

**AMENDED
PIERCE COUNTY
BUILDING COMMITTEE MEETING AGENDA
Monday, June 05, 2017 – 3:30 p.m.
Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI**

#	Action	Presenter
1.	Call to order.	Chair
2.	Establish quorum.	Chair
3.	Establish and adopt agenda.	Members
4.	Committee will receive public comments not related to agenda items.	
5.	Approve minutes of the April 11, 2017 and May 09, 2017 meetings.	Members
6.	Discuss/Take action on <i>new</i> janitor position.	Members
7.	Adjourn	Members

A quorum of county board supervisors may be present.

05/23/17 ck

* Amended 05/23/17 - 3:35pm

**UNAPPROVED MINUTES OF THE
BUILDING COMMITTEE MEETING HELD
April 11, 2017 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**

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

2017 - 06

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.

2) Those Present

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

Members present:

Scott Bjork District #7

Ken Snow District #9

Dan Reis District #13

Jerry Kosin District #15

Absent/Excused:

Mike Kahlow District #6

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

3) Agenda Adopted

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

4) Public Comment

J. Forss & M. Kelly informed Committee that Assistant Corp Counsel Jason Fey drafted additional contract language to address the issue of moving barricades back to designated positioning. M. Kelly added that this language would be added to all contracts for those wanting to use the grandstands track area.

J. Forss informed Committee that they had to purchase new batteries for fairgrounds golf cart at a cost of approx. \$500 & funds were available in the fairgrounds budget to cover this cost.

Supervisor S. Bjork made note of the tree work being done on the fairgrounds indicating that he noticed some of the trees were very hollow & was good that they were professionally removed to prevent possible future damage.

5) Minutes Approved

Motion by J. Kosin/S. Bjork to approve minutes of the Mar. 8th, 2017; motion carried/passed unanimously.

Motion by S. Bjork/J. Kosin to approve minutes of the Mar. 13th, 2017; motion carried, K. Snow abstained.

Motion by S. Bjork/K. Snow to approve minutes of the Mar. 23rd, 2017; motion carried, D. Reis abstained.

6) Discuss space needs and potential uses of annex

Supervisors S. Bjork & K. Snow stated that they were not particularly in favor of any of the proposals presented. S. Bjork added that the sooner the Courts could move next to the new jail facility the better. He indicated he was not in favor of spending a lot of money for a Courthouse that would still not be very secure. Supervisor K. Snow stated he thought a temporary fenced sally port could be used for now to transport inmates from the jail to the Courts. Supervisor J. Kosin indicated he would rather see a building of some sort for this purpose. Committee discussed possible options that may be used for a sally port. AC J. Miller indicated she could attempt to contact someone with knowledge about the regulations on such a structure to

determine what regulations & specifications would need to be met. Committee discussed what their recommendation would be to the County Board with regard to the study & future plans. Chairman D. Reis indicated he thought the Committee should have a unified direction to recommend to the Board. Supervisor K. Snow indicated that the jail facility needed to be completed & occupied first then see how things proceed from there. Committee discussed possible recommendations. They expressed the need to finish jail project first, using existing sally port for inmate transport & not doing anything more at this point. Perhaps revisit the issue again after the new facility has been operating for six months.

7) Discuss questions for the Corporation Council office regarding fairground buildings and policies

J. Forss indicated that he had discussion with Corp Council Brad Lawrence with regard to the issue of current & future buildings on the fairgrounds. He stated that Mr. Lawrence would like to have a list of more specific questions before attending a meeting so that he would have time to do the research if needed. Chairman D. Reis indicated that he would have further contact with Committee members & have a discussion with Mr. Lawrence about the questions they have.

8) Maintenance Supervisor report

J. Forss submitted written report & was accepted by Committee. He added that he met with new jail facility transition team as well as other members of Sheriff's Dept. & contractors to prepare for the opening of the facility.

9) Fair Groundskeeper report

M. Kelly submitted written report & was accepted by Committee. He added he was primarily busy with removal of winter storage in the buildings.

10) Future Agenda Items

- Policy for new construction on fairgrounds
- Discussion on conversion plans & costs for Sheriff's Dept. radio equipment in Annex garage
- Discuss space for a unified finance department
- Discuss options for cleaning of new jail facility

11) Next Meeting Date

Next regular meeting set for May 9th, 2017 at 4 p.m.; County Board Room.

12) Adjournment

Meeting adjourned at 5:16 p.m. by motion of K. Snow/S. Bjork; motion carried/passed unanimously.

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

**UNAPPROVED MINUTES OF THE
BUILDING COMMITTEE MEETING HELD
May 9, 2017 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



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

2017 - 07

1) Meeting Convened

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Vice-Chairman Jerry Kosin called the meeting to order at 4:00 p.m.

2) Those Present

A quorum was established acknowledging 3 members present; 2 excused.

Members present:

Mike Kahlow District #6

Scott Bjork District #7

Jerry Kosin District #15

Absent/Excused:

Ken Snow District #9

Dan Reis District #13

Also present: Jerry Forss-Maintenance Supervisor, Matt Kelly-Fair Groundskeeper, JoAnn Miller-Administrative Coordinator, Jamie Feuerhelm-County Clerk, Jim Geraets-resident, Meghan Geraets-resident, & Matthew Lambert-Press (PC Herald).

3) Agenda Adopted

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

4) Public Comment

None.

5) Minutes Approved

Committee took no action to approve minutes of Apr. 11th, 2017 for lack of members present at that particular meeting.

6) Discuss/Take action on request from The Ellsworth Area Chamber of Commerce to use the PCOB parking lot

Maintenance Supervisor J. Forss explained that the group requested to use the PCOB parking lot as a shuttle point for people to park & be bused to the East End park for Cheese Curd Days festivities. AC J. Miller added that the bus would pick individuals up on nearby streets so bus would not be parked on the lot in the event of extremely hot days. Motion by S. Bjork/M. Kahlow to approve request for Ellsworth Area Chamber of Commerce to use PCOB parking lot during Cheese Curd Day festival; motion carried unanimously.

7) Discuss space needs and potential uses of the Annex

AC J. Miller requested to research places & possibilities to create a uniformed finance department, possibly combining personnel from a few other departments in one working office space. She added that at some point other offices &/or departments would have to move. Committee agreed to move forward with the idea. No action taken.

8) Discuss policies for new building construction on the Fairgrounds

J. Forss submitted presented & read a response from Corp Counsel Bread Lawrence with regard to who owns the structures as well as the land & that the Committee in essence has the final authority whether to grant new construction on the fairgrounds or not on a case by case basis. No action taken.

9) Discuss/Take action on putting a Sheriff's Department radio equipment room in the Annex garage

J. Forss presented estimates to covert one space of Annex garage into equipment room for Sheriff's Dept. He explained three options & their associated cost estimates; he recommended option #1 at an estimate of \$33,238. The Committee concurred as long as it met Law Enforcement requirements. Mr. Forss indicated that the Law Enforcement Committee would be meeting on this issue tomorrow. Motion by S. Bjork/M. Kahlow to approve the conversion of Annex garage space to radio equipment room for Sheriff's Dept.; motion carried unanimously.

10) Discuss options for cleaning plans of the new jail facility

J. Forss explained that the current plan to clean new jail facility was to move a current staff member who currently cleans Annex area, to the new facility. He added that depending on the time of year the person would be directed to stop back at Courthouse at end of shift to check doors & move cars inside during winter. Also that cleaning contracts were being researched. No action taken.

11) Discuss/Take action on dumpster service at the new jail facility

J. Forss stated that he had obtained costs from P.I.G. within the last year for the Courthouse campus because they were less costly. He requested to use the same service rather than soliciting for estimates again. Motion by M. Kahlow/S. Bjork to approve refuse pickup service from P.I.G. for one dumpster at the new jail facility; motion carried unanimously.

12) Discuss/Take action on moving the Courthouse dumpster from the mud to the parking lot

J. Forss presented proposal to move Land Management vehicle parking stall to PCOB reserved parking lot. Move the current handicap parking stall to allow for the dumpster to be placed on the pavement. Motion by M. Kahlow/S. Bjork to approve the change; motion carried unanimously.

13) Discuss/Take action on sending the Maintenance supervisor to a 1 day TRANE building automation seminar

J. Forss explained that the Trane company will be holding a one day training seminar in St. Paul, MN. The training is with the same equipment the County currently has for heating & air conditioning. Committee indicated the training would not only be beneficial but should likely be required in order to operate a system of this size. Motion by S. Bjork/J. Kosin to approve training for maintenance supervisor; motion carried unanimously.

14) Discuss/Take action on the purchase of a roof ladder and a roof hatch railing for the Annex roof

J. Forss explained that there is currently no safety rail for entry/exit hatch or a means to change for one level of the roof to the other. He explained that there is about a five foot difference between the two heights. Motion by S. Bjork/M. Kahlow to approve safety railing & ladder in the amount of \$1,225 from the Storm Company; motion carried unanimously.

15) Discuss/Take action on possible changes to the Personnel Policy to allow a reimbursement to Maintenance Dept. employees who are required to wear protective footwear and safety glasses

J. Forss explained that based on their job descriptions staff or required to wear safety equipment. He added that the current Personnel Policy allows an allowance to employees of the Highway Dept. to be reimbursed

for some of these costs. He was requesting that the Policy be changed so that it also included Maintenance Dept. employees. Supervisor M. Kahlow questioned whether there might be other department employees that should be considered to be added to the Policy as well. He suggested that perhaps discussions with the Corp. Counsel's Office may be in order before drafting the final document that would eventually be brought before the whole County Board. Motion by M. Kahlow/S. Bjork to approve adding Maintenance Dept. employees to the sections of the Pierce Co. Personnel Policy that allow reimbursement to employees for safety equipment; motion carried unanimously.

16) Fair Groundskeeper report

M. Kelly submitted written report & was accepted by Committee. He added that tree trimming & removal had been completed.

17) Maintenance Supervisor report

J. Forss submitted written report & was accepted by Committee. He added that advertising to hire a new maintenance technician had begun, because the former employee resigned. Also that the County received a couple rebate checks from Focus on Energy for recent upgrades on lighting & water heater replacement that amounted to \$6,600.

18) Future Agenda Items

- Update on conversion plans & costs for Sheriff's Dept. radio equipment in Annex garage
- Discuss space for a unified finance department

19) Next Meeting Date

Next regular meeting set for June 13th, 2017 at 4 p.m.; County Board Room.

20) Adjournment

Meeting adjourned at 4:56 p.m. by motion of M. Kahlow/S. Bjork; motion carried/passed unanimously.

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

2018 PERSONNEL INFORMATION

PROPOSED NEW PERSONNEL

DEPARTMENT Maintenance

PROGRAM _____

Position	P/T	FTE	7 hr./ 8 hr.	Wage Rate	Benefit Cost	Other Costs (Space, equipment)	Justification for position (Including % County Funds)
Janitor	P	1.0	8	Grade D Step 3 Adj. \$14.93 Hr. \$31,063.50 For 12 months	FICA \$1,925.94 MED \$450.42 Retire \$2,112.32 Family Health \$27464.40 2017 Rates	0	100% County Funds Current plan is to have this person spend 50% of their time at the new facility and the other 50% at the Courthouse/Annex. Once the Annex gets its space reallocated, the most cost effective way to clean the 3 buildings would be to have 1.5 Janitors per building. This would also give a janitor to fill one of the 100% positions when they are gone on vacations or sick time.
No new positions requested for the Fairgrounds							

P/T:
Permanent
Temporary

FTE:
Full time equivalency
(Percentage of time)

7 HR./8 HR.
7 hr. base employee
8 hr. base employee

WAGE RATE
Indicate hourly & annually

BENEFIT COST:
FICA 6.2%
Medicare 1.45%
Retirement
Health Insurance
(annual cost)

Janitor new employee figures for 2018

Position	Name	Hours	Wage Rate	Wages	#111 Adj Wage	#151 FICA	#152 Retire-ER 6.2	#161 Medicare 6.8	#154 Health Ins 1.45
Janitor	New Employee	2080	14.75	\$30,680.00	\$31,063.50	\$1,925.94	\$2,112.32	\$450.42	\$27,464.40
Health insurance & retirement is at 2017 rate. Adjusted wage is \$14.93 per hour				TOTAL COST:		\$63,016.58		Family Wellness Met	

Pierce County Staffing Plan

Department: Maintenance

Date of Last Revision: 05/19/2017

Classification

Break out by unit if applicable

Permanent

Position	Person in Position	FTE	FTE Basis	R / NR / E	Status	Notes
Maintenance Supervisor	Jerry Forss	1.0	2080	NR	F	Tentative fill and start date of 07-05-2017
Fairgrounds Keeper	Matt Kelly	1.0	2080	NR	F	
Maintenance Technician	Todd Kirschbaum	1.0	2080	R A-C	F	
Maintenance Technician	Vacant	1.0	2080	R A-C	F	
Janitor	Paul Fellman	1.0	2080	R A-C	F	
Janitor	Jason Hove	1.0	2080	R A-C	F	

Temporary – Seasonal

Position	Person in Position	Hours	Notes

Temporary – Project

Position	Person in Position	Hours	Notes

Temporary – Other

Position	Person in Position	Hours	Notes

Independent Contractor and Non-County Employees

Service	Provider / Name *	Hours or Cost

Use the following codes when filling out the permanent classification section:

R / NR / E :	R A-C (Courthouse)	R A-HS (Human Services)	R A-H (Highway)
	R LAW-PH (Public Health)	R LAW-LE - (Law Enforcement)	R T-HS
	NR – Non Represented	E - Elected	

Status:	F - Filled	V – Vacant (eligible to be filled)	I - inactive
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