

Minutes are generally approved at the following meeting

**UNAPPROVED MINUTES OF THE
BUILDING COMMITTEE MEETING HELD**
January 7, 2008 – 10:30 a.m.

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

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

2008-01

The Pierce County Building Committee met in the PCOB Lower Level meeting rooms, Ellsworth, WI. Chairman D. Nellessen called the meeting to order at 10:31 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 |
| | Dan Reis | District #13 |
| | Jerry Kosin | District #15 |
| Absent: | Mike Larson | District #6 |

| | | |
|---------------|------------------|-------------------------|
| Also present: | Jeff Holst | District #16 |
| | Mel Pittman | District #17 |
| | Al Huppert | Maintenance Supervisor |
| | Curt Kephart | Administrative Coord. |
| | Jamie Feuerhelm | County Clerk |
| | Tammy Kincaid | Human Services Director |
| | Merlin Blaisdell | Vets Service Officer |
| | Janet Huppert | Info. Services Director |

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

1b) **Agenda
Approved**

Motion by P. Barkla/D. Reis to approve minutes of Dec. 11th; motion carried by voice vote with all in favor.

1c) **Minutes
Approved**

NONE.

1d) **Public Comment**

Committee reviewed preliminary plans for proposed building to replace Quonset. Discussion on Fair Committee's involvement. Committee recommended the Fair Committee review draft plans & make recommendations. Motion by D. Reis/P. Barkla to advertise for bid for the demolition of the Quonset Building; motion carried by voice vote with all in favor.

2) **Replacement of
Quonset Building**

K. Hines submitted a written report.

3) **Grounds Keeper Report**

Committee discussed need for space for personnel working in the upcoming ADRC to be functional by May 2008. Various options were discussed to include the remodeling of the Seyforth Building for use by the Fair & Extension offices, and then those spaces could be used for this request. Motion by D. Reis/P. Barkla to authorize Chairman D. Nellessen to contact architect firms to draft a plan & cost estimate to remodel the Seyforth Building to be used as office space for departments to be determined later, based on the request for ADRC office space. Motion carried by voice vote with all in favor.

4) **Office Space for ADRC**

Motion by D. Reis/J. Kosin to defer action on office space request until next scheduled meeting; motion carried by voice vote with all in favor.

Supervisor J. Holst left at 11:07 & M. Pittman at 11:08 a.m.

A. Huppert gave some details about the size of the lot & possible locations for additional parking. He distributed a draft plan that indicated the size of the lot & where the current building sets on the lot. He indicated that if parking were too close to the building ice & snow may fall on vehicles. Committee inquired about where parking could actually be placed. Suggestion was made for angle parking on west side of building. Motion by D. Reis/P. Barkla to defer action until additional information is gathered; motion carried by voice vote with all in favor.

5) **Parking Around Blue Building**

A. Huppert informed committee of the poor condition of the windows & area around the windows. Committee discussed if this repair could be included in the bond issue. It was determined that this type of repair could be considered with the window replacement being recommended in the bond. Motion by D. Reis/P. Barkla to authorize A. Huppert to solicit for cost estimates on the repair; motion carried by voice vote with all in favor.

6) **Repairs to Courthouse Dome**

A. Huppert submitted a written report.

7) **Maintenance Supervisor Report**

- Seyforth Building remodeling estimates.
- ADRC office space.
- Parking along Blue Maintenance Building.
- Replacement of Quonset Building.

8) **Future Agenda Items**

Next meeting set for Tuesday, February 12, 2008 at 6:30 p.m., County Board Room.

9) **Next Meeting Date**

Meeting adjourned at 11:20 a.m. by motion of D. Reis /P. Barkla. Motion carried by voice vote with all in favor.

10) **Adjournment**

Submitted by: Jamie R. Feuerhelm, Pierce County Clerk

**UNAPPROVED MINUTES OF THE
SPECIAL
BUILDING COMMITTEE MEETING HELD
February 5, 2008 – 6:30 p.m.**

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

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

2008-02

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 6:30 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 |
| Absent: | Paul Barkla | District #5 |

| | | |
|---------------|---|-------------------------|
| Also present: | Jeff Holst | District #16 |
| | Mel Pittman | District #17 |
| | Al Huppert | Maintenance Supervisor |
| | Curt Kephart | Administrative Coord. |
| | Jamie Feuerhelm | County Clerk |
| | Ann Webb | Fair Coordinator |
| | Gary Brown | Emer. Man. Director |
| | Janet Huppert | Info. Services Director |
| | Sheldon Huppert | Public |
| | David Kane | K & J Architects |
| | Darren Edwards | Public |
| | Representatives from Stanley Security/HSM | |

Motion by D. Nellessen/D. Reis to approve agenda; motion carried by voice vote with all in favor.

1b) **Agenda
Approved**

Motion by D. Reis/J. Kosin to approve minutes of Jan. 7th; motion carried by voice vote with all in favor.

1c) **Minutes
Approved**

NONE.

1d) **Public Comment**

David Kane from Kane & Johnson Architects presented an analysis on county buildings & campus. Reviewed some of the work his firm has completed already. Discussion on remodeling the Seyforth Building on the fairgrounds as well as Blue Maintenance Building to include estimated costs involved. Also discussed other buildings & possibilities.

2) **Feasibility
Analysis from
Architects**

Emergency Management Director gave a review of the apparent low bidder in the access bid project & what would be included in the project. Also presented five bids for the project as follows: Stanley Security/HSM for \$121,432.00, annual service contract \$12,948.00, T & M rate \$95/hr; Custom Alarm for \$149,033.00, annual service contract \$14,400.00, T & M rate \$90/hr; Steiner Electric/Sentry Systems Inc. for \$154,357.00, annual service contract \$10,560.00, T & M rate \$75/hr; Per Mar Security Services for \$153,569.00, annual service contract \$4,923.00, T & M rate \$83/hr; Polk-Burnett Security for \$156,100.00, annual service contract \$7,495.00, T & M rate \$79/hr. Committee discussed options included, extra charges & service contracts. Motion by M. Larson/J. Kosin to approve bid from Stanley Security/HSM pending approved contract with vendor. Motion carried by voice vote with all in favor.

3) **Access/Security System Bids**

A.C. Kephart gave a review of the Quonset demolition project & bidding. Bids include tearing down the metal only, cement floor to be addressed at a later date. There were nine bids received as follows: River City Metal LLC would pay Pierce County \$150.00, remaining bids would be a charge to the County; Rogers Excavating for \$500; B.S. Construction for \$3,990.00; R.M. Schlosser for \$4,800.00; M. Bushinski for \$4,900.00; King Services for \$7,304.00; Ber-Mark Excavating for \$7,495.00; St. Croix Excavating for \$8,000.00; Wang Excavating for \$16,333.00. Motion by D. Reis/M. Larson to approve offer from River City Metal LLC; motion carried by voice vote with all in favor.

4) **Demolition of Quonset Building Bids**

A.C. Kephart explained the details of the request to authorize an RFP for services regarding the bonding projects. Committee discussed costs involved, need for different representatives, what projects to consider for such services, & possible timelines. Motion by D. Reis/J. Kosin to approve publishing a Request For Proposal on these services, architectural, engineering, and owner's representation; motion carried by voice vote with all in favor.

5) **RFP for Architectural Services, Engineering Service, Owner's Representative**

-Frisbee Architects

6) **Future Agenda Items**

Next meeting previously set for Tuesday, February 12, 2008 at 6:30 p.m., County Board Room.

7) **Next Meeting Date**

Meeting adjourned at 8:02 p.m. by motion of D. Reis /P. Barkla. Motion carried by voice vote with all in favor.

8) **Adjournment**

Submitted by: Jamie R. Feuerhelm, Pierce County Clerk

**APPROVED MINUTES OF THE
BUILDING COMMITTEE MEETING HELD
February 12, 2008 – 6:30 p.m.**

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

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

2008-03

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 6:30 p.m.

1) **Meeting
Convened**

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

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

Absent:

| | | |
|---------------|-----------------|--------------------------|
| Also present: | Jim Camery | District #2 |
| | Rich Purdy | District #3 |
| | Don Rohl | District #11 |
| | Mel Pittman | District #17 |
| | Al Huppert | Maintenance Supervisor |
| | Kenny Hines | Fair Groundskeeper |
| | Curt Kephart | Admin. Coord. (by phone) |
| | Jamie Feuerhelm | County Clerk |
| | Tammy Kincaid | Human Services Director |
| | Greg Andrews | UW Ag Agent |
| | Janet Huppert | Info. Services Director |

1a) **Those Present**

Motion by P. Barkla/J. Kosin to move item #3 to after #7 & approve agenda; motion carried by voice vote with all in favor.

1b) **Agenda
Approved**

Motion by J. Kosin/D. Reis to approve minutes of Feb. 5th; motion carried by voice vote with all in favor.

1c) **Minutes
Approved**

R. Purdy stated the Finance/Personnel Committee discussed having an entity to oversee the various projects related to the bond issue.

1d) **Public Comment**

No representatives from architect firm present. D. Nellessen explained that they were going to provide an analysis on remodeling the Seyforth & Blue Buildings. Motion by M. Larson/J. Kosin to defer action until after April elections; motion carried by voice vote with all in favor.

2) **Feasibility
Analysis from Frisbie
Architects**

Committee discussed available space options & timelines. Also discussion on converting Seyforth Building into meeting rooms. Motion by M. Larson/D. Reis to convert multi-purpose rooms in Pierce County Office Building into space for ADRC; motion carried by voice vote with all in favor.

3) **ADRC Office
Location**

Committee reviewed draft plans & discussed type of building. Also discussed the possibility of a joint Fair & Building Committee meeting. D. Nellessen stated that the Fair Committee should review the project again to decide what sort of building is needed & present a recommendation to the Building Committee. No action taken.

4) **Fair Building**

A.C. Kephart explained a proposal to move vending machines in the courthouse & office building to offer more space in offices & expose to make them more visible. Also asked for authorization to be able to move these units around to find a location that is more beneficial for space needs & increased sales. Motion by P. Barkla/D. Reis to authorize A.C. Kephart to relocate vending machine units; motion carried by voice vote with all in favor.

5) **Vending Machine Locations**

A. Huppert explained where the repair was needed & what could be done. Committee discussed different repair options including replacing the wallpaper or removing the wallpaper & replace with texture & paint. Motion by M. Larson/P. Barkla to approve repairing of the wall; motion carried by voice vote with all in favor.

6) **Repair Wall Near Courthouse Elevator**

Written report submitted by department head & received by committee.

7) **Grounds Keeper Report**

Written report submitted by department head & received by committee.

8) **Maintenance Supervisor Report**

Motion by P. Barkla/J. Kosin to convene in closed session at 7:49 p.m. pursuant to: 2b §19.85(1)(e), Wis. 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. Purpose of the session is to discuss and take action to Rent/Lease/Purchase space at M & I Bank Building. Motion carried by roll call vote with all in favor.

9) **Closed Session**

Motion by M. Larson/J. Kosin to reconvene in open session at 8:14 p.m.; motion carried by roll call vote with all in favor. No action taken.

9) **Open Session**

Next meeting previously set for Tuesday, March 11, 2008 at 6:30 p.m., County Board Room.

10) **Future Agenda Items**

Meeting adjourned at 8:15 p.m. by motion of D. Reis/J. Kosin. Motion carried by voice vote with all in favor.

11) **Next Meeting Date**

12) **Adjournment**

Submitted by: Jamie R. Feuerhelm, Pierce County Clerk

**APPROVED MINUTES OF THE
SPECIAL
BUILDING COMMITTEE MEETING HELD
March 6, 2008 – 9:00 a.m.**

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

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

2008-04

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 9:02 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 |
| | Mike Larson | District #6 |
| | Don Nellessen | District #9 |
| | Dan Reis | District #13 |
| | Jerry Kosin | District #15 |

Absent:

| | | |
|---------------|------------------------|-------------------------|
| Also present: | Rich Purdy | District #3 |
| | Jeff Holst | District #16 |
| | Mel Pittman | District #17 |
| | Al Huppert | Maintenance Supervisor |
| | Curt Kephart | Administrative Coord. |
| | Jamie Feuerhelm | County Clerk |
| | Ann Webb | Fair Coordinator |
| | Janet Huppert | Info. Services Director |
| | Greg Andrews | Ag. Agent |
| | Tammy Kincaid | Human Services Director |
| | Other county employees | |

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

1b) **Agenda
Approved**

Motion by P. Barkla/D. Reis to approve minutes of Feb. 12th; motion carried by voice vote with all in favor.

1c) **Minutes
Approved**

Ann Webb explained proposed building to replace Quonset Building.

1d) **Public Comment**

Chair Nellessen stated to meeting was for discussion only & that no action would be taken. Discussion on several options to provide office space for the ADRC & space for conference rooms. A number of options were discussed to include converting meeting rooms to ADRC & Seyforth Building for conference rooms. Also, reclaiming space currently occupied by FSA & using for ADRC sometime near October. Possibly shifting IT from lower level to second floor & Office on Aging to IT space. Discussion on other areas that could be used for meeting room space.

2) **Discussion of
ADRC, Conference
Room, & Storage
Space**

None.

Previously scheduled for Mar. 11th, 6:30 p.m. County Board Room.

Meeting adjourned at 9:45 a.m. by motion of M. Larson/J. Kosin. Motion carried by voice vote with all in favor.

3) **Future Items**

4) **Next Meeting**

5) **Adjournment**

Submitted by: Jamie R. Feuerhelm, Pierce County Clerk

**APPROVED MINUTES OF THE
BUILDING COMMITTEE MEETING HELD
March 11, 2008 – 6:30 p.m.**

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

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

2008-05

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Vice-Chairman Jerry Kosin called the meeting to order at 6:31 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 |
| | Dan Reis | District #13 |
| | Jerry Kosin | District #15 |
| Absent: | Don Nellessen | District #9 |

| | | |
|---------------|-----------------|-------------------------|
| Also present: | Don Rohl | District #11 |
| | Jeff Holst | District #16 |
| | Al Huppert | Maintenance Supervisor |
| | Kenny Hines | Fair Groundskeeper |
| | Curt Kephart | Administrative Coord. |
| | Jamie Feuerhelm | County Clerk |
| | Nancy Hove | Sheriff |
| | Tammy Kincaid | Human Services Director |
| | Janet Huppert | Info. Services Director |
| | Lori Zierl | Family Living Agent |
| | Sheldon Huppert | citizen |

Motion by P. Barkla/D. Reis to approve agenda; motion carried by voice vote with all in favor.

1b) **Agenda
Approved**

Motion by P. Barkla/D. Reis to approve minutes of 3-06-08; motion carried by voice vote with all in favor.

1c) **Minutes
Approved**

K. Hines asked what to do about electrical upgrades at the Fairgrounds. Also if the committee wanted to rent the First Aid Building to the Funsters. D. Reis stated that Mr. Hines should gather the information & place it on the next agenda.

1d) **Public Comment**

Committee reviewed draft plans & discussed type of building to replace Quonset building. Also discussed was the insulation, plumbing, heating, bathroom options within the building, what would be included & what would not. Discussed if the building should be a pole or stud type building. Motion by D. Reis/P. Barkla to authorize K. Hines to solicit for bids & address questions with regard to building amenities. Motion carried by voice vote with all in favor.

2) **Fair Building**

A.C. Kephart explained that last year funds were allocated to accommodate the move & set up of ADRC & there were funds still available & could be carried over into the 2008 budget. He suggested that the committee do that & allocate them for such. Motion by P. Barkla/M. Larson to authorize the reallocation of funds from 2007 for the purposes of completing the ADRC space; motion carried by voice vote with all in favor. Also discussion of different meeting spaces that could be used in lieu of this space for meetings. A.C. Kephart, K. Hines, A. Huppert directed to collect information about such places & bring back to committee.

3) **ADRC Space**

A. Huppert presented a draft drawing of proposed division of space. Discussion on how space was divided, whether divided by chain link fence or otherwise, &/or installing Mosinee type structures within the space. A. Huppert also provided an estimate on insulating & replacing the steel roof & siding at approx. \$225,000. Motion by M. Larson/D. Reis to authorize to bid out installing Mosinee structures & install fence to divide Sheriff's Dept. space from other space; motion carried by voice vote with all in favor.

4) **Blue Building**

A.C. Kephart explained that the topic of renewing the lease with FSA came up & that they were not ready to sign a long term lease yet & needed another year. He asked for direction as to whether to pursue renewing the lease or give them other direction; lease to terminate October 1st. Motion by P. Barkla/M. Larson to authorize A.C. Kephart to pursue renewing the lease for another year; motion carried by voice vote with all in favor.

5) **FSA Lease**

A.C. Kephart explained that the Medical Examiner expressed concern about accessing her office which is contained within the EOC when meetings are going on. The closet space next to the DA's office was suggested for a possible relocation. Motion by D. Reis/P. Barkla to defer until further notice; motion carried by voice vote with all in favor.

6) **Medical Examiner Space**

Written report submitted by department head & received by committee.

7) **Maintenance Supervisor Report**

- Allocation of account codes for tracking funds expended from the bond.
- Awarding a contract for professional services for bond projects.
- Rental of First Aid building at Fairgrounds.
- Electrical upgrades at the Fairgrounds.

8) **Future Agenda Items**

Next meeting previously set for Tuesday, April 15, 2008 at 6:30 p.m., County Board Room.

9) **Next Meeting Date**

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

10) **Adjournment**

Submitted by: Jamie R. Feuerhelm, Pierce County Clerk

**APPROVED MINUTES OF THE
BUILDING COMMITTEE MEETING HELD
April 15, 2008 – 6:30 p.m.**

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

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

2008-06

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Vice-Chairman Jerry Kosin called the meeting to order at 6:30 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 |
| | Dan Reis | District #13 |
| | Jerry Kosin | District #15 |

| | | |
|---------------|-----------------------|-------------------------|
| Absent: | Mike Larson | District #6 |
| | Don Nellessen | District #9 |
| Also present: | Don Rohl | District #11 |
| | Jeff Holst | District #16 |
| | Al Huppert | Maintenance Supervisor |
| | Kenny Hines | Fair Groundskeeper |
| | Curt Kephart | Administrative Coord. |
| | Jamie Feuerhelm | County Clerk |
| | Jason Fey | Asst. Corp. Counsel |
| | Janet Huppert | Info. Services Director |
| | Members of the Public | |

P. Barkla requested that the committee move to item #8 or 9 until the fair groundskeeper was present; chairman agreed. Motion by P. Barkla/D. Reis to approve agenda; motion carried by voice vote with all in favor.

1b) **Agenda
Approved**

Motion by P. Barkla/D. Reis to approve minutes of 3-11-08; motion carried by voice vote with all in favor.

1c) **Minutes
Approved**

Citizen Al Hines spoke to the committee about having a specific proposal so that all vendors were bidding on the same thing.

1d) **Public Comment**

K. Hines indicated that he received three bids for a new lawnmower. Those were as follows: Value Implement - \$6500, Polfus Implement - \$6850, & River Falls St. Croix Sports with the low bid coming in at \$4500.00. Motion by D. Reis to accept bid from R.F. St. Croix Sports. Discussion on whether proper bidding procedures were followed according to the Pierce County Code. ACC J. Fey informed the committee that if the expected cost of the item being purchased is going to exceed \$5000 then a formal RFP & bidding procedure must be used. Supervisor D. Reis withdrew the motion. Motion by D. Reis/P. Barkla to draft RFP & follow proper bidding procedures for advertising & bidding the project; motion carried by voice vote with all in favor.

2) **Fair Grounds -
Lawnmower**

K. Hines presented bids received for the project. Discussion on variances between the type of building each vendor bid on. Committee felt that a type of building should be decided on & then have an architect draft the building & RFP. AC Kephart suggested that a representative of this committee work with K. Hines to determine what the next steps are to define the RFP. Motion by P. Barkla/D. Reis to assign a representative of the future Building Committee at the organizational meeting to work with Mr. Hines on determining what type of building to construct & the issues that goes with it. Motion carried by voice vote with all in favor.

3) **Final Building Plan to replace Quonset at Fairgrounds**

K. Hines explained the project & suggested an architect or other qualified individual draft the electrical plan so that it could be bid out. AC Kephart suggested that the committee follow through with action on item #7 which would allow an appropriate firm to look at the project & make suggestions. Discussion on other options & firms who may draft a plan. K. Hines directed to determine where the lines & termination points need to be. No further action taken.

4) **Electrical Service at Fairgrounds**

K. Hines distributed a written report.

5) **Grounds Keeper Report**

A.C. Kephart distributed a list of meeting/conference room spaces along with the current department responsible for scheduling those spaces. Discussion on who would schedule the rooms & procedures to be used. Motion by P. Barkla/D. Reis to direct A. Huppert & K. Hines to draft a plan to remodel the Seyforth Building into usable meeting spaces. Motion carried by voice vote with all in favor.

6) **Management Proposal for Meeting/Conference Rooms**

A.C. Kephart provided a summary of proposals from firms to offer professional services to assist in completing the projects being covered by county bonding. He also suggested considering hiring an intern to assist with the projects as well. He also gave a summary of each firm & their proposals. Motion by D. Reis/P. Barkla to accept proposal from Construction Consulting; motion carried by voice vote with all in favor.

7) **Project Management & Structural Engineering Professional Services**

A.C. Kephart explained that a member of the Finance & Personnel Committee spoke to him about a process to expedite the procedure to address the various different projects without having to bring them back to a committee numerous times for decisions to be made. One model proposed was to form a review panel to assist in approving the specifications, the scope of the project, costs, etc. Suggested participants would be a representative from County Corp. Council, County Finance Dept., a member of Finance & Personnel Committee, project management, & a supervisor of the related committee. Motion by D. Reis/P. Barkla to direct A.C. Kephart in consultation with Corp. Counsel to draft the process & procedure to accomplish forming such a group; motion carried by voice vote with all in favor.

8) **Establish Bid Review & Award Process for Bond Projects**

Info. Services Director J. Huppert explained that discussion took place regarding moving her office in the lower level of the PCOB to the space currently being used by Office on Aging once that office has moved.

9) **Moving Information Services & Office on Aging**

Office on Aging will be moving into the new ADRC space. Motion by P. Barkla/D. Reis to approve the move & designate the current space occupied by Info. Services in the PCOB as a potential conference room. Motion carried by voice vote with all in favor.

A.C. Kephart suggested taking the initial step in installing a divider fence to secure the Sheriff's Dept. end of the building & wait for the professional consulting services firm to work with A. Huppert to review the rest of the remodeling in the building. Motion by P. Barkla/D. Reis to authorize the Highway Dept. to install the divider fence & allow consulting firm to work with A. Huppert to draft a plan for the additional remodeling needed. Motion carried by voice vote with all in favor.

10) **Mezzanine Proposal & Fence in Blue Building**

Motion by P. Barkla/D. Reis to authorize installation of collection box in the best location as determined by maintenance supervisor & County Treasurer; motion carried by voice vote with all in favor.

11) **Install Treasurer's Collection Box in Courthouse**

A.C. Kephart explained that Focus on Energy reviewed sizing the generators to be installed via bond projects, to be able to take the two courthouse buildings off the grid during peak energy times to realize a substantial savings in energy costs. He further explained that a feasibility study should be done with Focus on Energy to determine the feasibility of such a project if the committee is interested in pursuing the peak shaving idea. Motion by P. Barkla/J. Kosin to authorize a feasibility study be done by Focus on Energy with regard to energy savings & generator size. Motion carried by voice vote with all in favor.

12) **Excel Energy Peak Saving Proposal**

Written report submitted by A. Huppert & received by committee.

13) **Maintenance Supervisor Report**

Motion by P. Barkla/D. Reis to convene in closed session at 8:50 p.m. pursuant to §19.85(1)(c), Wis. 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.

14) **Closed Session**

Motion by P. Barkla/D. Reis to reconvene in open session at 9:03 p.m.; motion carried by roll call vote with all in favor. No action taken.

15) **Open Session**

- Assignment of member(s) to assist K. Hines on replacement building.

16) **Future Agenda Items**

Discussion on leaving the agenda & calendar of meeting dates up to the new Building Committee with a recommendation to keep meetings on the 2nd Tuesday of the month; the time to be determined by new committee.

17) **Next Meeting Date**

Meeting adjourned at 9:07 p.m. by motion of P. Barkla/D. Reis. Motion carried by voice vote with all in favor.

18) **Adjournment**

Submitted by: Jamie R. Feuerhelm, Pierce County Clerk

**APPROVED MINUTES OF THE
BUILDING COMMITTEE MEETING HELD
May 13, 2008 – 6:30 p.m.**

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

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

2008-07

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Previous Vice-Chairman Jerry Kosin called the meeting to order at 6:30 p.m.

1) **Meeting
Convened**

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

2) **Those Present**

| | | |
|------------------|-------------|--------------|
| Members present: | Paul Barkla | District #5 |
| | Ken Snow | District #9 |
| | Don Rohl | District #11 |
| | Dan Reis | District #13 |
| | Jerry Kosin | District #15 |

Absent:

| | | |
|---------------|-----------------|-------------------------|
| Also present: | Jim Camery | District #2 |
| | Al Huppert | Maintenance Supervisor |
| | Kenny Hines | Fair Groundskeeper |
| | Curt Kephart | Administrative Coord. |
| | Jamie Feuerhelm | County Clerk |
| | Nancy Hove | Sheriff |
| | Tammy Kincaid | Human Services Director |
| | Janet Huppert | Info. Services Director |

Motion by P. Barkla/D. Rohl to approve agenda; motion carried by voice vote with all in favor.

3) **Agenda Approved**

Acting Chair J. Kosin called for nominations for committee chairman. Nomination by P. Barkla/D. Rohl to nominate Dan Reis as chairman. Other nominations called for; no others given. All present voted in favor of nomination; supervisor D. Reis duly elected chairman. Chair D. Reis called for nomination for vice-chairman. Nomination by P. Barkla/D. Rohl to nominate Jerry Kosin. Chair called for other nominations; none given; all voted in favor of nomination. J. Kosin duly elected vice-chairman.

4) **Election of
Officers**

Motion by J. Kosin/K. Snow to approve minutes of 4-15-08; motion carried by voice vote with all in favor.

5) **Minutes Approved**

None

6) **Public Comment**

K. Hines presented bids received for a new lawnmower. Motion by J. Kosin/K. Snow to approve bid from St. Croix Sports in the amount of \$4500.00 plus trade-in; motion carried by voice vote with all in favor.

7) **Fairgrounds
Lawnmower**

K. Hines distributed a written report. He added that there was some vandalism on the grounds where there were some windows broken.

8) **Grounds Keeper Report**

J. Huppert presented estimates to connect the Seyforth Building & Blue Building to the County's main phone & computer systems. She presented estimates including buried fiber to each location & a DSL service. Motion by P. Barkla/J. Kosin to approve option #1 to connect both buildings to the main networks by extending current fiber run, contingent upon securing funding of \$13,530. Motion carried by voice vote with all in favor.

9) **Networking Buildings**

Committee discussed parking in north lot adjoining the Courthouse. It is now signed as 2 hour parking for the entire lot. A.C. Kephart presented a couple issues; one was who would enforce the time limit; another would be drafting an ordinance giving the County the authority to tow violators. Motion by K. Snow/D. Rohl to table this item until after A. Huppert speaks with Village law enforcement with regard to enforcing the time limit. Motion carried by voice vote with all in favor.

10) **Parking Lot Enforcement**

A. Huppert explained that there is a need to have a location for people to park motorcycles & mopeds as now they are utilizing an entire car stall for one bike. He suggested a cement slab located just east of the PCOB. Motion by D. Rohl/K. Snow to direct A. Huppert to obtain cost estimates on creating an area to park bikes; motion carried by voice vote with all in favor.

11) **Motor Bike Parking Lot**

A. Huppert explained that the area just north of blue building is soft ground & the Sheriff was requesting it to be reinforced & paved. Committee discussed different options & where the funds could come from to cover the costs. Discussed installing a gate in the proposed divider fence to be discussed next. Motion by P. Barkla/D. Rohl to defer action on this item; motion carried by voice vote with all in favor.

12) **Lot North of Blue Building**

A. Huppert provided bid estimates for installing a dividing fence within the blue building to secure Sheriff's Dept. evidence area. Estimates with a gate projected to be over \$5000.00. Motion by K. Snow/J. Kosin to authorize A. Huppert to solicit for bids on this project; motion carried by voice vote with all in favor.

13) **Fence in Blue Building**

A. C. Kephart informed the committee that the County leases space from the Village of Ellsworth for the food shelf space & historical society. T. Kincaid informed the committee that as of May 1st, 2008 the Human Services Dept. has nothing to do with the food shelf any longer. It is run by a non-profit organization called Hunger Prevention Council & they are inquiring if the County is going to continue to pay the rent on the space & for how long. Motion by D. Rohl/P. Barkla to authorize T. Kincaid to write a letter to the Hunger Prevention Council stating that they can use the food shelf space & the County will continue to pay the rent on said space through the end of the year; during which time the issue will be brought through the budget process to contemplate further funding for the future. Motion carried by voice vote with all in favor.

14) **Rent for Food Shelf Space**

A.C. Kephart explained that so far only one person has volunteered. Discussion on different possible projects. Motion by P. Barkla/J. Kosin to authorize A. Huppert to work with Dave Till & Diana Alfuth to create a planning committee work group to work on beautification of the Courthouse grounds. Motion carried by voice vote with all in favor.

15) **Grounds Planning Committee**

A.C. Kephart explained the issue with regard to engaging professionals to design & make suggestions for said space. He also informed the committee that it would need to be determined where the funds would come from to pay for said project. Motion by P. Barkla/J. Kosin to make walls permanent & discuss with professional services to draft the best design for space; motion carried by voice vote with all in favor.

16) **Professional services for ADRC Remodeling**

A.C. Kephart explained the need to revise the schedule; no action taken.

17) **Maintenance Bond Schedule**

Chair D. Reis gave a review of the things discussed with engineers & architects; no action taken.

18) **Meeting with Construction Consultants**

Written report submitted by A. Huppert & received by committee. Highlighted that the garage door springs had broken on one of the large doors in the blue building.

19) **Maintenance Supervisor Report**

- Assignment of member(s) to assist K. Hines on replacement building.
- Special chairs for emergency evacuation of handicap people.
- Update on Bond Schedule.
- ADRC remodel.
- Parking Enforcement info.
- Address leaking roof on Blue Building.
- Report on grounds committee work group.
- Bike parking.

20) **Future Agenda Items**

Committee discussed when to set meeting times. Meeting for June set for the 3rd at 6:30 p.m. in the County Boardroom. They also discussed leaving regular meeting times the same as previously, which would be on the 2nd Tuesday of the month; time to be at 6:30 p.m. meeting in the County Boardroom.

21) **Next Meeting Date**

Meeting adjourned at 8:14 p.m. by motion of P. Barkla/D. Rohl. Motion carried by voice vote with all in favor.

22) **Adjournment**

Submitted by: Jamie R. Feuerhelm, Pierce County Clerk

Joint Pierce County Fair Committee and Building Committee Meeting
Pierce County Board Room – Pierce County Courthouse
June 3, 2008 - 6:30 p.m.

Call to Order – The joint meeting was called to order by Building Chairperson Dan Reis at 6:30 p.m. Other Committee members present were Jerry Kosin, Don Rohl, Bill Gilles, Paul Barkla and Ken Snow. Bob Traynor and Nikki Shonoiki were excused. Al Huppert, Ann Webb, Ken Hines, Randy Lutz from CC Partners and Jim Braucher from Professional Design Group were also present. Jeff Holst – 6:55 p.m., Tammy Kincaid – 7:15 p.m., Felicia Sather – 7:28 p.m. and Gary Brown – 7:35 p.m. also were in attendance.

Approved printed agenda – A motion by P. Barkla/D. Rohl to approve printed agenda. Motion carried.

Public Comment – None

Discuss/take action on Fairgrounds bleacher & exhibit building (Quonset) replacement projects – Randy Lutz gave an overview of the bleacher & exhibit building projects. The two project amounts would be combined for \$437,000. (\$345,000 + \$92,000.) Jim Braucher reviewed architectural plans/drawings for both the bleachers and exhibit building. A lengthy discussion took place on various sizes and many design features were highlighted and reviewed.

Exhibit building motions: A motion by K. Snow/P. Barkla to have plans drawn for a 44' wide wood frame exhibit building with a base bid on length plus option for additional length. Motion carried. A motion by J. Kosin/K. Snow to have exhibit building to include 5 garage doors on west side instead of 11. Motion carried. Sidewalls and large overhead doors on north and south ends would remain as drawn on plan that was given out. Exhibit building plan will include costs on concrete, structure, electrical & lighting. Public address system will be an item addressed separately.

Bleacher motions: A motion by P. Barkla/D. Rohl to include 6 women/2 men/1 unisex bathroom facilities in the bleacher plan. Motion carried. A motion by D. Rohl/P. Barkla to include a ticket booth, 10' wide x 11' deep, narrow counter with 4' wide service window, storage in back in bleacher plan. Motion carried. A motion by D. Rohl/P. Barkla to have bleacher plan include 1100-1200 seats, inset press box 8'x16' or 8' x18' and structural considerations to accommodate a future roof. Motion carried. Bleacher plan will include costs on concrete, structure, electrical & lighting. Public address system will be an item addressed separately.

Adjourn – Motion by P. Barkla/J. Kosin to adjourn the meeting at 7:56 p.m. Motion carried.

**UNAPPROVED MINUTES OF THE
BUILDING COMMITTEE MEETING HELD
June 3, 2008 – 7:30 p.m.**

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

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

2008-08

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman Dan Reis called the meeting to order at 8:05 p.m.

**1) Meeting
Convened**

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

2) Those Present

| | | |
|------------------|-------------|--------------|
| Members present: | Paul Barkla | District #5 |
| | Ken Snow | District #9 |
| | Don Rohl | District #11 |
| | Dan Reis | District #13 |
| | Jerry Kosin | District #15 |

Absent:

| | | |
|---------------|-----------------|-------------------------------|
| Also present: | Bill Gilles | District #14 |
| | Jeff Holst | District #16 |
| | Al Huppert | Maintenance Supervisor |
| | Kenny Hines | Fair Groundskeeper |
| | Jamie Feuerhelm | County Clerk |
| | Nancy Hove | Sheriff |
| | Gary Brown | Emergency Mang. Director |
| | Tammy Kincaid | Human Services Director |
| | Janet Huppert | Info. Services Director |
| | Felicia Sather | Hunger Prevention Council |
| | Randy Lutz | Construction Consulting Part. |
| | Jim Broucher | Const. Consult. Partners |

Motion by P. Barkla/D. Rohl to move item #8 to after # 6 & item #12 after #8 & approve agenda; motion carried by voice vote with all in favor.

3) Agenda Approved

Motion by P. Barkla/J. Kosin to approve minutes of 5-13-08; motion carried by voice vote with all in favor.

4) Minutes Approved

None

5) Public Comment

F. Sather explained the need to have a building to distribute food to the public on July 7th & requested to use the picnic shelter at the fairgrounds for the event. Motion by D. Rohl/J. Kosin to allow Hunger Prevention Council to use the picnic shelter at the fairgrounds free of charge to distribute surplus food to the public on July 7th, 2008; motion carried by voice vote with all in favor.

**6) Surplus Food
Distribution**

G. Brown explained the need for these chairs in the event of power outage & elevators are not working in an emergency. He presented three estimates. Motion by P. Barkla/D. Rohl to purchase three evac chairs at a cost of \$1445.00 each & forward request to Finance & Personnel Committee for funding approval; motion carried by voice vote with all in favor.

**7) Evac Chairs for
Disabled**

Committee discussed project. R. Lutz explained that there were some changes to the draft plan so it has not been bid for proposals yet. No action taken.

8) **ADRC Remodel Project**

A. Huppert stated that he had spoken to the Village law enforcement & was informed that there was little the village could do to assist the County in the enforcement of parking in the north courthouse parking lot. No action taken.

9) **Parking Enforcement**

Discussion on scope of project. Motion by K. Snow/J. Kosin to draft Request For Proposal to have the east & west parking lots of the PCOB resurfaced & lot added for bike parking; motion carried by voice vote with all in favor.

10) **Parking Lot Resurfacing & Bike Lot**

Discussion on repairs needed. R. Lutz offered to research the project & offer more detailed information at another meeting. No action taken.

11) **Roof Repair for Blue Bldg. & PCOB**

Discussed that funds have been budgeted for this until the end of the year. No action taken.

12) **Food Shelf Rent**

K. Hines distributed a written report; committee accepted report.

13) **Grounds Keeper Report**

Committee discussed different projects this committee is considering. Plans are still being drafted.

14) **Grounds Committee**

R. Lutz presented a draft & update of the Maintenance Bond Schedule, committee discussed briefly. Also discussed repairs to boiler in Courthouse; R. Lutz suggested repairing the boiler for now & then address all HVAC together at a later date. No action taken.

15) **Bond Schedule**

Committee discussed the formation, responsibilities, personnel involved, & procedures for creating a new committee to help streamline the bidding & approval process. Motion by J. Kosin/K. Snow to create the Bonding Proceeds Sub-Committee to include the following positions: Building Committee Chairman, Corporation Counsel, Budget & Finance Director, Administrative Coordinator, & appropriate Department Head. And the group to be given the charge to diligently seek & accept the lowest responsive & responsible proposal. Motion carried by voice vote with all in favor.

16) **Bonding Proceeds Sub-Committee Group**

Written report submitted by A. Huppert & received by committee.

17) **Maintenance Supervisor Report**

- Quonset Building replacement - fairgrounds.
- Report on grounds committee work group.
- Bike parking.

18) **Future Agenda Items**

Next meetings set for Wednesday, June 11 & Tuesday, July 8, 2008 at 6:30 p.m., County Board Room.

19) **Next Meeting Date**

Meeting adjourned at 9:12 p.m. by motion of J. Kosin/P. Barkla. Motion carried by voice vote with all in favor.

20) **Adjournment**