

Building, Grounds & Parks Committee

December 13, 2007

Jury Room

Call Meeting to Order: Diane Albrecht called the meeting to order at 9:15 a.m.

Members Present: Diane Albrecht, and Mary Bix

Members Absent: Chuck Zenner - Excused

Other Attendees: Jeff Ludwig and Bruce Strama

Approve Minutes and agenda: Bix/Albrecht to approve the minutes of the December 7, 2007 meeting and the agenda. The motion carried.

Discuss and act on the purchase of a snowmobile for the Maintenance Department:

Jeff Ludwig reported that he had contacted Dr. James Robinson in reference to the purchase of a 1998 Arctic Cat snowmobile similar to the one currently being used for grooming the trails at the Perkinstown Winter Sports Area. Robinson was asking \$1,700 for the snowmobile and also offered to sell his snowmobile trailer for \$100 which according to Ludwig would be useful as the Maintenance Department does not have one now. Following discussion Bix/Albrecht to purchase both the 1998 Arctic Cat snowmobile and trailer as discussed for a total cost of \$1,800.00. The motion carried.

Next Committee Meeting: The next meeting of the Building, Grounds & Parks Committee was scheduled for January 18, 2008 at 11:00 a.m.

Adjournment: With no further business, Bix moved to adjourn the meeting; Albrecht seconded. The motion carried. The meeting was adjourned at 9:18 a.m.

Bruce P. Strama, County Clerk

Building, Grounds & Parks Committee

December 7, 2007

County Board Room

Call Meeting to Order: Diane Albrecht called the meeting to order at 11:00 a.m.

Members Present: Diane Albrecht, Mary Bix and Chuck Zenner

Members Absent: All members were present.

Other Attendees: Jeff Ludwig, Herbert Archibald, Bruce Strama and Luke Klink (The Star News)

Approve Minutes: Bix/Zenner to approve the minutes of the August 31, 2007 meeting. The motion carried.

Approve Agenda: Bix/Zenner to approve the agenda. The motion carried.

Review and act on a request for upkeep by maintenance staff on the Campus Trail System and possible snowmobile purchase: Jeff Ludwig reported that he had been contacted by Friends of the Campus Trail member Michael Haase requesting that the county aid in maintaining the trail which is on county property. Haase has been active in both development and maintenance of the trail, but will be relocating outside the county and therefore unable to continue. Haase also requested that the county claim ownership of any equipment used for maintenance of the trail for insurance purposes and has offered his snowmobile for sale if the county is interested for grooming the trail for skiing during the winter. Herbert Archibald noted that he would be willing to groom the trail if the county would supply the equipment. Ludwig felt that summer maintenance would not be a problem and there would be minimal time spent maintaining the trail in the winter with Archibald's assistance. There was discussion of options for snowmobile purchase which ranged from purchasing a new snowmobile and moving the ten year old snowmobile currently used at the Sports Area to the campus location to purchasing other used sleds including the one from Haase. The snowmobile owned by Haase and currently used to groom the Campus Trail does not have reverse and may be too small to pull the groomer used to groom the trails at Perkinstown therefore it was the opinion of the Committee that purchasing that machine would not be a good option. There was further discussion of options prior to a Bix/Zenner motion to agree to assume ownership of any equipment donated to the county by the Friends of the Campus Trail, to increase the trail maintenance on the Campus Trail by the Taylor County maintenance staff and to have Ludwig investigate further the options available for purchase of a suitable used snowmobile for the purpose of grooming the Campus Trail and back-up for the Winter Sports Area. The snowmobile purchase to be acted on by the Committee at the next meeting. The motion carried.

Discuss and act on a proposal to lease space on the county owned tower by db Wireless, Inc: Strama distributed a copy of the page of the lease that was relevant to time frame and charges for placing a wireless antenna mast on a county owned tower. Strama noted that he had contacted Glenn Ogle and questioned if the tower construction was suitable for placement of the antenna mast, which Ogle confirmed. Strama and Ludwig, along with Corporation Counsel had reviewed the contract and found it to be appropriate. The monthly rent would be \$500.00 and the initial agreement would be for three years. Following further discussion it was decided that Strama should check on rental charges being offered in surrounding counties for antenna placement prior to any action on the contract. The item will be placed on a future agenda.

Discuss and act on options for window blind replacement on newly installed courthouse windows: Ludwig has been contacted in reference to allowing departments to install new blinds on the windows in their respective offices using their own funds rather

than waiting for the Maintenance Department to budget for replacement. Ludwig stated that the offices on the west side of the Courthouse, affected most by the sun would be considered first, but that installation of the trim needs to be done prior to blind replacement. The Committee decided that Ludwig should only give several options for blinds in order to somewhat standardize the appearance. Bix/Zenner to allow purchase by individual departments using respective department funds but to only allow several options with approval from Ludwig required prior to purchase. The motion carried.

Courthouse project update: Ludwig reported that the project was complete except for interior trim and that the project had gone smoothly. He stated that the contractor had done a considerable amount of work at no cost with the majority of any additional charges coming from repairs required to the metal band near the top of the courthouse which was rusted through in many areas. He also noted that the windows that were removed were in terrible shape and that the window replacement has already shown positive signs of savings in heating and cooling due to lessening the amount of escaping air.

Discuss and act on possible UPS inspection: Ludwig reported that an inspection of the unit designed to assure power at all times especially in the event of loss of initial power until the generator takes over is suggested. The cost of the inspection is approximately \$3, 000 and would not include any maintenance to the system. Ludwig questioned whether he should schedule the inspection or extend use without an inspection. Ludwig had contacted the Information Technology Department and it doesn't seem it would be an issue. There was further discussion with some concern of the affect it may have on the Jail and or Dispatch, with Mary Bix to check on any issues. This item will be placed on a future agenda for action following Bix's research.

Maintenance Report. Ludwig distributed a copy of the report and reviewed it with committee members.

Next Committee Meeting: The next meeting of the Building, Grounds & Parks Committee will be at the call of the chair due to possible action required for the purchase of a snowmobile.

Adjournment: With no further business, Bix moved to adjourn the meeting; Zenner seconded. The motion carried. The meeting was adjourned at 12:07 p.m.

Bruce P. Strama, County Clerk

Building, Grounds & Parks Committee

August 31, 2007

County Board Room

Call Meeting to Order: Diane Albrecht called the meeting to order at 11:08 a.m.

Members Present: Diane Albrecht, Mary Bix and Chuck Zenner

Members Absent: All members were present.

Other Attendees: Jeff Ludwig, Bruce Strama and Luke Klink (The Star News)

Approve Minutes: Zenner moved to approve the minutes of the July 6, 2007 meeting along with the agenda; Seconded by Bix. The motion carried.

Review and act on snowplow bid for 2008: Jeff reported that David Hartl & Sons has submitted a snowplowing bid for 2008. The quote received is unchanged from the \$8,000 bid received for 2007. Bix/Zenner to approve the \$8,000 bid received from David Hartl & Sons for snowplowing in 2008. The motion carried.

Discuss and act on 2008 Maintenance Department budget: Ludwig distributed copies of the proposed 2008 Maintenance Department budget which had a 1.4% increase in operating expenses when compared to the 2007 budget. Following review of the budget, Bix/Zenner to approve the 2008 Maintenance Department budget as submitted. The motion carried.

Discuss and act on amendment of the resolution approving 50% match of recreational Boating Facility Grant: Strama distributed copies of the resolution amending the original and reviewed it with committee members. He stated that the original resolution tied the county's match to a grant which in all likelihood will not be approved, making the amendment necessary. Following the review, Zenner/Bix to approve the amended resolution approving the 50% match of transmission line impact fees to outside funding not specifically to state grant monies. The motion carried.

Maintenance Report. Ludwig distributed a copy of the report and reviewed it with committee members noting that he felt the \$1,800 expense for the asbestos inspection at the Federal Building was excessive. The good news was that there was no asbestos located so no abatement is required.

Courthouse project update: Ludwig reported that the project was on schedule excepting the window replacement which had begun today, but that there should be no problem completing it on schedule.

Next Committee Meeting: The next meeting of the Building, Grounds & Parks Committee will be October 12, 2007 at 11:00 a.m.

Adjournment: With no further business, Bix moved to adjourn the meeting; Zenner seconded. The motion carried. The meeting was adjourned at 11:47 a.m.

Bruce P. Strama, County Clerk

Building, Grounds & Parks Committee

July 6, 2007

County Board Room

Call Meeting to Order: Diane Albrecht called the meeting to order at 11:16 a.m.

Members Present: Diane Albrecht, Mary Bix and Chuck Zenner

Members Absent: All members were present.

Other Attendees: Brad Ruesch, Dave Bizer, Joanne Schneveis, Bruce Strama and Luke Klink (The Star News)

Approve Minutes: Zenner moved to approve the minutes of the June 1, 2007 meeting; Seconded by Bix. The motion carried.

Approve Agenda: Zenner moved to approve the agenda with 6 items; Bix seconded. The motion carried.

2006-2007 Perkinstown Winter Sports Area Report: Joanne Schneveis was present to report on finances and other Sports Area related issues. She reported that taking into consideration tubing ticket and food sales the net profit for the 2006-2007 season after labor expense and food purchases was approximately \$764.54. Ludwig conferred that his figures were similar but that the figure does not take into consideration Schneveis' wage. Taking her wage into consideration the net loss at the Area was approximately \$2,000.00. Schneveis reported that there were 1415 general admission tubers, 930 students associated with school groups and 102 tubers three years of age and under that tube at no charge. She also stated that Friday nights have generally been fairly busy. The tubing hill was not open until the third weekend in January due to lack of snow, which has been the case the past several years. Schneveis has been contacting additional school districts in an attempt to increase usage and revenue, and continues to look for other avenues for generating revenue through sales. There was further discussion concerning the possibility of reducing labor expenses in the future. Following discussion committee members agreed that the Area is an important service to the citizens of Taylor County, thanking Schneveis for presenting the Report.

Review bids for courthouse window replacement and tuck pointing project and act as necessary: Strama distributed copies of the summary prepared by Deputy County Clerk Jacky Peterson of the bid opening process held on July 2, 2007 at 10:00 a.m. Ludwig reported that there were three bids for tuck pointing and window replacement and one bid for the windows. He also stated that two of the three bids for tuck pointing and window replacement were received late. Those two bids, one from Huotari Construction Inc. and the other from Switlick & Sons Inc. were opened subject to approval of the bid from Finnegan Construction Inc. the only bid for tuck pointing and window replacement received on time. The bids received were \$99,985.00 by Finnegan Construction Inc, \$118,470.00 by Huotari Construction Inc. and \$392,400.00 by Switlick & Sons Inc. The only bid for the windows was from Weathershield at \$45,750.06. Bix asked if Ludwig had references for Finnegan Construction Inc. Ludwig stated that all references he has received were positive. Following further discussion Bix/Zenner to accept the \$99,985.00 bid of Finnegan Construction for tuck pointing and window replacement and the bid of \$45,750.06 from Weathershield for the windows. The motion carried. Ludwig then informed committee members that the total amount of those bids is \$127,568.00, \$11,568.00 in excess of the \$116,000.00 in power line impact fees designated for funding the project. The increase was due to the scope of the project which changed somewhat following the contractor pre-bid walk-through. In addition to the \$11,568.00 overrun in building expense, an approximate \$8,000.00 expense for the architect will also need to be addressed. There was discussion of either requesting additional impact fees in order to obtain the additional finances or requesting a transfer from the contingency fund with the consensus that a request should

be made to the Finance Committee for a transfer from the Contingency Fund in the amount the actual cost will exceed the original \$116,000.00 approved by the County Board. Strama was directed to place the request on the July 12, 2007 Finance Committee agenda. Ludwig will attend the meeting to present the request.

Maintenance Report. Ludwig gave a verbal report on maintenance activities which included general park activities. He did note that there will be an asbestos inspection of the boiler system to be replaced at the Federal Building. He felt there may be some asbestos on the pipe joints, but it should not be a problem. He also reported that the paving project has been completed at the fairgrounds. According to Ludwig the Farmer's Market seems to be flourishing.

Next Committee Meeting: The next meeting of the Building, Grounds & Parks Committee will be August 10, 2007 at 11:00 a.m.

Adjournment: With no further business, Zenner moved to adjourn the meeting; Bix seconded. The motion carried. The meeting was adjourned at 12:09 p.m.

Bruce P. Strama, County Clerk

Building, Grounds & Parks Committee

June 1, 2007

County Board Room

Call Meeting to Order: Diane Albrecht called the meeting to order at 11:00 a.m.

Members Present: Diane Albrecht, Mary Bix; Chuck Zenner arrived at 11:05 a.m.

Members Absent: All members were present.

Other Attendees: Jeff Ludwig, Charlotte Bolz, Bruce Strama and Luke Klink (The Star News)

Approve Minutes: Bix moved to approve the minutes of the March 30, 2007 meeting; Seconded by Albrecht. The motion carried.

Approve Agenda: Bix moved to approve the agenda with 10 items; Albrecht seconded. The motion carried.

Review county building rental policy and act if necessary. Charlotte bolz, member of the Chiquamegon Bird Club was present to express concern over the charge for use of the Community Center for their meetings. She stated that they had not been charged prior to the updating of the rental policy effective in January of 2007. She requested that as the Club is a non-profit organization that they be allowed to use the building at no charge. Ludwig reviewed the reasoning which prompted the charge for all users and felt that there are many non-profit organizations that do good things in the county but that the policy must be consistant with all groups or organizations using county facilities. The committee members discussed the policy further and ageeing with ludwig declined changing the policy to allow any club, organization or individual to use county facilities at no or a lesser charge. Mrs. Bolz thanked members for consideration and stated that she understood their decision.

Discuss and act on bidding of courthouse window & tuck point project. Ludwig informed committee members that he has received and reviewed a draft of guidelines for bidding of the courthouse project prepared by Mudrovich architects. A copy was reviewed by members and following discussion, Zenner/Bix to approve beginning the bidding process.

Discuss and act on a 2007 Maintenance Department proposed projects. Ludwig reviewed the list of proposed projects which included Approximately \$2,000 for paving isles in the livestock barn at the fairgrounds; \$8,130 for replacement of the current airconditioning system for the east-side offices and county board room on the third floor; \$16,570 for installation of an 800 gallon hot water heater and necessary plumbing which would be used in summer months to heat the potable hot water in the courthouse which at present is heated using the main boiler system and is very inefficient; \$45,000 for repacement of the two boilers that currently heat the the federal building which have been repaired by welding rusted areas and are also very inefficient; \$16,000 for shingling a portion of the roof at the education center that was previously shingled in 1980 to include related soffet work. Ludwig noted that replacing the two boilers at the federal building and the installation of the water heater at the courthouse will be so cost efficient that the savings will pay for the projects in an estimated seven to nine years. Bix following a tour of the fairgrounds with a fairboard member asked that if there is sufficient funding in the fairgrounds budget that Ludwig consider upgrading the water system that supplies water to the livestock area as usage is great and there is insufficient water pressure for those users. Following further discussion Zenner/Bix to approve the projects as submitted. The motion carried.

Approve HVAC service contract. Ludwig reported that the cost of the HVAC service contract with Complete Control Inc. has increased by 3% to \$13,101.00 and requested

approval. Zenner/Bix to approve the \$13,101.00 service contract with Complete Control Inc. The motion carried.

Maintenance Report. Ludwig distributed copies of the report and reviewed it with committee members.

The committee went into closed session at 12:20 p.m. pursuant to Wis. Stats. 1985(1)(c) for the purpose of evaluating the maintenance director on a motion by Zenner and second by Bix.

Zenner/Bix to reconvene into open session at 12:28 p.m. pursuant to Wis. Stats. 1983 to act on matters discussed in closed session. Bix/Zenner to approve evaluation of the maintenance director as prepared in closed session. The motion carried.

Next Committee Meeting: The next meeting of the Building, Grounds & Parks Committee will be June 29, 2007 at 11:00 a.m.

Adjournment: With no further business, Bix moved to adjourn the meeting; Zenner seconded. The motion carried. The meeting was adjourned at 12:33 p.m.

Bruce P. Strama, County Clerk

BUILDING, GROUNDS & PARKS COMMITTEE

March 30, 2007

Chairperson Diane Albrecht called the meeting to order on Friday, March 30, 2007 at 11:00 a.m. Committee member Chuck Zenner was present along with Jeff Ludwig, Arlen Albrecht, Sharon and Erin Junger, Bruce Strama. Committee member Mary Bix arrived at 11:13 a.m. with Luke Klink (The Star News) arriving at 11:22 a.m.

Approve the minutes of the January 4, 2007 meeting. Zenner/Albrecht to approve the minutes of the previous meeting. The motion carried.

Approve the Agenda. Zenner/Albrecht to approve the agenda. The motion carried.

Discuss and act on a resolution approving use of power line impact fees to aid in the funding of the proposed reader-board sign at the HWY-64 and HWY-13 intersection. Strama noted that though the concept was approved at the previous meeting that he wanted approval of the resolution as worded. Zenner/Albrecht to approve the Resolution as written. The motion carried.

Discuss and act on Farmer's Market related issues. Arlen Albrecht introduced Sharon Junger and review the progress in developing guidelines and rules for participation. The Medford Farmers Market has adopted the rules suggested by the Building, Grounds & Parks Committee at a prior meeting, therefore there was no action necessary. Safety issues were discussed along with use of the area in front of the Multipurpose Building during the Taylor County Fair. Chuck Zenner will forward the discussion of use during the Fair to the Fair Board and relay that information to the Medford Farmers Market group.

Discuss and act on bidding process related to Courthouse project. Jeff Ludwig reported that he had contacted an architect and has received a quote for assistance in correctly bidding out the project. He stated that he does not feel comfortable bidding the project. The quote for assistance in bidding out the project was originally \$8,500.00 but Ludwig felt there was no need for on the job inspections. He felt he and the Department are capable of assuring proper installation. The architect agreed to reduce the cost by \$1,300.00 if the Maintenance Department inspects for proper installation. Bix/Zenner to approve contracting with an architect for up to \$7,200.00 for assistance in the bidding process for the window replacement project in the Courthouse. The motion carried.

Discuss and act on a resolution approving use of impact fees as a match for Miller Dam Project. Strama noted that he had been directed to have a resolution drafted following guidelines discussed at a prior meeting and wanted approval of the resolution as drafted. Bix/Zenner to approve submission of the resolution to the full County Board as drafted. The motion carried.

Maintenance Report. Ludwig distributed copies of the maintenance report and reviewed the Report with the committee.

Set next Building and Grounds meeting date. The next meeting date was set for April 27, 2007 at 10:00 a.m.

Bix/Zenner to adjourn the meeting at 11:51 a.m. The motion carried.

Bruce P. Strama, County Clerk

BUILDING, GROUNDS & PARKS COMMITTEE

January 4, 2007

Chairperson Diane Albrecht called the meeting to order on Thursday, January 4, 2007 at 10:00 a.m. Committee members Mary Bix and Chuck Zenner were present along with Lester Lewis, Jeff Ludwig, Brad Ruesch, Arlen Albrecht, Paul Webb, Bruce Strama and Luke Klink (The Star News).

Approve the minutes of the December 7, 2006 meeting. Zenner/Albrecht to approve the minutes of the previous meeting. The motion carried.

Approve the Agenda. Zenner/Albrecht to approve the agenda. The motion carried.

Discuss and act on request by Forestry Department to submit a grant for improvements at the Miller Dam Pavilion. Brad Ruesch has been working with the Miller Dam Lake Association in relation to expanding and improving the pavilion at the Miller Dam County Park. He reported that he has prepared a grant request for a 50% funding match from the Parks Development Program. The total estimated cost of the expansion is approximately \$24,300.00 of which \$12,150.00 would be paid through the grant if approved. Ruesch noted that the Jeff Ludwig will need to sign the grant application as he is the Parks Department Head. Ruesch has secured the necessary zoning permit for the proposed project. The Lake Association has also requested funding from the power line impact fees for the same project. There was extended discussion of the funding for the project as the Lake Association had previously intended to fund the project totally. Ruesch stated that since that time the Lake Association has initiated an additional project at Miller Dam which they have also requested power line impact fees for, which is Placement of an aerator with an estimated cost of approximately \$12,300.00. Lester Lewis and Ruesch felt that support of the Lake Association should be appreciated and that profits of the Association are invested back into the area as improvements. They also felt that the power line impact fees were initially earmarked for projects like those proposed by the Lake Association. When questioned about the need for expansion of the pavilion Ruesch felt it was warranted due to the extensive use of the area. Strama stated that the Building & Grounds committee does not know whether the request for impact fees will be approved so it would be difficult to guarantee any additional funding if the grant is approved. Ruesch stated that the grant if approved does not have to be accepted in the case that the matching 50% is not available, but declining the grant would not be a good idea. Committee members questioned whether the Lake Association would be able to provide the match if a request for impact fees is declined. Following further discussion, there was a Zenner/Bix motion to approve submission of the grant request for 50 % of the \$24,300.00 estimated cost of the Miller Dam Pavilion expansion, along with the submission of a request to the Finance Committee for the other 50% from impact fees. The motion carried. Ruesch was also directed to find out how much the Lake Association is willing to put forth toward the project, which would be deducted from the impact fee portion.

Discuss and act on power line impact fee request for reader-board sign at the HWY -64 and HWY-13 intersection. Arlen Albrecht and Paul Webb were present to request that the Building & Grounds Committee join the Tourism Committee in requesting \$14,170.00 of power line impact fee funding for a reader-board which would be placed at the HWY-13 & 64 intersection. Arlen and Paul felt that it would reduce the clutter currently present at the intersection while promoting tourism within the county and be a highly visible directory of buildings located at the fairgrounds. It was noted that the Building & Grounds Committee has discussed on several occasions the issue of clutter at that intersection along with the possible danger involved with individuals driving trucks into the ground where so many power lines are located. Following further discussion Bix/Zenner motioned to approve submitting a request for power line impact fees for construction of a reader-board sign

along with an ordinance banning any other signs being placed at that location. The motion carried. Arlen reported that the Tourism Committee has some funding along with pledges for funding and will deduct any money received from the amount requested from the impact fee request total.

Discuss and act on procedure to be followed by the Maintenance Director for tuck pointing and window replacement in the original portion of the courthouse. Ludwig addressed the committee stating that he did not feel qualified to prepare a specification sheet for replacement of windows and tuck pointing the original portion of the courthouse. He said he would if the committee directed him, attempt to prepare a specification sheet, but would feel more comfortable if an architect were to prepare the sheet. There was further discussion prior to a Bix/Zenner motion to have an engineering firm develop an RFP for the replacement of windows and tuck pointing project which will then be let for bids. The motion carried.

Discuss and act on service contract renewal with Otis Elevator. Ludwig stated that the 2006 contract with Otis Elevator was for \$3,293.78 and included one preventive maintenance check per month along with any upgrades required to keep the county compliant. The proposed 2007 contract for the same services has increased by \$194.79 to a total of \$3,488.57. Zenner/Bix to approve the 2007 service contract with Otis Elevator for \$3,488.57. The motion carried.

Set next Building and Grounds meeting date. The next meeting date was set for February 7, 2007 at 10:00 a.m.

Maintenance Report. Ludwig distributed copies of the report and reviewed the report with the committee, noting that there have been several leaks in the roof of the Human Services Building which was replaced a year ago. He reported that in addition to what was listed on the report mice had chewed through wiring which runs the tow at the Perkinstown Winter Sports Area, but that repairs should be complete today.

Bix/Albrecht to adjourn the meeting at 10:44 a.m. The motion carried.

Bruce P. Strama, County Clerk