kosin	District #15
Members absent:	Paul Barkla	District #5
	Greg Kerr	District #13
Also present:	Al Huppert	Maintenance Supervisor
	Curt Kephart	Administrative Coord.
	Jamie Feuerhelm	County Clerk
	Gary Brown	Emerg. Man. Director
	Janet Huppert	I.S. Director
	Ken Snow	Hubeusch
	Dave Zoldahn & Dan	Ban-Koe Systems Group

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

1b) **Agenda Approved**

Motion by K. Schilling/J. Kosin to approve minutes of January 18, 2006 as presented. Motion carried by voice vote with all in favor.

2) **Minutes Approved**

A. Huppert provided three bids for fertilizing Courthouse lawn for one year. Pest Stop \$609.54; River Valley \$620.00; & Contour Lawns \$700.00. Discussion on quality of service. A. Huppert stated that all companies have done a good job in the past. He also added that Contour Lawns would perform the service on weekends, the other companies would not. K. Schilling asked if there was an issue with applying it during the week. G. Brown stated that it does leave an odor. Motion by K. Schilling/J. Kosin to approve bid from Contour Lawns in the amount of \$700.00/year because application is done on weekend. Motion carried by voice vote with all in favor.

3) **Lawn Maintenance Bids**

A. Huppert stated that he was asked to look into having a company provide floor mats for

4) **Rug Service**

the Courthouse & Office Building. He provided estimates from various companies ranging in price from 18.5 & 37.5 cents/sq. ft. for once a month service. Ken Snow explained the service that his company could provide. Discussion on costs & getting the information to all committee members before addressing issue. Motion by K. Schilling/J. Kosin to defer action until next meeting. Motion carried by voice vote with all in favor.

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|--|---|
| 5) <u><b>Alarm System</b></u>                  | G. Brown introduced representatives from Ban-Koe Systems Group, Inc. who assisted in getting an estimate on installation of an alarm system in the Office Building & Courthouse. D. Dailey gave short presentation on the type of system they could provide. Extended discussion pursued regarding type of system, drafting a specification list, bidding, & whether to do both buildings. G. Kerr arrived 9:50 a.m. Motion by J. Kosin/K. Schilling to direct staff to draft specification template & authorize funds to pay for professional services in obtaining a qualified plan. Motion carried with three in favor & G. Kerr abstaining. |
| 6) <u><b>Maintenance Supervisor Report</b></u> | A. Huppert provided additional information regarding updating the Courthouse elevator. Committee reviewed information. Discussion on costs & what components were needed. G. Kerr left meeting 10:20 a.m. C. Kephart reported that he had received compliments with regard to the painting & cleaning being done around the Courthouse.   |
| 7) <u><b>Set Next Meeting Date</b></u>         | Next meeting set for March 8, 2006 at 8:30 a.m., Pierce County boardroom.   |
| <u><b>Future Agenda Items</b></u>              | <ul style="list-style-type: none"><li>-Review estimates on fairgrounds bleachers repair.</li><li>-Discuss/take action on parking semi trailers on fairgrounds.</li><li>-Review estimates for electrical hook-up &amp; generator for Office Building.</li></ul>  |
| 8) <u><b>Adjournment</b></u>                   | Meeting adjourned at 10:50 a.m. by motion of K. Schilling/J. Kosin. Motion carried by voice vote with all in favor.   |

**WEDNESDAY, MARCH 8, 2006**

**UN-APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD**

March 8, 2006 – 8:30 a.m.

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

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

**2006-3**

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

1) **Meeting Convened**

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

1a) **Those Present**

Members present:	Don Nellessen	District #9
	Kirstin Schilling	District #10
	Jerry Kosin	District #15
Members absent:	Paul Barkla	District #5 by phone
	Greg Kerr	District #13
Also present:	Al Huppert	Maintenance Supervisor
	Kenny Hines	Fair Groundskeeper
	Curt Kephart	Administrative Coord.
	Jamie Feuerhelm	County Clerk
	Gary Brown	Emerg. Man. Director

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

1b) **Agenda Approved**

Motion by P. Barkla/J. Kosin to approve minutes of February 8, 2006 as presented. Motion carried by voice vote with 4 in favor & G. Kerr abstaining.

2) **Minutes Approved**

G. Brown provided additional information with regard to a fire alarm/early warning system. Mr. Brown presented estimates of cost to have an outside firm draft a plan to use as a basis for soliciting bids. He added that any plan drafted would have to be approved by the state fire marshal. This language could be added to the bid document. He indicated with the information that has been gathered thus far he was confident that with some assistance from corp. council a bid document could be drafted & submitted for review at the next meeting. Committee directed Mr. Brown to proceed with bid draft. No further action taken.

3) **Fire Alarm System**

Admin. Coord. C. Kephart stated that he received complaints regarding parking for jurors. He suggested that temporary signage for jurors could be done via a magnetic overlay on the current two hour parking spaces within the parking lot. He added that

4) **Parking Around  
Courthouse**

another possibility might be finding another location for the recycling building & trash container. He also discussed the Village of Ellsworth street parking ordinance & signage on Kinne & Oak Streets & what the County might want to communicate to them in this regard. He added that one issue would be County employees filling all those spaces & not leaving any available for the public to park when visiting not only the courthouse but other businesses located nearby. Concluding that the two hour limit helps restrict employees occupying them all day.

4) **Parking – Cont.**

P. Barkla expressed concerns that a couple of parking spaces were being taken up because of the piling up of snow removed from the parking lots. A. Huppert indicated that they try to remove that snow within a day or two. P. Barkla asked if it might be possible to put some juror parking on Main St. A.C. Kephart replied that he could speak to the Village about that possibility. Discussion on how many spaces may need to be reserved. G. Kerr asked if it were possible to get something from the Village of Ellsworth with regard to those citizens serving on jury duty to get a mirror tag that they could sign out & turn in by the end of the day. A.C. Kephart asked if he & A. Huppert should pursue the issue of finding another location for the recycling shed & trash container. Committee directed them to find a solution & take care of the situation. Motion by G. Kerr/P. Barkla to authorize Administration & Maintenance to enter into discussions with the Village of Ellsworth with regard to temporary parking for citizens serving on jury duty, in an effort to preserve parking spaces for County employees. Motion carried by voice vote with all in favor.

5) **Rug Service**

A. Huppert presented bids from three companies; Huebsch, Aramark, and G & K Services. He stated that Huebsch & Aramark placed sample rugs in the Courthouse & Office Building; G & K Services did not. He explained differences in type of mats & services provided. Discussion on types of mats & different types of services. A. Huppert directed to get a clearer bid on type of mat with a weekly, bi-weekly, & monthly change out. Motion by K. Schilling/J. Kosin to defer action until next meeting. Motion carried by voice vote with all in favor.

6) **Semi Trailer  
Parking–Fairgrounds**

K. Hines stated that he spoke with Village of Ellsworth police chief Gregg Place with regard to this issue. Adding that Chief Place indicated that the only requirement they would have is that the trailers be empty. K. Hines reiterated that the proposal from Wayne Schulte of Victory Fireworks was \$1000/year for up to five trailers, & that they would be removed for any major event on the grounds. Discussion on rates for outdoor storage, type of material being stored, & security. Motion by J. Kosin/P. Barkla to not allow long term parking of semi trailers on the fairgrounds. Motion carried by voice vote with 4 in favor & 1 opposed (K. Schilling). Discussion on considering the issue further because of the possibility of a source of revenue. Motion by P. Barkla/G. Kerr to reconsider previous motion. Direction given to K. Hines to research other outdoor storage fees & to request Mr. Schulte to attend next meeting. Motion carried by voice vote with 4 in favor & 1 opposed (J. Kosin).

K. Hines indicated that an abandoned car in poor condition has been parked on the fairgrounds for an extended period of time. Hines directed to try to discover who the owner is & send them notice, as well as have it towed if no response is received.

7) Bleachers –  
Fairgrounds

K. Hines stated that he contacted an individual with regard to the welding repairs needed to the bleachers. He indicated that the County would provide the materials & this individual would provide the labor. Discussion on whether the job needed to be bid out. A.C. Kephart stated that unless it exceeds the policy guidelines then two or more written quotes would suffice.

8) Groundskeeper  
Report

K. Hines reported that the paint has been removed from the floor in the Seyforth Building. Also painting of the walls & ceiling had been completed. Lastly that the roofing on the Seyforth Building was nearly completed.

9) Maintenance  
Supervisor Report

A. Huppert reported that they have been doing a good amount of painting & snow shoveling. The elevator was being worked on this week, & that carpet was due to be installed in the Land Conservation Dept.

P. Barkla left meeting at 9:48 a.m.

Next meeting set for Apr. 12, 2006 at 8:30 a.m., Pierce County boardroom.

10) Set Next Meeting Date

- Review estimates on fairgrounds bleachers repair.
- Discuss/take action on parking semi trailers on fairgrounds.
- Review estimates for electrical hook-up & generator for Office Building.

Future Agenda Items

Meeting adjourned at 9:50 a.m. by motion of J. Kosin/K. Schilling. Motion carried by voice vote with all in favor.

11) Adjournment

Submitted by: Jamie R. Feuerhelm, Pierce County Clerk

**WEDNESDAY, APRIL 12, 2006**  
**APPROVED MINUTES OF THE**  
**BUILDING COMMITTEE MEETING HELD**

April 12, 2006 – 8:30 a.m.

STATE OF WISCONSIN)  
COUNTY OF PIERCE)

COUNTY CLERK'S OFFICE  
ELLSWORTH, WI

2006-4

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

1) *Meeting Convened*

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

1a) *Those Present*

Members present:	Don Nellessen	District #9
	Kirstin Schilling	District #10
	Jerry Kosin	District #15
Members absent:	Paul Barkla	District #5 by phone
	Greg Kerr	District #13
Also present:	Al Huppert	Maintenance Supervisor
	Kenny Hines	Fair Groundskeeper
	Curt Kephart	Administrative Coord.
	Jamie Feuerhelm	County Clerk
	Gary Brown	Emerg. Man. Director
	Ann Webb	Fair Coordinator
	Ross Christopherson	Highway Commissioner
	Mike Knoll	Lt. Sheriff's Dept.
	Fred Winkler	

Motion by G. Kerr/P. Barkla to take the following items out of order; item #9 move to # 3; item # 6 move to #4; item #7 move to #5 & to approve and adopt the agenda as amended. Motion carried by voice vote with all in favor.

1b) *Agenda Approved*

Motion by P. Barkla/G. Kerr to approve minutes of March 8, 2006 as presented. Motion carried by voice vote with all in favor.

2) *Minutes Approved*

K. Hines stated he spoke with personnel at the highway dept. & that R. Christopherson inspected the site. R. Christopherson stated he did additional research on the project with

3) *Bleacher Repair - Fairgrounds*

regard to insurance & liability & indicated that the Hwy. Dept. would be able to do the repairs. He suggested that the committee consider their long term plan with regard to the bleachers because of their age & amount of repairs needed. D. Nellessen & G. Kerr asked if he could present a cost estimate at next month's meeting. (K. Schilling arrived 8:42 a.m.). Motion by G. Kerr/P. Barkla to approve that the Hwy. Dept. performs the needed repairs. Motion carried by voice vote with all in favor.

G. Brown distributed a sample request for bid document for the proposed project. Discussion on items contained therein. G. Brown suggested that it may be wise for the committee to review it & have A.C. Kephart & himself review it again before next meeting. Then at that point decide if it meets the requirements & expectations.

4) **RFP – Fire Alarm System**

4) **RFP – Continued**

Motion by P. Barkla/G. Kerr to defer action until next meeting. P. Barkla asked that the document be provided to members in advance of the next meeting to have adequate time to review. G. Brown stated that was his intention. Motion carried by voice vote with all in favor.

5) **Internal Security within County Bldgs.**

G. Brown explained that the Emergency Management Committee directed him to research to whom this responsibility might befall. Discussion with regard to ID & key cards for door entry, who should be issued them, & approx. costs involved. P. Barkla asked if it would be possible for G. Brown to obtain more accurate cost estimates on newer type cards to present at the next meeting. D. Nellessen concurred & directed Mr. Brown to do so. A.C. Kephart read responsibilities assigned to Building Committee per Pierce County Code. He suggested that the committee set the parameters & policy on who is issued a card & what doors should have access, then budget for that initial expenditure. After that point, cards for new employees could be the responsibility of that particular department, & lost cards could be the responsibility of that employee. G. Kerr asked if there needed to be a resolution approved by the county board to assign the responsibility of internal security to the Building Committee. A.C. Kephart suggested changing the terminology from internal security to internal access. Motion by G. Kerr/K. Schilling to forward a recommendation to the Finance/Personnel Committee that an ordinance be drafted by Corporation Counsel, to be considered by the full county board, to identify & assign the responsibility of internal access to county buildings to the Building Committee. Motion carried by voice vote with all in favor.

6) **Pipes – Jail**

Lt. M. Knoll explained that they discovered that some of the pipes in the guard corridors & other areas throughout the courthouse, primarily in the ceiling, are insulated with asbestos. This was confirmed by an environmental testing agency. There were two options presented to deal with the issue. One was to cover & encapsulate the affected areas; the other was to have the material physically removed by professionals. Lt. Knoll indicated that the department is seeking estimates on both options. He suggested however, that the material located throughout the guard corridors be removed regardless of what the decision would be to address the other areas. He added that these costs were not budgeted but that funds would be available through the Jail Assessment fund. Motion by G. Kerr/K. Schilling to authorize the repairs needed to plumbing insulation in guard corridors be done & costs covered by Jail Assessment funds. Also to forward request & recommendation to the Finance & Personnel committee requesting that the resolution presented to the full county board be adopted on a first reading. Motion carried by voice vote with all in favor.

7) **Ellsworth Village Hall – Rental Space** A.C. Kephart reported that the Village of Ellsworth had office space available in the lower level of their building that they were seeking to rent for a 2-3 year time span. Space available was approximately 1100 sq. ft. at a rate of .90 (cents)/sq. ft. or an annual sum under \$12,000.00/year. Motion by G. Kerr/P. Barkla to defer action until further information is obtained from other departments by the A.C. Motion carried by voice vote with all in favor.

8) **Fairgrounds Rental** A. Webb explained that F. Winkler requested to rent the Seyforth Building at current rates which would include a \$75.00 fee for grounds rental. Mr. Winkler stated he did not understand why there was a fee to rent the building & another for the grounds, to park, when he only wanted to rent the building. J. Kosin & A. Webb explained how & why the grounds fee was established. K. Schilling stated that the Fair Committee spent a great deal of time establishing these rates. Committee discussed fee structure further & determined that the fee was the same for all who had or would have similar rentals. No further action taken.

A. Huppert stated that he contacted Aramark, and G & K Services to determine if they could offer the same type service & rugs as Huebsch. Discussion on frequency of change out of the rugs & fees for different types or services. Motion by K. Schilling/P. Barkla to approve bid from Huebsch for matting services, less the recess well mats, for every eight weeks for the remainder of current year. Motion carried by voice vote with all in favor.

9) **Rug Service**

A. Huppert explained that he received a request for the Treasurer's office & Jail kitchen to install a tinted shade on the windows because of the glare on computers & energy factor. A.C. Kephart indicated that an anti-glare screen had been installed on one of the computers in the Treasurer's Office but he has not heard back whether that remedied the problem. G. Kerr stated that if this measure would help save energy then the cost would eventually be recovered in a short time. Motion by P. Barkla/G. Kerr to refer the issue as it relates to the jail kitchen to the law enforcement committee. Motion carried by voice vote with all in favor.

10) **Window Shades**

K. Hines indicated that he spoke with a couple individuals associated with Victory Fireworks & they stated they would pay up to \$1600.00/year to park trailers on fairgrounds. Discussion on rates at other rental locations. Motion by G. Kerr/J. Kosin to approve setting a fee of \$50.00/semi-trailer/month for rental space, with the exception of the month of August when no space would be rented. Fee structure to be enforced on a month to month trial basis to begin with. Trailers need to be empty & locked while stored on the grounds.

11) **Semi Trailer Parking– Fairgrounds**

K. Hines reported on snow plowing & other activities. He asked the committee if it was still alright for him to transplant a few trees from land near the Highway Dept., owned by the county, to the fairgrounds. Committee instructed him to proceed. Lastly, he added that they have begun re-shingling the round barn.

12) **Groundskeeper Report**

A. Huppert reported that they have been doing a lot of snow removal & also painting & changing filters. P. Barkla asked if a maintenance log was being kept on the work & maintenance that is being done to buildings & equipment. A. Huppert indicated that the company working on the elevator would be arriving soon to install phone & other upgrades.

13) **Maintenance Supervisor Report**

- Fire alarm system
- Internal access policy, ID & key cards.
- Rental of Village of Ellsworth office space.

14) *Future Agenda Items*

Extended discussion on who sets the next meeting. A.C. Kephart indicated that county board members would have a time to caucus after the organizational meeting to discuss when the committees will meet next.

15) *Set Next Meeting Date*

Meeting adjourned at 10:22 a.m. by motion of G. Kerr/J. Kosin. Motion carried by voice vote with all in favor.

16) *Adjournment*

Submitted by:  
Jamie R. Feuerhelm  
Pierce County Clerk

**WEDNESDAY, MAY 10, 2006**

**UN-APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD**

May 10, 2006 – 3:00 p.m.

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

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

**2006-5**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Paul Barkla, County Board Chair, called the meeting to order at 3:00 p.m.

1) **Meeting Convened**

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

1a) **Those Present**

Members present:	Paul Barkla	District #5
	Jerry Kosin	District #15
	Mike Larson	District #6 – arrived 3:05
	Dan Reis	District #13
Members absent:	Don Nellessen	District #9
Also present:	Al Huppert	Maintenance Supervisor
	Kenny Hines	Fair Groundskeeper
	Curt Kephart	Administrative Coord.
	Jamie Feuerhelm	County Clerk
	Gary Brown	Emerg. Man. Director
	Mike Knoll	Lt. Sheriff's Dept.
	Jackie Schulte	

County Board chair P. Barkla called for nominations for temporary chairman. J. Kosin/D. Reis nominated P. Barkla. Motion by J. Kosin/D. Reis to close nominations & cast unanimous ballot for P. Barkla. Motion carried by voice vote with all in favor. Temporary chair P. Barkla called for nominations for permanent chairman. J. Kosin/P. Barkla nominated D. Nellessen. Motion by D. Reis/J. Kosin to close nominations & cast unanimous ballot for D. Nellessen. Motion carried by voice vote with all in favor. Temp chair P. Barkla called for nominations for vice-chairman. P. Barkla/D. Reis nominated J. Kosin. Motion by D. Reis/P. Barkla to close nominations & cast unanimous ballot for J. Kosin. Motion carried by voice vote with all in favor. Results of election were D. Nellessen chairman, J. Kosin vice chairman.

2) **Election of Officers**

Vice chair J. Kosin presiding in D. Nellessen's absence. P. Barkla suggested due to time constraints that item #6 be moved to #4 & #8 be moved to #5; chair concurred.

1b) **Agenda Approved**

3) Plumbing  
Insulation–Jail/Annex

Lt. M. Knoll gave brief review of project & presented three bids. Bidders were Asbestos Removal Services, Mabel, & Robinson Brothers. Lowest bid received from ARS for \$5795.00. Motion by M. Larson/D. Reis to waive provision of purchasing ordinance for project, approve bid from Asbestos Removal Services for \$5795.00, & to forward request to the Finance & Personnel Committee & County Board recommending expenditures to be paid from jail assessment fund. Motion carried by voice vote with all in favor. Motion by M. Larson/P. Barkla to approve a contract with Air Tech Inc. for \$1450.00 - \$1800.00 to provide air monitoring services, also to come from jail fund. Motion carried by voice vote with all in favor.

4) Doors Unlocked for  
Evening Meetings

A.C. Kephart explained issue of having doors open for evening meetings. He purposed to have evening maintenance person to check doors at 5:30 p.m. to ensure they are opened & have that person check periodically to verify when the meeting has ended & call jail dispatch to have them close the doors. He added that informing department heads that if they are having an evening meeting to inform jail dispatch when meeting is over helping to alleviate burden to maintenance person. No further action taken.

5) DMG  
Organizational Study  
Recommendation

A.C. Kephart explained that the Finance & Personnel Committee took action on one of the recommendations by DMG study. The recommendation was to have some of the departments report to the Admin. Coordinator & be part of the Administration work group. P. Barkla asked if that was to include the fair groundskeeper position. A.C. Kephart responded, saying that he thought that was the intent of the action taken. Motion by P. Barkla/J. Kosin that maintenance supervisor & fair groundskeeper report to Admin. Coordinator & the department be placed in the Administration work group. Also that Corporation Counsel review job descriptions & the Pierce County Code to recommend any necessary revisions. Motion carried by voice vote with all in favor.

6) C.B. Chair Office  
Conversion

Discussion about converting current county board chairman's office into an office for the drug court coordinator. A.C. Kephart explained that the Drug Court Comm. had not yet met so they haven't had ample time to discuss this issue. He added that there was at least some interest among the committee to review this position's relationship with Human Services & possibly have the office located there. Motion by P. Barkla/M. Larson to defer until next meeting. Motion carried by voice vote with all in favor.

7) Tree Removal –  
372 W. Grove St.

A. Huppert explained that a tree approx 3 ft. in circumference had broken off & blown over & needed to be removed. He indicated he received two bids. One from Falde Tree Service for \$300.00, & one from Red Line Tree Service for \$400.00. Motion by M. Larson/P. Barkla to approve bid from Falde Tree Service for \$300.00. Motion carried by voice vote with all in favor

8) Juror Parking

A. C. Kephart indicated that he had met with Village of Ellsworth board & police chief Greg Place with regard to parking around the courthouse. He stated that Chief Place suggested the county consider recommending that the restriction on Grove St. be removed & that they contact M & I Bank about using a small parking lot north of Kinne St. Mr. Kephart added that maintenance was also looking at adding two additional parking units in the north lot of courthouse. One next to street exit on Kinne St. & one where dumpster currently sets. Discussion on moving maintenance shed off pavement & onto cement slab or crushed rock to create additional parking. Mr. Kephart added that electricity is going to be installed to the building soon. Discussion on adding

another space in north lot along Kinne St. C. Kephart stated that in the past it was difficult for trucks to make a left turn if a vehicle was parked there. M. Larson stated that signage could be put up stating that trucks, specifically, could not make a left turn out of the parking lot. J. Kosin asked if the additional space would be for employees or restricted parking. He stated that if the county is going to free some space up it should be marked 'visitors only'.

Motion by D. Reis/P. Barkla to recommend & request from the Village of Ellsworth that the parking restriction on Grove St. near Highway Dept. building be removed & authorize the Admin. Coord. to speak with M&I Bank about additional parking.

Motion carried by voice vote with all in favor.

A. C. Kephart reminded the committee that this space was still available & asked for direction to pass on to the village about the county's level of interest. P. Barkla asked about space needs & possible scenarios for occupying the space. Mr. Kephart gave several examples. P. Barkla stated that if additional information was gathered about costs involved with moving to that location it may be a viable option. No action taken

9) *Rental of Office Space with Village of Ellsworth*

G. Brown gave a review of county wide ID issues. Discussion on number of ID - key or access cards & if it was necessary for everyone to have one. Also if it would be mandatory for all employees to wear it. Mr. Brown indicated that there were funds available in the EM budget to pay for just ID cards but not a combined ID/Key access card. A.C. Kephart stated that the committee would have to establish the policy that the first time the cards are issued the county would pay for that cost. After that, for new employees the cost would come from individual department budgets. For lost cards, employees themselves would pay for replacement. Motion by P. Barkla/M. Larson to have basic ID cards issued to all employees with the requirement that they must be worn at all times while on county premises during work hours. Also to authorize A.C. Kephart to discuss with department heads who should be authorized to have a combination ID/Key access card & issue them as well. Motion carried by voice vote with all in favor.

10) *Internal Access Policy – ID key cards*

G. Brown presented a document with the particular specifications for a system to be installed in courthouse & office building. He informed committee that with this document the committee could now advertise a Request For Proposal (RFP). Motion by P. Barkla/D. Reis to instruct Corporation Counsel to draft a RFP for the project & advertise there following. Motion carried by voice vote with all in favor.

11) *Fire Alarm System*

-J. Kosin left meeting.

K. Hines stated that the Cheese Curd Festival is held at the fairgrounds every year & they have a medallion hunt related to this event for a period of time. He reported that people search for the medallion on the fairgrounds & look into electrical boxes & leave the boxes open, also pull blocks out of the Round Barn that are loose, & meddle with the communication system in search of the item. He suggested having the paper advertise that the Pierce County Fairgrounds is off limits to the medallion hunt. P. Barkla acknowledged that there is a problem but there were enough members missing that it should be taken up at another meeting. Motion by P. Barkla/D. Reiss to defer action on the remaining agenda items until next meeting. Motion carried by voice vote with all in favor. K. Hines stated that by next month's meeting it may be too late regarding the Cheese Curd Festival. Members instructed Mr. Hines to communicate to the entities in charge of the festival as well as the newspaper that the fairgrounds is off limits to the medallion hunt.

12) *Groundskeeper Report*

- Approve minutes of 4-12 & 5-10 of 2006.
- Conversion of County Board Chairman office for Drug Court coordinator.
- Rental of Village of Ellsworth office space.

- 13) Maintenance Supervisor Report
- 14) Future Agenda Items

- 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.

- 13) Maintenance Supervisor Report
- 14) Future Agenda Items

Meeting adjourned at 4:26 p.m. by motion of P. Barkla/M. Larson. Motion carried by voice vote with all in favor.

- 15) Set Next Meeting Date
- 16) Adjournment

Submitted by:  
Jamie R. Feuerhelm  
Pierce County Clerk

**THURSDAY, JUNE 15, 2006**

**UN-APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD**

June 15, 2006 – 7:00 p.m.

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

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

**2006-6**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman Don Nellessen called the meeting to order at 7:01 p.m.

1) **Meeting Convened**

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

1a) **Those Present**

Members present:	Paul Barkla	District #5
	Mike Larson	District #6
	Don Nellessen	District #9
	Dan Reis	District #13
	Jerry Kosin	District #15

Also present:	Al Huppert	Maintenance Supervisor
	Kenny Hines	Fair Groundskeeper
	Curt Kephart	Administrative Coord.
	Janet Huppert	Info Systems Director

Motion by P. Barkla/J. Kosin to approve agenda as presented. Motion carried by voice vote with all in favor.

1b) **Agenda Approved**

Motion by P. Barkla/J. Kosin to approve minutes of 4/12/06 & 5/10/06. Motion carried by voice vote with all in favor

2) **Minutes Approved**

A.C. Kephart reported on the rates for renting this particular 1100 sq. ft. space with the village. Those rates being: 90 cents/sq. ft., they do twice a week cleaning, includes heat, A/C, etc. & a 2 to 3 year lease. Committee directed C. Kephart to attempt to negotiate a 5 year lease & the replacement of carpet. Motion by P. Barkla/M. Larson to engage in negotiations with the Village of Ellsworth regarding this office space. Motion carried by voice vote with all in favor.

3) **Rental of Office Space  
with Village of Ellsworth**

A. Huppert stated he received an estimate of between \$2500 & \$3000/door to equip them with auto openers. A. Huppert directed to get specific cost estimates & bids for possible consideration in budget year 2007.

4) **Door Openers – Elevator Hallway**

A.C. Kephart reported that he toured the building with bank personnel. He stated that he discovered that the county had been attempting to negotiate with the bank since 2001. Discussion on many different options to fulfill space needs.

5) **M & I Bank Building & locks for rental space**

A.C. Kephart explained situation with adding locks & additional keys for employees to enter & exit. Motion by P. Barkla/M. Larson to refer back to Human Services with the understanding that if locks are changed the costs incurred will be the responsibility of the Human Service Dept. Motion carried by voice vote with all in favor.

A. Huppert stated it would cost approx. \$1280 for a slab of appropriate size. Discussion on effects of moving building on snow plowing. Motion by M. Larson/D. Reis to approve placing cement slab under building & authorize A. Huppert, K. Hines, & C. Kephart & investigate different options for the best placement of the building prior to doing so. Motion carried by voice vote with all in favor.

6) **Concrete Slab for Recycling Building**

K. Hines indicated that he informed the owner of the trailers to remove them. He stated that there were other trailers on the grounds that did not belong to this individual. A.C. Kephart stated that he called Schneider Truck Transport & reported the trailer numbers. He was told by Schneider that those trailers were actually supposed to be dropped at a different site. The trucking company indicated that they would take care of removing them. Discussion on adding signage to limit parking & to allow local police enforcement. Motion by P. Barkla/J. Kosin that the appropriate signage be made & posted at fairgrounds entrances by June 23, 2006. Motion carried by voice vote with all in favor.

7) **Semi Trailer Parking at Fairgrounds**

A. Huppert stated that the group Focus On Energy would pay half the expense to have an engineer create the design for the system. Discussion on costs savings, engineering firms, & status of replacing windows. Motion by J. Kosin/P. Barkla to direct A. Huppert to solicit for estimates on the engineering portion only of the heat recovery system. Motion carried by voice vote with all in favor.

8) **Heat Recovery System – Office Building**

A.C. Kephart reported that he had spoke with Solid Waste Administrator Steve Melstrom about the different vendors being used for trash collection. He inquired about speaking to vendors & attempting to discuss a contract that may include multiple public entities to include the county, Village of Ellsworth, & local schools to see if that might lead to savings for all involved. Committee directed A.C. Kephart to begin such negotiations.

9) **Disposal of Trash**

A. C. Kephart summarized the time line for sending out Requests For Bids (RFP). P. Barkla asked if there were clear evacuation plans in place. Kephart informed committee that the Emergency Management Committee instructed E.M. Director Gary Brown to draft a simple evacuation map for all offices to include public areas. P. Barkla stated that he believed the deadline to complete the plans was July 1, 2006.

10) **Time Line for Smoke Detectors**

K. Hines presented a written report in lieu of a verbal report. He asked about the status of payment for salt spreader. A.C. Kephart stated that there was a delay because there was no indication where the funds were to be paid from. K. Hines reported that he has been preparing the grounds for the Cheese Curd Festival.

11) **Groundskeeper Report**

A. Huppert reported that they replaced an air conditioner in the Annex, installed new toilets in the courts area, elevator brought to ADA compliance, replaced a pump in cooling tower, replaced/repared 3 valves in boiler room, & replaced carpet in Land Conservation Dept.

12) **Maintenance Supervisor Report**

-Plants in front of Office Building.

13) **Future Items**

Discussion on when meetings could be scheduled on a regular basis. Meetings established for the second Tuesday at 7:00 p.m. Next month set for July 11<sup>th</sup>, 7 p.m.

14) **Set Next Meeting Date**

Meeting adjourned at 8:51 p.m. by motion of P. Barkla/J. Kosin. Motion carried by voice vote with all in favor.

15) **Adjournment**

Submitted by: Jamie R. Feuerhelm  
Pierce County Clerk

THURSDAY, JULY 11, 2006

UN-APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
July 11, 2006 – 7:00 p.m.

STATE OF WISCONSIN)  
COUNTY OF PIERCE)

COUNTY CLERK'S OFFICE  
ELLSWORTH, WI

2006-7

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman Don Nellessen called the meeting to order at 7:07 p.m.

1) Meeting Convened

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

1a) Those Present

Members present:	Mike Larson	District #6
	Don Nellessen	District #9
	Dan Reis	District #13
	Jerry Kosin	District #15
Members absent:	Paul Barkla	District #5

Also present:	Al Huppert	Maintenance Supervisor
	Kenny Hines	Fair Groundskeeper
	Curt Kephart	Administrative Coord.

Motion by J. Kosin/M. Larson to approve agenda as presented. Motion carried by voice vote with all in favor.

1b) Agenda Approved

Motion by J. Kosin/D. Reis to approve minutes of June 15, 2006. Motion carried by voice vote with all in favor.

2) Minutes Approved

A. Huppert explained that the entrances proposed for replacement are 4 doors & windows in jail dispatch area, west side of Office Building, front (south) side of Courthouse, & 2 doors in Courthouse Annex. He added that he received the following two bids: Glass Express; \$13,012.39 & Hager City Glass; \$14,875.00. Motion by M. Larson/D. Reis to approve bid from Glass Express for \$13,012.39. Motion carried by voice vote with all in favor.

3) Door Replacement

A. Huppert stated he received an estimate for engineering costs of \$5,000 for phase 1 but such costs would be covered by Focus on Energy. Motion by M. Larson/D. Reis to approve & authorize work to be done for phase 1. Motion carried by voice vote with all in favor

4) Engineering Costs for Heat Recovery System

K. Hines stated he received estimates to replace steel on cattle barn for approximately \$10,000, up from \$4500 from last year. He suggested using the funds budgeted for the cattle barn to do repairs on the Round barn. He explained that for \$6245 he could put in new windows, fiberboard siding, & facet. Also that \$3000 had been budgeted for a fan that could be used if the committee decided to put windows back in. Discussion on project priorities. Committee directed K. Hines to get estimates on steel, labor, lift, & private contractor. Motion by M. Larson/J. Kosin to defer until further estimates are obtained. Motion carried by voice vote with all in favor.

5) Round Barn

A.C. Kephart & K. Hines informed committee of particular trailer parking on grounds incident. K. Hines continued to report on other trailer parking & various events happening on the grounds.

6) Groundskeeper Report

A. Huppert reported that he has been working on the 2007 budget, & a/c unit issues. Discussion on feasibility of adding on to Office Building. A. C. Kephart explained discussion coming from the Finance & Personnel Committee relating to County campus & new ad hoc committee.

7) Maintenance Supervisor Report

None

8) Future Items

Next meeting set for August 8<sup>th</sup>, 7 p.m., County Board Room.

9) *Set Next Meeting Date*

Meeting adjourned at 8:29 p.m. by motion of J. Kosin/D. Reis. Motion carried by voice vote with all in favor.

10) *Adjournment*

Submitted by: Jamie R. Feuerhelm, Pierce County Clerk

**UN-APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD**

August 8, 2006 – 7:00 p.m.

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

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

**2006-8**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman Don Nellessen called the meeting to order at 7:02 p.m.

1) **Meeting Convened**

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

1a) **Those Present**

Members present:	Don Nellessen	District #9
	Dan Reis	District #13
	Jerry Kosin	District #15
Members absent:	Paul Barkla	District #5
	Mike Larson	District #6

Also present:	Al Huppert	Maintenance Supervisor
	Kenny Hines	Fair Groundskeeper
	Curt Kephart	Administrative Coord.
	Jamie Feuerhelm	County Clerk

Motion by J. Kosin/ D. Reis to approve agenda as presented. Motion carried by voice vote with all in favor.

1b) **Agenda Approved**

Motion by D. Reis/J. Kosin to approve minutes of July 11, 2006. Motion carried by voice vote with all in favor.

2) **Minutes Approved**

K. Hines informed the committee that Highway Commissioner Ross Christopherson informed him that the Hwy. Dept. wanted to use the south half of the building for storage of their equipment previously stationed at the El Paso highway shop. He explained what is currently be stored in the building & added that there would not be enough space for everything if the Hwy. Dept. used half of it. Discussion on what the Hwy. Dept. would need to store there. Motion by J. Kosin/D. Reis to defer until next meeting & subject is discussed with the Hwy. Committee. Motion carried by voice vote with all in favor.

3) **Quonset Building –  
Fairgrounds**

A. Huppert informed committee that Workforce Resources were vacating the space rented by the County in the M & I Bank building as of September 1, 2006. A. C.

4) **Terminating Lease Space  
for Workforce Resources Inc.**

Kephart explained that according to the lease with M & I the County would need to give 6 months notice of termination before August 1. However there is a provision that stipulates that if the space no longer has funds to pay for it, then the County could give 60 days notice. Motion by D. Reis/J. Kosin to authorize A. C. Kephart to send notice to M & I Bank that the space being terminated by Workforce Resources Inc. will no longer be needed by the County & that the County will invoke the 60 day notice of non-appropriation of funds. Discussion on current negotiations with M & I Bank on possible purchase of building. Motion carried by voice vote with all in favor.

A. Huppert presented proposed 2007 budget for maintenance dept. & building outlay. Lengthy discussion on individual line items, creating maintenance/replacement schedules for boilers, heat pumps, carpet, & office furniture, as well as possible areas to reduce by 15%. A. C. Kephart explained that at least a portion of the 15% would come from removing \$54,000 for leasing space at the M & I Bank building from the maintenance budget & transfer it to the Human Services budget. Motion by D. Reis/J. Kosin to approve budget for maintenance dept. in the amount of \$530,717 & building outlay in the amount of \$93,850 & forward to the Finance & Personnel Committee. Motion carried by voice vote with all in favor.

K. Hines presented proposed 2007 budget for fairgrounds. Lengthy discussion on individual line items. Motion by D. Reis/J. Kosin to approve 2007 Fairgrounds budget.

J. Kosin excused from meeting at 8:50 p.m.

K. Hines reported he was very busy with the fair, but that everything was going very well. He also stated he would present a report for July & August at the next meeting as he has been busy with preparations for the fair.

A. Huppert reported that they didn't have any major issues through the recent hot spell. Also that they have been addressing daily maintenance requests & keeping a record thereof.

-Quonset building space for Hwy. Dept.  
-Seal coating/paving on fairgrounds.  
-Possible acquisition of truck from Hwy. Dept. for fairgrounds.

Next meeting set for September 12, 7 p.m., County Board Room

Chair D. Nellessen adjourned meeting at 8:55 p.m.

5) **Maintenance Dept. 2007 Budget**

6) **Fairgrounds 2007 Budget**

7) **Groundskeeper Report**

8) **Maintenance Supervisor Report**

9) **Future Items**

10) **Set Next Meeting Date**

11) **Adjournment**

**UN-APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD**

September 5, 2006 – 6:00 p.m.

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

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

**2006-9**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman Don Nellessen called the meeting to order at 6:03 p.m.

1) **Meeting Convened**

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

1a) **Those Present**

Members present:	Paul Barkla	District #5
	Don Nellessen	District #9
	Dan Reis	District #13
	Jerry Kosin	District #15
Members absent:	Mike Larson	District #6

Also present:	Al Huppert	Maintenance Supervisor
	Curt Kephart	Administrative Coord.
	Dale Hines	Citizen

Motion by P. Barkla/J. Kosin to approve agenda as presented. Motion carried by voice vote with all in favor.

3) **Agenda Approved**

Motion by P. Barkla/J. Kosin at 6:08 p.m. to convene in closed session pursuant to §19.85 (1)(e) WI STATS for the purpose of deliberating or negotiation of the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: M & I Bank building. Motion carried by roll call vote with all in favor.

4) **Closed Session**

Motion by P. Barkla/J. Kosin at 7:24 p.m. to reconvene in open session. Motion carried by roll call vote with all in favor. No further action taken.

5) **Open Session**

Meeting adjourned at 7:31 p.m. by motion of P. Barkla/D. Nellessen. Motion carried by voice vote with all in favor

6) **Adjournment**

Submitted by: Jamie R. Feuerhelm, Pierce County Clerk

**UN-APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD**

September 12, 2006 – 7:00 p.m.

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

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

**2006-10**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman Don Nellessen called the meeting to order at 7:07 p.m.

1) **Meeting Convened**

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

1a) **Those Present**

Members present:	Paul Barkla	District #5
	Don Nellessen	District #9
	Dan Reis	District #13
	Jerry Kosin	District #15

Members absent:	Mike Larson	District #6
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Also present:	Al Huppert	Maintenance Supervisor
	Kenny Hines	Fair Groundskeeper
	Curt Kephart	Administrative Coord.
	Members of Public	

Motion by P. Barkla/J. Kosin to take up item # 5 out of order, that being prior to item # 3. Motion carried by voice vote with all in favor.

1b) **Agenda Approved**

Motion by P. Barkla/D. Reis to approve minutes of August 8, 2006. Motion carried by voice vote with all in favor.

2) **Minutes Approved**

A. Huppert & A.C. Kephart explained that they reviewed the space at Village Hall to survey how to make the space work. Representatives from Historical Society present for discussion. Discussion on needs & feasibility of space for Historical Society. Motion by P. Barkla/J. Kosin to designate rooms 1 through 3 & part of hallway for the Pierce County Historical Society. Motion carried by voice vote with all in favor.

3) **Move Historical Society to Village Hall**

K. Hines reported that he cleaned the building & that the Hwy. Dept. has a spot with

4) **Quonset Building -**

exception of Polka Fest materials. D. Nellessen asked if funds to build it came from the Hwy. Department's pits & quarries revenue or from general tax levy. K. Hines estimated that it was built in the 1950's. Hines directed to project how much space the Polk Fest materials would need & to bring back a recommendation as to where & how much to charge for rental space. **Fairgrounds**

K. Hines presented budget for fairgrounds. Detailed discussion on line items. Motion by P. Barkla/J. Kosin to approve fairgrounds budget as amended by committee. Motion carried by voice vote with all in favor. 5) **2007 Budget - Fairgrounds**

K. Hines submitted written report. 6) **Groundskeeper Report**

A. Huppert reported that the doors on Office Building were going to be replaced soon. Also that he had been contacted by three companies that offered a free energy analysis for county buildings. 7) **Maintenance Supervisor Report**

Motion by J. Kosin/P. Barkla to defer action on items 8 & 9. Motion carried by voice vote with all in favor. 8-9) **Closed Session**

-ID badges for building access. 10) **Future Items**

Next meeting set for Oct. 10<sup>th</sup>, 7 p.m., County Board Room. 11) **Set Next Meeting Date**

Meeting adjourned at 8:53 p.m. by motion of J. Kosin/D. Reis. Motion carried by voice vote with all in favor. 12) **Adjournment**

Submitted by: Jamie R. Feuerhelm, Pierce County Clerk

**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD**

October 10, 2006 – 7:00 p.m.

**STATE OF WISCONSIN)                      COUNTY CLERK'S OFFICE**

**COUNTY OF PIERCE)**

**ELLSWORTH, WI**

**2006-11**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman Don Nellessen called the meeting to order at 7:00 p.m.

1) **Meeting Convened**

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

1a) **Those Present**

Members present:	Paul Barkla	District #5
	Mike Larson	District #6
	Don Nellessen	District #9
	Dan Reis	District #13
	Jerry Kosin	District #15
Also present:	Al Huppert	Maintenance Supervisor
	Curt Kephart	Administrative Coord.
	Jamie Feuerhelm	County Clerk
	Brad Simenson	HSR Associates
	Jim Tempke	HSR Associates
	Janet Huppert	I.S. Director

Motion by P. Barkla/J. Kosin to approve agenda as presented. Motion carried by voice vote with all in favor.

1b) **Agenda Approved**

Motion by P. Barkla/ J. Kosin to approve minutes of Sept. 5 & 12, 2006. Motion carried by voice vote with all in favor.

2) **Minutes Approved**

G. Brown gave brief update on the bid process for a fire alarm system with deadline being Oct. 31, 2006. He then distributed spreadsheet with estimated numbers of people who would need an ID care &/or access key card. He stated that with the current list there was an estimated 200 access cards being requested as opposed to the 300 currently issued. He added that ADT suggested a number of upgrades to the system itself as well. He stated that another vendor is also interested in providing a bid being Custom Alarm out of Rochester. Courthouse currently opens 7:30 a.m. – 5:30 p.m.; PCOB open 7:30 a.m. – 8:00 p.m. Discussion on who actually needs access cards. G. Brown indicated that there could potentially be a procedure where there would be access cards available to be checked out for those that have sporadic or limited need to access buildings after hours. Committee requested that further study be done using additional criteria & bring recommendation back to next meeting. No further action taken.

3) **ID Badges**

A.C. Kephart explained that the materials were still in the Quonset building & the Hwy. Dept. would like them removed by the end of the month. No further action taken

4) **Polka Fest Storage**

Representatives of HSR Associates were present to explain & give a presentation of findings for air quality study & general mechanics of the PCOB. A number of options were presented to increase efficiencies. Motion by P. Barkla/M. Larson to proceed with option "F" as presented by HSR Associates and enter into an agreement for HSR to provide an analysis based upon that option funded through Focus on Energy. Motion carried by voice vote with all in favor.

5) **HVAC Analysis of Office Building**

Motion by P. Barkla/J. Kosin to convene in closed session pursuant to §19.85 (1)(e) WI STATS for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: M & I Bank building. Motion carried by roll call vote with all in favor.

6) **Closed Session**

Motion by P. Barkla/J. Kosin at 9:25 p.m. to reconvene in open session. Motion carried by roll call vote with all in favor.

7) **Open Session**

Motion by P. Barkla/D. Reis that the Building Committee requests a joint meeting with the Finance & Personnel Committee to discuss possible building options. Motion carried by voice vote with all in favor.

K. Hines was excused.

8) **Grounds Keeper Report**

A. Huppert reported on activities through the month to include, replacing a water heater & moving the Historical Society to space leased at the Village Hall. A.C. Kephart reported on status of extending phone service to the site. D. Reis indicated he was contacted by a representative from the Historical Society requesting additional space. Committee discussed subject & determined that the remaining space would be utilized by the county.

9) **Maintenance Supervisor Report**

Motion by P. Barkla/D. Reis to convene in closed session at 9:36 p.m. pursuant to §19.85 (1)(e) WI STATS for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has 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.

10) **Closed Session**

Motion by D. Reis/P. Barkla at 10:00 p.m. to reconvene in open session. Motion carried by roll call vote with all in favor. No further action taken.

11) **Open Session**

-ID badges for building access.

12) **Future Items**

Next meeting set for Nov. 7<sup>th</sup>, 7 p.m., County Board Room.

13) **Set Next Meeting Date**

Meeting adjourned at 10:01 p.m. by motion of P. Barkla/J. Kosin. Motion carried by voice vote with all in favor.

14) **Adjournment**

Submitted by: Jamie R. Feuerhelm, Pierce County Clerk

**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD**

November 7, 2006 – 7:00 p.m.

**STATE OF WISCONSIN)                      COUNTY CLERK'S OFFICE**

**COUNTY OF PIERCE)**

**ELLSWORTH, WI**

**2006-12**

The Pierce County Building Committee met in the Emergency Operations Center of the Pierce County Courthouse Annex, Ellsworth, WI. Chairman Don Nellessen called the meeting to order at 7:02 p.m.

1) **Meeting Convened**

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

1a) **Those Present**

Members present:	Mike Larson	District #6
	Don Nellessen	District #9
	Dan Reis	District #13
	Jerry Kosin	District #15

Members absent:	Paul Barkla	District#5
Also present:	Al Huppert	Maintenance Supervisor
	Curt Kephart	Administrative Coord.
	Gary Brown	Emergency Mgmt Director

Members of the public

Motion by J. Kosin/D. Reis to move item #8 to #4, & #6 to #3 & to approve agenda as amended. Motion carried by voice vote with all in favor.

1b) **Agenda Approved**

Representative from gifts back program requested use of Seyforth Building the week of December 11<sup>th</sup>. D. Nellessen stated that action would have to be taken at next meeting because item was not on agenda.

**Public Comment**

Motion by D. Reis/J. Kosin to approve minutes of Oct. 10, 2006. Motion carried by voice vote with all in favor.

2) **Minutes Approved**

A.C. Kephart distributed a review of current events at fairgrounds. Discussion followed. Duane Leier gave a review of the history of the building. He stated that it was owned by the Ellsworth American Legion & moved to the current location in 1938 when the property was owned by a fair association. The

3) **Boy Scout Building**

property was sold to the County in January of 1943. Members discussed moving the building to a site north of the Beldenville Old Car Club building. Motion by M. Larson/D. Reis to authorize A.C. Kephart to be the liaison in coordinating getting the current site stabilized & obtaining cost estimates for the Legion on moving the building versus new construction. Motion carried by voice vote with all in favor.

--Short recess.

G. Brown gave review of bids submitted indicating that one bid submitted did not meet all requirements of the RFP therefore should be rejected. Other bids from Red Wing Service Company of Red Wing, MN for \$105,721; a combined bid from Pollinger Electric of LaCrosse, WI & Banco of Minneapolis, MN for \$140,830. G. Brown stated the recommendation would be for Red Wing Service Company. Motion by J. Kosin/D. Reis to reject bid from First Alert Alarm & Security because it did not meet requirements of RFP. Motion carried by voice vote with all in favor.

4) *Fire Alarm System*

G. Brown gave a review of the research he performed to try to determine the number of ID/access cards that would be needed. Because of a number of factors the committee should use the numbers previously provided to him by the department heads. The number reported was 196 cards. Motion by M. Larson/D. Reis to accept report from G. Brown which indicated that 196 ID/access cards would be needed. Also to draft a policy as to how, when, & where cards are to be worn & who is responsible to pay for new or lost cards. Motion carried by voice vote with all in favor.

5) *ID Cards*

G. Brown reported that there is a small office within his department area that the medical examiner could use as office space if they so chose, with the exception being when there is an emergency & that space is needed. Motion by D. Reis/J. Kosin to approve use of small office in Emergency Management Dept. for the Medical Examiners Office. Motion carried by voice vote with all in favor

6) *Medical Examiner Office*

A.C. Kephart explained issues & alternatives for the use of the space vacated by the Historical Society in the Courthouse. He recommended making it a meeting room that could be reserved & scheduled through the Administration Office. M. Larson suggested letting the D.A. schedule or determine when the space could be used. Motion by M. Larson/J. Kosin to designate the vacated space as general conference room space with the primary user being the D.A. Office, but room to be made available for other purposes when not being utilized by said department. Motion carried by voice vote with all in favor.

7) *Space Vacated by Historical Society*

A.C. Kephart presented an update on the space requirements as well as various scenarios for usage of space. He indicated that the best fit may be to have the Economic Development working group located near the Extension Office. Committee recommended that the A.C. research the feasibility to have this

8) *Location of Economic Enterprise Center*

group located on the middle floor of the PCOB. Motion by M. Larson/D. Reis to organize the space in the Extension Office to accommodate the Economic Enterprise Center. Motion carried by voice vote with all in favor.

A.C. Kephart explained issues revolving around payment of work done on north side of courthouse in the way of moving rock & concrete slab for recycling building with a total cost of approximately \$1708.00.

9) Payment for Sidewalk Repair

Motion by D. Reis/J. Kosin to direct Finance Director J. Brickner to release funds & authorize payment for said services out of landscape & sidewalk accounts. Motion carried by voice vote with all in favor.

K. Hines was excused as he was on vacation. Written report submitted.

10) Grounds Keeper Report

A. Huppert reported on activities through the month to include cement slab & sidewalk, moving the recycling building, adding one larger dumpster as opposed to two smaller ones at a cost savings of \$150/month, working on Ingram Center in River Falls carpeting, new doors installed on Annex & PCOB, sign prohibiting skate boarding installed, completed moving the Historical Society, & carpets cleaned & walls painted in space vacated by Historical Society. A.C. Kephart reported on status of extending phone service to the site. D. Reis indicated he was contacted by a representative from the Historical Society requesting additional space. Committee discussed subject & determined that the remaining space would be utilized by the county.

11) Maintenance Supervisor Report

-Use of Seyforth Building by Gift Box program.  
-Updates to Knights of Columbus building.  
-Request for wedding at Round Barn.

12) Future Items

Next meeting set for Tuesday, Dec. 12<sup>th</sup>, 7 p.m., County Board Room.

13) Set Next Meeting Date

Meeting adjourned at 8:48 p.m. by motion of J. Kosin/D. Reis. Motion carried by voice vote with all in favor.

14) Adjournment

Submitted by: Jamie R. Feuerhelm, Pierce County Clerk

**UN-APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD**

December 12, 2006 – 7:00 p.m.

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

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

**2006-13**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman Don Nellessen called the meeting to order at 7:01 p.m.

1) **Meeting Convened**

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

1a) **Those Present**

Members present:	Paul Barkla	District #5
	Mike Larson	District #6(arriving at 7:04)
	Don Nellessen	District #9
	Dan Reis	District #13
	Jerry Kosin	District #15

Members absent:

Also present:	Al Huppert	Maintenance Supervisor
	Kenny Hines	Fair Groundskeeper
	Curt Kephart	Administrative Coord.
	Jamie Feuerhelm	County Clerk
	Gary Brown	Emergency Man. Director
	Members of the public	

Motion by P. Barkla/J. Kosin to amend the agenda and move item #6 & #7 before item #3 & to approve agenda as amended. Motion carried by voice vote with all in favor.

1b) **Agenda Approved**

M. Larson arrived 7:04 p.m. Motion by J. Kosin/D. Reis to approve minutes of Nov. 7, 2006. Motion carried by voice vote with 4 in favor & 1 (P. Barkla) abstained.

2) **Minutes Approved**

A.C. Kephart gave a review of current situation on lease for office space with M & I Bank. Motion by P. Barkla/D. Reis to authorize a letter of termination of the lease at the M & I Bank. Motion carried by voice vote with all in favor.

3) **M & I Bank Lease Termination** (item # 6)

A.C. Kephart explained the request for placement of additional waste baskets & their locations. P. Barkla expressed deep concern that this item of business had to be brought to the committee level & not addressed internally by department heads. Committee directed A/C & maintenance to determine the best resolution & carry it

4) **Waste Baskets by Rest Room Doors** (item # 7)

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