

**PIERCE COUNTY  
BUILDING COMMITTEE MEETING AGENDA**

**Tuesday, November 17th, 2020 – 4:00 p.m.**

**This will be an online attended meeting only.**

*For persons who wish to attend remotely, please join online [meet.google.com/txr-gwqm-ybt](https://meet.google.com/txr-gwqm-ybt) or by phone (US)+1-609-434-2106 PIN:937 068 177#*

#	Action	Presenter
1.	Call to order. 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items	Chair
2.	Establish and adopt agenda.	Members
3.	Approve minutes of the October 13 <sup>th</sup> meeting.	Members
4.	Discuss/take action Seyforth Building Roof Insulation Project Bids	Forss
5.	Discuss space needs, Annex & New Hearing/Courtroom Remodeling progress.	Forss/Matt hys
6.	Discuss/take action on not installing the new door and door way into the Public Health Meeting Room,	Forss
7.	Discuss/take action on moving the snowmobile trail that crosses County Owned property that the LEC occupies back to where it was last year	Forss
8.	Future Agenda Items	Members
9.	Next Meeting Date (2 <sup>nd</sup> Tuesday the 8th of December:2020)	Members
10.	Adjourn	Members
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18.		
19.		

A quorum of county board supervisors may be present. 11/12/20 jforss

**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
October 13, 2020 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**

**EOC Room; Law Enforcement Facility  
555 W. Overlook Dr., ELLSWORTH, WI**

**2020 - 09**

**1) Meeting Convened**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman Jon Aubart called the meeting to order at 4:07 p.m.

**1a) Those Present**

A quorum was established acknowledging 5 members present.

Members present:

Absent/Excused:

Jon Aubart	District #3
Mike Kahlow	District #6 (remote)
Scott Bjork	District #7
Dale Auckland	District #12
Jerry Kosin	District #15

Also present: Jerry Forss-Maintenance Supervisor, Matt Kelly-Fair Groundskeeper, Jason Matthys-Administrative Coordinator, Scott Schoepp-Parks Superintendent, Jamie Feuerhelm-County Clerk.

**1b) Public Comment**

None.

**2) Agenda Adopted**

Motion by D. Auckland/S. Bjork to adopt agenda as presented; motion carried unanimously.

**3) Minutes Approved**

Motion by J. Kosin/S. Bjork to approve minutes of the Sept. 8<sup>th</sup>, 2020 meeting; motion carried with 4 in favor & 1 abstained (M. Kahlow).

**4) Discuss/take action whether or not to continue authorization for the snowmobile trail to cross the County Property that the LEC is located on**

Chairman J. Aubart reviewed action taken by Law Enforcement Committee to authorize Option 2 or the orange route as the new route for the snowmobile trail. S. Schoepp indicated that the landowner agreements would need to be updated. He suggested authorizing Maintenance Supervisor Jerry Forss to sign the agreements. Committee advised that they be reviewed by Corp Counsel office before signing. Motion by S. Bjork/D. Auckland to authorize alternate snowmobile trail crossing on County property. Also, to authorize J. Forss to sign landowner agreements after being reviewed by Corp Counsel Office; motion carried unanimously.

**5) Discuss space needs, Annex & New Hearing/Courtroom Remodeling progress**

J. Forss stated that there were no new requests for space needs. J. Matthys stated that remodeling projects are on schedule & also within the amount budgeted for them. J. Forss added that the Annex remodel project is on schedule to be completed by the end of November & the new hearing room sooner than that. No action taken.

**6) Discuss/take action on the Seyforth Building roof replacement and roof insulation project**

J. Forss informed Committee that Market & Johnson have bid package ready to be sent out. He indicated that the Committee may want to consider waiting until spring which could offer better weather & possible savings. Motion by S. Bjork/D. Auckland to authorize the project to move forward & send out bid packages; motion carried unanimously.

**7) Discuss/take action on sound proofing measures in the Seyforth Building**

J. Matthys presented two quotes for adding acoustical sound panels in the Seyforth Building. Quotes were as follows: Eau Claire Acoustics, Inc. in the amount of \$14,500 for 50 panels or \$23,830 for 84 panels. Twin Cities Acoustics, Inc. in the amount of \$30,396 for 50 panels. Committee discussed options. Motion by M. Kahlow/D. Auckland to authorize project with funds from Building Outlay-Seyforth Building, & approve quote from Eau Claire Acoustics Inc. in the amount of \$14,500. Also forward to Finance & Personnel Committee recommending approval & redirect of funds; motion carried unanimously.

**8) Discuss/take action on adding paper towel dispensers in Campus Restrooms**

J. Forss explained that hands-free air dryers were added in 2012, but with COVID concerns more paper towels are being requested. He added that the vendor that provides the paper towels has offered to sell the dispensers for \$5/piece. Motion by S. Bjork/J. Kosin to approve purchase of paper towel dispensers & install as Maintenance Dept. finds appropriate; motion carried unanimously.

**9) Discuss/take action the Maintenance Dept. installing snow fencing on the County Property that the LEC is located on**

J. Forss reviewed discussions with the Law Enforcement Committee about installing snow fencing at the Law Enforcement Facility. He added that with the move of the snowmobile crossing additional fencing could be installed. Motion by D. Auckland/S. Bjork to approve installing snow fencing at the LEF this season & those to follow as long as it is helping; motion carried unanimously.

**10) Discuss/take action on the Fairgrounds Keeper to contact the English Lutheran Church to ask them to make improvements to their Church Stand**

M. Kelly indicated that the other church or food stands on the fairgrounds have kept up their buildings quite well, but that the English Lutheran Church stand could use to be painted. He requested permission to contact the appropriate individuals to ask them to get the building painted. Committee authorized Mr. Kelly to do so. No action taken.

**11) Future Agenda Items**

- Nothing presented at this time

**12) Next Meeting Date**

Next regular meeting set for Nov. 10<sup>th</sup>, 2020 immediately following the County Board meeting at approx. 10:00 a.m.; EOC Law Enforcement Facility.

**13) Adjournment**

Meeting adjourned at 4:51 p.m. by motion of D. Auckland/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, Pierce County Clerk

**PIERCE COUNTY**  
**BUILDING COMMITTEE MEETING AGENDA**  
**Tuesday, November 17th, 2020 – 4:00 p.m.**  
**ONLINE MEETING ONLY**

**#4- Seyforth Building Roof Insulation Project** - There will be a bid opening on 11-13-2020 at 10am. I will email the results out to you once I have them and will also bring copies to the meeting.

**#5- Space Needs** – No new request for new spaces at this time that I am aware of. With shelving pieces that were already on hand and the purchase of a couple extra shelves, space was made for the Clerk's Office and the D.A.'s Office to get bigger spaces than they previously had. An area for the Veterans Office and the Corporation Council's office was also made. The Veterans have moved into their area and Corporation Council will occupy their area soon. The new hearing room should be wrapped up by the end of the month and ready for use. The Annex remodeling is on schedule and should be ready for furniture by the end of the month.

**#6 – Public Health Meeting Room Door** – During the December 12, 2017 Building Committee Meeting under agenda item #6, Discuss/Take Action On Space Needs, different projects relating to space needs were discussed and had motions that carried unanimously to complete. One of those projects was to have a new doorway and door installed in PCOB in the area of the fire alarm panels that would allow common hallway access to the meeting room located in the Public Health area. Due to a couple different factors this project hasn't happened. With the Covid-19 pandemic happening this meeting room has for better terms become the Public Health's War Room. That along with other meeting room areas being created with the Annex Remodeling I had a conversation with our AC Matthys and an email with or Public Health Director Snyder asking their thoughts on this project. Both have no problems with this project not taking place. I wanted to bring this project back to the Building Committee to have this project officially rescinded.

**#7 – Snowmobile Trail** – The Sheriff has gained another issue with the snowmobile trail that crosses the County property that the LEC occupies. She would rather have it back where it was in the previous 2 years than the rerouting option that was passed at the October 13, 2020 Building Committee Meeting. This will be brought up in Public Comment during the 11-12-2020 Law Enforcement Meeting. I will be looking for a motion to allow the trail to cross where it did last year. We already have snow fence in but as long as the ground stays soft it can be removed where needed.

**PIERCE COUNTY  
BUILDING COMMITTEE MEETING AGENDA  
Tuesday, December 12, 2017 – 4:00 p.m.  
Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI**

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items	Chair
2.	Establish and adopt agenda.	Members
3.	Approve minutes of the November 14, 2017 meeting	Members
4.	Committee will convene into closed session pursuant to Sec. 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: for the purpose of discussing Grove Street Parking lot contract with Aslakson's Services, Inc.	Chair
5.	Committee will return to open session and take action on closed session items, if required.	Chair
6.	Discuss/Take action on space needs	Miller/Feuerhelm/ Forss
7.	Discuss the Building Outlay Analysis	Forss/Members
8.	Discuss/Take action on using BOA: Campus Improvement funds to refurbish existing Human Services office furniture and purchase some new office furniture.	Forss
9.	Discuss future Fair Grounds Arena bleachers and fencing.	Kelly
10.	Discuss/Take action on the Senior Citizen Building's roof.	Kelly
11.	Discuss/Take action on the snowmobile trail crossing the new facilities property.	Forss
12.	Fairgrounds Keeper Report	Kelly
13.	Maintenance Supervisors' Report	Forss
14.	Future Agenda Items	Members
15.	Next Meeting Date (2 <sup>nd</sup> Tuesday: January 9th)	Members
16.	Adjourn	Members

A quorum of county board supervisors may be present.

12/06/17 cjk

**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
December 12, 2017 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**



**County Board Room; Courthouse  
414 W. Main St., ELLSWORTH, WI**

**2017 - 17**

**1) Meeting Convened**

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 4:00 p.m.

**1a) Those Present**

A quorum was established acknowledging 4 members present; 1 excused.

Members present:

Scott Bjork    District #7  
Ken Snow     District #9  
Dan Reis      District #13  
Jerry Kosin    District #15

Absent/Excused:

Mike Kahlow                      District #6

Also present: Jerry Forss-Maintenance Supervisor, Matt Kelly-Fair Groundskeeper, JoAnn Miller-Administrative Coordinator, Brad Lawrence-Corp Counsel, Jason Fey-Asst. Corp Counsel, Louie Filkins-County Surveyor, & Jamie Feuerhelm-County Clerk.

**1b) Public Comment**

Supervisor S. Bjork informed Committee that the Jail Ad Hoc Committee was looking at the issue of expanding parking at the new jail facility. He added that the group may be disbanded before a decision is made, making it likely to come before the Building Committee for consideration.

**2) Agenda Adopted**

Motion by S. Bjork/J. Kosin to adopt agenda as presented; motion carried unanimously.

**3) Minutes Approved**

Minutes of Nov. 14<sup>th</sup> were not sent out for review. Chairman D. Reis stated they would be addressed at next meeting.

**4) Closed Session**

Motion by S. Bjork/K. Snow to convene into closed session at 4:02 p.m. pursuant to §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: for the purpose of discussing Grove Street Parking lot contract with Aslakson's Services, Inc.. Motion carried unanimously by roll call vote.

**5) Open Session**

Motion by K. Snow/S. Bjork to return to open session at 4:22 p.m.; motion carried unanimously by roll call vote. No action taken.

**6) Discuss space needs**

J. Forss explained that he received several requests for changes from departments. First, changing an office in

Public Health Dept. into a meeting/conference room which would require adding a doorway access from the hall. Two, move some Information Services equipment from current office to lower level closet space to make room for new staff in 2018. Three, convert Conference Room B in PCOB to office for Administrative Coordinator. Four, adding doorway in Annex in area previously occupied by vehicle registration for Extension Office. AC J. Miller indicated that with exception of the fourth item she estimated the cost for other three items would be approx. \$2,500. Committee discussed waiting to address the fourth item at a later date. Motion by K. Snow/J. Kosin to approve the first three requests not to exceed \$2,500 with funds from Building Outlay; motion carried unanimously.

County Clerk J. Feuerhelm presented request to move Clerk's Office into office space vacated by Administration/Finance in the Courthouse. He explained some of the particulars of the move & the advantages that could be gained. He added that he spoke with Staples Office Supply to get an estimate of costs but had not received a response yet. Committee was in favor of the concept but wanted to know costs involved. Motion by S. Bjork/J. Kosin to approve the concept of moving the County Clerk's Office to space previously occupied by Administration/Finance, Room 101 in the Courthouse; motion carried unanimously. Committee also discussed possibility of Administrative Coordinator & Maintenance Supervisor authorizing minor department moves without having to bring issue to Committee. Corp Counsel B. Lawrence indicated that according to the current code this would not be allowed without Building Committee approval. He added that if the Committee desired to allow such decisions to be made as an option the current code would need to be changed. No action taken on this issue.

#### **7) Discuss the Building Outlay Analysis**

J. Forss presented review of Building Outlay account balances with priority of projects detailed. He added that he would like to wait until 2018 funds were added to do an updated priority list. No action taken.

#### **8) Discuss/Take action on using BOA: Campus Improvement funds to refurbish existing Human Services office furniture and purchase some new office furniture**

AC J. Miller & J. Forss explained the request from Human Services to make changes to one of the administrative areas. Cost estimates were just over \$14,000. Committee asked if this was a crucial project & from where the funds were to come. J. Miller indicated that this was more want than need. J. Forss stated funds would likely have to come from Building Outlay as the HS Dept. did not budget for the project. Motion by K. Snow/J. Kosin to deny the request from Human Services for new office furniture; motion carried unanimously.

#### **9) Discuss future Fair Grounds Arena bleachers and fencing**

M. Kelly presented project estimates to install additional permanent bleachers & fencing in the Grandstands track area. The cost to add 1238 permanent seats was between \$156,000 & \$167,000 approximately. Committee discussed project being done in increments as well as the possibility of groups donating funds over a period of years for such additions. No action taken.

#### **10) Discuss/Take action on the Senior Citizen Building's roof**

M. Kelly explained that Andrews Seamless Gutters, LLC initially offered to install steel roof on the building for two years of free fair booth rental. Issue was discussed with Corp Counsel & was determined that an actual cost for such a project would need to be known. Cost estimate from Andrews was \$5,376. M. Kelly stated that he thought this new agreement would not be in the best interest of the County. He contrasted it to the \$600 for two years of fair booth rental which was the first agreement. He added that he obtained cost estimates for the materials at \$1,600 & indicated that he & fair staff could do the install. Motion by K. Snow/J. Kosin to authorize installation of steel roof on Senior Citizen Building at the Fairgrounds. Installation to be done by Fairgrounds staff; motion carried unanimously.

#### **11) Discuss/Take action on the snowmobile trail crossing the new facilities property**

J. Forss stated that he was contacted by a couple snowmobile people requesting to allow a snowmobile

crossing over the new jail facility property. He added that he investigated & mapped out a possible route for the trail to pass. Motion by K. Snow/S. Bjork to approve snowmobile crossing on new jail facility property; motion carried unanimously.

**12) Fair Groundskeeper report**

M. Kelly submitted written report & was accepted by Committee.

**13) Maintenance Supervisor report**

J. Forss submitted written report & was accepted by Committee.

**14) Future Agenda Items**

- Bleachers on fairgrounds
- Space needs

**15) Next Meeting Date**

Next regular meeting set for Jan. 9<sup>th</sup>, 2017 at 4 p.m.; County Board Room.

**16) Adjournment**

Meeting adjourned at 5:26 p.m. by motion of K. Snow/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, Pierce County Clerk