

**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
December 13, 2022 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**

**} County Board Room; Courthouse Annex  
124 N. Oak St., ELLSWORTH, WI**

**2022 - 14**

**1) Meeting Convened**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Also met virtually online via Google meetings. Chairman Scott Bjork called the meeting to order at 4:00 p.m.

**1a) Those Present**

A quorum was established acknowledging 4 members present.

Members present:

Mike Kahlow	District #6
Scott Bjork	District #7
Dale Auckland	District #12
Jerry Kosin	District #15

Absent/Excused:

Jim Ashbach	District #2
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Also present: Jerry Forss-Maintenance Supervisor, Jason Matthys-Administrative Coordinator, Cyndi Kern-Deputy County Clerk, Todd Kirschbaum-Maintenance Tech, Christine McPherson-Emergency Management Director, Steve Pott and Jeff Nelson-PSC Alliance.

**1b) Public Comment**

None.

**2) Agenda Adopted**

Motion by D. Auckland/J. Kosin to switch agenda items 4 & 7 and approve the agenda as amended; motion carried unanimously.

**3) Minutes Approved**

Motion by J. Kosin/D. Auckland to approve minutes of Nov. 8<sup>th</sup>, 2022 meeting; motion carried unanimously.

**4) Discuss/take action on awarding the bid for the tower shelter DC Supply**

Steve Pott from PSC Alliance provided an overview of two (2) bids received; Action Battery \$77,621 and Vinco \$132,647. S. Pott recommendation to the committee is to award the DC Power System contract to Action Battery for an amount not to exceed \$79,200 which would include the recommended spares and additional circuits needed. Completion days discrepancy was brought into question with Action Battery at 210 days and Vinco at 15; S. Pott stated this was most likely an error as 15 days would not be adequate time to complete this project. Motion by M. Kahlow/D. Auckland to approve & award bid not to exceed \$79,200 to Action Battery; motion carried unanimously.

**5) Discuss/take action on closing off a damaged section of PCOB sidewalk steps**

J. Forss informed the committee that a portion of the steps in front of the PCOB building are not safe and should be closed off until they can be replaced in the spring. Committee directed J. Forss to decide the best way to close off the damaged section. No action taken.

**6) Update on LATCF Funds**

J. Matthys suggest having a solid number nailed down for the cost of the dome repairs or any other projects prior to moving forward with a resolution to Finance and Personnel committee

**7) Discuss/take action on dying Grove Street Maple Tree**

J. Forss received estimate of \$1,500 from JCE Tree Service to remove a damaged tree by the Grove Street property. Board directed Forss to contact the Village before proceeding to see if this may be their responsibility since the tree in the road right-of-way. No action taken.

**8) Discuss estimate form Fischer Roofing for roof replacement to the lower courthouse dome sections**

J. Forss reviewed estimates from Fischer Roofing. Two estimates received, first estimate was to repair the 8 smaller dome roofs only. The second estimate to include 8 small dome roofs as well as the small peaked roof over the top of the stairway. Board directed Forss to proceed with creating an RFP to be reviewed at future meeting.

**9) Future agenda items**

- Review RFP; lower courthouse dome roof sections
- Riding lawn mower RFP

**10) Next Meeting Date**

Next regular meeting set for Jan. 10<sup>th</sup>, 2023; 4 p.m.; County Board Room & remotely.

**11) Adjournment**

Meeting adjourned at 4:42 p.m. by motion of D. Auckland/J. Kosin, motion carried unanimously.

Respectfully submitted by: Cyndi Kern, Deputy County Clerk

**PIERCE COUNTY  
BUILDING COMMITTEE MEETING AGENDA**

**Tuesday, December 13, 2022 – 4 p.m.**

Courthouse Annex/Lower Level – County Board Room; 124 N Oak St. – Ellsworth, WI

**May also attend virtually or by phone:**

[meet.google.com/kpe-bpsq-rdj](https://meet.google.com/kpe-bpsq-rdj)

(US)+1 470-499-3984

PIN: 711 128 556 #

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items. Public comments will be taken on agenda items prior to the Committee taking them up	Chair
2.	Establish and adopt agenda	Members
3.	Approve minutes of the November 8th, 2022 meeting	Members
4.	Discuss/take action on dying Grove Street Maple Tree	Forss
5.	Discus/take action on closing off a damaged section of PCOB sidewalk steps	Forss
6.	Update on LATCF Funds	Matthys
7.	Discuss and take action on awarding the bid for the tower shelter DC Supply	Matthys /Pott
8.	Discuss estimate from Fischer Roofing for roof replacement to the lower courthouse dome sections.	Forss
9.	Future agenda items	Members
10.	Next Meeting Date (Tuesday: January 10th, 2023)	Members
11.	Adjourn	Members

A quorum of county board supervisors may be present.

12/08/22 jforss

**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
November 8, 2022 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**

**} County Board Room; Courthouse Annex  
124 N. Oak St., ELLSWORTH, WI**

**2022 - 13**

**1) Meeting Convened**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Also met virtually online via Google meetings. Chairman Scott Bjork called the meeting to order at 4:02 p.m.

**1a) Those Present**

A quorum was established acknowledging 5 members present.

Members present:

Absent/Excused:

Jim Ashbach	District #2
Mike Kahlow	District #6
Scott Bjork	District #7
Dale Auckland	District #12
Jerry Kosin	District #15

Also present: Jerry Forss-Maintenance Supervisor, Jason Matthys-Administrative Coordinator, Jamie Feuerhelm-County Clerk, Greg Weaver-Data Analyst, Matt Kelly-Fair Groundskeeper.

**1b) Public Comment**

None.

**2) Agenda Adopted**

Motion by D. Auckland/J. Ashbach to approve the agenda as presented; motion carried unanimously.

**3) Minutes Approved**

Motion by J. Kosin/J. Ashbach to approve minutes of Oct. 11<sup>th</sup> & 25<sup>th</sup>, 2022 meeting; motion carried unanimously.

**4) Discuss/take action on non-fair time 2023 rental rates**

M. Kelly explained that the Fair Committee approved a 5% increase in rates, except camping fees, & also an increase for inside storage from \$11.50/sq. ft. to \$12.00/sq. ft. Motion by J. Ashbach/J. Kosin to approve the 2023 non-fair time rental rates as presented; motion carried unanimously.

**5) Discuss/take action on Friends of The Fair using the fairgrounds for a Christmas Light Display**

M. Kelly explained that the group has created an event to have lights, games for kids, & Santa Klaus. They are requesting to use the facilities Dec. 9<sup>th</sup> & 10<sup>th</sup>, as well as Dec. 15<sup>th</sup> & 16<sup>th</sup>; & would like to do so without fees. Motion by M. Kahlow/D. Auckland to approve the use of the fairground's facilities by Friends of the Fair & waive any rental fees; motion carried unanimously.

**6) Discuss Courthouse/Annex Remodel projects and related Building Outlay Funds**



J. Forss indicated that he was not aware of any additional remodel/update projects for Courthouse Annex. J. Matthys stated that next year there would be an additional employee in the DA's Office as Victim Witness Coordinator assistant & that space would need to be identified & possibly upgraded. J. Forss indicated there are other projects & spaces that could be addressed with funds remaining in account such as replacing steps in front of Courthouse, dome repairs, shelving for storage areas. J. Matthys indicated that it may be possible to use newly identified funds from LATCF (Local Assistance & Tribal Consistency Funds) to increase fund balance & address areas like the dome. Committee directed Mr. Matthys to consult with Corp Counsel to create draft legislation to present to Finance & Personnel Committee regarding such funds. No action taken.

#### **7) Discuss possible Campus parking lot security upgrade measurements**

J. Forss indicated that there are several locations that could use security cameras. J. Matthys suggested communicating with the Courthouse Security Workgroup to explore the subject further with those who may have more pertinent information about number of cameras needed, costs, & funding sources. No action taken.

#### **8) Discuss/take action on a proposal from TRANE on a new cooling system for the Annex Radio room**

J. Forss informed Committee that TRANE assisted with an energy audit of sorts & made some suggestions about how the County may conserve more energy & reduce costs. One of the suggestions was to upgrade/replace current HVAC cooling system for the radio room in CH Annex. Estimate was \$32,896. Members discussed areas of savings & suggested many improvements could be done internally by staff & others for a lot less than this amount. No action taken.

#### **9) Future agenda items**

- Possible resolution for LATCF funds

#### **10) Next Meeting Date**

Next regular meeting set for Dec. 13<sup>th</sup>, 2022; 4 p.m.; County Board Room & remotely.

#### **11) Adjournment**

Meeting adjourned at 4:52 p.m. by motion of J. Kosin/D. Auckland; motion carried unanimously.

Respectfully submitted by: Jamie Feuerhelm, County Clerk

**PIERCE COUNTY  
BUILDING COMMITTEE MEETING AGENDA**

**Tuesday, November 8, 2022 – 4 p.m.**

Courthouse Annex/Lower Level – County Board Room; 124 N Oak St. – Ellsworth, WI

**May also attend virtually or by phone:**

[meet.google.com/jkm-dzye-wok](https://meet.google.com/jkm-dzye-wok) or by phone (US)+ 1 252-986-3104 PIN:345 196 911 #

#	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 11th & 25th, 2022 meetings	Members
4.	Discuss/take action on non-fair time 2023 rental rates	Dietsche
5.	Discus/take action on Friends of The Fair using the fairgrounds for a Christmas Light Display	Dietsche/ Kelly
6.	Discuss Courthouse/Annex Remodel projects and related Building Outlay Funds	Forss
7.	Discuss possible Campus parking lot security upgrade measurements	Members
8.	Discuss/take action on a proposal from TRANE on a new cooling system for the Annex Radio room	Forss
9.	Future agenda items	Members
10.	Next Meeting Date (Tuesday: December 13th, 2022)	Members
11.	Adjourn	Members

A quorum of county board supervisors may be present.

11/03/22 jforss

**APPROVED MINUTES OF THE  
Special BUILDING COMMITTEE MEETING HELD  
October 25, 2022 – 5:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**

**} County Board Room; Courthouse Annex  
124 N. Oak St., ELLSWORTH, WI**

**2022 - 12**

**1) Meeting Convened**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Also met virtually online via Google meetings. Chairman Scott Bjork called the meeting to order at 5:00 p.m.

**1a) Those Present**

A quorum was established acknowledging 5 members present.

Members present:

Absent/Excused:

Jim Ashbach	District #2
Mike Kahlow	District #6
Scott Bjork	District #7
Dale Auckland	District #12
Jerry Kosin	District #15

Also present: Jerry Forss-Maintenance Supervisor, Jason Matthys-Administrative Coordinator, Jamie Feuerhelm-County Clerk, Greg Weaver-Data Analyst, Jeff Nelson-PSC Alliance, Brad Lawrence-Corp Counsel, Joseph Schieffer-Ass. DA

**1b) Public Comment**

None.

**2) Agenda Adopted**

Motion by D. Auckland/J. Kosin to approve the agenda as presented; motion carried unanimously.

**3) Discuss/take action to recommend additional funds in an amount not to exceed \$247,000 of unassigned General Funds to address the shortfall of the approved Radio Tower Shelter Replacement Project**

J. Matthys explained that shelter costs, site work & preparations have experienced significantly higher costs than what was estimated at the beginning of the project. He added that the additional funds being requested include funds for contingency in the event yet other unforeseen costs should arise. Motion by M.

Kahlow/D. Auckland to approve the use of additional funding not to exceed \$247,000 of unassigned General Funds for the Radio Tower Shelter Replacement Project; motion carried unanimously.

**4) Discuss/take action to approve an RFB for DC Power Systems as part of the Tower Shelter Replacement Project**

J. Nelson-PSC Alliance gave brief explanation as to what happens with the radio equipment inside the shelters when the main power is lost & the backup generators have not yet engaged. He added that this is the reason DC Power is needed at each site, thus the purpose for the RFB. Also, that the batteries for the DC power have about 3-4 hours of run time & a life cycle of approx. 12 years. Motion by M. Kahlow/J. Kosin to approve the Request for Bid for DC Power at the tower shelters & the solicitation thereof; motion carried unanimously.

**5) Discuss/take action to consider a recommendation from the Security & Facilities Committee requesting assigned parking for Attorney's in the DA's Office & to modify existing signage near the elevator entrance**

J. Matthys explained that a request was received from the Security & Facilities Committee requesting that three stalls currently marked restricted for law enforcement use on north side of Courthouse be authorized for use by prosecuting attorney's with in the District Attorney's Office. Supervisor M. Kahlow questioned what makes the DA's Office more of a security concern than Human Services, Public Health, Land Management, or any number of other offices in Pierce County. J. Schieffer-Asst. DA offered that the attorneys in the DA's Office prosecute criminal cases & can cross paths with those accused or being prosecuted. J. Matthys added that the signage for parking on east side of Courthouse near elevator could be more general in nature allowing other law enforcement to park there. Committee directed staff to make signage changes where necessary. Motion by J. Ashbach/D. Auckland to approve allowing three parking spaces in the current restricted 'law enforcement only' area north of Courthouse Annex, to be used by prosecuting attorney's in District Attorney's Office only; motion carried with 3 in favor (J. Ashbach, D. Auckland, S. Bjork) & 2 opposed (M. Kahlow, J. Kosin).

**6) Future agenda items**

- Annex remodel project update
- Parking lot security
- Trane quotes for HVAC upgrades

**7) Next Meeting Date**

Next regular meeting previously set for Nov. 8<sup>th</sup>, 2022; 4 p.m.; County Board Room & remotely.

**8) Adjournment**

Meeting adjourned at 5:57 p.m. by motion of M. Kahlow/J. Ashbach; motion carried unanimously.

Respectfully submitted by: Jamie Feuerhelm, County Clerk

**PIERCE COUNTY  
SPECIAL BUILDING COMMITTEE MEETING AGENDA**

**Tuesday, October 25, 2022 – 5 p.m.**

Courthouse Annex/Lower Level – County Board Room; 124 N Oak St. – Ellsworth, WI

**May also attend virtually:**

<https://meet.google.com/pfx-aapi-gqe>

**or by phone (US+ 1): 402-588-0127 PIN: 997 384 732#**

#	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.	Discuss/take action to recommend additional funds in an amount not to exceed \$240,000 of unassigned General Funds to address the shortfall of the approved Radio Tower Shelter Replacement Project	J. Matthys
4.	Discuss/take action to approve an RFB for DC Power Systems as part of the Tower Shelter Replacement Project	J. Matthys
5.	Discuss/take action to consider a recommendation from the Security & Facilities Committee requesting assigned parking for Attorney's in the DA's Office & to modify existing signage near the elevator entrance	J. Forss
6.	Future agenda items	Members
7.	Next Meeting Date (Tuesday: November 8, 2022)	Members
8.	Adjourn	Members

A quorum of county board supervisors may be present.

10/19/22 jrf

**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
October 11, 2022 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**

**} County Board Room; Courthouse Annex  
124 N. Oak St., ELLSWORTH, WI**

**2022 - 11**

**1) Meeting Convened**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Also met virtually online via Google meetings. Chairman Scott Bjork called the meeting to order at 4:00 p.m.

**1a) Those Present**

A quorum was established acknowledging 5 members present.

Members present:

Absent/Excused:

Jim Ashbach	District #2
Mike Kahlow	District #6
Scott Bjork	District #7
Dale Auckland	District #12
Jerry Kosin	District #15

Also present: Jerry Forss-Maintenance Supervisor, Jason Matthys-Administrative Coordinator, Jamie Feuerhelm-County Clerk, Greg Weaver-Data Analyst, Matt Kelly-Fair Groundskeeper, Bob Harrington-Braun Intertech, Steve Pott-PSC Alliance.

**1b) Public Comment**

None.

**2) Agenda Adopted**

Motion by M. Kahlow/J. Kosin to approve the agenda as presented; motion carried unanimously.

**3) Minutes Approved**

Motion by J. Kosin/M. Kahlow to approve minutes of Aug. 8<sup>th</sup> & Sept. 13<sup>th</sup>, 2022 meeting; motion carried unanimously.

**4) Discuss/take action on possible intermediary Courthouse Dome options to lessen the impact of moisture until a permanent repair happens**

B. Harrington-Braun Intertech reviewed Dome repair options that could possibly be done by Maintenance staff or scaled as smaller projects that would help to lessen the moisture intrusion impact. Some of those items included balancing the mechanical system to closer to a neutral pressure rather than positive or negative pressures. Insulate & seal sky light, repair roof corners, insulate around windows & doors, seal cracks in masonry joints. Committee directed J. Forss to move forward with the things that staff could manage & contact Fisher Roofs to get guidance on repairing the roof. No action taken.

**5) Discuss/take action to review tower shelter site construction bid results and award the bid to Civcon, LLC.**

S. Pott-PSC Alliance reviewed bids for tower shelter project with Committee. He explained six companies submitted a bid for the project & that they all have experience with this kind of project. Bids were as follows: Structural Towers for \$418,000 + \$8400 for ground rings; Daniels Construction for \$617,760 + \$15,560 for ground rings; CivCon for \$352,596 + \$5600 for ground rings; Vinco for \$442,052 no bid for ground rings; Midwest Tower for \$522,504 + \$11,979 for ground rings; JDR Technologies for \$405,550.12 + \$23,400 for ground rings. Motion by M. Kahlow/J. Kosin to approve bid from CivCon to include ground rings at the three sites in the amount of \$358,196, contingent upon authorization of the additional funding needed; motion carried unanimously.

**6) Discuss/take action to provide a recommendation to the ARPA Adhoc Committee for funding consideration to complete the Courthouse Dome Repairs**

J. Matthys explained that the Dome repair project may likely be eligible to be considered for the County's ARPA funds but the decision to do so would be up to the ARPA Adhoc Committee. He suggested submitting a more specific request to the Adhoc Committee for consideration. Committee discussed previous options provided by Braun Intertec & reviewed at the Aug. 9<sup>th</sup>, 2022 meeting. Motion by M. Kahlow/J. Kosin to submit Option #1 of the "Domed Roof & Partial Masonry Assessment" Report submitted by Braun Intertec Corp. dated July 12, 2022, in the amount of \$4,825,000 + 20 % (Total of \$5,790,000), to the ARPA Adhoc Committee for funding consideration; motion carried unanimously.

**7) Discuss/take action on setting Fairgrounds camping season dates**

M. Kelly explained that there have been some instances when campers have rented a campsite on the Fairgrounds as a temporary residence because of transitioning to new or different housing. He added that there are no current date parameters that stipulate when camping is allowed throughout the year. He suggested an annual date of April 1<sup>st</sup> to October 31<sup>st</sup> for this activity, with the exception of during the Fair event or Old Car Club event. He added that the Fair Committee has yet to address the issue. Motion by M. Kahlow/J. Kosin to approve setting camping dates for Fairgrounds from April 1<sup>st</sup> to October 31<sup>st</sup>, & allow Fair Groundskeeper discretion for special circumstances, all contingent upon approval by Fair Committee; motion carried unanimously.

**8) Discuss/take action to address the occasional insufficient damage deposits related to rental of the Fairgrounds**

M. Kelly explained that a situation occurred where a group had an event & caused some damage to the grounds that exceeded the damage deposit submitted prior to the rental in order to make the proper repairs. He suggested possibly increasing damage deposits required. Committee discussed possible options to address the issue. Suggested was to have the Corp Counsel Office review rental contracts & add language requiring that proof of insurance includes coverage for property damage. Motion by J. Ashbach/M. Kahlow to approve submitting suggestions to Corp Counsel for review to add the requirement of property damage to insurance required when renting Fairgrounds property; motion carried unanimously.

**9) Future agenda items**

- Radio tower shelter project update
- Courthouse Dome project tour for Committee

**10) Next Meeting Date**

Next regular meeting set for Nov. 8<sup>th</sup>, 2022; 4 p.m.; County Board Room & remotely. Also, a special meeting scheduled for Oct. 25<sup>th</sup> at 5 p.m. in part for Committee tour of Courthouse Dome.

**11) Adjournment**

Meeting adjourned at 5:17 p.m. by motion of M. Kahlow/J. Kosin; motion carried unanimously.

Respectfully submitted by: Jamie Feuerhelm, County Clerk

**PIERCE COUNTY  
BUILDING COMMITTEE MEETING AGENDA**

**Tuesday, October 11, 2022 – 4 p.m.**

Courthouse Annex/Lower Level – County Board Room; 124 N Oak St. – Ellsworth, WI

**May also attend virtually or by phone:**

[meet.google.com/gic-fusq-jbt](https://meet.google.com/gic-fusq-jbt) or by phone (US)+ 1 320-322-1277 PIN: 651 679 693#

#	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 August 8th & September 13th, 2022 meeting	Members
4.	Discuss/take action on possible intermediary Courthouse Dome options to lessen the impact of moisture until a permanent repair happens	Forss/ Harrington
5.	Discuss/take action to review tower shelter site construction bid results and award the bid to Civcon, LLC.	Pott/ Matthys
6.	Discuss/take action to provide a recommendation to the ARPA Adhoc Committee for funding consideration to complete the Courthouse Dome Repairs	Matthys/ Members
7.	Discuss/take action on setting Fairgrounds camping season dates	Kelly
8.	Discuss/take action to address the occasional insufficient damage deposits related to rental of the Fairgrounds.	Kelly
9.	Future agenda items	Members
10.	Next Meeting Date (Tuesday: November 8, 2022)	Members
11.	Adjourn	Members

A quorum of county board supervisors may be present.

10/07/22 jforss



**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
September 13, 2022 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**

**} County Board Room; Courthouse Annex  
124 N. Oak St., ELLSWORTH, WI**

**2022 - 10**

**1) Meeting Convened**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Also met virtually online via Google meetings. Chairman Scott Bjork called the meeting to order at 4:00 p.m.

**1a) Those Present**

A quorum was established acknowledging 5 members present.

Members present:

Absent/Excused:

Jim Ashbach	District #2
Mike Kahlow	District #6
Scott Bjork	District #7
Dale Auckland	District #12
Jerry Kosin	District #15

Also present: Jerry Forss-Maintenance Supervisor, Jason Matthys-Administrative Coordinator, Jamie Feuerhelm-County Clerk, Greg Weaver-Data Analyst.

**1b) Public Comment**

J. Matthys informed Committee about likely delays regarding the radio tower shelter project. There is an anticipated delay with receiving delivery of generators to be installed within the shelters. Chairman S. Bjork informed Committee that he spoke with County Board Chairman Jon Aubart about the possibility of using ARPA funds to address the Courthouse Dome concerns.

**2) Agenda Adopted**

Motion by D. Auckland/J. Kosin to approve the agenda as presented; motion carried unanimously.

**3) Minutes Approved**

Motion by J. Kosin/J. Ashbach to approve minutes of Aug. 9<sup>th</sup> & 18<sup>th</sup>, 2022 meeting; motion carried unanimously.

**4) Discuss/take action on new lighting fixtures, furniture and TV/monitor for the Annex Conference room**

J. Forss explained that the Dept. has been doing some updating in the Courthouse Annex meeting room; to include painting, carpet, ceiling tile, & lighting. He added that they would like to replace the current tables & chairs, & TV monitor as well. He provided quotes for lighting, office furniture, & monitor. He recommended purchasing lighting from JH Larson, office furniture from Staples & Zoro, & to have IT Director Janet Huppert order the monitor. Motion by M. Kahlow/D. Auckland to authorize & approve purchase of lighting from JH Larson for \$2,746; office furniture from Staples & Zoro, & to have IT Director order monitor; motion carried unanimously.

#### **5) Discuss/take action on quotes for air handler filters**

J. Forss explained that between Courthouse/Annex, PCOB, & LEF there are 11 different air handlers & a hand full of smaller fan powered air boxes that need filters. Quotes for a one-year supply were obtained as follows: JH Larson for \$12, 077.01; Brookaire Co. for \$7,177.30; Grainger for \$7,689.43. Motion by M. Kahlow/D. Auckland to approve purchase of air handler filters from Brookaire in the amount of \$7,177.30; motion carried unanimously.

#### **6) Discuss/take action on the Ellsworth Funsters using the Seyforth Building for Santa Days**

J. Forss explained that the group has made the same request the past 4 or 5 years. He added that the request is to use the Seyforth Building & to waive rental fees. Supervisor M. Kahlow asked if there is a policy regarding who or what groups are allowed to use facilities without a fee. Also, if proof of insurance is required. AC J. Matthys replied that he did not think there was a written policy per se, but community type groups have been allowed in the past. He added that the groups that use it are required to carry their own insurance. Motion by M. Kahlow/D. Auckland to approve the Ellsworth Funsters request to use the Seyforth Building for Santa Days & waive rental fees; motion carried unanimously.

#### **7) Future agenda items**

- Radio tower shelter project update
- Courthouse Dome project funding, possibly ARPA funds
- Rental fee policy regarding waiving fees & proof of insurance

#### **8) Next Meeting Date**

Next regular meeting set for Oct. 11<sup>th</sup>, 2022; 4 p.m.; County Board Room & remotely.

#### **9) Adjournment**

Meeting adjourned at 4:19 p.m. by motion of M. Kahlow/D. Auckland; motion carried unanimously.

Respectfully submitted by: Jamie Feuerhelm, County Clerk

**PIERCE COUNTY  
BUILDING COMMITTEE MEETING AGENDA**

**Tuesday, September 13, 2022 – 4 p.m.**

Courthouse Annex/Lower Level – County Board Room; 124 N Oak St. – Ellsworth, WI

**May also attend virtually or by phone:**

[meet.google.com/phd-ncar-tha](https://meet.google.com/phd-ncar-tha) or *by phone* (US)+ 1 443-671-8527 PIN: 809 908 322#

#	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 August 9th & August 18th, 2022 meeting	Members
4.	Discuss/take action on new lighting fixtures, furniture and TV/monitor for the Annex Conference room	Forss
5.	Discuss/take action on quotes for air handler filters	Forss
6.	Discuss/take action on the Ellsworth Funsters using the Seyforth Building for Santa Days	Kelly
7.	Future agenda items	Members
8.	Next Meeting Date (Tuesday: October 11, 2022)	Members
9.	Adjourn	Members

A quorum of county board supervisors may be present.

09/08/22 jforss

**APPROVED MINUTES OF THE  
Special BUILDING COMMITTEE MEETING HELD  
August 18, 2022 – 10:30 a.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**

**} County Board Room; Courthouse Annex  
124 N. Oak St., ELLSWORTH, WI**

**2022 - 09**

**1) Meeting Convened**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Also met virtually online via Zoom. Chairman Scott Bjork called the meeting to order at 10:30 a.m.

**1a) Those Present**

A quorum was established acknowledging 5 members present.

Members present:

Absent/Excused:

Jim Ashbach	District #2
Mike Kahlow	District #6
Scott Bjork	District #7
Dale Auckland	District #12
Jerry Kosin	District #15

Also present: Jerry Forss-Maintenance Supervisor, Jason Matthys-AC, Jamie Feuerhelm-County Clerk, Christine McPherson-EM Director, Jeff Nelson PSC Alliance, Steve Pott-PSC Alliance.

**1b) Public Comment**

None

**2) Agenda Adopted**

Motion by D. Auckland/J. Kosin to adopt agenda as presented; motion carried unanimously.

**3) Discuss/take action to approve a Request for Bid document for radio tower site construction services**

S. Pott of PSC Alliance reviewed the draft Request for Bid with Committee. He indicated that the drawings are nearly completed. Shelter units estimated arrival is late September/early October. He indicated that all the sites need site preparation work done prior to the shelter units themselves being placed there. He added new feed line to the towers would be included in the proposal as well. Informed Committee that there are lighting systems on the towers which would need repairs or upgrades. He suggested not installing any lighting on the Elmwood tower because the height of the tower does not warrant the need to have lighting. Lastly, he mentioned there were some relatively minor changes to some of the language regarding insurance. S. Pott indicated that because drawings were not quite complete to move bid submittal deadline to Sept. 8<sup>th</sup> at 3 p.m. At which the bids would only be opened & documented. Summary would be prepared & presented at the Committee's regular September meeting. Motion by D. Auckland/J. Kosin to approve RFB as presented by PSC Alliance to include insurance changes, moving bid deadline to 3 p.m. on Sept. 8<sup>th</sup>, & no lighting on Elmwood tower; motion carried unanimously.

**4) Future agenda items**

- None presented

**5) Next Meeting Date**

Next regular meeting set for Sept. 13<sup>th</sup>, 2022; 4 p.m.; County Board Room & remotely.

**6) Adjournment**

Meeting adjourned at 11:01 a.m. by motion of D. Auckland/J. Kosin; motion carried unanimously.

Respectfully submitted by: Jamie Feuerhelm, County Clerk

**PIERCE COUNTY  
SPECIAL BUILDING COMMITTEE MEETING AGENDA**

**Thursday, August 18, 2022 – 10:30 a.m.**

Courthouse Annex/Lower Level – County Board Room; 124 N Oak St. – Ellsworth, WI

**May also attend virtually or by phone:**

<https://us06web.zoom.us/j/84160237810?pwd=cXBNM1NGTXBJcWh1N0ZWOFkvWTdoUT09> or by phone  
[1 312 626 6799](tel:13126266799) Meeting ID: 841 6023 7810 Passcode: 751929

#	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.	Discuss/take action to approve a Request for Bid document for radio tower site construction services	Members
4.	Future agenda items	Members
5.	Next Meeting Date (Tuesday: September 13, 2022)	Members
6.	Adjourn	Members

A quorum of county board supervisors may be present.

08/17/22 jforss

**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
August 9, 2022 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**

**} County Board Room; Courthouse Annex  
124 N. Oak St., ELLSWORTH, WI**

**2022 - 08**

**1) Meeting Convened**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Also met virtually online via Google meetings. Chairman Scott Bjork called the meeting to order at 4:13 p.m.

**1a) Those Present**

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

Members present:

Jim Ashbach                District #2  
Scott Bjork                District #7  
Dale Auckland            District #12  
Jerry Kosin                District #15

Absent/Excused:

Mike Kahlow              District #6

Also present: Melissa Petersen-Supervisor Dist. #14, Jerry Forss-Maintenance Supervisor, Jason Matthys-Administrative Coordinator, Jamie Feuerhelm-County Clerk, Allison Preble-HR Manager, Greg Weaver-Data Analyst, Todd Kirschbaum-Maintenance Tech, Robert Harrington-Braun Intertech Corp.

**1b) Public Comment**

J. Forss reported that PSC Alliance has drafted an RFP for the radio tower project & is requesting a special meeting of the Committee to address the subject. He also requested that agenda items #4 & 5 be switched to allow R. Harrington of Braun Intertech Corp to address the Committee before budget talks.

**2) Agenda Adopted**

Motion by D. Auckland/J. Kosin to amend the agenda taking Item #5 prior to Item #4 & adopt agenda as amended; motion carried unanimously.

**3) Minutes Approved**

Motion by J. Kosin/D. Auckland to approve minutes of July 12<sup>th</sup>, 2022 meeting; motion carried unanimously.

**4) Discuss the Courthouse dome report**

R. Harrington reviewed the findings on research done will inspecting the Courthouse dome. He submitted a written report to include the history of the building, issues found, as well as three options for the County to consider if &/or when they decide to proceed. This included estimated costs for Option 1 in the amount of \$4,825,000; for Option 2 for \$4,325,000; & for Option 3 in the amount of \$4,025,000. Committee reviewed report & discussed potential temporary measures to prevent moisture penetration until a long-term plan could be addressed. No action taken.

**5) Discuss/take action on the Maintenance Departments 2023 Budget**

J. Forss explained that the proposed 2023 Budget has increased slightly due to wages & benefit costs for Fair employees, but other budget items remain similar to the previous year. This includes budget items for the Fairgrounds. Motion J. Ashbach/D. Auckland to approve 2023 Maintenance/Fairgrounds Budget; motion carried unanimously.

**6) Discuss/take action on excepting a \$13,700-dollar donation for cattle barn wiring**

J. Forss informed Committee that the potential donor has since withdrawn the offer to donate said funds for the cattle barn on the Fairgrounds. No action taken.

**7) Discuss PCOB HVAC System**

Chairman S. Bjork stated he requested this agenda item to discuss & double check with maintenance vendor on the PCOB HVAC system to make sure proper ventilation is happening. J. Forss directed to follow up with vendor to have the issue checked out.

**8) Future agenda items**

- None presented at this time.

**9) Next Meeting Date**

Next regular meeting set for Sept. 13<sup>th</sup>, 2022; 4 p.m.; County Board Room & remotely. Special meeting to address RFP for radio tower project set for Wednesday, August 17<sup>th</sup>, 2022 at 4 p.m., County Board Room.

**10) Adjournment**

Meeting adjourned at 5:00 p.m. by motion of D. Auckland/J. Kosin; motion carried unanimously.

Respectfully submitted by: Jamie Feuerhelm, County Clerk



**PIERCE COUNTY  
BUILDING COMMITTEE MEETING AGENDA**

**Tuesday, August 9, 2022 – 4 p.m.**

Courthouse Annex/Lower Level – County Board Room; 124 N Oak St. – Ellsworth, WI

**May also attend virtually or by phone:**

[meet.google.com/zim-czhz-dhj](https://meet.google.com/zim-czhz-dhj) or *by phone* (US)+ 1 478-419-3036 **PIN:** 784 207 438#

#	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 July 12 <sup>th</sup> , 2022 meeting	Members
4.	Discuss/take action on the Maintenance Departments 2023 Budget	Forss
5.	Discuss the Courthouse dome report	Forss
6.	Discuss/take action on excepting a \$13,700-dollar donation for cattle barn wiring	Matthys
7.	Discuss PCOB HVAC System	Bjork
8.	Future agenda items	Members
9.	Next Meeting Date (Tuesday: September 13, 2022)	Members
10.	Adjourn	Members

A quorum of county board supervisors may be present.

08/03/22 jforss

**APPROVED MINUTES OF THE  
Special BUILDING COMMITTEE MEETING HELD  
August 8, 2022 – 3:15 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**

**} County Board Room; Courthouse Annex  
124 N. Oak St., ELLSWORTH, WI**

**2022 - 07**

**1) Meeting Convened**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Also met virtually online via Google meetings. Chairman Scott Bjork called the meeting to order at 3:15 p.m.

**1a) Those Present**

A quorum was established acknowledging 5 members present.

Members present:

Absent/Excused:

Jim Ashbach	District #2
Mike Kahlow	District #6
Scott Bjork	District #7
Dale Auckland	District #12
Jerry Kosin	District #15

Also present: Jerry Forss-Maintenance Supervisor, Jamie Feuerhelm-County Clerk.

**1b) Public Comment**

J. Forss clarified that the time for the August 9<sup>th</sup> meeting is at 4:00 p.m.

**2) Agenda Adopted**

Motion by M. Kahlow/J. Ashbach to adopt agenda as presented; motion carried unanimously.

**3) Discuss/take action to authorize the use of Building Outlay funds in an amount not to exceed \$38,520 for emergency roof repair on the Seyforth Building**

J. Forss explained that during the roof replacement project workers discovered extensive damage to large areas of the roof on the west side, along with electrical damage. He indicated that he contacted Market & Johnson to provide an estimate for repairs, which they provided. He also contacted the architect firm of Ayres & Associates to review the damage & provide an analysis as to the proper way to repair the areas in question. He further explained that funding for the additional unplanned work could come from Building Outlay accounts PCOB Exterior Work Project Fund 2019, Refurbish marble Courthouse Floor 2012, Paneling/Boards for Elevator Stairway 2013, & Courthouse & Annex Jail Remodel & Maintenance 2014. Motion by M. Kahlow/D. Auckland to approve & authorize emergency roof repair on Seyforth Building & to utilize funds from PCOB Exterior Work Project Fund 2019, Refurbish marble Courthouse Floor 2012, Paneling/Boards for Elevator Stairway 2013, & whatever balance is left owing to come from Courthouse & Annex Jail Remodel & Maintenance 2014. Motion carried unanimously.

**4) Future agenda items**

- None presented

**5) Next Meeting Date**

Next regular meeting set for Aug. 9<sup>th</sup>, 2022; 4 p.m.; County Board Room & remotely.

**6) Adjournment**

Meeting adjourned at 3:24 p.m. by motion of M. Kahlow/D. Auckland; motion carried unanimously.

Respectfully submitted by: Jamie Feuerhelm, County Clerk

**PIERCE COUNTY  
BUILDING COMMITTEE MEETING AGENDA**

**Monday, August 8, 2022 – 3:15 p.m.**

Courthouse Annex/Lower Level – County Board Room; 124 N Oak St. – Ellsworth, WI

**May also attend virtually or by phone:**

[meet.google.com/tkr-jrzj-sqg](https://meet.google.com/tkr-jrzj-sqg) or *by phone* (US)+1 651-505-0172 PIN: 725 386 736#

#	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.	Discuss/take action to authorize the use of Building Outlay funds in an amount not to exceed \$38,520 for emergency roof repair on the Seyforth Building	Matthys/ Forss
4.	Future agenda items	Members
5.	Next Meeting Date (Tuesday: August 09, 2022)	Members
6.	Adjourn	Members

A quorum of county board supervisors may be present.

08/03/22 jforss

**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
July 12, 2022 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**

**} County Board Room; Courthouse Annex  
124 N. Oak St., ELLSWORTH, WI**

**2022 - 06**

**1) Meeting Convened**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Also met virtually online via Google meetings. Chairman Scott Bjork called the meeting to order at 4:01 p.m.

**1a) Those Present**

A quorum was established acknowledging 5 members present.

Members present:

Absent/Excused:

Jim Ashbach	District #2
Mike Kahlow	District #6
Scott Bjork	District #7
Dale Auckland	District #12
Jerry Kosin	District #15

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

**1b) Public Comment**

Supervisor D. Auckland asked about status of Courthouse Dome & Blue Building condition. J. Forss indicated that repairs still need to be made to Blue Building & that he would be presenting preliminary reports regarding the Courthouse Dome at a future meeting. He added that the Seyforth Building roofing project was to begin this week.

**2) Agenda Adopted**

Motion by D. Auckland/J. Kosin to adopt agenda as presented; motion carried unanimously.

**3) Minutes Approved**

Motion by J. Kosin/D. Auckland to approve minutes of June 14<sup>th</sup>, 2022 meeting; motion carried unanimously.

**4) Discuss/take action round barn foundation repair bids**

M. Kelly reported that he solicited quotes for the project from three vendors & only one of those actually submitted a quote. Quote was as follows: Plummer Concrete in the amount of \$24,999. M. Kelly clarified that the quote was to remove & replace 125 linear ft., leaving approx. 50 ft. left to be replaced. Motion by J. Kosin/D. Auckland to approve & authorize project including quote from Plummer Concrete for \$24,999 to be funded from 2022 Fairgrounds Capital Improvements; motion carried unanimously.

**5) Discuss/take action on Campus Parking Lot & Striping Project bid results**

J. Forss explained that RFP's were sent to three vendors with two bids being returned. He indicated that the project included four sites. Those being the Courthouse, PCOB, Blue Building, & Law Enforcement Facility.

The bids were as follows: Superior Sealers in the amount of \$40,451; & Asphalt Maintenance & Paving Inc. in the amount of \$63,250. J. Forss explained that there is currently \$27,862 available in the budget for the project. He suggested addressing the lots at the Courthouse, PCOB, & Blue Building this year & budget for the Law Enforcement Facility in next year's budget. Motion by J. Kosin/J. Ashbach to approve & authorize project including bid from Superior Sealers in the amount of \$27,146 for the Courthouse, PCOB, & Blue Building lots to be funded from Courthouse Parking Lot addition & 2021 Campus Improvements & Landscaping; motion carried unanimously.

**6) Future agenda items**

- Dome repairs preliminary report
- 2023 Maintenance & Fairgrounds budgets

**7) Next Meeting Date**

Next regular meetings set for Aug. 9<sup>th</sup>, 2022; 4 p.m.; County Board Room & remotely.

**8) Adjournment**

Meeting adjourned at 4:18 p.m. by motion of M. Kahlow/D. Auckland; motion carried unanimously.

Respectfully submitted by: Jamie Feuerhelm, County Clerk

**PIERCE COUNTY  
BUILDING COMMITTEE MEETING AGENDA**

**Tuesday, July 12, 2022 – 4:00 p.m.**

Courthouse Annex/Lower Level – County Board Room; 124 N Oak St. – Ellsworth, WI

**May also attend virtually or by phone:**

[meet.google.com/ngg-hmzy-bwa](https://meet.google.com/ngg-hmzy-bwa) or *by phone* (US)+ 1 914-488-9841 **PIN:** 147 468 654#

#	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 June 14 <sup>th</sup> , 2022 meeting.	Members
4.	Discuss/take action round barn foundation repair bids	Kelly
5.	Discuss/take action on Campus Parking Lot & Striping Project bid results	Forss
6.	Future agenda items	Members
7.	Next Meeting Date (Tuesday: August 09, 2022)	Members
8.	Adjourn	Members

A quorum of county board supervisors may be present.

07/07/22 jforss

**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
June 14, 2022 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**

**} County Board Room; Courthouse Annex  
124 N. Oak St., ELLSWORTH, WI**

**2022 - 05**

**1) Meeting Convened**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Also met virtually online via Google meetings. Chairman Scott Bjork called the meeting to order at 4:00 p.m.

**1a) Those Present**

A quorum was established acknowledging 5 members present.

Members present:

Absent/Excused:

Jim Ashbach	District #2
Mike Kahlow	District #6
Scott Bjork	District #7
Dale Auckland	District #12
Jerry Kosin	District #15

Also present: Jerry Forss-Maintenance Supervisor, Jason Matthys-Administrative Coordinator, Jamie Feuerhelm-County Clerk, Matt Kelly-Fair Groundskeeper, Todd Kirschbaum-Maintenance Tech

**1b) Public Comment**

None.

**2) Agenda Adopted**

Motion by D. Auckland/J. Ashbach to adopt agenda as presented; motion carried unanimously.

**3) Minutes Approved**

Motion by J. Kosin/M. Kahlow to approve minutes of May 10<sup>th</sup>, 2022 meeting; motion carried unanimously.

**4) Discuss/take action to recommend adding a new position of Facilities Manager for 2023 in the Maintenance Department and approve the position description and corresponding wage grade**

Chairman S. Bjork stated that this position has been considered a number of times over the past several years. AC J. Matthys explained that what is being proposed is janitorial positions being eliminated due to a cleaning contract being considered, keeping the Maintenance Supervisor & two Maintenance Tech positions, & adding this position. He added that the estimated additional cost to the County after all things considered would be approx. \$6,009. Motion by J. Ashbach/D. Auckland to approve new position description, position description, & wage grade, & forward to the Finance/Personnel Committee for consideration; motion carried unanimously.

**5) Discuss/take action to approve changes to the Maintenance Supervisor position description and wage grade**



J. Matthys explained that the bulk of the administrative duties would now fall under the Facilities Manager position so proposed changes to the description & pay grade of the Maintenance Supervisor are suggested to correspond with the new alignment. Motion by M. Kahlow/J. Ashbach to approve changes to the Maintenance Supervisor position description & wage grade; motion carried unanimously.

**6) Discuss/take action on Campus Parking Lot & Striping Project RFP**

J. Forss explained that he was contacted by other companies interested in bidding on the project but were not able to get their proposals in by the previous bid deadline. He requested the project be put out for bid again to obtain additional bids for the project. Motion by M. Kahlow/D. Auckland to approve re-bidding project contingent upon Corp. Counsel's input; motion carried unanimously.

**7) Future agenda items**

- Contract for Parking Lot Snow Removal & Ice Management
- Facilities Manager position

**8) Next Meeting Date**

Next regular meetings set for July 12<sup>th</sup>, 2022; 4 p.m.; County Board Room & remotely.

**9) Adjournment**

Meeting adjourned at 4:36 p.m. by motion of M. Kahlow/D. Auckland; motion carried unanimously.

Respectfully submitted by: Jamie Feuerhelm, County Clerk

**PIERCE COUNTY  
BUILDING COMMITTEE MEETING AGENDA**

**Tuesday, June 14, 2022 – 4:00 p.m.**

Courthouse Annex/Lower Level – County Board Room; 124 N Oak St. – Ellsworth, WI

**May also attend virtually or by phone:**

[meet.google.com/ngg-hmzy-bwa](https://meet.google.com/ngg-hmzy-bwa) or *by phone* (US)+ 1 914-488-9841 **PIN:** 147 468 654#

#	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 May 10 <sup>th</sup> , 2022 meeting.	Members
4.	Discuss/take action to recommend adding a new position of Facilities Manager for 2023 in the Maintenance Department and approve the position description and corresponding wage grade.	Matthys
5.	Discuss/take action to approve changes to the Maintenance Supervisor position description and wage grade.	Matthys
6.	Discuss/take action on Campus Parking Lot & Striping Project RFP.	Forss
7.	Future agenda items	Members
8.	Next Meeting Date (Tuesday: July 12, 2022)	Members
9.	Adjourn	Members

A quorum of county board supervisors may be present.

06/10/22 jforss

**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
May 10, 2022 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**

**} County Board Room; Courthouse Annex  
124 N. Oak St., ELLSWORTH, WI**

**2022 - 04**

**1) Meeting Convened**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Also met virtually online via Google meetings. Supervisor Scott Bjork called the meeting to order at 4:00 p.m.

**1a) Those Present**

A quorum was established acknowledging 5 members present.

Members present:

Absent/Excused:

Jim Ashbach	District #2
Mike Kahlow	District #6
Scott Bjork	District #7
Dale Auckland	District #12
Jerry Kosin	District #15

Also present: Jerry Forss-Maintenance Supervisor, Jason Matthys-Administrative Coordinator, Matt Kelly-Fair Groundskeeper, Chad Johnson-Highway Commissioner, Cyndi Kern-Deputy County Clerk, Nicole Stenger-Petersen Law Firm, Supervisor Melissa Petersen-Dist. 14 (4:17pm).

**1b) Public Comment**

None.

**2) Agenda Adopted**

Motion by D. Auckland/J. Kosin to adopt agenda as presented; motion carried unanimously.

**3) Election of Chairman Pro-tem**

Nominations called for by Supervisor S. Bjork. J. Ashbach nominated J. Kosin. Supervisor S. Bjork called for other nominations; none given. Motion by D. Auckland/J. Ashbach to close nominations and cast a unanimous ballot for J. Kosin; motion carried unanimously. Supervisor J. Kosin elected Chairman Pro-tem and presided over election of Chairman.

**4) Election of Chairman**

Nominations called for by Supervisor J. Kosin. D. Auckland nominated S. Bjork. Chair Pro-tem J. Kosin called for other nominations; none given. Motion by D. Auckland/J. Kosin to close nominations and cast a unanimous ballot for S. Bjork; motion carried unanimously. Supervisor S. Bjork elected Chairman, who then presided over the remainder of the meeting.

**5) Election of Vice Chairman**

Chairman S. Bjork called for nominations of Vice Chairman. D. Auckland nominated J. Kosin. Chairman S. Bjork called for other nominations; none given. Motion by M. Kahlow/J. Ashbach to close nominations

and cast a unanimous ballot for J. Kosin; motion carried unanimously. Supervisor J. Kosin elected Vice Chairman.

**6) Minutes Approved**

Motion by J. Kosin/D. Auckland to approve minutes of April 12<sup>th</sup> 2022 meeting; motion carried unanimously.

**7) Discuss/take action on Request for Proposals for Janitorial & Cleaning Services**

J. Forss gave overview of RFP process and responses. J. Forss and AC J. Matthys both concur that Kleen-Tech would be the best fit for the county. J. Forss noted that cleaning schedules and times have not been arranged at this point of the process and would be negotiated upon approval. Maintenance Techs would be available to handle any issues that arise when Kleen-Tech staff is unavailable. Motion by J. Ashbach/D. Auckland to award the bid to Kleen-Tech for Janitorial & Cleaning Services contingent upon direction from the Finance and Personnel Committee related to existing department staffing; motion carried unanimously.

**8) Discuss/take action to Consider Adding Maintenance Tech 2 Position & No Longer Funding 3 Janitor Positions**

J. Matthys reviewed costs and noted that these changes would allow \$17,535.94 of the maintenance budget to be available to support other maintenance activities. Motion by M. Kahlow/D. Auckland to approve the new position of Maintenance Tech 2 and no longer funding the 3 janitorial positions & forward recommendation to the F&P Committee requesting approval; motion carried unanimously.

**9) Discuss/take action on Campus Parking Lot & Striping Project RFP**

J. Forss explained that the parking lots are in need of repairs, sealcoating and striping. RFP is proposed in 4 separate projects in order to fit within the budget restraints. Courthouse & PCOB parking lots are in the greatest need of repair at this time. Motion by M. Kahlow/J. Kosin to approve the Campus Parking Lot Sealcoating & Striping Project RFP & to send out for bids; motion carried unanimously.

**10) Update: Parking Lot Snow Removal Services Provided by Highway Department**

J. Forss informed the board that the Highway Department did a great job this past winter with snow and ice management of the Campus parking lots & roads. Highway Commissioner C. Johnson agreed that it went well & they were able to save money by using a tractor rather than a truck. C. Johnson indicated the Highway Department would be interested in performing these services again next season. Chairman S. Bjork complimented both departments on working together for the benefit of the county.

**11) Discuss/take action on Contingency Fund Transfer of \$25,602.25 to the Maintenance Department Budget for Seyforth Building Roof Replacement**

J. Forss reported this transfer of funds had already taken place prior to yearend. Project status update was given, waiting on materials which are expected early June. No action taken.

**12) Discuss/take action on Fairgrounds Track Material Screening Quotes**

M. Kelly reviewed quotes received from Big River Dirt Works LLC & the Pierce County Highway Department. Big River Dirt Works is less, however bid does not include removal of the screening residue. C. Johnson said the Highway Department could help with this. Motion by J. Ashbach/M. Kahlow to approve Big River Dirt Works to perform screening of track material; motion carried unanimously.

**13) Discuss/take action to Recommend Changing the Appropriation of 2022 Fairgrounds Budgeted Funds for Perimeter Fencing to Grandstand Dirt Screening**

Motion by M. Kahlow/D. Auckland to recommend the F&P Committee to approved changing the appropriation of 2022 Fairgrounds Budgeted funds for Perimeter Fencing to Grandstand Dirt Screening; motion carried unanimously.

**14) Future agenda items**

- Maintenance Tech 2 Position Description & Paygrade Approval
- Contract for Parking Lot Snow Removal & Ice Management

**15) Next Meeting Date**

Next regular meetings set for June 14<sup>th</sup>, 2022; 4 p.m.; County Board Room & remotely.

**13) Adjournment**

Meeting adjourned at 5:00 p.m. by motion of M. Kahlow/D. Auckland; motion carried unanimously.

Respectfully submitted by: Cyndi Kern, Deputy County Clerk

**PIERCE COUNTY  
BUILDING COMMITTEE MEETING AGENDA**

**Tuesday, May 10, 2022 – 4:00 p.m.**

Courthouse Annex/Lower Level – County Board Room; 124 N Oak St. – Ellsworth, WI

**May also attend virtually or by phone:**

[meet.google.com/ybz-mejm-xgn](https://meet.google.com/ybz-mejm-xgn) or by phone (US)+1-585-969-5057 PIN: 137 557 367#

#	Action	Presenter
1.	Call to order. 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items	Vice-Chair
2.	Establish and adopt agenda.	Members
3.	Elect Temporary Chairperson	Members
4.	Elect Chairperson	Members
5.	Elect Vice-Chairperson	Members
6.	Approve minutes of the April 12 <sup>th</sup> , 2022 meeting.	Members
7.	Discuss/take action on Request for Proposals for Janitorial and Cleaning Services	Matthys/Forss
8.	Discuss/take action to consider adding a new position of Maintenance Tech 2 and also consider to no longer fund 3 janitor positions effective Jan. 1, 2023.	Matthys/Forss
9.	Discuss/take action on Campus Parking Lot & Striping Project RFP.	Forss
10.	Committee update regarding parking lot snow removal services performed by the Highway Department.	Forss
11.	Discuss/take action to recommend a Contingency Fund transfer of \$25,602.25 to the Maintenance Department budget for Seyforth Building roof replacement.	Forss
12.	Discuss/take action on Fairgrounds Grandstand track material screening quotes.	Kelly
13.	Discuss/take action to recommend changing the appropriation of 2022 Fairgrounds Budgeted funds for Perimeter Fencing to Grandstand Dirt Screening.	Forss
14.	Future agenda items	Members
15.	Next Meeting Date (Tuesday: June 14, 2022)	Members
16.	Adjourn	Members

A quorum of county board supervisors may be present.

05/05/22 jforss

**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
April 12, 2022 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**

**} County Board Room; Courthouse Annex  
124 N. Oak St., ELLSWORTH, WI**

**2022 - 03**

**1) Meeting Convened**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Also met virtually online via Google meetings. Chairman Jon Aubart called the meeting to order at 4:03 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
Scott Bjork	District #7
Dale Auckland	District #12
Jerry Kosin	District #15

Also present: Jerry Forss-Maintenance Supervisor, Jason Matthys-Administrative Coordinator, Matt Kelly-Fair Groundskeeper, Jamie Feuerhelm-County Clerk, Scott Pott-PSC Alliance.

**1b) Public Comment**

None.

**2) Agenda Adopted**

Motion by D. Auckland/M. Kahlow to adopt agenda as presented; motion carried unanimously.

**3) Minutes Approved**

Motion by J. Kosin/M. Kahlow to approve minutes of Feb. 8<sup>th</sup>, 2022 meeting; motion carried unanimously.

**4) Discuss/take action on the new tower shelter structures and fencing placement at the Elmwood, Prescott & River Falls tower sites**

J. Forss explained that there were options as to how fencing around the structure could be installed. They could engulf the entire footprint including the shelter buildings, or they could abut the shelter buildings using less fencing. Motion by M. Kahlow/D. Auckland to allow security fencing to abut shelter buildings when feasible; motion carried unanimously.

**5) Discuss/take action on Request for Proposals for Janitorial and Cleaning Services**

J. Matthys explained that maintenance staffing levels are low & challenging to refill. One position has been vacant & unable to be filled since July 2021. An RFP was drafted to solicit bids for janitorial & cleaning services for the Courthouse/Annex & PCOB. Committee discussed aspects of the RFP requesting they be sent out to interested parties &/or advertised & would review costs when bids are received. Motion by S. Bjork/D. Auckland to approve the RFP for janitorial & cleaning services for the Courthouse/Annex, & PCOB & direct it to be sent out & advertised; motion carried unanimously.

**6) Discuss/take action on renewal of the service contracts between Pierce County and TRANE USA for annual maintenance of the HVAC equipment for the Courthouse/Annex, PCOB and the LEC**

J. Forss explained that the annual contract for these services is due. The cost to renew the contract is \$37,236.56. Motion by M. Kahlow/S. Bjork to authorize & approve the renewal of annual maintenance contract with Trane USA for HVAC equipment in Courthouse/Annex, PCOB, & Law Enforcement Facility in the amount of \$37,236.56; motion carried unanimously.

**7) Discuss/take action on Fairgrounds East Parking Lot Roads Project quotes**

M. Kelly explained that he received three proposals for the road project as follows: Leonard's Excavating for \$11,625; Big River Dirt Works, LLC for \$14,640; & Pierce County Highway Dept. for \$15,530. Motion by M. Kahlow/D. Auckland to authorize project & approve proposal from Leonard's Excavating in the amount of \$11,625; motion carried unanimously.

**8) Discuss/take action on Fairgrounds replacement lawn mower bids**

M. Kelly explained that \$7,967 was budgeted in 2022 to replace the current mower. Three quotes were received as follows: Kinni Power & Sport, LLC for \$8,000; Tractor Central for \$10,571.87; & MAR Powersports for \$11,104. He added that the additional funds needed to purchase from lowest bidder could come from Repairs & Maintenance in the Fairgrounds budget. Motion by J. Kosin/S. Bjork to approve the purchase of mower from Kinni Power & Sport, LLC in the amount of \$8,000; motion carried unanimously.

**9) Discuss/take action on Drewiski Building wash rack upgrades**

M. Kelly explained that the PC Livestock Committee has proposed to replace the current sheep wash area & replace the hog ramp load in/out area on the north side of the Drewiski Barn. The project would include new cement & new fence panels & would be funded 100% by the Livestock Committee. Motion by D. Auckland/M. Kahlow to authorize the PC Livestock Committee to perform the work described near the Drewiski Barn at their own expense & at the direction & guidance of Fair Groundskeeper Matt Kelly; motion carried unanimously.

**10) Discuss/take action on Fairgrounds Grandstand track material**

M. Kelly explained that a great deal of fill dirt is needed on the grounds to be able to host a number of events such as tractor pulls & the motocross. He added that there is an issue with the fill that the grounds have to use for such events because it has too much rock in it. Researching options to remedy the problem he indicated that the least expensive option would be to screen the fill that is already present on the grounds. This was not a budgeted item so funds to do anything would need to be identified. Committee discussed options & directed Mr. Kelly to get competitive quotes for screening the material already present on the grounds. No action taken.

**11) Future agenda items**

- RFP for coating & painting of parking lots
- RFP for janitorial & cleaning services

**12) Next Meeting Date**

Next regular meetings set for May 10<sup>th</sup>, 2022; 4 p.m.; County Board Room & remotely.

**13) Adjournment**

Meeting adjourned at 4:40 p.m. by motion of S. Bjork/D. Auckland; motion carried unanimously.

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



**PIERCE COUNTY  
BUILDING COMMITTEE MEETING AGENDA**

**Tuesday, April 12, 2022 – 4:00 p.m.**

Courthouse Annex/Lower Level – County Board Room; 124 N Oak St. – Ellsworth, WI

**May also attend virtually or by phone:**

[meet.google.com/azn-kyfq-xnb](https://meet.google.com/azn-kyfq-xnb) or by phone (US)+1-475-222-5418 PIN: 750 039 228#

#	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 February 8 <sup>th</sup> , 2022 meeting.	Members
4.	Discuss/take action on the new tower shelter structures and fencing placement at the Elmwood, Prescott & River Falls tower sites	Forss/Pott
5.	Discuss/take action on Request for Proposals for Janitorial and Cleaning Services	Matthys
6.	Discuss/take action on renewal of the service contracts between Pierce County and TRANE USA for annual maintenance of the HVAC equipment for the Courthouse/Annex, PCOB and the LEC	Forss
7.	Discuss/take action on Fairgrounds East Parking Lot Roads Project quotes	Kelly
8.	Discuss/take action on Fairgrounds replacement lawn mower bids	Kelly
9.	Discuss/take action on Drewiski Building wash rack upgrades	Kelly
10.	Discuss/take action on Fairgrounds Grandstand track material	Kelly
11.	Future agenda items	Members
12.	Next Meeting Date (Tuesday: April 12, 2022)	Members
13.	Adjourn	Members

A quorum of county board supervisors may be present.

04/06/22 jforss

**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
February 8, 2022 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**

**} County Board Room; Courthouse Annex  
124 N. Oak St., ELLSWORTH, WI**

**2022 - 02**

**1) Meeting Convened**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Also met virtually online via Google meetings. Chairman Jon Aubart called the meeting to order at 4:00 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
Scott Bjork	District #7
Dale Auckland	District #12
Jerry Kosin	District #15

Also present: Jerry Forss-Maintenance Supervisor, Jason Matthys-Administrative Coordinator, Matt Kelly-Fair Groundskeeper, Jamie Feuerhelm-County Clerk, Christine McPherson-Emergency Management Director, Chuck Foy-Honey Do Services.

**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 Dec. 14<sup>th</sup> 2021 & Jan. 11, 2022 meetings; motion carried unanimously.

**4) Discuss space needs**

J. Forss & J. Matthys indicated there was nothing new to report.

**5) Discuss/take action on bids for PCOB Restroom Refurbishing Project**

J. Forss stated that he sent the RFP for the project to 11 vendors & three of those responded accordingly: Honey Do Services in the amount of \$19,975; Do It All Handyman Services in the amount of \$28,850; Market & Johnson in the amount of \$50,100. J. Forss added that the project could be funded through Building Outlay-PCOB Restroom Painting and PCOB Restroom accounts. Committee discussed bids & compliance with the RFP. Motion by S. Bjork/D. Auckland to authorize project & approve bid from Honey Do Services in the amount of \$19,975; motion carried unanimously.

**6) Discuss/take action on Courthouse Dome Assessment Proposal from Braun Intertec.**

J. Forss indicated that he spoke with Market & Johnson about the Dome Project & they recommended using

a company such as Braun Intertec. He explained that Braun submitted a proposal to inspect the dome area & provide details as to what needs to be repaired &/or replaced. This would be Phase 1 of the project. Phase 2 would be to draft bid documents based on the repair/replace options identified in Phase 1. J. Forss added that this phase of the project could be funded through Building Outlay-Courthouse & Annex Jail Remodel & Maintenance. Committee discussed options, how the project as a whole could get funded, & whether to proceed with Phase 2 once cost estimates are known. Motion by M. Kahlow/J. Kosin to authorize Phase 1 of Dome Project & approve bid from Braun Intertec in the amount of \$50,402 to perform Phase 1 assessment; motion carried unanimously.

#### **7) Discuss/take action on PCOB ADA deficiencies**

J. Forss presented a list of eight items that were flagged as improvement areas in an ADA Assessment Report done in 2014. He then explained each of the eight items to include suggestions to remedy the issue presented. He added that with the exception of items 1 & 3 the cost to remedy the other items on the list could be accomplished with funding in the current Maintenance budget. Committee discussed items on the list & which ones could be addressed sooner than later. Items in numbers 1 & 3 would need further research to identify funding sources. Committee directed J. Forss to proceed with the items on the list that would not need additional funding at this time. No action taken.

#### **8) Discuss/take action on lockable sharps containers for campus restrooms**

J. Forss explained that between the Courthouse/Annex, PCOB, Fairgrounds, & Law Enforcement Facility there are 40 restrooms. He obtained quotes for 40 lockable containers & inserts to go with the containers. Committee discussed whether lockable containers were necessary in all restrooms & suggested installing lockable containers in only certain public accessible restrooms. Motion by S. Bjork/M. Kahlow to authorize purchase of sharps containers for all restrooms along with sufficient number of lockboxes for the public restrooms; motion carried unanimously.

#### **9) Discuss/take action on the cheese curd festival using the lower PCOB parking lot**

J. Forss explained that the group has requested to use the PCOB parking lot in the past & the request was granted. This with the understanding that the festival group is responsible for any damage to the parking lot surface caused by a bus(es), or other large vehicles on hot pavement & that all garbage is cleaned up & removed after the event. He added that he received a request for the group to use the same lot this year. Committee discussed other damages that may occur during such an event & suggested including them when granting the request. Motion by M. Kahlow/D. Auckland to approve the request for the Cheese Curd Festival group to use the lower PCOB parking lot during the festival event; motion carried unanimously.

#### **10) Next Meeting Date**

Next regular meetings set for Mar. 8<sup>th</sup>, 2022; 4 p.m.; County Board Room & remotely.

#### **11) Adjournment**

Meeting adjourned at 4:40 p.m. by motion of S. Bjork/D. Auckland; motion carried unanimously.

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

**PIERCE COUNTY  
BUILDING COMMITTEE MEETING AGENDA**

**Tuesday, February 08, 2022 – 4:00 p.m.**

Courthouse Annex/Lower Level – County Board Room; 124 N Oak St. – Ellsworth, WI

**In-person attendance is limited to Committee Members Only. Public attendance is only available  
virtually or by phone:**

[meet.google.com/zqb-iuqc-kmy](https://meet.google.com/zqb-iuqc-kmy) or by phone (US)+1-931-313-1690 PIN: 580-089-090#

#	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 December 14 <sup>th</sup> , 2021 & the January 11 <sup>th</sup> , 2022 meeting.	Members
4.	Discuss space needs	Forss/Matthys
5.	Discuss/take action on bids for PCOB Restroom Refurbishing Project	Forss
6.	Discuss/take action on Courthouse Dome Assessment Proposal from Braun Intertec.	Forss
7.	Discuss/take action on PCOB ADA deficiencies	Forss
8.	Discuss/take action on lockable sharps containers for campus restrooms.	Forss
9.	Discuss/take action on the cheese curd festival using the lower PCOB parking lot	Forss
10.	Next Meeting Date (Tuesday: March 8, 2022)	Members
11.	Adjourn	Members

A quorum of county board supervisors may be present.

02/02/22 jforss

**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
January 11, 2022 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**

**} County Board Room; Courthouse Annex  
124 N. Oak St., ELLSWORTH, WI**

**2022 - 01**

**1) Meeting Convened**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Also met virtually online via Google meetings. Chairman Jon Aubart called the meeting to order at 4:00 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
Scott Bjork	District #7
Dale Auckland	District #12
Jerry Kosin	District #15

Also present: Jerry Forss-Maintenance Supervisor, Jason Matthys-Administrative Coordinator, & Jamie Feuerhelm-County Clerk, Christine McPherson-Emergency Management Director, Jeff Nelson-PSC Alliance, Steve Pott-PSC Alliance.

**1b) Public Comment**

None.

**2) Agenda Adopted**

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

**3) Minutes Approved**

Minutes of previous meeting not provided. Chairman J. Aubart postponed action on such until next meeting.

**4) Discuss/take action to review bid results and award contract for 3 communications shelters and equipment subject to the appropriation of project funding by the Finance and Personnel Committee**

J. Matthys gave brief review of the response to the RFP. S. Pott & J. Nelson of PSC Alliance gave further details on the project as well as the bids that were submitted. S. Pott added that the conventional construction (primary wood), shelters have an estimated usable lifespan of 20-25 years. The precast concrete shelters have an estimated usable lifespan of 40-45 years. Committee discussed shelter construction options, as well as the option to house the backup generators on the inside or outside of the shelter building. Members were supportive of the precast concrete units with the generator housed inside the building. Two bids were submitted for the project as follows: Thermobond in the amount of \$179,631/unit for precast concrete building with indoor generator; & Sabre in the amount of \$141,706.44/unit for precast concrete building with indoor generator. J. Matthys indicated that there are three sites being considered for the project in the areas of Elmwood, Prescott, & River Falls, so three units would be needed. Motion by M. Kahlow/D. Auckland to

approve bid from Sabre in the amount of \$141,706.44/unit for three units, subject to the appropriation of funding; motion carried unanimously.

**5) Discuss/take action to accept the tower shelter project budget and recommend the project be funded from the Undesignated General Fund in an amount not to exceed \$755,000**

J. Matthys presented details of items needed to fully fund the project, to include the shelters, construction drawings, DC power specifications, project management, & project contingency funds for the overall project. He suggested that funding could come from the Undesignated General Fund in an amount not to exceed \$755,000. He added that this does not include the demolition or removal of the old structures currently on the sites. Motion by M. Kahlow/J. Kosin to accept the tower shelter project budget & recommend to the Finance/Personnel Committee & County Board to approve project with funding from the Undesignated General Fund in an amount not to exceed \$755,000. Also, to recommend adoption of corresponding resolution on a first reading; motion carried unanimously.

**6) Future agenda items**

- Minutes of Dec. 14, 2021
- ADA needs for PCOB
- Request for bids on PCOB restrooms

**7) Next Meeting Date**

Next regular meetings set for Feb. 8<sup>th</sup>, 2022; 4 p.m.; County Board Room & remotely.

**8) Adjournment**

Meeting adjourned at 4:37 p.m. by motion of J. Kosin/D. Auckland; motion carried unanimously.

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

**PIERCE COUNTY  
BUILDING COMMITTEE MEETING AGENDA**

**Tuesday, January 11, 2022 – 4:00 p.m.**

Courthouse Annex/Lower Level – County Board Room; 124 N Oak St. – Ellsworth, WI

**In-person attendance is limited to Committee Members Only. Public attendance is only available  
virtually or by phone:**

[meet.google.com/jyn-uuxi-jxh](https://meet.google.com/jyn-uuxi-jxh) or by phone (US)+1-575-414-0146 PIN:656-939-693#

#	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 December 14 <sup>th</sup> , 2021 meeting.	Members
4.	Discuss/take action to review bid results and award contract for 3 communications shelters and equipment subject to the appropriation of project funding by the Finance and Personnel Committee.	McPherson/Matthys
5.	Discuss/take action to accept the tower shelter project budget and recommend the project be funded from the Undesignated General Fund in an amount not to exceed \$755,000.	Matthys
6.	Future agenda items	Members
7.	Next Meeting Date (Tuesday: February 8, 2022)	Members
8.	Adjourn	Members

A quorum of county board supervisors may be present.

01/06/22 jforss

**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
December 14, 2021 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**

**} County Board Room; Courthouse Annex  
124 N. Oak St., ELLSWORTH, WI**

**2021 - 11**

**1) Meeting Convened**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Also met virtually online via Google meetings. Chairman Jon Aubart called the meeting to order at 4:00 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
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, & Jamie Feuerhelm-County Clerk.

**1b) Public Comment**

J. Matthys commented that having the Highway Dept. assist with snow plowing & removal seems to be working well.

**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 Nov. 9<sup>th</sup> 2021 meeting; motion carried unanimously.

**4) Discuss space needs**

J. Forss informed Committee that the new Court Services Workers' area has been completed & is now being occupied by aforementioned staff. No action taken.

**5) Discuss/take action on Bids for Campus Monthly Pest Control**

J. Forss informed Committee that an RFP was sent to nine vendors seeking quotes for the service. Three quotes were returned as follows for a 3-year contract: Guardian pest Control for \$8,747.50/yr.; First Choice Pest Solutions for \$5,720/yr.; Plunkett's Pest Control for \$4,721/yr. He indicated due to lower expected expenses in other areas there should be sufficient funds in Maintenance budget for such services. Motion by J. Kosin/D. Auckland to approve Plunkett's Pest Control quote & authorize pest control services; motion carried unanimously.

**6) Discuss/take action on the RFP for PCOB Restroom Refurbishing Project**



J. Forss explained that an RFP was drafted & reviewed by Corp Counsel. Committee discussed terms of RFP & suggested changes to allow at least one restroom per floor to remain open & serviceable during the process. Motion by S. Bjork/J. Kosin to authorize project, approve RFP with recommended changes & authorize Request for Bids to be advertised/disbursed; motion carried unanimously.

**7) Discuss/take action on quotes for Fairgrounds Parking Lot Wiring Project**

J. Forss explained that the west parking area of the Fairgrounds is in need of electrical upgrades. Funds are available in the Fairgrounds Budget for such project. Three vendors were contacted for quotes on materials only. Work is to be performed by maintenance & fair staff. Two quotes were returned as follows: J. H. Larson Co. for \$10,049.23; Viking Electric for \$12,800.32. He added that Viking Electric was not able to include all the materials needed. Motion by S. Bjork/M. Kahlow to authorize project & approve quote from J. H. Larson Co. in the amount of \$10,049.23; motion carried unanimously.

**8) Discuss/take action on LEC UPS replacement batteries**

J. Forss explained that the Law Enforcement Center was in need of new UPS batteries. Three vendors were contacted for quotes. Two quotes were returned as follows: Batteries & Bulbs for \$6,073.92; EOLA Power for \$7,836.28 for XP12-150FR battery, & \$8,516.92 for O1EN-12HX150E battery. Motion by M. Kahlow/J. Kosin to authorize purchase of UPS batteries from Batteries & Bulbs in the amount of \$6,073.92; motion carried unanimously.

**9) Discuss PCOB ADA needs**

J. Forss indicated that he is still waiting to receive cost numbers on items needed so there was not more information to disburse at this time. No action taken.

**10) Future agenda items**

- ADA needs for PCOB
- Request for bids on PCOB restrooms

**11) Next Meeting Date**

Next regular meetings set for Jan. 11<sup>th</sup> & Feb. 8<sup>th</sup>, 2022; 4 p.m.; County Board Room & remotely.

**12) Adjournment**

Meeting adjourned at 4:22 p.m. by motion of D. Auckland/M. Kahlow; motion carried unanimously.

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

**PIERCE COUNTY  
Special BUILDING COMMITTEE MEETING AGENDA**

**Tuesday, December 14, 2021 – 4:00PM.**

Courthouse Annex/Lower Level – County Board Room; 124 N Oak St. – Ellsworth, WI

**In-person attendance is limited to Committee Members Only.**

**Public attendance is only available virtually or by phone:**

[meet.google.com/paf-kpwh-avi](https://meet.google.com/paf-kpwh-avi)

*or by phone* (US)+1-475-999-4266 PIN:718-689-371#

#	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 12 <sup>th</sup> , 2021 meeting.	Members
4.	Discuss space needs	Forss/Matthys
5.	Discuss/take action on Bids for Campus Monthly Pest Control	Forss
6.	Discuss/take action on the RFP for PCOB Restroom Refurbishing Project	Forss
7.	Discuss/take action on quotes for Fairgrounds Parking Lot Wiring Project	Forss
8.	Discuss/take action on LEC UPS replacement batteries	Forss
9.	Discuss PCOB ADA needs	Forss
10.	Future agenda items	Members
11.	Next Meeting Date: (Tuesday: January 11, 2022)	Members
12.	Adjourn	Members

A quorum of county board supervisors may be present.

12/08/21 jforss

**APPROVED MINUTES OF THE  
Special BUILDING COMMITTEE MEETING HELD  
November 9, 2021 – 11:15 a.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**

**} County Board Room; Courthouse Annex  
124 N. Oak St., ELLSWORTH, WI**

**2021 - 10**

**1) Meeting Convened**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Also met virtually online via Google meetings. Chairman Jon Aubart called the meeting to order at 11:28 a.m.

**1a) Those Present**

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

Members present:

Jon Aubart                      District #3  
Scott Bjork                     District #7  
Dale Auckland                District #12  
Jerry Kosin                     District #15

Absent/Excused:

Mike Kahlow                 District #6

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

**1b) Public Comment**

M. Kelly informed Committee that the library group thanked the Committee for allowing them to use facilities for their Trick or Trunk event. He added that the Ellsworth Funsters were requesting to use the Seyforth Building for their Santa Days event.

**2) Agenda Adopted**

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

**3) Minutes Approved**

Motion by J. Kosin/D. Auckland to approve minutes of the Oct. 12<sup>th</sup> 2021 meeting; motion carried unanimously.

**4) Discuss space needs**

J. Forss stated he had nothing new to report. J. Matthys indicated that the new Court Services Workers' area should be completed in approx. three weeks & occupied by the appropriate staff by year's end. No action taken.

**5) Discuss/take action on the PSC Alliance Request for bid documents**

J. Matthys explained that PSC Alliance has been retained to assist & advise on the Request for Bid documents. If approved the documents can be disbursed for the radio tower shelters replacement project. Motion by S. Bjork/D. Auckland to approve PSC Alliance bid documents & authorize Request for Bids to be advertised/dispensed; motion carried unanimously.

**6) Discuss/take action on the Seyforth Building Roof Insulation Project**

J. Forss explained that Market & Johnson sent out request for bids. M & J was the only contractor to bid on the package at \$159,200. He added that there were some funds available within the Building Outlay fund, but not the entire amount. Committee discussed how to fund project. Motion by S. Bjork/J. Kosin to approve & authorize project, & to forward a request to the Finance & Personnel Committee to discuss & authorize funding for the project; motion carried unanimously.

#### **7) Discuss PCOB ADA needs**

J. Forss explained he received a correspondence from Human Services Director Julie Krings about a comment a visitor made to her about the difficult accessible to the Pierce County Office Building's front (south) entrance. He added that he received an ADA audit & is still evaluating the content. Committee discussed what improvements could be made & directed Maintenance Supervisor to research further & bring cost estimates back to the Committee. No action taken.

#### **8) Future agenda items**

- ADA needs for PCOB
- Pest control bids
- Request for bids on PCOB restrooms

#### **9) Next Meeting Date**

Next regular meeting set for Dec. 14<sup>th</sup>, 2021; 4 p.m.; County Board Room & remotely.

#### **10) Adjournment**

Meeting adjourned at 11:52 a.m. by motion of D. Auckland/J. Kosin; motion carried unanimously.

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

**PIERCE COUNTY  
Special BUILDING COMMITTEE MEETING AGENDA**

**Tuesday, November 9, 2021 – 11:15 a.m.**

Courthouse Annex/Lower Level – County Board Room; 124 N Oak St. – Ellsworth, WI

**In-person attendance is limited to Committee Members Only.**

**Public attendance is only available virtually or by phone:**

[meet.google.com/ouy-vfki-ery](https://meet.google.com/ouy-vfki-ery)

*or by phone* (US)+1-929-299-4008 PIN: 861 376 435#

#	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 12 <sup>th</sup> , 2021 meeting.	Members
4.	Discuss space needs	Forss/Matthys
5.	Discuss/take action on the PSC Alliance Request for bid documents for the tower shelter project.	McPherson/ Matthys
6.	Discuss/take action on the Seyforth Building Roof Insulation Project.	Forss
7.	Discuss PCOB ADA needs	Forss
8.	Future agenda items	Members
9.	Next Meeting Date: (Tuesday: December 14, 2021)	Members
10.	Adjourn	Members

A quorum of county board supervisors may be present.

11/01/21 jforss

**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
October 12, 2021 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**

**} County Board Room; Courthouse Annex  
124 N. Oak St., ELLSWORTH, WI**

**2021 - 09**

**1) Meeting Convened**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Also met virtually online via Google meetings. Chairman Jon Aubart called the meeting to order at 4:00 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 (online)
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, Jamie Feuerhelm-County Clerk, & Christine McPherson – EM Director.

**1b) Public Comment**

None.

**2) Agenda Adopted**

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

**3) Minutes Approved**

Motion by J. Kosin/S. Bjork to approve minutes of the Sept. 14<sup>th</sup> 2021 meeting; motion carried unanimously.

**4) Discuss space needs**

J. Forss indicated that the new Court Services Workers area was getting painted & would be getting office furniture soon. No action taken.

**5) Discuss/take action on the Ellsworth Public Library using the fairgrounds to host their Drive Through Halloween event with no rental rate being charged**

M. Kelly explained that the Ellsworth Library requested to use the fairgrounds for a community event. The also requested that rental fees be waived. Committee discussed addressing a policy on what groups may utilize without a fee. Motion by J. Kosin/D. Auckland to approve the request from the Ellsworth Public Library to use the fairgrounds with no rental fees; motion carried unanimously.

**6) Discuss/take action on Non-Fair time fairgrounds rental rates for 2022**

M. Kelly explained that the Fair Committee's recommendation was to keep the fairgrounds rental rates the same as they were in 2021, with no increase. Motion by J. Kosin/M. Kahlow to keep the 2022 Fairgrounds rental rates the same as they were for 2021; motion carried unanimously.

**7) Update on Radio Tower Shelter Project**

C. McPherson explained that a Request for Proposals (RFP) has been drafted & is ready to be sent out for bids. She added that they are waiting for additional information to secure a project management firm. No action taken.

**8) Update on Seyforth Building Roof Insulation Project**

J. Forss explained that Market & Johnson have the project out for bid once again, with a deadline of Oct. 21<sup>st</sup>. He added that the cost for the roofing part of the project has increased since last bid, but insurance has agreed to cover the roofing portion of the project. No action taken.

**9) Update on Courthouse Dome Project**

J. Forss informed Committee that he met with Market & Johnson to review the project. He explained that they used a drone to do an initial assessment of the dome at no cost to the County. Based on those findings a manlift may need to be obtained to do a more in-depth analysis. He stated that M&J indicated that the County may want to hire a company to also do a structural analysis of the dome as well. No action taken.

**10) Discuss/take action on RFQ for monthly pest control services**

J. Forss explained the current pest control company made contact to inform the County that the current contract has not been updated since 2017 & that they desired a new contract. The current contract expires at the end of the year. He added that he drafted a new Request for Quote for the Committee's review. Committee discussed RFQ & suggested changing quote deadline to be back in time for the December meeting. Motion by M. Kahlow/S. Bjork to approve RFQ for pest control services with a change to the quote deadline; motion carried unanimously.

**11) Future agenda items**

- Tower shelter project
- Project manager proposals
- Tower project funding

**12) Next Meeting Date**

Next regular meeting set for Nov. 9<sup>th</sup>, 2021; County Board Room & remotely; right after County Board meeting.

**13) Adjournment**

Meeting adjourned at 4:36 p.m. by motion of S. Bjork/D. Auckland; motion carried unanimously.

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

**PIERCE COUNTY  
BUILDING COMMITTEE MEETING AGENDA**

**Tuesday, October 12, 2021 – 4:00 p.m.**

Courthouse Annex/Lower Level – County Board Room; 124 N Oak St. – Ellsworth, WI

**In-person attendance is limited to Committee Members Only. Public attendance is only available  
virtually or by phone:**

[meet.google.com/fao-jmrd-rei](https://meet.google.com/fao-jmrd-rei) or by phone (US)+1-402-752-0193 PIN: 209 441 575#

#	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 September 14 <sup>th</sup> , 2021 meeting.	Members
4.	Discuss space needs	Forss/Matthys
5.	Discuss/take action on the Ellsworth Public Library using the fairgrounds to host their Drive Through Halloween event with no rental rate being charged.	Forss/Kelly
6.	Discuss/take action on Non-Fair time fairgrounds rental rates for 2022	Forss/Kelly
7.	Update on Radio Tower Shelter Project	Forss
8.	Update on Seyforth Building Roof Insulation Project	Forss
9.	Update on Courthouse Dome Project	Forss
10.	Discuss/take action on RFQ for monthly pest control services	Forss
11.	Future agenda items	
12.	Next Meeting Date (Tuesday: November 10, 2021)	
13.	Adjourn	Members

A quorum of county board supervisors may be present.

10/06/21 jforss



**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
September 14, 2021 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**

**} County Board Room; Courthouse Annex  
124 N. Oak St., ELLSWORTH, WI**

**2021 - 08**

**1) Meeting Convened**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Also met virtually online via Google meetings. Chairman Jon Aubart called the meeting to order at 4:01 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 (online)
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, Jamie Feuerhelm-County Clerk, Josh Solinger-Operations Data Analyst, & Chad Johnson-Highway Commissioner.

**1b) Public Comment**

M. Kelly informed Committee that Ellsworth Library requested to use fairgrounds for Halloween event in October. Chairman J. Aubart directed to have item put on next agenda.

**2) Agenda Adopted**

Motion by D. Auckland/J. Kosin to adopt agenda as presented; motion carried unanimously.

**3) Minutes Approved**

Motion by S. Bjork/J. Kosin to approve minutes of the Aug. 10<sup>th</sup> 2021 meeting; motion carried unanimously.

**4) Discuss space needs**

J. Forss & J. Matthys indicated there was nothing new to report at this time. No action taken.

**5) Discuss/take action to consider a proposal from the Pierce County Highway Department to perform snow removal from County Campus properties.**

J. Solinger reviewed spreadsheet with Committee displaying costs if Maintenance Dept. purchased equipment to do snow removal, together with the cost to have the Highway Dept. perform that task. C. Johnson explained what he based his cost estimate on. Chairman J. Aubart commented that he felt the Highway Dept. already has the equipment & staff to perform the work it would be worth trying it for a year or a season. J. Matthys clarified that the work to be done included campus roads & parking lots, not sidewalks. Motion by J. Kosin/M. Kahlow to approve the proposal from Pierce County Highway Dept. to perform snow removal on county campus roads & parking lots; motion carried unanimously.

**6) Discuss tower shelter project progress**

J. Forss informed Committee that details are still be worked on & that he expected to be getting items that could be used in drafting an RFQ & put out for bids. No action taken.

**7) Discuss/take action on the Courthouse dome exterior**

J. Forss presented photos of the dome & surrounding area. He pointed out where repairs were made by staff & areas that still need attention. He added that the last time extensive repairs to the dome were done was in 2012 at a cost of a little under \$102,000. Committee discussed current condition of dome & the need for repairs. Committee directed staff to draft a proposal to have an entity look at the project & make recommendations for repairs. No action taken.

**8) Future agenda items**

- Fairgrounds rental by local library
- Courthouse Dome repairs

**9) Next Meeting Date**

Next regular meeting set for Oct. 12<sup>th</sup>, 2021 at 4:00 p.m.; County Board Room & remotely.

**10) Adjournment**

Meeting adjourned at 4:42 p.m. by motion of J. Kosin/S. Bjork; motion carried unanimously.

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

**PIERCE COUNTY  
BUILDING COMMITTEE MEETING AGENDA**

**Tuesday, September 14, 2021 – 4:00 p.m.**

Courthouse Annex/Lower Level – County Board Room; 124 N Oak St. – Ellsworth, WI

**In-person attendance is limited to Committee Members Only. Public attendance is only available  
virtually or by phone:**

[www.meet.google.com/zpz-muyk-pdh](https://www.meet.google.com/zpz-muyk-pdh) or by phone (US)+1-484-641-8267 PIN: 147 492 795#

#	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 August 10 <sup>th</sup> , 2021 meeting.	Members
4.	Discuss space needs	Forss/Matthys
5.	Discuss/take action to consider a proposal from the Pierce County Highway Department to perform snow removal from County Campus properties.	Aubart
6.	Discuss tower shelter project progress.	Forss
7.	Discuss/take action on the Courthouse dome exterior.	Forss
8.	Future agenda items	
9.	Next Meeting Date (Tuesday: October 12, 2021)	
10.	Adjourn	Members
11.		Members
12.		Members

A quorum of county board supervisors may be present.

09/09/21 jforss

**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
August 10, 2021 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**



**County Board Room; Courthouse Annex  
124 N. Oak St., ELLSWORTH, WI**

**2021 - 07**

**1) Meeting Convened**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Also met virtually online via Google meetings. Chairman Jon Aubart called the meeting to order at 4:00 p.m.

**1a) Those Present**

A quorum was established acknowledging 5 members present.

Members present:

Jon Aubart                      District #3  
Scott Bjork                     District #7  
Dale Auckland                District #12  
Jerry Kosin                     District #15

Absent/Excused:

Mike Kahlow                 District #6 (online)

Also present: Jerry Forss-Maintenance Supervisor, Jason Matthys-Administrative Coordinator, Jamie Feuerhelm-County Clerk, & Josh Solinger-Operations Data Analyst.

**1b) Public Comment**

None

**2) Agenda Adopted**

Motion by J. Kosin/D. Auckland to adopt agenda as presented; motion carried unanimously.

**3) Minutes Approved**

Motion by S. Bjork/D. Auckland to approve minutes of the July 13<sup>h</sup>, 2021 meeting; motion carried unanimously.

**4) Discuss space needs**

J. Forss & J. Matthys indicated there was nothing new to report at this time. J. Matthys added that the former Corp Counsel Office is currently in the process of remodel for Human Services Court Services workers. No action taken.

**5) Discuss/take action on the Lawn and Snow IFQ**

J. Solinger reviewed work & research that was done in preparing the IFQ & getting it sent out. He stated that one proposal was received in the amount of \$61,600/year to provide lawn care services only, did not include snow removal. Committee discussed going forward with status quo with current staff & possibly revisit subject at a later time. No action taken.

**6) Discuss/take action on the 2022 Proposed Maintenance Dept. Budget**

J. Forss explained that the proposed 2022 Budget has increased by 1% due to wages & benefit costs, but that the operational & capital improvement costs have a 0% increase over previous year. This includes budget

items for the Fairgrounds. Motion to approve 2022 Maintenance/Fairgrounds Budget; motion carried unanimously.

**7) Discuss/take action on the Seyforth Building Roof Insulation Project**

J. Forss requested direction about how to proceed with this project. He indicated that the insurance company is paying for the replacement of shingles & materials have been purchased. They have inquired as to when the project may be completed. Committee directed staff to confirm that roofing company is willing to perform the work at the same price. Motion by D. Auckland/S. Bjork to approve soliciting for bids on the roof insulation portion of the project; motion carried unanimously.

**8) Discuss/take action on the Courthouse Interior Dome and Ceiling Repair**

J. Forss explained that because of moisture coming through the dome portion of the courthouse there is damage to the interior of the ceiling in the dome. The exterior has been patched to stop the leaking. Committee discussed investigating further as to the source of the leak & directed staff to take photos & gather further information. No action taken.

**9) Discuss/take action on the funding source to pay for new curb & gutter on Oak St.**

J. Forss explained that the County was responsible for half the cost of the recently replaced curb & gutter west of the Courthouse Annex on Oak St. He indicated that the cost was \$4,550.00 & suggested taking from Building Outlay account designated for concrete. Motion by M. Kahlow/J. Kosin to approve paying for cost of curb & gutter on Oak St. in the amount of \$4,550.00 from Building Outlay-Campus Concrete 2017; motion carried unanimously.

**10) Future agenda items**

- Update on radio tower shelters

**11) Next Meeting Date**

Next regular meeting set for Sept. 14<sup>th</sup>, 2021 at 4:00 p.m.; County Board Room & remotely.

**12) Adjournment**

Meeting adjourned at 4:48 p.m. by motion of S. Bjork/D. Auckland; motion carried unanimously.

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

**PIERCE COUNTY  
BUILDING COMMITTEE MEETING AGENDA**

**Tuesday, August 10, 2021 – 4:00 p.m.**

Courthouse Annex/Lower Level – County Board Room; 124 N Oak St. – Ellsworth, WI

**In-person attendance is limited to Committee Members Only. Public attendance is only available  
virtually or by phone:**

[www.meet.google.com/jbd-gntn-rph](https://www.meet.google.com/jbd-gntn-rph) or by phone (US)+1-563-316-2146 PIN: 543 408 886#

#	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 July 13 <sup>th</sup> , 2021 meeting.	Members
4.	Discuss space needs	Forss/Matthys
5.	Discuss/take action on the Lawn and Snow IFQ	Solinger
6.	Discuss/take action on the 2022 Proposed Maintenance Dept. Budget	Forss
7.	Discuss/take action on the Seyforth Building Roof Insulation Project	Forss
8.	Discuss/take action on the Courthouse Interior Dome and Ceiling Repair	Forss
9.	Discuss/take action on the funding source to pay for new curb & gutter on Oak St.	Forss
10.	Future agenda items	Members
11.	Next Meeting Date (Tuesday: September 14, 2021)	Members
12.	Adjourn	Members

A quorum of county board supervisors may be present.

08/04/21 jforss

**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
July 13, 2021 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**



**County Board Room; Courthouse Annex  
124 N. Oak St., ELLSWORTH, WI**

**2021 - 06**

**1) Meeting Convened**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Also met virtually online via Google meetings. Chairman Jon Aubart called the meeting to order at 4:00 p.m.

**1a) Those Present**

A quorum was established acknowledging 5 members present.

Members present:

Jon Aubart                      District #3  
Scott Bjork                     District #7  
Dale Auckland                District #12  
Jerry Kosin                     District #15

Absent/Excused:

Mike Kahlow                 District #6 (online)

Also present: Jerry Forss-Maintenance Supervisor, Matt Kelly-Fair Groundskeeper, Jason Matthys-Administrative Coordinator, Jamie Feuerhelm-County Clerk, & Chad Johnson-Hwy Commissioner.

**1b) Public Comment**

None

**2) Agenda Adopted**

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

**3) Minutes Approved**

Motion by J. Kosin/S. Bjork to approve minutes of the May 11<sup>th</sup>, 2021 meeting; motion carried unanimously.

**4) Discuss space needs**

J. Forss & J. Matthys indicated there was nothing new to report at this time. No action taken.

**5) Discuss/take action on the Maintenance Dept. Maintenance Tech position shared with the Highway Dept.**

J. Forss & J. Matthys explained that since 2014 the Highway Facilities/Maintenance Technician position has been vacant. The Maintenance Department has been providing custodial and maintenance services since that time but only minimal services can continue to be provided due to staffing and other priority maintenance needs at other facilities. Since the new jail was occupied in 2017, more maintenance time has been required than originally planned, thus not being able to provide the necessary services to the Highway Department. Funds exist in the current Highway Budget to support the refill of the position and the vacant position still exists on the current staffing plan. Motion by S. Bjork/D. Auckland to recommend the Highway Committee consider refilling the vacant Facilities/Maintenance Technician and fund with existing funds; motion carried unanimously.

**6) Discuss/take action on extending the Round Barn Foundation Repair completion deadline**

M. Kelly explained that the work needed to be done would be better served if postponed until after the fair event, which would need a revision in the contract on the completion date. He estimated that the new completion date would be the end of September of this year. Motion by J. Kosin/D. Auckland to approve extending the Round Barn repair completion date to the end of September, 2021; motion carried unanimously.

**7) Future agenda items**

- Lawn, snow/ice removal contracts
- 2022 budgets for Maintenance & Fair

**8) Next Meeting Date**

Next regular meeting set for Aug. 10<sup>th</sup>, 2021 at 4:00 p.m.; County Board Room & remotely.

**9) Adjournment**

Meeting adjourned at 4:30 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, July 13, 2021 – 4:00 p.m.**

Courthouse Annex/Lower Level – County Board Room; 124 N Oak St. – Ellsworth, WI

**In-person attendance is limited to Committee Members Only. Public attendance is only available  
virtually or by phone:**

[www.meet.google.com/dxu-mcve-dtr](http://www.meet.google.com/dxu-mcve-dtr) or by phone (US)+1-650-667-3829 PIN:602 812 332#

#	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 May 11 <sup>th</sup> , 2021 meeting.	Members
4.	Discuss space needs	Forss/Matthys
5.	Discuss/take action on the Maintenance Dept. Maintenance Tech position shared with the Highway Dept.	Forss
6.	Discuss/take action on extending the Round Barn Foundation Repair completion deadline	Kelly
7.	Future agenda items	Members
8.	Next Meeting Date (Tuesday: August 10, 2021)	Members
9.	Adjourn	Members

A quorum of county board supervisors may be present.

07/07/21 jforss

**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
May 11, 2021 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**



**County Board Room; Courthouse Annex  
124 N. Oak St., ELLSWORTH, WI**

**2021 - 05**

**1) Meeting Convened**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Also met virtually online via Google meetings. Chairman Jon Aubart called the meeting to order at 4:00 p.m.

**1a) Those Present**

A quorum was established acknowledging 5 members present.

Members present:

Jon Aubart                      District #3  
Scott Bjork                     District #7  
Dale Auckland                District #12  
Jerry Kosin                     District #15

Absent/Excused:

Mike Kahlow                  District #6

Also present: Jerry Forss-Maintenance Supervisor, Matt Kelly-Fair Groundskeeper, Jason Matthys-Administrative Coordinator, Josh Solinger-Data Analyst, Jamie Feuerhelm-County Clerk.

**1b) Public Comment**

None

**2) Agenda Adopted**

Motion by D. Auckland/J. Kosin to adopt agenda as presented; motion carried unanimously.

**3) Minutes Approved**

Motion by J. Kosin/D. Auckland to approve minutes of the Apr. 13<sup>th</sup>, 2021 meeting; motion carried unanimously.

**4) Discuss/take action on lawn, snow, & ice control IFQ for the Courthouse, PCOB, Fairgrounds, LEC, Blue Building & Cemetery**

J. Solinger gave power point presentation on subject matter & what the Committee discussed previously. No bids were received for the work, but a couple vendors expressed interest. Committee discussed various options presented staff. Committee directed staff to revise IFQ as needed & send out again allowing more time for a response. No action taken.

**5) Discuss/take action on PSC Alliance proposal for design, engineering and professional services for the radio tower shelter project**

J. Solinger presented brief explanation of the scope of the project to include a review of each site & to give thorough analysis of the County's need regarding the tower sites. Two proposals were submitted. Motion by S. Bjork/D. Auckland to authorize the project & approve the proposal from PSC Alliance in the amount of \$23,155 for the design, engineering & professional services for radio tower shelter project; motion carried unanimously.

**6) Discuss space needs**

J. Forss reported that the only recent space need was for additional paper storage for the County Clerk's Office, which has been identified. He added that the remodel of the former Corp Counsel space will likely begin soon. No action taken.

**7) Discuss/take action on Courthouse Parking Lot Addition Project**

J. Forss stated that the project was sent out for bids & received five proposals as follows: Pavement Consulting Services, LLC for \$20,241.50; Monarch Paving Co. for \$11,082; Pember Companies, Inc. for \$24,200; B.S. Construction, Inc. for \$13,485; Pierce Co. Highway Dept. for \$14,575.49. He added that funds from Building Outlay-Campus Parking 2015 & Courthouse Parking Lot Addition have sufficient funds available to complete the project. Motion by D. Auckland/J. Kosin to authorize project & approve proposal from Monarch Paving Co. in the amount of \$11,082; motion carried unanimously.

**8) Next Meeting Date**

Next regular meeting set for June 8<sup>th</sup>, 2021 at 4:00 p.m.; County Board Room & remotely.

**9) Adjournment**

Meeting adjourned at 4:48 p.m. by motion of S. Bjork/D. Auckland; motion carried unanimously.

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

**PIERCE COUNTY  
BUILDING COMMITTEE MEETING AGENDA**

**Tuesday, May 11, 2021 – 4:00 p.m.**

Courthouse Annex/Lower Level – County Board Room; 124 N Oak St. – Ellsworth, WI

**In-person attendance is limited to Committee Members Only. Public attendance is only available  
virtually or by phone:**

<https://meet.com/kwf-gorm-mqk> or by phone (US)+1-505-445-3000 PIN:827 808 900#

#	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 April 13 <sup>th</sup> , 2021 meeting.	Members
4.	Discuss/take action on lawn, snow, & ice control IFQ for the Courthouse, PCOB, Fairgrounds, LEC, Blue Building & Cemetery	Forss/Solinger/ Matthys
5.	Discuss/take action on PSC Alliance proposal for design, engineering and professional services for the radio tower shelter project	Solinger
6.	Discuss space needs	Forss/Matthys
7.	Discuss/take action on Courthouse Parking Lot Addition Project	Forss
8.	Next Meeting Date (2 <sup>nd</sup> Tuesday: June 8, 2021)	Members
9.	Adjourn	Members

A quorum of county board supervisors may be present.

05/03/21 jforss

**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
April 13, 2021 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**



**County Board Room; Courthouse Annex  
124 N. Oak St., ELLSWORTH, WI**

**2021 - 04**

**1) Meeting Convened**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Also met virtually online via Google meetings. Chairman Jon Aubart called the meeting to order at 4:00 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 (via online)
Scott Bjork	District #7
Dale Auckland	District #12
Jerry Kosin	District #15

Also present: Jerry Forss-Maintenance Supervisor, Jason Matthys-Administrative Coordinator, Josh Solinger-Data Analyst, Jamie Feuerhelm-County Clerk.

**1b) Public Comment**

AC J. Matthys informed Committee that Maintenance Dept. has been working with the Fair with regard to COVID-19 supplies they might use during a fair event.

**2) Agenda Adopted**

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

**3) Minutes Approved**

Motion by S. Bjork/D. Auckland to approve minutes of the Mar. 9<sup>th</sup>, 2021 meeting; motion carried unanimously.

**4) Discuss/take action on lawn, snow, & ice control IFQ for the Courthouse, PCOB, Fairgrounds, LEC, Blue Building & Cemetery**

J. Matthys explained that the Dept. was looking into cost comparisons between self-performing lawn, snow, & ice removal or contracting for those services. J. Solinger performed a more thorough analysis of the topic & presented to Committee. Motion by S. Bjork/D. Auckland to approve sending IFQ to vendors & advertising; motion carried unanimously.

**5) Discuss space needs**

J. Forss indicated that there were no new space needs request. J. Matthys reported that areas in the Annex under remodel are completed & offices that were vacated have been repurposed to meeting rooms for the most part.

**6) Discuss/take action on Seyforth Building Roof Insulation Project**

J. Forss explained that the project still has not been done because last RFP bids came in too high. He requested clarification on direction whether to send to bid again or another approach. He added that in speaking with Market & Johnson they offered an estimate of \$135,000 to do the project. Chairman J. Aubart suggested that this project be addressed through the budget process. No action taken.

**7) Discuss/take action on Blue Building Exterior Work Project**

J. Forss explained that this was another project that was bid but no bid was awarded because they were deemed to high. Requested direction for future of project. Committee directed Maintenance Supervisor to send project out for bid once again. No action taken.

**8) Discuss/take action on Courthouse marble & terrazzo floor restoration bid results**

J. Forss explained that bid requests were sent out & one bid received as follows: Custom Terrazzo, Inc. for \$39,600. He added that there were sufficient funds in Building Outlay to cover the project. Motion by S. Bjork/D. Auckland to authorize project & approve bid from Custom Terrazzo, Inc. in the amount of \$39,600; motion carried unanimously.

**9) Update on Courthouse Parking Lot Addition**

J. Forss informed Committee bid request have been sent out & due back April 20<sup>th</sup>, for consideration by Committee next month. No action taken.

**10) Discuss/take action on bids for Fairgrounds West Grass Parking Lot Upgrade**

J. Forss stated that fair groundskeeper Matt Kelly sent project out for bid & received three proposals as follows: Leonard's Excavating for \$9,640; Big River Dirt Works for \$9,986; Wang Excavating for \$13,500. He added that \$11,500 had been budgeted for this project. Motion by S. Bjork/D. Auckland to authorize project & approve proposal from Leonard's Excavating in the amount of \$9,640; motion carried unanimously.

**11) Discuss/take action on bids for Round Barn Stair Replacement Material**

J. Forss explained that this was another project Matt Kelly procured estimates for & budgeted \$5,000 for the project. Three estimates were received as follows: ABC Arrow Building for \$3,898.21; Menards for \$3,995.63; Brenner Lumber for \$4,605.78. Work to be performed by staff. Motion by J. Kosin/S. Bjork to approve estimate from ABC Arrow Building in the amount of \$3,898.21; motion carried unanimously.

**12) Discuss/take action on Courthouse recycling Shed**

J. Forss explained that the long-used recycling shed, on east side of Courthouse parking lot, may not be needed if the Dept. was able to utilize some of the space in the former garage area of the Annex previously utilized by the Sheriff's Dept. He added that removing it would clear the area near where the proposed parking lot addition would be & that the Fairgrounds could utilize the shed. Committee was agreeable to this arrangement & directed Maintenance Supervisor to proceed as deemed appropriate. No action taken.

**13) Discuss/take action to approve remodeling of the previous Corporation Counsel Office space in an amount not to exceed \$10,000 and request project funding from an existing commitment in the Contingency Fund: Remodel/Relocation projects**

J. Matthys explained that the former Corp. Counsel Office was presented as a possible location for three Human Services Court Services workers. The space appeared to be sufficient for their needs if remodeled to meet their operating procedures. He added that initially Contingency Funds were sought to complete the project, but funds remaining from the Annex Remodel project had sufficient funds & could be used for the project instead. Motion by M. Kahlow/D. Auckland to approve remodeling of the space with the use of Annex Remodel project funds; motion carried unanimously.

**14) Future Agenda Items**

- Bids for parking lot addition
- IFQ's for lawn care, snow & ice removal

**15) Next Meeting Date**

Next regular meeting set for May 11<sup>th</sup>, 2021 at 4:00 p.m.; County Board Room & remotely.

**16) Adjournment**

Meeting adjourned at 5:01 p.m. by motion of S. Bjork/D. Auckland; motion carried unanimously.

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

**PIERCE COUNTY  
BUILDING COMMITTEE MEETING AGENDA**

**Tuesday, April 13, 2021 – 4:00 p.m.**

Courthouse Annex/Lower Level – County Board Room; 124 N Oak St. – Ellsworth, WI

**In-person attendance is limited to Committee Members Only. Public attendance is only available  
virtually or by phone:**

<https://meet.google.com/wqp-rmje-voj> or by phone (US)+1-405-479-8780 PIN:700 105 391#

#	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 March 9 <sup>th</sup> , 2021 meeting.	Members
4.	Discuss/take action on lawn, snow, & ice control IFQ for the Courthouse, PCOB, Fairgrounds, LEC, Blue Building & Cemetery	Solinger/Matthys
5.	Discuss space needs	Forss/Matthys
6.	Discuss/take action on Seyforth Building Roof Insulation Project	Forss/Members
7.	Discuss/take action on Blue Building Exterior Work Project	Forss/Members
8.	Discuss/take action on Courthouse marble & terrazzo floor restoration bid results	Forss
9.	Update on Courthouse Parking Lot Addition	Forss
10.	Discuss/take action on bids for Fairgrounds West Grass Parking Lot Upgrade	Kelly
11.	Discuss/take action on bids for Round Barn Stair Replacement Material	Kelly
12.	Discuss/take action on Courthouse recycling Shed	Forss
13.	Discuss/take action to approve remodeling of the previous Corporation Counsel Office space in an amount not to exceed \$10,000 and request project funding from an existing commitment in the Contingency Fund: Remodel/Relocation projects.	Matthys
14.	Future Agenda Items	Members
15.	Next Meeting Date (2 <sup>nd</sup> Tuesday: May 11, 2021)	Members
16.	Adjourn	Members

A quorum of county board supervisors may be present.

04/05/21 jforss



**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
March 09, 2021 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**



**County Board Room; Courthouse Annex  
124 N. Oak St., ELLSWORTH, WI**

**2021 - 03**

**1) Meeting Convened**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Also met virtually online via Google meetings. Chairman Jon Aubart called the meeting to order at 4:00 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 (via online)
Scott Bjork	District #7
Dale Auckland	District #12
Jerry Kosin	District #15

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

**1b) Public Comment**

None.

**2) Agenda Adopted**

Motion by J. Kosin/M. Kahlow to adopt agenda as presented; motion carried unanimously.

**3) Minutes Approved**

Motion by S. Bjork/J. Kosin to approve minutes of the Feb. 9<sup>th</sup>, 2021 meeting; motion carried unanimously.

**4) Discuss space needs**

J. Forss indicated that he had not received any new space need requests. A/C J. Matthys informed Committee that the offices vacated by Human Resources & Data Analyst were being converted to meeting rooms & were close to completion. No action taken.

**5) Discuss/take action on fairgrounds perimeter fencing material quote**

M. Kelly explained that the County received three bids as part of the perimeter fencing replacement project for 2021. There were as follows: Best Built Fencing for \$7,500.31; Fence Materials.com for \$ 7,795.44; Century Fence Company for \$10, 235. Bids were for the materials to complete approx. 450 ft. of fencing. Motion by S. Bjork/D. Auckland to approve bid from Best Built Fencing in the amount of \$7,500.31 & authorize completion of project; motion carried unanimously.

**6) Discuss/take action on courthouse parking lot expansion RFP**

J. Forss explained that the expansion would be to the east of the Courthouse next to sidewalk that parallels the elevator entrance. He presented a proposed RFP for the project. Committee discussed prioritizing this

project to follow project described in Item #7. Motion by S. Bjork/J. Kosin to authorize project to be performed & completed without bond, RFP to be sent out & advertised, & bid deadlines to follow after deadline of Item #7; motion carried unanimously.

**7) Discuss/take action on courthouse marble & terrazzo floor restoration RFP**

J. Forss explained project the project entails the repair of holes in the flooring, replacement of mis-matched patching areas, & cut out & replacement of faulty areas covered by rugs. Also, removing any old wax, polishing the surface, & adding a new protective layer. He presented proposed RFP for the project & explained that within the RFP it states the work is to be done after hours & on weekends with supervision by the Maintenance Supervisor. Motion by S. Bjork/D. Auckland to authorize project & send out for bid; motion carried unanimously.

**8) Discuss/take action on campus carpet & supply quotes**

J. Forss stated that the supply of carpet is low after much replacing in 2020 & would need to be increased to meet proposed replacements in 2021. Request was sent to three vendors with two responding with a bid as follows: Best Carpet Value.com for \$6,650.31; H&F Flooring-River Falls for \$6,987.00. Committee had some discussion on whether it was possible to spend locally if that particular bid was not the lowest. Consensus was that current rules would not allow without a specific explanation as to why. Motion by J. Kosin/D. Auckland to approve purchase of carpet from Best Carpet Value.com in the amount of \$6,650.31; with funding from Building Outlay-Campus Carpet Replacement 2016 & projects approved in 2019; motion carried unanimously.

**9) Discuss/take action on Trane's 2021 Annual Service Agreements**

J. Forss explained that it was once again time to renew annual service agreements on HVAC equipment for the Courthouse & Office Building. He recommended renewing agreements with Trane for a total cost of \$37,014.23. Motion to approve Trane as service provider for annual service agreements on HVAC equipment for the Courthouse & PC Office Building in the amount of \$37,014.23; motion carried unanimously.

**10) Future Agenda Items**

- Building Outlay projects & possible RFPs

**11) Next Meeting Date**

Next regular meeting set for Apr. 13<sup>th</sup>, 2021 at 4:00 p.m.; County Board Room & remotely.

**12) Adjournment**

Meeting adjourned at 4:31 p.m. by motion of M. Kahlow/S. Bjork; motion carried unanimously.

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

**PIERCE COUNTY  
BUILDING COMMITTEE MEETING AGENDA**

**Tuesday, March 9th, 2021 – 4:00 p.m.**

Courthouse Annex/Lower Level – County Board Room; 124 N Oak St. – Ellsworth, WI

**In-person attendance is limited to Committee Members Only. Public attendance is only available  
virtually or by phone:**

<https://meet.google.com/ioe-tbec-sfw> or by phone (US)+1-219-803-8894 PIN:881 882 394#

#	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 February 9 <sup>th</sup> , 2021 meeting.	Members
4.	Discuss space needs	Forss/Matthys
5.	Discuss/take action on fairgrounds perimeter fencing material quote	Kelly
6.	Discuss/take action on courthouse parking lot expansion RFP	Forss
7.	Discuss/take action on courthouse marble & terrazzo floor restoration RFP	Forss
8.	Discuss/take action on campus carpet & supply quotes	Forss
9.	Discuss/take action on Trane's 2021 Annual Service Agreements	Forss
10.	Future Agenda Items	Members
11.	Next Meeting Date (2 <sup>nd</sup> Tuesday: April. 13, 2021)	Members
12.	Adjourn	Members

A quorum of county board supervisors may be present.

03/03/21 jforss

**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
February 09, 2021 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**



**Meeting held virtually via Google meetings  
ELLSWORTH, WI**

**2021 - 02**

**1) Meeting Convened**

The Pierce County Building Committee met virtually online via Google meetings, Ellsworth, WI. Chairman Jon Aubart called the meeting to order at 4:03 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
Scott Bjork	District #7
Dale Auckland	District #12
Jerry Kosin	District #15

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

**1b) Public Comment**

None.

**2) Agenda Adopted**

Motion by S. Bjork/M. Kahlow to adopt agenda as presented; motion carried unanimously.

**3) Minutes Approved**

Motion by J. Kosin/S. Bjork to approve minutes of the Jan. 12<sup>th</sup>, 2021 meeting; motion carried unanimously.

**4) Discuss/take action on projects not completed in 2020 due to Covid-19 spending restrictions & 2021 budgeted projects to determine which to move forward and funding sources**

a) Round Barn Foundation Repair: J. Forss explained that the Round Barn foundation had previously been planned to be repaired over the course of 3 years beginning in 2019, doing 1/3 of the foundation each year. 1/3 was completed in 2019, funds for the 1/3 in 2020 were not spent due to COVID-19 constraints but there are budgeted funds in the 2021 budget for the final 1/3 of the original project. He had requested the Committee to consider an additional, alternative funding source to support funding the 2020 project this year so that the full project could be completed as originally planned. Chair Aubart explained that the spending restrictions put in place mid-year in 2020 were necessary and suggested that we proceed with completing the 1/3 of the foundation this year with existing budget dollars and plan to budget in 2022 for the final 1/3 of the foundation repair. No action taken.

b) Fairgrounds Perimeter Fencing: J. Forss explained that this was another project that was to be addressed in phases & the 2020 phase was not completed because of COVID constraints. There were funds allocated in the 2021 budget to replace approx. 500 feet of fencing. Committee discussed trying not to determine where to find funds for the 2020 phase but to continue with what could be done in 2021 with funds available. No action taken.

c) Fairgrounds Parking Lot Electrical Upgrades: J. Forss & M. Kelly explained that there were light poles & electric wiring issues to those poles on the fairgrounds. Also, that COVID restrictions prohibited completion of the project in 2020, estimated to be approx. \$12,000. Funds were not budgeted for the project in 2021. Kelly indicated that most of the labor could be done by staff. Committee members expressed concern over possible safety implications & expressed interest to address the project in 2021. Motion by S. Bjork/D. Auckland to approve Fairgrounds Parking Lot Electrical Upgrades project. Also, to request funds not to exceed \$12,000 be transferred from the Contingency Fund to the 2021 Fairgrounds Budget & forward request to the Finance & Personnel Committee; motion carried unanimously.

**5) Discuss/take action on Building Outlay & Building Outlay Projects**

a) PCOB Exterior Work Project Fund-7-8-19 F&P Minutes: J. Forss explained that this project was completed & there were \$1,385 remaining.

b) Transfer in From General Fund-Res.#19-22-1-28-2020 Roof Repair: Balance of \$3,106.

c) Tower Sites Landscaping, Drainage-2014: Balance of \$5,084.

d) Paneling/Boards for Elevator Stairway-2013: Balance \$10,000.

J. Forss made a few suggestions on taking various combinations of about balances & transferring or re-labeling into another project or fund. Committee gave instruction to draft a more definitive plan & bring back to next meeting. No action taken.

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

J. Forss reviewed with the Committee that these projects were approx. 99% complete with just a few minor things left to complete. He added that he had not received any new space needs requests.

AC J. Matthys added that he had discussions with the new District Attorney about determining a more efficient office space for that office. Also, updated the Committee on other office spaces indicating that the old Corp. Counsel Office could be used for three Court Services workers. Continuing he indicated that the former Human Resource as well as the former Administrative Coordinator offices would become conference rooms. And the former Insurance/Risk Manager office would become the space for the Courthouse/Annex color copier. No action taken.

**7) Discuss and take action to consider the recommendation from the Ag and Extension Committee to change the supervision and management of the County owned Cemetery from the Ag and Extension Committee to the Building Committee.**

J. Matthys explained that discussions took place with the Ag & Extension Office about the supervision & management authority for the Pierce County Educational Forest & the adjoining County cemetery. Discussions were also had with the Corp Counsel Office about making Pierce County Code changes to change those authorities from Ag & Extension to County Parks for the County Forest & the Maintenance Dept. for the County Cemetery. The Ag & Extension Committee recommended the change. Motion by M. Kahlow/D. Auckland to approve moving forward & allowing changes in the Pierce County Code to change supervision & maintenance of County Cemetery to the Maintenance Dept.; motion carried unanimously.

**8) Future Agenda Items**

- Item #5
- Possible parking lot expansion
- Building Outlay projects
- Seyforth Building project update

**9) Next Meeting Date**

Next regular meeting set for Mar. 9<sup>th</sup>, 2021 at 4:00 p.m.; remote meeting.

**10) Adjournment**

Meeting adjourned at 5:07 p.m. by motion of S. Bjork/J. Kosin; motion carried unanimously.

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

**\*AMENDED\***  
**PIERCE COUNTY**  
**BUILDING COMMITTEE MEETING AGENDA**  
**Tuesday, February 9th, 2021 – 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/fva-ywfp-his](https://meet.google.com/fva-ywfp-his) or by phone (US)+1-304-802-4616 PIN:364 591 497#

#	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 January 12 <sup>th</sup> , 2021 meeting.	Members
4.	Discuss/take action on projects not completed in 2020 due to Covid-19 spending restrictions & 2021 budgeted projects to determine which to move forward and funding sources; a) Round Barn Foundation Repair b) Fairgrounds Perimeter Fencing c) Fairgrounds Parking Lot Electrical Upgrades	Members
5.	Discuss/take action on Building Outlay & Building Outlay Projects; a) PCOB Exterior Work Project Fund-7-8-19 F&P Minutes b) Transfer In From General Fund-Res.#19-22-1-28-2020 Roof Repair c) Tower Sites Landscaping, Drainage-2014 d) Paneling/Boards For Elevator Stairway-2013	Forss
6.	Discuss space needs, Annex & New Hearing/Courtroom Remodeling progress.	Forss / Matthys
7.	<i>*Discuss and take action to consider the recommendation from the Ag and Extension Committee to change the supervision and management of the County owned Cemetery from the Ag and Extension Committee to the Building Committee.</i>	Matthys
8.	Future Agenda Items	Members
9.	Next Meeting Date (2 <sup>nd</sup> Tuesday: March. 9, 2021)	Members
10.	Adjourn	Members

A quorum of county board supervisors may be present.

02/03/21 jforss

*\*Amended on 02/05/2021 > Item # 7 was added*

**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
January 12, 2021 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**



**Meeting held virtually via Google meetings  
ELLSWORTH, WI**

**2021 - 01**

**1) Meeting Convened**

The Pierce County Building Committee met virtually online via Google meetings, Ellsworth, WI. Chairman Jon Aubart called the meeting to order at 4:01 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
Scott Bjork	District #7
Dale Auckland	District #12
Jerry Kosin	District #15

Also present virtually: Jerry Forss-Maintenance Supervisor, Jason Matthys-Administrative Coordinator, Ann Webb-Fair Manager, Jamie Feuerhelm-County Clerk.

**1b) Public Comment**

None.

**2) Agenda Adopted**

Motion by J. Kosin/D. Auckland to adopt agenda as presented; motion carried unanimously.

**3) Minutes Approved**

Motion by M. Kahlow/J. Kosin to approve minutes of the Nov. 17<sup>th</sup>, 2020 meeting; motion carried unanimously.

**4) Discuss/take action on 2021 Non-Fair time Fairgrounds Rental Rates**

J. Forss explained that the Fair Committee is recommending that the fees do not change & remain the same as they were for 2020. Motion by J. Kosin/D. Auckland to approve 2021 fairgrounds rental rates as presented & remaining the same as rates for 2020; motion carried unanimously.

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

J. Matthys summarized that the Annex remodel project was nearly completed with the exception of one door replacement & some tinting on a couple of windows. He added that the new Hearing Room in the Courthouse was complete & was impressive. Also, that the technology in the new County Board Room was approx. 99% complete with some testing remaining. Lastly, that office furniture for the new spaces was to arrive next week allowing occupancy by early February, & project costs were under anticipated budget. No action taken.

**6) Discuss/take action on advertising for bids on the Seyforth Building roof insulation project**

J. Forss reviewed with the Committee that the project was bid out once already & bids came in extremely high & the Committee directed to wait until spring to pursue further. He requested direction as to the timing of advertising for bid again. Committee directed staff to communicate with Market & Johnson again to discuss options & bring the issue back in February. No action taken.

**7) Update on sound panels in the Seyforth Building**

J. Forss explained that the panels were delivered today & placed within the building but installation has not yet begun. No action taken.

**8) Future Agenda Items**

J. Matthys indicated that staff is exploring if there may be cost benefits to having summer ground maintenance, such as mowing & trimming, contracted with another entity as opposed to being done “in-house”. Those analysis may be ready by the next meeting.

J. Forss anticipated project RFPs being completed as well as a number of other projects for the Committee’s approval.

**9) Next Meeting Date**

Next regular meeting set for Feb. 9<sup>th</sup>, 2021 at 4:00 p.m.; remote meeting.

**10) Adjournment**

Meeting adjourned at 4:17 p.m. by motion of M. Kahlow/D. Auckland; motion carried unanimously.

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



**PIERCE COUNTY  
BUILDING COMMITTEE MEETING AGENDA**

**Tuesday, January 12th, 2021 – 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/qdq-agqj-kog](https://meet.google.com/qdq-agqj-kog) or by phone (US)+1-575-567-3146 PIN:948 498 863#

#	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 17 <sup>th</sup> , 2020 meeting.	Members
4.	Discuss/take action on 2021 Non-Fair time Fairgrounds Rental Rates	Webb/Forss
5.	Discuss space needs, Annex & New Hearing/Courtroom Remodeling progress.	Forss / Matthys
6.	Discuss/take action on advertising for bids on the Seyforth Building roof insulation project.	Forss
7.	Update on sound panels in the Seyforth Building	Matthys
8.	Future Agenda Items	Members
9.	Next Meeting Date (2 <sup>nd</sup> Tuesday: Feb. 9, 2021)	Members
10.	Adjourn	Members

A quorum of county board supervisors may be present.

01/07/21 jforss

**PIERCE COUNTY  
BUILDING COMMITTEE MEETING AGENDA**

**Tuesday, December 08, 2020 – 4:00 p.m.**

**Courthouse Annex – Annex Conference Room; 124 N Oak Street Entrance– 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 17, 2020 meeting	Members
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13.	Fairgrounds Keepers' Report	Kelly
14.	Maintenance Supervisors' Report	Forss
15.	Future Agenda Items	Members
16.	Next Meeting Date (2 <sup>nd</sup> Tuesday: January 12th)	Members
17.	Adjourn	Members

A quorum of county board supervisors may be present.

12/03/2020 cjk

**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
November 17, 2020 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**



**Meeting held virtually via Google meetings  
ELLSWORTH, WI**

**2020 - 10**

**1) Meeting Convened**

The Pierce County Building Committee met virtually online via Google meetings, Ellsworth, WI. Chairman Jon Aubart called the meeting to order at 4:04 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
Scott Bjork	District #7
Dale Auckland	District #12
Jerry Kosin	District #15

Also present virtually: Jerry Forss-Maintenance Supervisor, Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Scott Schoepp-Parks Superintendent, Jamie Feuerhelm-County Clerk.

**1b) Public Comment**

None.

**2) Agenda Adopted**

Motion by M. Kahlow/D. Auckland to adopt agenda as presented; motion carried unanimously.

**3) Minutes Approved**

Motion by S. Bjork/M. Kahlow to approve minutes of the Oct. 13<sup>th</sup>, 2020 meeting; motion carried unanimously.

**4) Discuss/take action on Seyforth Building roof insulation project bids**

J. Forss explained that only one bid was received for the project from Bruce Andrews in the amount of \$203,841. He added that available budget funds for the project were \$50,000. AC J. Matthys suggested postponing starting the project at this time & perhaps bid the project again in January 2021. Motion by J. Kosin/D. Auckland to reject bid received & offer project for bid again in 2021; motion carried unanimously by roll call vote.

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

J. Forss stated that there were no new requests for space needs. He added that the Court Hearing Room was nearly completed & should be done by the end of the month. J. Matthys gave update of the progress for Annex Remodel, indicating that current projections are within amount budgeted for the project. No action taken.

**6) Discuss/take action on not installing a new door & doorway into Public Health meeting room**

J. Forss & J. Matthys explained that previously more meeting space was needed on that level of the PCOB. Adding that the doorway would come at a significant cost primarily because of some fire alarm panels that would need to be relocated. Also, that upon completion of the Annex Remodel Project would allow more space on that level in PCOB, so going through the expense would not necessarily be needed. Motion by M. Kahlow/S. Bjork to cancel the request to add the doorway for Public Health meeting room & forego the project; motion carried unanimously.

**7) Discuss/take action on moving the snowmobile trail that crosses County Owned property that the LEF occupies back to where it was last year**

Chairman J. Aubart explained that the route previously approved by this Committee was not feasible at this time due to being right next to the south parking lot of the Law Enforcement Facility. J. Forss indicated that it should not be a problem & the snow fencing previously installed was changed to all for an opening for the trail. Motion by M. Kahlow/D. Auckland to move snowmobile trail where it crosses County owned property, back to the same route as last year; motion carried unanimously.

**8) Future Agenda Items**

J. Forss anticipated the only items he may have would be project updates. Chairman J. Aubart indicated that, unless necessary, the December meeting would be cancelled.

**9) Next Meeting Date**

To be determined.

**10) Adjournment**

Meeting adjourned at 4:32 p.m. by motion of S. Bjork/M. Kahlow; 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.**

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

*For persons who wish to attend remotely, please join online online [meet.google.com/gvv-zsdh-gky](https://meet.google.com/gvv-zsdh-gky)  
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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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 Clair 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

**\*\*REVISED\*\***  
**PIERCE COUNTY**  
**BUILDING COMMITTEE MEETING AGENDA**  
**Tuesday, October 13th, 2020 – 4:00 p.m.**  
**LEC – EOC Conference Room; 555 W Overlook Dr. – Ellsworth, WI**

*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) +1 970-579-1019 PIN: 333 289 627#*

#	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 <i>September 8, 2020</i> meeting.	Members
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.	Forss/Members
5.	Discuss space needs, Annex & New Hearing/Courtroom Remodeling progress.	Forss/Matthys
6.	Discuss/take action on the Seyforth Building roof replacement and roof insulation project.	Forss/Matthys
7.	Discuss/take action on sound proofing measures in the Seyforth Building.	Matthys/Aubart
8.	Discuss/take action on adding paper towel dispensers in Campus Restrooms	Forss
9.	Discuss/take action the Maintenance Dept. installing snow fencing on the County Property that the LEC is located on.	Forss
10.	Discuss/take action on the Fairgrounds Keeper to contact the English Lutheran Church to ask them to make improvements to their Church Stand.	Kelly
11.	Future Agenda Items	Members
12.	Next Meeting Date (2 <sup>nd</sup> Tuesday the 10th of November:2020)	Members
13.	Adjourn	Members
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A quorum of county board supervisors may be present. 10/05/20 jforss  
 Revised 10/08/2020 CJK



**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
September 8, 2020 – 3:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**



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

**2020 - 08**

**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 3:00 p.m.

**1a) Those Present**

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

Members present:

Jon Aubart                      District #3  
Scott Bjork                     District #7  
Dale Auckland                District #12  
Jerry Kosin                     District #15

Absent/Excused:

Mike Kahlow                  District #6

Also present: Jeff Holst-Dist. 16, Jerry Forss-Maintenance Supervisor, Matt Kelly-Fair Groundskeeper, Jason Matthys-Administrative Coordinator, Jamie Feuerhelm-County Clerk, Brad Lawrence-Corp Counsel, & Scott Schoepp-County Park Superintendent.

**1b) Public Comment**

None.

**2) Agenda Adopted**

Motion by J. Kosin/D. Auckland to adopt agenda as presented; motion carried unanimously.

**3) Minutes Approved**

Motion by J. Kosin/S. Bjork to approve minutes of the July 14<sup>th</sup> & Aug. 11<sup>th</sup>, 2020 meetings; motion carried unanimously.

**4) Discuss/take action whether or not to continue authorization for the snowmobile trail to cross the north section of the Jail/Sheriff's Office facility property.**

Chairman J. Aubart expressed concern about the safety of the current route across the property & the possible conflict snowmobiles could have with Law Enforcement & Emergency vehicles entering & exiting the property. He added that he would like to see the issue addressed by the Law Enforcement Committee before the Building Committee takes any further action. Alternate routes were suggested by Maintenance & Parks staff. Motion by D. Auckland/J. Kosin to refer snowmobile trail issue to the Law Enforcement Committee for their input; motion carried unanimously.

**5) Closed Session**

Motion by S. Bjork/J. Kosin to go into closed session at 3:17 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: Consideration of a lease amendment with the USDA for continued occupancy of office space at the Pierce County Office Building (PCOB). Motion carried unanimously by roll call vote.

**6) Open Session**

Committee returned to open session at 3:24 p.m. by motion of S. Bjork/J. Kosin; motion carried unanimously by roll call vote. Motion by S. Bjork/D. Auckland to approve lease amendment with USDA for space leased in PCOB at the same rate as initial agreement for the next three years; motion carried unanimously.

**7) Discuss/take action on Maintenance Dept. 2021 Budget Building Outlay Capital Improvement expenditures**

J. Forss presented suggestions for Building Outlay expenditures for 2021 to include shelving for secured storage area, restroom remodels, & campus improvements. Committee discussed alternate designations. Members concurred that tower shelters need to be addressed sooner than later & suggested the \$50,000 designated for shelving be directed there. Motion by J. Kosin/S. Bjork to designate 2021 Maintenance Building Outlay Capital Improvement expenditures as follows: \$50,000 Tower Shelter Maintenance; \$19,100 Restrooms Remodel; \$9,536 Campus Improvements. Motion carried unanimously.

**8) Discuss/take action on a floor sweeper Fairgrounds**

J. Forss explained the Dept. currently has one but an additional one would prove time saving as the unit is used frequently by both Maintenance & the Fairgrounds. Multiple prices were researched with best price for new model coming from Oak Ridge Chemical for \$3,394.61. He added that there were available funds in the 2020 budget under Fairgrounds Supplies. Motion by S. Bjork/D. Auckland to approve purchase of floor sweeper from Oak ridge Chemical in the amount of \$3,394.61 from funds as noted above; motion carried unanimously.

**9) Discuss space needs**

J. Forss indicated that there was nothing new to report at this time. AC J. Matthys updated the Committee on Annex Remodel project, indicating that an additional wall would need to be removed along with the mechanical elements contained within in regards to the new County Board Room area. No action taken.

**10) Update on the Courthouse Interior Dome Repairs**

J. Forss stated that he was informed that insurance would not cover the damages in the Courthouse Dome. He indicated that he would draft a RFP to get bids to repair the area. AC J. Matthys stated that Data Analyst Josh Solinger offered his assistance in drafting such a proposal. No action taken.

**11) Future Agenda Items**

- Snowmobile trail route on County property
- Courthouse Dome/Cupola repairs

**12) Next Meeting Date**

Next regular meeting set for Oct. 13<sup>th</sup>, 2020 at 4:00 p.m.; Annex Conference Room.

**13) Adjournment**

Meeting adjourned at 3:55 p.m. by motion of S. Bjork/D. Auckland; motion carried unanimously.

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

**PIERCE COUNTY  
BUILDING COMMITTEE MEETING AGENDA**

**Tuesday, September 8th, 2020 – 3:00 p.m.**

**Courthouse Annex – Annex Conference Room; 124 N Oak Street Entrance– Ellsworth, WI**

*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) +1 417-986-1782 PIN: 261 284 522#*

#	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 July 14, 2020 & August 11, 2020 meetings.	Members
4.	Discuss/take action whether or not to continue authorization for the snowmobile trail to cross the north section of the Jail/Sheriff's Office facility property.	Members
5.	Committee will convene into closed session pursuant to: <b>§19.85(1)(e)</b> 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. Consideration of a lease amendment with the USDA for continued occupancy of office space at the Pierce County Office Building (PCOB)	Members
6.	Committee will return to open session and take action on closed session item, if required	Members
7.	Discuss and take action on Maintenance Dept. 2021 Budget Building Outlay Capital Improvement expenditures.	Members
8.	Discuss and take action on a floor sweeper Fairgrounds	Forss
9.	Discuss space needs	Forss
10.	Update on the Courthouse Interior Dome Repairs	Forss
11.	Future Agenda Items	Members
12.	Next Meeting Date (2 <sup>nd</sup> Tuesday: 13th 2020)	Members
13.	Adjourn	Members
14.		
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A quorum of county board supervisors may be present. 09/01/20 jforss

**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
August 11, 2020 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**



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

**2020 - 07**

**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 4:00 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
Scott Bjork	District #7
Dale Auckland	District #12
Jerry Kosin	District #15

Also present: Dean Bergseng-Dist. 8, Jeff Holst-Dist. 16, Jerry Forss-Maintenance Supervisor, Matt Kelly-Fair Groundskeeper, Jason Matthys-Administrative Coordinator, Jamie Feuerhelm-County Clerk.

**1b) Public Comment**

D. Bergseng informed Committee that Fair Committee is considering issues like an addition to shelter stand for music, acoustics in Seyforth Building, & parking.

**2) Agenda Adopted**

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

**3) Minutes Approved**

Motion by S. Bjork/D. Auckland to approve minutes of the July 30<sup>th</sup>, 2020 meeting; motion carried unanimously.

**4) Discuss space needs**

J. Forss indicated that the Clerk of Court, District Attorney, & Veterans' Office have requested space in the secured storage area. Nothing else to report at this time, & no action taken.

**5) Discuss/take action on Maintenance Dept. 2021 Budget**

J. Forss & M. Kelly presented the departments 2021 Budget & explained personnel costs were only increase. Committee discussed amount for Building Outlay could be approved without identifying specific projects at this time. Motion by J. Kosin/S. Bjork to approve 2021 Maintenance & Fairgrounds Budget; motion carried unanimously.

**6) Discuss/take action on Seyforth Building roof architect quotes**

J. Forss indicated he received three quotes for engineering a bid package for proposed roof work based on recommendation by Braun Intertec Corp. Braun Intertec for \$7,000; Ayers for \$3,500; Cedar Corp. for \$4,500 to \$7,000. Motion by S. Bjork/M. Kahlow to approve architect bid from Ayers in the amount of

\$3,500 for Seyforth Building roof project; motion carried unanimously.

**7) Discuss/take action on Braun Intertec Corp. Silver Barn Analysis**

J. Forss stated that Braun Intertec Co. recommended not attempting to change the shape of the building but further support the areas of distress as the building sets. He added that the repairs needed could be done by current staff & paid for with Fairgrounds Improvement fund. Motion by D. Auckland/S. Bjork to approve repairs to Silver Barn as suggested by Braun Corp. to be performed by Maintenance staff with expenses for project to come from Fairgrounds Improvement fund; motion carried unanimously.

**8) Discuss/take action on IT Server Room AC replacement quotes**

J. Forss explained he requested quotes from four different vendors but only one responded with a quote. That vendor was Trane in the amount of \$12,505. He further explained funds to cover the project could come from Building Outlay-Campus Improvements 2018 (\$36), projects approved in 2019 (\$8,920), & Electrical 2019 (\$6,595). Motion by S. Bjork/D. Auckland to approve quote from Trane as presented & the expenditure of funds from accounts as described; motion carried unanimously.

**9) Discuss/take action on removal of dead trees in front of PCOB**

J. Forss explained there are two trees near south side entrance to PCOB that are dead or dying & suggested they be removed. An estimate to remove the trees & grind the stumps was provided by JCE Tree Service for \$1,500. Motion by M. Kahlow/S. Bjork to approve removal of trees & stumps by JCE Tree Service in the amount of \$1,500; motion carried unanimously.

**10) Discuss/take action on the Ellsworth FFA using Fairgrounds Picnic Tables off the fairgrounds**

M. Kelly explained the FFA group requested to use (without fee) 15 to 20 tables from the Fairgrounds for an event they are conducting. Some Committee members expressed concerned about setting a precedence in lending such equipment. Supervisor S. Bjork expressed the same concern but added that because of the COVID19 maybe an exception could be made this one time. Motion by S. Bjork/D. Auckland to approve allowing Ellsworth FFA to utilize tables from Fairgrounds on a one-time basis only, contingent upon all tables &/or items used to be returned in the same condition as they leave County premises. Motion carried with 4 in favor & 1 opposed (M. Kahlow).

**11) Discuss water damage to the interior surfaces of the Courthouse Dome**

J. Forss explained that water damage was discovered while roofing project was ongoing in the Courthouse cupola. Roofers made repairs to prevent future intrusion & maintenance staff made temporary fixes to plaster & paint. Also, insurance coordinator has been notified to determine if a claim should be made. No action taken.

**12) Update on the Courthouse Roof Project**

J. Forss explained that the project has been completed but some water damage was experienced during the project because of rain during the roof replacement. Roofing vendor Fisher Companies are working with him to rectify the damages. No action taken.

**13) Future Agenda Items**

- Building Outlay project designations
- Courthouse Dome/Cupola repairs

**14) Next Meeting Date**

Next regular meeting set for Sept. 8<sup>th</sup>, 2020 at 4:00 p.m.; County Board Room.

**15) Adjournment**

Meeting adjourned at 4:48 p.m. by motion of M. Kahlow/S. Bjork; motion carried unanimously.

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

**PIERCE COUNTY**  
**BUILDING COMMITTEE MEETING AGENDA**  
**Tuesday, August 11th, 2020 – 4:00 p.m.**  
**Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI**  
*For persons who wish to attend remotely, please call 715-273-1125*

#	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 July 30, 2020 meeting.	Members
4.	Discuss space needs	Forss
5.	Discuss and take action on Maintenance Dept. 2021 Budget	Forss
6.	Discuss and take action Seyforth Building roof architect quotes	Forss
7.	Discuss and take action on Braun Intertec Corp. Silver Barn Analysis	Forss
8.	Discuss and take action on IT Server Room AC replacement quotes	Forss
9.	Discuss and take action on removal of dead trees in front of PCOB	Forss
10.	Discuss and take action on the Ellsworth FFA using Fairgrounds Picnic Tables off the fairgrounds	Kelly
11.	Discuss water damage to the interior surfaces of the Courthouse Dome	Forss
12.	Update on the Courthouse Roof Project	Forss
13.	Future Agenda Items	Members
14.	Next Meeting Date (2 <sup>nd</sup> Tuesday: Sept 8 <sup>th</sup> 2020)	Members
15.	Adjourn	Members
16.		
17.		
18.		
19.		

A quorum of county board supervisors may be present. 08/04/20 jforss

**APPROVED MINUTES OF THE  
Special BUILDING COMMITTEE MEETING HELD  
July 30, 2020 – 11:30 a.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**



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

**2020 - 06**

**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 11:30 a.m.

**1a) Those Present**

A quorum was established acknowledging 5 members in attendance.

Members present:

Absent/Excused:

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

Also present: Jeff Holst-Dist. 16, Jerry Forss-Maintenance Supervisor, Jason Matthys-Administrative Coordinator, Jamie Feuerhelm-County Clerk, Brad Lawrence-Corp Counsel, Randy LaFaive-Market & Johnson, & Braxton Meyer-Market & Johnson.

**1b) Public Comment**

None

**2) Agenda Adopted**

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

**3) Presentation by Market & Johnson of the proposed Annex Remodel Project**

R. LaFaive & B. Meyer presented draft drawings & bids submitted for the Annex Remodel Project. They went into detail on the drawings as well as the bids that were submitted & explained them to the Committee. Quote to complete the project was \$354,986. R. LaFaive estimated that if approved today the project would take approx. two months & begin roughly around mid-August this year. No action taken.

**4) Discuss/take action to approve the Annex Remodel Project bids & authorize the project**

J. Matthys indicated that funds have already been approved & allocated for the project. Motion by D. Auckland/S. Bjork to authorize the Annex Remodel Project work to be completed & approve bids submitted for the project; motion carried unanimously.

**5) Next Meeting Date**

Next regular meeting previously set for Aug. 11<sup>th</sup>, 2020 at 4:00 p.m.; County Board Room.

**6) Adjournment**

Meeting adjourned at 12:10 p.m. by motion of S. Bjork/D. Auckland; motion carried unanimously.

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



**PIERCE COUNTY**  
**SPECIAL BUILDING COMMITTEE MEETING AGENDA**  
**Thursday, July 30, 2020 – 11:30 a.m.**  
**Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI**  
*For persons who wish to attend remotely, please call 715-273-1125*

#	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.	Presentation by Market & Johnson of the proposed Annex Remodel Project	J. Matthys/ R. LaFaive
4.	Discuss/take action to approve the Annex Remodel Project bids & authorize the project	Members
5.	Next Meeting Date (Previously set for August 11th)	Members
6.	Adjourn	Members

A quorum of county board supervisors may be present.

07/22/20jrf

**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
July 14, 2020 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**



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

**2020 - 05**

**1) Meeting Convened**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Supervisor Jerry Kosin 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:

Jon Aubart                      District #3  
Scott Bjork                      District #7  
Dale Auckland                District #12  
Jerry Kosin                      District #15

Absent/Excused:

Mike Kahlow                  District #6

Also present: Dean Bergseng-Dist. 8, Jerry Forss-Maintenance Supervisor, Matt Kelly-Fair Groundskeeper, Jason Matthys-Administrative Coordinator, Ann Webb-Fair manager, Jamie Feuerhelm-County Clerk, & Jim Geraets-resident.

**1b) Public Comment**

D. Bergseng requested on behalf of the Fair Committee that if this Committee determines to do something that they allow time for the Fair Committee to discuss the issue as well.

**2) Agenda Adopted**

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

**3) Minutes Approved**

Motion by J. Kosin/S. Bjork to approve minutes of the June 9<sup>th</sup>, 2020 meeting; motion carried unanimously.

**4) Discuss/take action regarding the rental of the Pierce County Fairgrounds and facilities for private events during COVID19**

J. Matthys explained that it was the desire of at least some members of the County Board that this Committee review the policy of renting out the fairgrounds in light of the COVID19 pandemic. Committee discussed not allowing future rental contracts for the rest of the year. Exception being winter storage, camping, or smaller events that could comply with health department recommendations.

Motion by S. Bjork/D. Auckland to allow no paid rentals through the end of 2020, except winter storage, camping, or any other rental that could comply with the current recommendations set forth by Public Health at the time of the rental; motion carried unanimously.

**5) Discuss and take action on purchasing new batteries for the Courthouse Annex UPS**

J. Forss indicated that he received five bids on replacement batteries for a UPS. The two lowest bids were as follows: P3Power for \$2,298.62; Batteries+Bulbs for \$2,104.92. He explained that even though the B+B bid was slightly less, they bid a Duracell battery that was not a manufacturer recommended battery for this

particular UPS. He recommended bid from P3Power. Motion by S. Bjork/D. Auckland to approve bid from P3Power in the amount of \$2,298.62 for replacement UPS batteries; motion carried unanimously.

**6) Update on Seyforth Building roof project**

J. Forss indicated that he spoke with Randy LaFaive-Market & Johnson & they are working with architects on a plan for the project. No action taken.

**7) Update on Silver Barn structure**

J. Forss indicated that Braun Intertec Co. did a site walk-through of the building & is working on a report of their findings. No action taken.

**8) Update on the IS Server Room AC**

J. Forss stated that he is still waiting to receive quotes from other vendors on the project. He anticipated he would have those quotes or bids by next month. He added that the back-up units being utilized are still working well & the Dept. has back-ups for those units as well, should one falter. No action taken.

**9) Future Agenda Items**

- Items 6 – 8 above
- 2021 Department Budgets

**10) Next Meeting Date**

Next regular meeting set for Aug. 11<sup>th</sup>, 2020 at 4:00 p.m.; County Board Room. J. Matthys indicated that a special meeting may be necessary if bids for the Annex remodel project were favorable & timely. Bids are due prior to the next meeting.

**11) Adjournment**

Meeting adjourned at 4:24 p.m. by motion of S. Bjork/D. Auckland; motion carried unanimously.

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

**PIERCE COUNTY**  
**BUILDING COMMITTEE MEETING AGENDA**  
**Tuesday, July 14th, 2020 – 4:00 p.m.**  
**Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI**  
*For persons who wish to attend remotely, please call 715-273-1125*

#	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 June 09, 2020 meeting.	Members
4.	Discuss/take action regarding the rental of the Pierce County Fairgrounds and facilities for private events during COVID19.	Matthys
5.	Discuss and take action on purchasing new batteries for the Courthouse Annex UPS	Forss
6.	Update on the Seyforth Building Roof Project	Forss
7.	Update on the Silver Barn Project	Forss
8.	Update on the IS Server Room AC	Forss
9.	Future Agenda Items	Members
10.	Next Meeting Date (2 <sup>nd</sup> Tuesday: August 11th)	Members
11.	Adjourn	Members
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A quorum of county board supervisors may be present. 07/08/20 jforss

**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
June 9, 2020 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**



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

**2020 - 04**

**1) Meeting Convened**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Supervisor Jerry Kosin called the meeting to order at 4:00 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 via phone
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, Randy LaFaive-Market & Johnson, & Jamie Feuerhelm-County Clerk.

**1b) Public Comment**

None

**2) Agenda Adopted**

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

**3) Elect Temporary Chairman**

Nominations called for by Supervisor J. Kosin. Supervisor J. Kosin nominated by J. Aubart as chairman pro tem. J. Kosin called for other nominations; none given. Motion by J. Aubart/S. Bjork to close nominations and cast a unanimous ballot for J. Kosin; motion carried unanimously.

**4) Elect Chairman**

Chairman Pro-tem J. Kosin called for nominations for chairman. J. Kosin nominated by J. Aubart. Chairman pro-tem J. Kosin called for other nominations; none given. Motion by S. Bjork/D. Auckland to close nominations and cast a unanimous ballot for J. Aubart; motion carried unanimously. Supervisor Jon Aubart elected Chairman, who then presided over the remainder of the meeting.

**5) Elect Vice Chairman**

Chairman J. Aubart called for nominations for Vice-Chairman. J. Kosin nominated by S. Bjork. Chairman J. Aubart called for other nominations; none given. Motion by S. Bjork/D. Auckland to close nominations and cast a unanimous ballot for J. Kosin; motion carried unanimously.

**6) Minutes Approved**

Motion by J. Kosin/S. Bjork to approve minutes of the Mar. 10<sup>th</sup>, 2020 meeting; motion carried unanimously.

**7) Discuss/Take action on air conditioning unit for the IS server room**

J. Forss explained current unit was installed in 2008 or 9. An estimate from TRANE was obtained to replace this unit with a new energy efficient one. That estimate was \$12,732 with funds to come from Building Outlay/Campus Improvement for the project. Committee members questioned whether competitive bids would need to be obtained for a project of this dollar amount. J. Forss explained that TRANE is a proprietary system & it would be difficult to connect to this system by other vendors. Motion by S. Bjork/D. Auckland to approve the purchase contingent upon verification from Corp. Counsel on whether project was subject to competitive bidding; motion carried unanimously.

**8) Discuss/Take action on Seyforth Building roof**

J. Forss indicated that Braun Intertec Co. analyzed the roof & verified that it was structurally sound to add insulation, substructure, & shingles. They proposed a different method of insulating as was previously discussed. Estimate to complete roof with alternate insulation method was \$45,152.50. Motion by S. Bjork/D. Auckland to solicit the project for bid based on specifications recommended by Braun Intertec Co.; motion carried unanimously.

**9) Discuss/Take action on Silver Barn structure**

J. Forss & M. Kelly explained the issues relating to repairs needed for the Silver Barn. The building will have steel roof & siding removed & replaced via an insurance claim. They both expressed a need to address these issues while the steel was off the building making those repairs easier to do. Committee directed J. Forss to have company look at the building's structural integrity & condition prior to any repairs being done & bring report back to Committee. No action taken.

**10) Discuss/Take action on Rabbit/Poultry barn roof**

J. Forss explained repairs & roof extension completed. He added that there was some confusion because of the number of agencies involved about what was to be done & who was paying for it. The end bill was \$4836; he suggested using funds from Building Outlay to pay for this project. Motion by J. Kosin/S. Bjork to approve expenditure of \$4836 for Rabbit/Poultry barn roof with funds from Building Outlay/Fairgrounds Improvement; motion carried unanimously.

**11) Discuss/Take action on selling excess equipment**

J. Forss stated that the items previously put up for auction were sold & now other excess equipment & things have collected & has no apparent use by County so he requested the be declared excess equipment & sold. Generally speaking he indicated the items the Dept. wishes to sell are a front end loader attachment & bucket from old tractor, walk behind John Deere snow blower, pieces of rubber roofing for landscaping, & a few other smaller items. Motion by D. Auckland/S. Bjork to declare items excess equipment & authorize their sale; motion carried unanimously.

**12) Fair Groundskeeper report**

M. Kelly submitted written report & gave brief oral review of monthly activities that was accepted by the Committee.

**13) Maintenance Supervisor report**

J. Forss submitted written report of & gave brief oral review of monthly activities that was accepted by the Committee

**14) Presentation from Market and Johnson regarding Annex remodel**

R. LaFaive of Market & Johnson gave presentation of Annex remodel project & shared draft drawings. He gave further definition to the draft drawings & concluded that he estimated it would take approx. three months from start of demolition to completion of the project. AC J. Matthys added that the prjocet was already approved by the Committee & the funds identified. This was merely a further update as to where the project

is at in the process. No action taken.

**15) Future Agenda Items**

- Seyforth Building
- Silver Barn

**16) Next Meeting Date**

Next regular meeting set for July 14<sup>th</sup>, 2020 at 4:00 p.m.; County Board Room.

**17) Adjournment**

Meeting adjourned at 5:11 p.m. by motion of J. Kosin/S. Bjork; motion carried unanimously.

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

**\*REVISED\***  
**PIERCE COUNTY**  
**BUILDING COMMITTEE MEETING AGENDA**  
**Tuesday, June 09, 2020 – 4:00 p.m.**  
**Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI**  
*For persons who wish to attend remotely, please call 715-273-1125*

#	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.	Elect Temporary Chairperson	Members
4.	Elect Chairperson	Members
5.	Elect Vice-Chairperson	Members
6.	Approve minutes of the March. 10, 2020 meeting	Members
7.	Discuss/Take action on air conditioning unit for the IS server room	Forss
8.	Discuss/Take action on Seyforth Building roof	Forss
9.	Discuss/Take action on Silver Barn structure	Forss
10.	Discuss/Take action on Rabbit/Poultry barn roof	Forss
11.	Discuss/Take action on selling excess equipment	Forss
12.	Fairgrounds Keepers' Report	Kelly
13.	Maintenance Supervisors' Report	Forss
14.	<i>*Presentation from Market and Johnson regarding Annex remodel</i>	R LaFaive
15.	Future Agenda Items	Members
16.	Next Meeting Date (2 <sup>nd</sup> Tuesday: July 14th)	Members
17.	Adjourn	Members

A quorum of county board supervisors may be present.

06/03/2020 cjk

\*Revised 06/03/2020



**PIERCE COUNTY  
BUILDING COMMITTEE MEETING AGENDA  
Tuesday, May 12, 2020 – 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.	Elect Temporary Chairperson	Members
4.	Elect Chairperson	Members
5.	Elect Vice-Chairperson	Members
6.	Approve minutes of the March. 10, 2020 meeting	Members
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17.	Fairgrounds Keepers' Report	Kelly
18.	Maintenance Supervisors' Report	Forss
19.	Future Agenda Items	Members
20.	Next Meeting Date (2 <sup>nd</sup> Tuesday: Apr. 14th)	Members
21.	Adjourn	Members

A quorum of county board supervisors may be present.

05/05/2020 cjk

**PIERCE COUNTY  
BUILDING COMMITTEE MEETING AGENDA  
Tuesday, April 14, 2020 – 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 March. 10, 2020 meeting	Members
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14.	Fairgrounds Keepers' Report	Kelly
15.	Maintenance Supervisors' Report	Forss
16.	Future Agenda Items	Members
17.	Next Meeting Date (2 <sup>nd</sup> Tuesday: Apr. 14th)	Members
18.	Adjourn	Members

A quorum of county board supervisors may be present.

04/07/2020 cjk

**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
March 10, 2020 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**



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

**2020 - 03**

**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 4:01 p.m.

**1a) Those Present**

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

Members present:

Absent/Excused:

Scott Bjork                      District #7  
Dan Reis                         District #13  
Dale Auckland                 District #12  
Jerry Kosin                      District #15

Mike Kahlow                   District #6

Also present: Jerry Forss-Maintenance Supervisor, Matt Kelly-Fair Groundskeeper, Ann Webb-Fair Coordinator, & Jamie Feuerhelm-County Clerk.

**1b) Public Comment**

None

**2) Agenda Adopted**

Motion by D. Auckland/J. Kosin to adopt agenda as presented; motion carried unanimously.

**3) Minutes Approved**

Motion by S. Bjork/J. Kosin to approve minutes of the Feb. 11<sup>th</sup>, 2020 meeting; motion carried unanimously.

**4) Discuss / Take action on the equipment & services trade with the River Falls FFA Alumni**

A. Webb explained that the group would like to do a trade in service. They would provide up to 30 radios & additional staff for Pierce County's tractor pull & fair events, in return for the use of 20 picnic tables during their annual event. She further explained that a written agreement could be drafted that assured if tables were damaged they would be replaced & that pick up & delivery of tables would be the responsibility of the FFA. Motion by S. Bjork/D. Auckland to approve the use of picnic tables by River Falls FFA in return for the use of their radios & additional personnel help during events; motion carried unanimously.

**5) Discuss / Take action on the Cheese Curd Festival using the Campus Parking lots during their festival**

J. Forss stated the group makes this request every year & there have been no major issues with their usage of the parking lots. Motion by D. Auckland/S. Bjork to approve the usage of campus parking lots for the Cheese Curd Festival event; motion carried unanimously.

**6) Discuss space needs**

J. Forss indicated that there was nothing new to report at this time.

**7) Discuss Annex and Blue Building projects progress**

J. Forss indicated that Market & Johnson anticipated receiving bids for Blue Building project by March 17<sup>th</sup>. Also that blue prints are being reviewed & plans drafted for the Annex project. No action taken.

**8) Discuss / Take action on hiring the Braun Intertec Corp. to do a structural assessment for the Seyforth Building**

J. Forss explained that Market & Johnson recommended this company to do the assessment that was desired. This would answer the questions being asked about the roof & how it can be repaired. Supervisor J. Kosin asked who was being contracted Market & Johnson or Braun. J. Forss believed that to be Braun. Motion by S. Bjork/D. Auckland to approve Braun Intertec Corp. to perform structural survey on Seyforth Building in an amount not to exceed \$4005.00; motion carried unanimously.

**9) Discuss / Take action on Round Barn foundation work bids**

M. Kelly explained that one third of the foundation work has been done & this bid was for a second one third. He added that many concrete contractors were not interested in bidding this project, but that Plumber Concrete agreed to assist the County in finishing the project. The bids were as follows: Plumber Concrete in the amount of \$24,950; Cities Masonry Restoration in the amount of \$63,750. M. Kelly concluded stating funds for the project were anticipated in the 2020 Budget. Motion by S. Bjork/J. Kosin to approve bid from Plumber Concrete for Round Barn foundation work in the amount of \$24,950; motion carried unanimously.

**10) Discuss / Take action on Rabbit/Poultry Building roof material bids**

M. Kelly explained he obtained three bids for the building materials needed to complete the project for this building. The bids were as follows: Brenner Lumber for \$3,541.02; ABC Lumber for \$3,544.88; & Menards for \$3,617.70. Motion by D. Auckland/J. Kosin to approve bid from Brenner Lumber in the amount of \$3,541.02; motion carried unanimously.

**11) Discuss / Take action on bids for bleacher repair parts**

M. Kelly explained that some of the existing bleachers have been in need of repair. He indicated that the company that manufactured these bleachers is no longer in business but he was able to find replacement parts at a cost of \$1,481.60. He added that the majority of the funds could come from the bleacher account & that the rest could come from the Fair Dept. repair & maintenance expense account. Motion by J. Kosin/S. Bjork to approve purchase of repair parts for existing bleachers; motion carried unanimously.

**12) Discuss / Take action on Maintenance Budget overages**

J. Forss explained that the majority of the overages occurred in line items for Professional Services & Utility Services, such as electricity & sewer/water. He added that cost for those items in a new facility were difficult to estimate. He informed Committee that the overall budget deficit for the 2019 Maintenance Budget was \$16,162.29 & that funds would need to be requested to cover those deficits. Motion by D. Reis/S. Bjork to acknowledge deficit in 2019 Maintenance Dept. Budget in the amount of \$16, 162.29. Also to make formal request to Finance & Personnel Committee requesting this deficit be addressed with funds from the Contingency Fund; motion carried unanimously.

**13) Discuss / Take action on HVAC Service Agreements with TRANE**

J. Forss indicated that he had received a price on service agreements with Trane to service the HVAC equipment at the Courthouse, PCOB, & Law Enforcement Facility. He added that they have provided the service in the past & have been very good & reliable. Motion by S. Bjork/D. Auckland to approve a one year service contract with Trane, contingent upon review by Corp Counsel, in the amount of \$37,869; motion carried unanimously.

**14) Fair Groundskeeper report**

M. Kelly submitted written report & gave brief oral review of monthly activities that was accepted by the

Committee.

**15) Maintenance Supervisor report**

J. Forss submitted written report of monthly activities that was accepted by the Committee. He added that the Dept. worked on the new fitness room to move it alone a little quicker.

**16) Future Agenda Items**

- None at this time

**17) Next Meeting Date**

Next regular meeting set for Apr. 14<sup>th</sup>, 2020 at 4:00 p.m.; County Board Room.

**18) Adjournment**

Meeting adjourned at 5:12 p.m. by motion of S. Bjork/D. Auckland; motion carried unanimously.

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

**PIERCE COUNTY  
BUILDING COMMITTEE MEETING AGENDA  
Tuesday, March 10, 2020 – 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 Feb. 11, 2020 meeting	Members
4.	Discuss / Take action on the equipment & services trade with the River Falls FFA Alumni	Webb
5.	Discuss / Take action on the Cheese Curd Festival using the Campus Parking lots during their festival	Forss
6.	Discuss space needs	Forss
7.	Discuss Annex and Blue Building projects progress	Forss
8.	Discuss / Take action on hiring the Braun Intertec Corp. to do a structural assessment for the Seyforth Building	Forss
9.	Discuss / Take action on Round Barn foundation work bids	Kelly
10.	Discuss / Take action on Rabbit/Poultry Building roof material bids	Kelly
11.	Discuss / Take action on bids for bleacher repair parts	Kelly
12.	Discuss / Take action on Maintenance Budget overages	Forss
13.	Discuss / Take action on HVAC Service Agreements with TRANE	Forss
14.	Fairgrounds Keepers' Report	Kelly
15.	Maintenance Supervisors' Report	Forss
16.	Future Agenda Items	Members
17.	Next Meeting Date (2 <sup>nd</sup> Tuesday: Apr. 14th)	Members
18.	Adjourn	Members

A quorum of county board supervisors may be present.

03/04/2020 cjk

**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
February 11, 2020 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**



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

**2020 - 02**

**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:

Mike Kahlow            District #6  
Scott Bjork             District #7  
Dale Auckland         District #12  
Jerry Kosin             District #15

Absent/Excused:

Dan Reis               District #13

Also present: Jerry Forss-Maintenance Supervisor, Matt Kelly-Fair Groundskeeper, Jason Matthys-AC & Jamie Feuerhelm-County Clerk.

**1b) Public Comment**

None

**2) Agenda Adopted**

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

**3) Minutes Approved**

Motion by M. Kahlow/S. Bjork to approve minutes of the Jan. 14<sup>th</sup>, 2020 meeting; motion carried unanimously.

**4) Discuss space needs**

J. Forss indicated that staff is still moving some Humans Services personnel to space available in Public Health, but nearly finished. Also that Veterans' Service Office has requested secured paper storage space, in the former jail area. No action taken.

**5) Discuss progress of the Blue Building, Annex and Seyforth Building projects**

J. Forss stated that Market & Johnson was in discussions with one of the contractors for Blue Building work to help identify the wide difference in bids submitted.

Market & Johnson also looking at Annex Project & will draft a remodeling plan to submit to State of Wisconsin.

Markey & Johnson also engaged in conversation with engineering firm with regards to Seyforth Building roof repair/replacement. Engineering firm offered an estimate to research the project, draft a plan to address areas of concern, & provide bid documents. Committee directed J. Forss to pursue getting a quote from the engineering firm emphasizing roof replacement & the added insulation, along with the structural integrity of the roof. No action taken.

**6) Discuss / Take action on the bids from Bruce Andrews Seamless Gutters for the replacement of the hail damaged roofs whose values were depreciated by the insurance company**

J. Forss explained that the remaining roof repairs have been approved by the County Board & the funds appropriately transferred so these roofs could now be repaired. Motion by M. Kahlow/S. Bjork to approve bids on 15 roofs from Bruce Andrews Seamless Gutters in the amount of \$465,114.75, with a completion date of July 15, 2020; motion carried unanimously.

**7) Discuss / Take action on purchase of 6 new campus refrigerators**

J. Forss explained that there were six refrigerators in the Courthouse, Annex, Blue Building & PCOB break areas that were all quite old & certainly far from energy efficient. As a means to update these units & save some energy costs he suggested replacing them. He added that Focus on Energy would offer a \$20 rebate on all qualifying units. He obtained pricing from four vendors as follows: Best Buy-Richfield, MN for \$2,999.98; Menards-Red Wing, MN for \$3,494.96; Lowes-Oak Park Heights, MN for \$3,591; Amundson Appliance-Eau Claire, WI for \$4,116.20. Motion by to approve purchase of six refrigerators from Best Buy-Richfield, MN in the amount of \$2,999.98 with funds from Campus Improvements-2018 & projects approved in 2019 Budget-Building Outlay; motion carried unanimously.

**8) Discuss / Take action on purchase of bleachers for the Drewiski Building**

M. Kelly explained that the old bleachers are too wide & interfered with activities & walkways. He suggested replacing old ones with four row aluminum bleachers. He added that funds were included in the 2020 Budget for this purpose. Quotes were obtained from five vendors as follows: Kay Park Recreation for \$3,800.20; Lee Recreation for \$4,026; The Park for \$4,140; Park Warehouse for 4,250; & Northstar Equipment for \$5,935. Motion by S. Bjork/M. Kahlow to approve purchase of bleachers from Kay Park Recreation in the amount of \$3,800.20 with funds from Building Outlay-Fairgrounds Improvements; motion carried unanimously.

**9) Discuss the Maintenance Department 2019 Annual Report**

J. Forss submitted the Departments 2019 Annual Report that would be presented to the full County Board in April. He asked if the Committee had any questions or comments about the report before he submitted it to Administration. Committee reviewed report & offered no comments or questions.

**10) Fair Groundskeeper report**

M. Kelly submitted written report & gave brief oral review of monthly activities that was accepted by the Committee.

**11) Maintenance Supervisor report**

J. Forss submitted written report of monthly activities that was accepted by the Committee. J. Matthys added that he & staff have modified some maintenance staff assignments & duties to address some efficiencies regarding cleaning & maintenance at County facilities. Changes will be implemented in March 2020 & reviewed over the course of six months to determine suitability.

**12) Future Agenda Items**

- Round Barn concrete work
- 2019 Budget overtures

**13) Next Meeting Date**

Next regular meeting set for Mar. 10<sup>th</sup>, 2020 at 4:00 p.m.; County Board Room. Supervisor M. Kahlow indicated that he may not be able to attend this meeting.

**14) Adjournment**

Meeting adjourned at 4:44 p.m. by motion of M. Kahlow/S. Bjork; motion carried unanimously.

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



**PIERCE COUNTY  
BUILDING COMMITTEE MEETING AGENDA  
Tuesday, February 11, 2020 – 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 January 14, 2020 meeting	Members
4.	Discuss space needs	Forss
5.	Discuss progress of the Blue Building, Annex and Seyforth Building projects	Forss
6.	Discuss / Take action on the bids from Bruce Andrews Seamless Gutters for the replacement of the hail damaged roofs whose values were depreciated by the insurance company	Forss
7.	Discuss / Take action on purchase of 6 new campus refrigerators	Kelly
8.	Discuss / Take action on purchase of bleachers for the Drewiski Building	Kelly
9.	Discuss the Maintenance Department 2019 Annual Report	Members
10.	Fairgrounds Keepers' Report	Kelly
11.	Maintenance Supervisors' Report	Forss
12.	Future Agenda Items	Members
13.	Next Meeting Date (2 <sup>nd</sup> Tuesday: Mar. 10th)	Members
14.	Adjourn	Members

A quorum of county board supervisors may be present.

02/05/2020 cjk

**APPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
January 14, 2020 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**



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

**2020 - 01**

**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:

Mike Kahlow            District #6  
Scott Bjork             District #7  
Dan Reis                District #13  
Jerry Kosin              District #15

Absent/Excused:

Dale Auckland        District #12

Also present: Jerry Forss-Maintenance Supervisor, Matt Kelly-Fair Groundskeeper, & Jamie Feuerhelm-County Clerk.

**1b) Public Comment**

M. Kelly informed Committee that the Red Cross blood drive went well with 18 county employees & 8 other people from the public participating. He added that the Red Cross really liked using the Seyforth Building for this type event because it met all their needs as far as space, access to electricity, & restrooms.

**2) Agenda Adopted**

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

**3) Minutes Approved**

Motion by S. Bjork/M. Kahlow to approve minutes of the Dec. 10<sup>th</sup>, 2019 meeting; motion carried unanimously.

**4) Discuss space needs**

J. Forss indicated that staff had moved some Humans Services personnel to space available in Public Health. Also that converted storage space in the old jail had been completed for the District Attorney's Office & the County Clerk. No action taken.

**5) Discuss progress of the Blue Building work**

J. Forss stated that he had not heard back yet from Market & Johnson on this project. No further discussion.

**6) Discuss roof replacement progress**

Chairman D. Reis stated he had spoken with other supervisors on the Board & they expressed what their concerns were on this project. He thought they were primarily concerned with what was being proposed for the Seyforth Building & getting only one bid. No action taken.

**7) Discuss / Take action on elevator maintenance contracts**

J. Forss explained that Corp. Counsel suggested some changes to the contract with KONE for maintenance of all elevators. The contract was changed from 5 years to 4 years along with other legal language changes. Motion by S. Bjork/M. Kahlow to approve 4 year contract with KONE, Inc. for elevator maintenance in three buildings, Courthouse, PCOB, Law Enforcement Facility; motion carried unanimously.

**8) Fair Groundskeeper report**

M. Kelly submitted written report & gave brief oral review of monthly activities that was accepted by the Committee.

**9) Maintenance Supervisor report**

J. Forss submitted written report & gave brief oral review of monthly activities that was accepted by the Committee.

**10) Future Agenda Items**

- Blue Building project
- 2019 Budget overtures
- Roof repairs & replacements update

**11) Next Meeting Date**

Next regular meeting set for Feb. 11<sup>th</sup>, 2020 at 4:00 p.m.; County Board Room.

**12) Adjournment**

Meeting adjourned at 4:39 p.m. by motion of M. Kahlow/S. Bjork; motion carried unanimously.

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

**PIERCE COUNTY  
BUILDING COMMITTEE MEETING AGENDA  
Tuesday, January 14, 2020 – 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 December 10, 2019 meeting	Members
4.	Discuss space needs	Forss
5.	Discuss progress of the Blue Building work	Forss
6.	Discuss roof replacement progress	Forss
7.	Discuss / Take action on elevator maintenance contracts	Forss
8.	Fairgrounds Keeper Report	Kelly
9.	Maintenance Supervisors' Report	Forss
10.	Future Agenda Items	Members
11.	Next Meeting Date (2 <sup>nd</sup> Tuesday: Feb. 11th)	Members
12.	Adjourn	Members

A quorum of county board supervisors may be present.

01/08/2020 cjk



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