

## **Building, Grounds & Parks Committee**

December 18, 2013  
County Board Room

**Call Meeting to Order:** Diane Albrecht called the meeting to order at 9:00 a.m.

**Members Present:** Diane Albrecht, Dan Makovsky and Lester Lewis

**Members Absent:** All Present

**Other Attendees:** Jim Metz, Jeff Ludwig, Dave Lemke, Joanne Schneveis, Jean Prestebak, Bob Plawski, Sandy Stuttgen, Bruce Strama and Brian Wilson (The Star News).

**Approve the minutes:** Makovsky/Lewis to approve the minutes of the November 12, 2013 Building, Grounds & Parks meeting. The motion carried.

**Approve the Agenda:** Lewis/Makovsky to approve the Agenda. The motion carried.

**Discuss and act on reimbursement to Winter Sports Area Manager for first responder training:** Strama had distributed copies of the request by Joanne Schneveis for payment of \$227.33 which was the cost of the training course she had attended to be certified as a first responder. She had not been able to attend recertification classes which would have cost approximately \$75.00 so was required to attend a course for initial certification which required 70 hours of training and at the additional expense. She had also purchased material at a cost of \$59.00 which can be used for future recertification. Following discussion, Makovsky/Lewis to approve reimbursement of \$227.33 to Schneveis for the cost of the course and to approve payment of future refresher courses required. The motion carried.

**Discuss and act on payment for finished lumber used at het Winter Sports Area facility:** Dave Lemke addressed the committee members, informing them that he had been contacted by a sawmill which had offered to donate some finished oak lumber for use as paneling in the new portion of the warming facility if the county were to purchase a matching amount. There was sufficient basswood paneling available for the paneling, but Lemke stated the oak is much more durable and so approved the donation/purchase. The invoice for the matching portion was \$874.00 which was not approved by the Committee prior to Lemke's agreement to make the purchase. Lewis stated that supervisors do not have the authority to approve purchases and must have authorization from the over-site committee prior to entering agreements for purchase. Lemke questioned whether in the case of someone offering to donate if prior approval is necessary. Committee members agreed that in no instance should a supervisor on their own approve a purchase. Lewis/Makovsky to send the request for payment of the oak lumber to the Finance Committee for review and consideration of approval. The motion carried.

**Campus tower update:** Strama reported that he had has been in contact with Shane Begley in reference to the new tower and that the City of Medford has issued a building permit to AT&T for the construction. He also stated that the proposed contract has not been returned at this time though Begley is confident that it will be returned for review soon.

**UPS replacement update:** Ludwig reported that he had spoken with Sheriff Daniels and that communication grant funding for the new UPS system is not a certainty at this time. Daniels asked that Ludwig hold off on the purchase of the new system until grant funding availability is reevaluated. The system will need replacement with or without the grant funding but Ludwig will hold off for a while until further notification is received from Sheriff Daniels.

**Discuss and act on Esadore Tower electricity billing:** Lester Lewis reported that he had been informed that the monthly charge for electricity at the tower has been paid for out

of the airport budget. Airport manager Fred Ebert questioned why the expense is charged to the airport when they have no equipment on the tower and do not utilize the tower at all. Members felt that at one time the airport may have had something on the tower resulting in the billing but that is not currently the case with the only use at this time being a rental agreement for antenna space with DB Wireless. The highway department, sheriff's department and hospital had formerly used the tower but not currently. Following discussion, Lewis/Makovsky to continue with current airport payments for electricity at the tower site through 2014 since the funding for those payments was budgeted and designate the correct department and budget appropriately for 2015. The motion carried. Ludwig and Strama will check on possible rental options since the tower does have space available.

**Discuss and act on future occupancy/use of the education center and NTC relocation plans:** Ludwig reported that he had distributed a survey to departments requesting their input on possible relocation of their department. Most departments were open to being relocated even though they were satisfied with their current location, amount of space and the proximity of their offices to other departments that they work with. Ludwig stated that if there are no advantages or savings realized by moving departments that they might just as well remain where they are. Ludwig did suggest relocating all current lessees and departments in the science building to the campus building and at that time reevaluating the situation for further action if required. This would allow the committee to take whatever action may be available to lessen expenses related to the science building. If the building were not occupied heat and other utility expense could be lessened prior to possible sale or demolition which were mentioned as options but nothing is planned at this time. Bob Plawski stated that relocation of the FSA and USDS is not an issue as long as they do not get separated from the other offices that they currently work with in the science building. He did note that with change of location that their lease contract will need to be bid out and there is the possibility that a private entity could get the bid, but he was not aware of any office space available locally that would be appropriate for the offices.

**Public input or other business:** Dave Lemke reported that there have been requests to rent the warming facility and grounds during times of the year when it is not open for tubing and suggested that the committee create a format allowing rental. He also felt that in the future snowmaking equipment and opening the hill to skiing should be considered. Ludwig also questioned the possibility of purchasing both a vehicle for daily use and a mid-duty truck with a dump box and plow for use at the parks, parking lots and to pull a trailer loaded with equipment or the tractor. The issue had been discussed at budget review and has not been discussed since. Lewis/Makovsky to have Ludwig submit a request for vehicle purchase to the Finance Committee. The motion carried.

The next meeting was scheduled for January 20, 2014 at 9:00 a.m.

**Adjournment:** Lewis/Makovsky to adjourn the meeting at 10:10 a.m. The motion carried.

Bruce P. Strama, County Clerk

## **Building, Grounds & Parks Committee**

November 12, 2013

Perkinstown Winter Sports Area

**Call Meeting to Order:** Diane Albrecht called the meeting to order at 9:00 a.m.

**Members Present:** Diane Albrecht, Dan Makovsky and Lester Lewis

**Members Absent:** All Present

**Other Attendees:** Jeff Ludwig, Dave Lemke, Ashley Steinke, Brenda Herrell, Deb Esselman, Joanne Schneveis and Bruce Strama

**Approve the minutes:** Lewis/Makovsky to approve the minutes of the October 8, 2013 Building, Grounds & Parks meeting and the August 27, 2013 Joint/Executive meeting. The motion carried.

**Approve the Agenda:** Lewis/Makovsky to approve the Agenda. The motion carried.

**Update/tour of expanded facility:** Committee members toured the new addition and were impressed with the building and area as a whole. Ludwig handed out a list of project expenses that totaled 101,640.88 which is \$1,640.88 over the estimated cost and mainly due to several unforeseen expenditures which were also listed on the handout. The project list also included future upgrades to the area and building that will be addressed as funding is available.

**Discuss and act on future occupancy/use of the education center and NTC relocation plans:** Strama informed committee members that NTC had contacted him and asked that they be allowed a couple weeks in January to remove office furniture and equipment from the education building for use in their newly constructed building. He stated that he had contacted chair, Albrecht and following her approval had informed NTC that they will be allowed to continue the relocation process during the first couple weeks of January 2014. Ludwig distributed a list of possible departmental relocation scenarios for review by committee members. Ashley Steinke, Brenda Harrell and Deb Esselman were present and voiced concerns if there were intentions of moving one or two of the offices of either Land Conservation, UW Extension, or the USDA Service Center to a different location. They felt it imperative that they be co-located, though not necessarily the current building to allow continued partnership and cooperation in service of their clientele. Ludwig had also prepared a Departmental Location Questionnaire which will be distributed to departments and those renting space in county buildings to get some feed-back on what departments and others may view as location options for their departments. Ludwig noted that the initial aim of any relocation is to eliminate use of one of the buildings currently being used, which would most likely be the former science building. There was no action taken.

**Review future need to continue with or dissolve the ad hoc committee created on December 17, 2010 to study the proposed expansion project:** There was discussion of the need for the ad hoc committee now that the building expansion project has been completed. Lewis felt that the ad hoc committee should be dissolved. Dave Lemke disagreed and felt that the ad hoc committee may be useful in continuing to improve to the Winter Sports Area. Following discussion, Lewis/Makovsky to dissolve the ad hoc committee. The motion carried. Committee members felt that Lemke and others interested could continue to work on planning for improvements and report to the Committee for required action or if necessary another ad hoc committee could be appointed if the Committee felt it necessary.

**Review any tower related construction or lease issues:** Strama reported that he had e-mailed Shane Begley for updates on either the proposed lease agreement or the new

tower construction and had received some preliminary survey results but had heard nothing else on that the lease or the temporary tower project.

**Maintenance Report:** Ludwig had not had time to print a report but gave an oral report which included information on the cost of a new top of the line, Liebert 30 KBA UPS system which is a split system allowing repairs or battery replacement in ½ of the system with the other half in service to protect emergency and other power sensitive systems within the courthouse. The cost of that UPS system is \$34,575.00 which does not include installation. The installation expense is estimated at between four and five thousand dollars, with that expense not confirmed until the schematics of the system are received and reviewed by electricians prior to quoting installation expense. It is still possible that the new UPS system may be included in a grant attained by the Sheriff's Department. He has also gotten a quote on replacement of the roof at the Gilman Senior Center which will total approximately \$50,000 to reroof the entire building including minor structural repair. Ludwig did note that the current roof may be sufficient until 2015, but will require replacement at that time. Ludwig also gave an update on the progress with the security issues and related parking. There was a suggestion that an additional handicap parking space designated for county employees be provided and marked near the north end of the courthouse to allow public use of the designated parking areas near the East entrance door. Ludwig will follow up on the additional handicap parking space. Ludwig also noted that the entranced door to the courthouse on Ogden St. and entrance doors to both the senior center and multipurpose building have been replaced as those doors had rusted through from salt usage. Strama noted that Lemke had approached him in relation to payment to Schmeiser Wood Products for sawing and finishing lumber. Lemke informed committee members that he had contacted Corporation Counsel Ken Schmiede and that Schmiede had advised him that since Schmeiser had filed for bankruptcy the county could no longer ask that Schmeiser return the check issued to him for sawing and finishing lumber. Prior to his filing, Schmeiser had agreed to sign and return the checks issued for sawing and finishing lumber to the county to be applied as payment on the revolving loan fund balance that Schmeiser has through the county. Lemke stated that all of the lumber has been finished and either used for the building project or delivered to the maintenance shop. Consensus was that the remaining lumber would be used in the original portion of the chalet as an upgrade that would match the new portion and should be included in the project expenses. Makovsky/Lewis to approve payment of the \$5,285.80 invoice received from Schmeiser for sawing and finishing lumber. The motion carried.

The next meeting will be by call of the chair, with members agreeing that monthly meetings would be appropriate to address options for possible department relocation once NTC has vacated their portion of the education building.

**Adjournment:** Makovsky/Lewis to adjourn the meeting at 10:33 a.m. The motion carried.

Bruce P. Strama, County Clerk

## **Building, Grounds & Parks Committee**

October 8, 2013

County Board Room

**Call Meeting to Order:** Diane Albrecht called the meeting to order at 9:03 a.m.

**Members Present:** Diane Albrecht, Dan Makovsky and Lester Lewis

**Members Absent:** All Present

**Other Attendees:** Jeff Ludwig, Brad Dahlvig (WKEB) Brian Wilson (The Star News) and Bruce Strama

**Approve the minutes:** Makovsky/Lewis to approve the minutes of the August 20, 2013 meeting. The motion carried.

**Approve the Agenda:** Lewis/Makovsky to approve the Agenda. The motion carried.

**Discuss plan for 2014 rededication of the Taylor County Courthouse:** Sarah Nuernberger and Marie Koerner had attended the meeting to present a proposed event scheduled to be held on the Saturday following Labor Day in 2014. The event would be a rededication of the courthouse which will be one hundred years old in 2014. Jeff Ludwig reported that the event has been discussed for the past year or so and that approval of the Committee is the initial step in getting started on formal planning. The event would be an open house type celebration with tours of the original portions of the courthouse. Ludwig stated that the only concern may be security of the building, but that his department along with the sheriff's department should be able to handle any issues. Lewis/Makovsky to approve the scheduled rededication as discussed. The motion carried.

**Discuss and act on 2013/2014 snowplow bids:** Ludwig stated that he had received two quotes for plowing snow and sanding parking lots in 2013 and 2014. JR Snowplowing had submitted a bid of \$6,975.00 with the Hartl bid coming in at \$8,000.00. Committee members had an extended discussion due to the numerous complaints about parking lot conditions that were received the past couple winters when JR Snowplowing received the bid. They also reviewed the wording of the bids and were in agreement that the Hartl bid included additional services not included in the JR Snowplowing bid. Lewis/Makovsky to approve the Dave Hartl and Sons Snowplowing bid of \$8,000.00 for 2013/2014. The motion carried.

**Review the plans for the new tower and act on approval:** Strama distributed copies of plans he had received for the new tower to be built replacing the current tower at the education property. The plans are for a 265 ft. tower which along with additional 20 ft. antennas would be within the maximum height of 285 ft. that may be approved by the FAA as reported in FAA correspondence received earlier in the year. The additional height would be important in regards to placement of additional cell company's equipment on the tower in the future and would add an estimated ten to twenty thousand dollars in expenses for construction. Shane Begley has received quotes of estimated expenses for both construction of a new 265 ft. tower and removal of the current tower of approximately \$250,000 to \$270,000. Lewis/Makovsky motion to approve the preliminary plans for construction of a new 265 ft. tower and removal of the current tower at an approximate expense of \$250,000 to \$270,000. The motion carried.

**Discuss and act on Verizon request for placement of temporary tower:** Strama had distributed a copy of the plans he had received from Verizon for the placement of a temporary tower allowing them to offer 4G in the immediate area. Strama noted that he had contacted Edge Consulting and had spoken with the engineer that is working on plans for the new tower in relation to any possible problems that may be encountered relating to placement of the temporary tower. The engineer stated that the temporary tower would pose no problems. Following discussion, Lewis/Makovsky to approve the placement of the

temporary tower with the understanding that once the new tower is built that Verizon's 4G equipment would be moved to the new tower and also that Taylor County would continue to receive the current lease amount paid the county while the temporary tower is in place. The motion carried.

**Discuss and act on proposed lease agreement with AT&T:** Strama distributed copies of the proposed agreement that had been reviewed and amended by Corporation Counsel Ken Schmiede. Committee members reviewed several portions of the agreement and felt it appropriate, but did have some concern in relation to section #3 in relation to how much expansion of ground area would be allowed. Lewis/Makovsky to approve the agreement contingent on limiting additional ground space expansion to the fenced in area, with Committee approval for expansion outside the fenced in area required. The motion carried.

**Discuss and act on future occupancy/use of the education center:** Committee members, following a short discussion felt it would be helpful if Ludwig were to outline several possible scenarios showing which departments would be affected in each scenario and how. Committee members did agree that whatever the decision, it should not be based on making everyone happy but should be based on what would be most efficient and in the best interest of the county and its patrons. Ludwig was also to check on what authority the Committee actually has in decisions concerning departmental location. There was no action taken or any discussion of any proposed moves. Ludwig will as requested draw up several scenarios for review by the committee at the next meeting.

**Maintenance Report:** Ludwig had not had time to print the report he had prepared for committee members, but did review his report noting that if members were interested in receiving the written report that he would be happy to print one for members. He stated that security issues are being addressed including the locks on entrance doors, security windows in offices and parking lot signage. He also noted that department staff has been busy with the communications upgrade for the sheriff's department and aiding in the construction project at the Winter Sports Area. He also noted that the current duress system needs to be upgraded and that the quote for the upgrade is \$5,102.00. Committee members felt that the expense for the duress system upgrade should not be a Buildings & Grounds Department expense, but should be addressed as past security issues have been through a transfer from the Contingency Fund. Committee members directed Strama to place the funding of the duress system upgrade on the next Finance Committee agenda for appropriate action, which in the past had been addressed by a Contingency Fund transfer. Ludwig will also meet with vendors in relation to replacement of the UPS system which may be funded with Sheriff's Department communications project funds as both 911 and other emergency items are supported by the system.

The next meeting was scheduled for Tuesday, November 12, 2013 at 9:00 a.m.

**Adjournment:** Makovsky/Lewis to adjourn the meeting at 10:37 a.m. The motion carried.

Bruce P. Strama, County Clerk

## **Joint Buildings, Grounds and Parks Committee and Executive Committee meeting**

August 27, 2013

County Board Room

**Call Meeting to Order:** Jim Metz called the meeting to order at 10:00 a.m.

**Members Present:** Jim Metz, Chuck Zenner, Diane Albrecht, Lester Lewis, Dan Makovsky and Scott Mildbrand

**Members Absent:** All present

**Other Attendees:** Ken Schmiede, Larry Brandl, Bruce Strama and Shane Begley arrived at 10:15 a.m.

**Approve the minutes of the May 13, 2013 Building Grounds & Parks/Executive Committee meeting:** Lewis/Zenner to approve the May 13, 2013 Joint Meeting Minutes. The motion carried.

**Approve the Agenda:** Albrecht/Mildbrand to approve the Agenda. The motion carried.

**Discuss and act on facility/tower issues including construction of a new tower:** Strama had prepared and distributed copies of material related to leases currently in effect, income and projected income among other tower related issues for review. Many options were discussed including outright county purchase of a new tower and related funding, deferment of lease payment agreement with AT&T with AT&T building the tower, signing it over to the county and making no lease payments for an agreed amount of time, requesting a five year minimum lease agreement from each of the cell companies along with many other issues. Following Shane Begley's arrival many of the same questions discussed earlier in the meeting were directed at Begley. In answering the questions, Begley suggested building a free-standing tower of at least 250 feet designed to accommodate five major carriers along with the current smaller lease holders and the county. Begley's estimate for construction of a new 250 foot free-standing tower and removal of the current tower was \$275,000 to \$300,000. When asked whether he felt the cell companies would agree to a guaranteed five year lease if the county were to purchase the tower outright, he was confident that they would. He did inform members that if AT&T were to build the tower and turn it over to the county for lease payment considerations the lease payment considerations would only equal the cost of the tower and that the county would assume no financial risk. Begley informed committee members that with committee approval, AT&T and Edge Consulting Engineers Inc. would be responsible for tower design, the bidding process and the required permitting. When asked what the effect of allowing 4-G equipment to be installed on the tower would have on the amount of each lease in comparison to having the current 3-G equipment, he stated that increases in rent usually were somewhat dependent on the number of antennas installed by the cell company. He noted that an average increase for each additional antenna was in the ballpark of approximately \$100. Begley estimated that if approved the tower construction would be complete around the first of April 2014. Begley would also begin structuring the new AT&T lease which will include the agreement to waive AT&T lease payments until the total of those lease wavers is equal to the cost of the new tower. He also recommended that Taylor County begin lease agreement negotiations with Sprint and Verizon. Committee members agreed that future negotiations be addressed by the Building, Grounds & Parks Committee. Following the discussion, Mildbrand/Zenner to allow AT&T to pursue construction of a new 250 foot self-supported tower subject to contact/lease review and approval by corporation counsel, with the overall height of 262 ft. and with the new tower designed to accommodate 5 major carriers in addition to all current smaller lease holders and the county. The motion carried. Begley informed committee members that he was meeting with an Edge Consulting engineer following the meeting to discuss options for the proposed new tower.

**Adjournment:** Albrecht/Lewis to adjourn the meeting at 11:00 a.m. The motion carried.

Bruce P. Strama, County Clerk

## **Building, Grounds & Parks Committee**

August 20, 2013

County Board Room

**Call Meeting to Order:** Diane Albrecht called the meeting to order at 9:00 a.m.

**Members Present:** Diane Albrecht, Dan Makovsky and Lester Lewis

**Members Absent:** All Present

**Other Attendees:** Jeff Ludwig, Peggy Nordgren, Brad Dahlvig (WKEB) and Bruce Strama

**Approve the minutes:** Makovsky/Lewis to approve the minutes of the June 18, 2013 meeting. The motion carried.

**Approve the Agenda:** Lewis/Makovsky to approve the Agenda. The motion carried.

**Discuss and act on the job description for the Perkinstown Winter Sports Area Manager:** Strama had attached the job description to the email which also included the agenda. He also distributed paper copies of the proposed job description to committee members for review. Following a short review and discussion, Lewis/Makovsky to approve the Perkinstown Winter Sports Area Manager's job description as submitted. The motion carried.

**Discuss and act on updates to winter rental policy at the fairgrounds:** Strama distributed copies of the rental agreement to committee members for review. He noted that the amount of the fee charged for not picking up stored items by the last date scheduled for pick-up was lowered to \$5.00 per day from the previous \$25.00 per day fee. The \$25.00 per day charge was never enforced as it was rather inflated but with the lower fee if items are not picked up renters may be charged. The new agreement also states that the renter will be responsible for towing if towing is required to remove any item. Lewis/Makovsky to approve the updated storage agreement. The motion carried.

**Discuss and act on proposed 2014 Building, Grounds & Parks budget:** Ludwig distributed copies of the proposed 2014 budget reviewing the Buildings & Facilities Operating Budget Comparisons and Total Budget Comparisons with committee members. The operating budget was up 1.5% with the total budget up .7%. Ludwig did inform the Committee that any carryover money at years end is placed in related accounts to be used to address several larger expenditures in the future including roof replacement at the agriculture building, courthouse parking lot, multipurpose building water problems, UPS replacement and vehicle replacement for the department. Committee members reviewed several other areas of the proposed budget prior to a Lewis/Makovsky motion to approve the budget as submitted. The motion carried.

**Discuss and act on future occupancy/use of the education center:** Committee members discussed possible options available when NTC is able to move out of the portion of the education building that they occupy. One option discussed was the possible relocation of the Health Department, Commission on Aging, ADRC and the Senior Center to the education center which is next to the Human Services Department. Committee members felt it may be advantageous for those departments to be located in the same area. Committee members also discussed other options including relocation of other departments which may make sense such as Zoning, Land Information and Forestry. There were no decisions made as to what the final outcome may be, only discussion. There was also discussion of options for the agriculture building if it were to become unoccupied once NTC is gone and the education center is available. Ludwig noted that the county will not require all of the space available and that options including sale, lease, use for cold storage or possible demolition of the agriculture building need to be considered. There was not action taken with committee members agreeing that suggestions from all departments are welcome in approaching the best solution available.

**Discuss and act on contact for repairs to the multipurpose building to alleviate moisture problems:** Ludwig reported that he has been in contact with a company that is confident that they have a solution to the moisture problem at the multipurpose building. The company has proposed removing ½, every other block above the ground and filling the blocks with concrete/mortar. Then they will replace those blocks, remove the other ½ of the blocks, fill and replace as had been done with the others, drill weep holes to allow moisture to run out, tuck-point, prime and paint. The expense for doing a 78 foot test area on the west wall beginning at the southwest corner would be \$10,384.00. There was discussion of the length of time needed to assure the proposed solution alleviates the problem prior to completing the procedure on the entire building at an estimated additional expense of approximately \$50,000. Committee members concluded that if there was no longer a moisture problem in the test area following the spring of 2014 the Committee would proceed with planning for the same procedure for the remainder of the building. Following the discussion, Makovsky/Albrecht to approve the \$10,384.00 expenditure to complete the procedure as had been proposed to alleviate the moisture problem at the multipurpose building. The motion carried unanimously.

The next meeting will be by the call of the chair.

**Adjournment:** Lewis/Makovsky to adjourn the meeting at 10:21 a.m. The motion carried.

Bruce P. Strama, County Clerk

## **Building, Grounds & Parks Committee**

June 18, 2013

County Board Room

**Call Meeting to Order:** Diane Albrecht called the meeting to order at 9:00 a.m.

**Members Present:** Diane Albrecht, Dan Makovsky and Lester Lewis

**Members Absent:** All Present

**Other Attendees:** Jeff Ludwig, Peggy Nordgren and Bruce Strama

**Approve the minutes:** Makovsky/Lewis to approve the minutes of the May 7, 2013 meeting. The motion carried.

**Approve the Agenda:** Lewis/Makovsky to approve the Agenda. The motion carried.

**Discuss and act on replacement of the duress system at the human services building:** Ludwig informed committee members that the current system is outdated and failing. The buttons activating a 911 call to the sheriff's department have not been working properly and have been tripping on their own resulting in false alarms. Another issue at the building is that if the alarm is tripped after business hours, law enforcement officers are unable to enter the building having no key. Ludwig reported that new FOB locks are being installed to allow law enforcement officers to enter the building whenever there is an alarm. The proposed new system has an estimated cost of \$6,463.00 which would be available in the human services building budget but would require other work planned at the site be pushed back. The new system would also designate in which office the alarm was activated informing responding law enforcement of the location of the duress call, a function not included with the current system. Lewis/Makovsky to approve purchase of a new duress system for the human services building at the estimated expense of \$6,463.00. The motion carried.

**Discuss and act on seasonal/summer maintenance department staffing:** Ludwig explained that for the past several years funding and approval of seasonal help was not requested as either there were Huber inmates available or there was a CEP program available to acquire summer help at no expense. That not being the case this year Ludwig requested that he be allowed to hire a veteran through the State of Wisconsin Department of Workforce Development to perform summer duties. He was not certain what the pay would be but would follow County requirements. Makovsky/Lewis to approve of the hiring of a veteran to perform summer maintenance duties. The motion carried.

**Discuss and act on rental policies for the multipurpose building and the community center:** Ludwig reported that use of both the multipurpose building meeting room and the community center has become somewhat of an issue. The issue is that county departments are using the buildings for county business, which was not the intended use for the buildings initially. The buildings were to be available for public use and with the expanded use by county offices the initial intent is not being realized. Ludwig felt that with the departing of NTC from the education building some of that space could be used by county departments allowing more time for public use of the multipurpose building and community center. Committee members agreed that the initial intent, allowing public use of the buildings, was not being followed but they were not ready to take action at this time, requesting that Ludwig supply them with a history of rental at the buildings. Following further discussion, Makovsky/Lewis to table this issue. The motion carried.

**Discuss and act on future occupancy/use of the education center:** Committee members discussed possible options available when NTC is able to move out of the portion of the education building that they occupy. Members had some doubt as to whether the new NTC building would be complete by January as had been projected and were agreeable that NTC would be allowed to continue use of area currently occupied in the building until

they are able to occupy their new facility. When space does become available in the education building there will be consideration of moving all occupants currently in the agriculture building into the education building. Committee members discussed options for the ag building if it were unoccupied including the possible sale of the building to an organization including its use, restrictions on sub-letting etc. There was not action taken.

**Discuss and act on policy regulating animals in county buildings:** Ludwig reported that there have been several reports of animals being allowed in county buildings either by staff or the public. Currently there is no formal policy stating that animals are not allowed in county buildings so it is difficult for Ludwig to address the issue. Committee members agreed that there should be a policy forbidding animals excepting service animals in county buildings other than those buildings designated for animals such as the barn at the fairgrounds or similar buildings. Lewis/Makovsky to adopt a policy allowing no animals excepting service animals in any county building that is not designated for care, showing or housing of animals. The motion carried.

The next meeting will be by the call of the chair.

**Adjournment:** Makovsky/Lewis to adjourn the meeting at 10:04 a.m. The motion carried.

Bruce P. Strama, County Clerk

**Joint Buildings, Grounds and Parks Committee and Executive Committee meeting**

May 13, 2013

County Board Room

**Call Meeting to Order:** Jim Metz called the meeting to order at 9:03 a.m.

**Members Present:** Jim Metz, Chuck Zenner, Diane Albrecht, Lester Lewis, Dan Makovsky and Scott Mildbrand

**Members Absent:** All present

**Other Attendees:** Bruce Strama, with Ken Schmiede arriving at 9:07 a.m.

**Approve the minutes of the May 2, 2013 Building Grounds & Parks/Executive Committee meeting:** Makovsky/Albrecht to approve the May 2, 2013 Joint Meeting Minutes. The motion carried.

**Approve the Agenda:** Mildbrand/Zenner to approve the Agenda. The motion carried.

Zenner/Lewis to go into Closed Session pursuant to Wisconsin State Statutes 19.85(1)(e), to discuss facility/tower issues at 9:06 a.m. The motion carried unanimously on a roll-call vote.

Makovsky/Albrecht to reconvene in Open Session at 9:42 a.m. pursuant to Wisconsin State Statutes 19.83, to take any necessary action on the matter discussed in closed session. The motion carried. There was no action taken in open session.

**Adjournment:** Lewis/Albrecht to adjourn the meeting at 9:43 a.m. The motion carried.

Bruce P. Strama, County Clerk

## **Building, Grounds & Parks Committee**

May 7, 2013

County Board Room

**Call Meeting to Order:** Diane Albrecht called the meeting to order at 9:00 a.m.

**Members Present:** Diane Albrecht, Dan Makovsky and Lester Lewis

**Members Absent:** All Present

**Other Attendees:** Dave Lemke, Jeff Ludwig and Bruce Strama

**Approve the minutes:** Makovsky/Lewis to approve the minutes of the February 18, 2013 meeting. The motion carried.

**Approve the Agenda:** Lewis/Makovsky to approve the Agenda. The motion carried.

**Review progress related to the addition to the warming facility at the Perkinstown Winter Sports Area with appropriate action if required:** Ludwig informed committee members that the project is proceeding on schedule as planned. The approximate cost at this time with exception to a few issues including rain gutter, soffit & fascia replacement on the current structure, removal of the deck and construction of ramps is \$88,771. Consensus was that volunteer labor would be appropriate for removal of the deck if that cost is not included in the builders estimate. No action was required.

**Update on multipurpose building moisture issues:** Ludwig reported that in an attempt to isolate the moisture problem causing the paint to peel on the multipurpose building a hole was dug along the outside of the block wall down to the footing, approximately 5 ft. deep. When a hole was drilled in the block in any of the bottom 5 courses water squirted out of the block. It was thought that the water inside the block is evaporating and causing the paint to peel. Several possible solutions were discussed including filling the block with closed cell foam insulation or filling the block with some form of concrete solution. The hope is that sealing the block may end the moisture problem causing the paint to peel above ground level. Ludwig was directed to check on the cost of several alternative actions including foam and any concrete solution that could be effective and report back to the Committee at a future meeting.

**Discuss and act on repairs/replacement of courthouse parking lot:** Ludwig had gotten a quote from Jess Sackmann, Highway Commissioner, of approximately \$85,000 as the replacement cost of the concrete curb and blacktop in the southern portion of the courthouse parking lot. There is currently \$81,000 in the budget for the project but Ludwig felt it possible to transfer ample funds into that parking lot budget if the Committee decided to complete the project in 2013. Following discussion the consensus was that it would be better to hold off on the parking lot project at this time.

**Discuss and act on improvements to the Miller Dam parking lot:** According to Ludwig, it has been three years since maintenance was addressed at Miller Dam and the lot is in need of patching, crack filling, sealing and striping. The estimated expense for required maintenance is \$6,781 and has been budgeted for. Ludwig will proceed with the improvements at Miller Dam as outlined.

**Discuss and act on the purchase of a maintenance vehicle.** Ludwig informed committee members that he had sold the Jeep that he had been using as his vehicle and that the department had acquired a Chevrolet Impala from Human Services with in excess of 250,000 miles on it for his use. The Impala had developed a loud motor noise in just a short period of time and he did not know if he could trust the vehicle. He informed committee members that the department was offered the purchase/transfer of a 2009 or 10 Dodge Charger, He wasn't sure of the year, from the Sheriff's Department with only 60,000 miles on it for \$3,000. He felt the Charger would be a more trustworthy vehicle and

requested the purchase be approved. Lewis/Makovsky to approve the purchase of the Dodge Charger from the Sheriff's Dept. for \$3,000. The motion carried. Ludwig also requested that he be allowed to drive to and from his home with the county vehicle. It was noted that he is on-call and is required to report quite often when summoned. Lewis/Makovsky to allow the Maintenance Director to use the county vehicle to drive to and from his home. The motion carried.

**Discuss and act on proposed sealcoating of the multipurpose building/west parking lot:** Ludwig has been approached by Highway Commissioner Sackmann with a proposal to seal coat the western portion of the multipurpose parking lot. The Highway department is crack filling seal coating the adjacent portion of the lot and suggested that the entire lot on the west side of the building be seal coated. Ludwig has not received a quote as of yet for the project. Lewis/Makovsky to seal coat the parking lot on the west side of the multipurpose building. The motion carried.

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

The next meeting will be by the call of the chair.

**Adjournment:** Lewis/Makovsky to adjourn the meeting at 10:36 a.m. The motion carried.

Bruce P. Strama, County Clerk

**Joint Buildings, Grounds and Parks Committee and Executive Committee meeting**

May 2, 2013

County Board Room

**Call Meeting to Order:** Jim Metz called the meeting to order at 10:03 a.m.

**Members Present:** Jim Metz, Chuck Zenner, Diane Albrecht, Lester Lewis, and Scott Mildbrand

**Members Absent:** Dan Makovsky had an excused absence

**Other Attendees:** Ken Schmeige, Jeff Ludwig and Bruce Strama.

**Approve the minutes of the April 16, 2013 Building Grounds & Parks/Executive Committee meeting:** Lewis/Zenner to approve the April 1, 2013 Joint Meeting Minutes. The motion carried.

**Approve the Agenda:** Albrecht/Mildbrand to approve the Agenda. The motion carried.

Zenner/Mildbrand to go into Closed Session pursuant to Wisconsin State Statutes 19.85(1)(e), to discuss facility/tower issues at 10:05 a.m. The motion carried unanimously on a roll-call vote.

Lewis/Albrecht to reconvene in Open Session at 10:37 a.m. pursuant to Wisconsin State Statutes 19.83, to take any necessary action on the matter discussed in closed session. The motion carried. There was no action taken in open session.

**Adjournment:** Lewis/Mildbrand to adjourn the meeting at 10:38 a.m. The motion carried.

Bruce P. Strama, County Clerk

*Hand written notes to follow:*

*Zenner/Lewis to approve Purchase of the tower as outlined in April 29, 2013 correspondence from Ruder Ware/Steven P. Lipowski contingent on county receiving or allowed to review contract information from all vendors utilizing the tower to be purchased. Motion carried unanimously on a roll-call vote.*

**Joint Buildings, Grounds and Parks Committee and Executive Committee meeting**

April 16, 2013

County Board Room

**Call Meeting to Order:** Jim Metz called the meeting to order at 8:30 a.m.

**Members Present:** Jim Metz, Chuck Zenner, Diane Albrecht, Lester Lewis, Dan Makovsky and Scott Mildbrand

**Members Absent:** All present

**Other Attendees:** Jeff Ludwig and Bruce Strama.

**Approve the minutes of the April 1, 2013 Building Grounds & Parks/Executive Committee meeting:** Lewis/Zenner to approve the April 1, 2013 Joint Meeting Minutes. The motion carried.

**Approve the Agenda:** Albrecht/Lewis to approve the Agenda. The motion carried.

Makovsky/Mildbrand to go into Closed Session pursuant to Wisconsin State Statutes 19.85(1)(e), to discuss facility/tower lease issues at 8:01 a.m. The motion carried unanimously on a roll-call vote.

Mildbrand/Zenner to reconvene in Open Session at 8:43 a.m. pursuant to Wisconsin State Statutes 19.83, to take any necessary action on the matter discussed in closed session. The motion carried. There was no action taken in open session.

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

Bruce P. Strama, County Clerk

**Joint Buildings, Grounds and Parks Committee and Executive Committee meeting**

April 1, 2013

County Board Room

**Call Meeting to Order:** Jim Metz called the meeting to order at 10:15 a.m.

**Members Present:** Jim Metz, Chuck Zenner, Diane Albrecht, Lester Lewis, Dan Makovsky and Scott Mildbrand

**Members Absent:** All present

**Other Attendees:** Ken Schmiede, Jeff Ludwig and Bruce Strama.

**Approve the minutes of the March 14, 2013 Building Grounds & Parks/Executive Committee meeting:** Makovsky/Lewis to approve the February 18, 2013 Joint Meeting Minutes. The motion carried.

**Approve the Agenda:** Albrecht/Makovsky to approve the Agenda. The motion carried.

Albrecht/Lewis to go into Closed Session pursuant to Wisconsin State Statutes 19.85(1)(e), to discuss facility lease issues at 10:17 a.m. The motion carried unanimously on a roll-call vote.

Zenner/Albrecht to reconvene in Open Session at 10:55 a.m. pursuant to Wisconsin State Statutes 19.83, to take any necessary action on the matter discussed in closed session. The motion carried.

**Adjournment:** Zenner/Mildbrand to adjourn the meeting at 10:57 a.m. The motion carried.

Bruce P. Strama, County Clerk

**Joint Buildings, Grounds and Parks Committee and Executive Committee meeting**

March 14, 2013

County Board Room

**Call Meeting to Order:** Jim Metz called the meeting to order at 1:01 p.m.

**Members Present:** Jim Metz, Diane Albrecht, Lester Lewis, Dan Makovsky and Scott Mildbrand

**Members Absent:** Chuck Zenner

**Other Attendees:** Dave Bizer, Ken Schmiede, Dr. Lori Weyers, Chet Strebe, Rob Elliot, Jane Kittel, Jeff Ludwig and Bruce Strama.

**Approve the minutes of the February 18, 2013 Building Grounds & Parks/Executive Committee meeting:** Makovsky/Mildbrand to approve the February 18, 2013 Joint Meeting Minutes. The motion carried.

**Approve the Agenda:** Mildbrand/Makovsky to approve the Agenda. The motion carried.

Albrecht/Lewis to go into Closed Session pursuant to Wisconsin State Statutes 19.85(1)(e), to discuss facility lease issues at 1:04 p.m. The motion carried unanimously on a roll-call vote, Zenner absent.

Lewis/Makovsky to reconvene in Open Session at 1:48 p.m. pursuant to Wisconsin State Statutes 19.83, to take any necessary action on the matter discussed in closed session. The motion carried.

There was no action taken with consensus of committee members that there be further negotiations.

**Adjournment:** Makovsky/Albrecht to adjourn the meeting at 1:50 p.m. The motion carried.

Bruce P. Strama, County Clerk

**Joint Buildings, Grounds and Parks Committee and Executive Committee Meeting**

February 18, 2013  
County Board Room

**Call Meeting to Order:** Jim Metz called the meeting to order at 9:03 a.m.

**Members Present:** Jim Metz, Diane Albrecht, Lester Lewis, Chuck Zenner and Scott Mildbrand

**Members Absent:** Dan Makovsky

**Other Attendees:** Jeff Ludwig and Bruce Strama.

**Approve the minutes of the January 8, 2013 Building Grounds & Parks/Executive Committee meeting:** Lewis/Mildbrand to approve the January 8, 2013 Joint Meeting Minutes. The motion carried.

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

Lewis/Albrecht to go into Closed Session pursuant to Wisconsin State Statutes 19.85(1)(e), to discuss facility lease issues at 9:05 a.m. The motion carried unanimously on a roll-call vote, Makovsky absent.

Lewis/Mildbrand to reconvene in Open Session at 9:34 a.m. pursuant to Wisconsin State Statutes 19.83, to take any necessary action on the matter discussed in closed session. There was no other action taken following the closed session.

**Adjournment:** Albrecht/Lewis to adjourn the meeting at 9:35 a.m. The motion carried.

Bruce P. Strama, County Clerk

**Building, Grounds & Parks Committee**

February 18, 2013  
County Board Room

**Call Meeting to Order:** Diane Albrecht called the meeting to order at 8:33 a.m.

**Members Present:** Diane Albrecht and Lester Lewis

**Members Absent:** Dan Makovsky was absent

**Other Attendees:** Jeff Ludwig and Bruce Strama

**Approve the minutes:** Lewis/Albrecht to approve the minutes of the February 8, 2013 meeting. The motion carried.

**Approve the Agenda:** Lewis/Albrecht to approve the Agenda. The motion carried.

**Discuss and act on 2013 HVAC service contract:** Ludwig informed committee members that the proposed service contract with Complete Control for service hours in 2013 includes an increase of 2.5% or \$350 over the 2012 contract of \$13,980.00. The new contract submitted for HVAC service hours in 2013 is \$14,330.00. Lewis/Albrecht to approve the new 2013 contract with Complete Control for \$14,330.00. The motion carried.

The next meeting will be by the call of the chair.

**Adjournment:** Lewis/Albrecht to adjourn the meeting at 8:38 a.m. The motion carried.

Bruce P. Strama, County Clerk

**Joint Buildings, Grounds and Parks Committee and Executive Committee meeting**

February 8, 2013

County Board Room

**Call Meeting to Order:** Jim Metz called the meeting to order at 1:31 p.m.

**Members Present:** Jim Metz, Diane Albrecht, Lester Lewis, Dan Makovsky, Chuck Zenner and Scott Mildbrand

**Members Absent:** All members were present.

**Other Attendees:** Ken Schmiede, Jeff Ludwig and Bruce Strama. Consultant Shane Begley arrived at 2:07 p.m.

**Approve the minutes of the December 11, 2012 Building Grounds & Parks meeting:**

Zenner/Makovsky to approve the December 11<sup>th</sup> Joint Meeting Minutes. The motion carried.

**Approve the Agenda:** Makovsky/Mildbrand to approve the Agenda. The motion carried.

Lewis/Zenner to go into Closed Session pursuant to Wisconsin State Statutes 19.85(1)(e), to discuss facility lease issues at 1:33 p.m. The motion carried unanimously on a roll-call vote.

Lewis/Mildbrand to reconvene in Open Session at 2:52 p.m. pursuant to Wisconsin State Statutes 19.83, to take any necessary action on the matter discussed in closed session. Direction of the Joint Committees was to schedule an additional meeting on Monday February 18<sup>th</sup> at 9:00 a.m. There was no other action taken.

**Adjournment:** The meeting was adjourned by Chairman Jim Metz at 2:56 p.m.

Bruce P. Strama, County Clerk

**Joint Buildings, Grounds and Parks Committee and Executive Committee meeting**

January 10, 2013

County Board Room

**Call Meeting to Order:** Diane Albrecht called the meeting to order at 9:01 a.m.

**Members Present:** Diane Albrecht, Lester Lewis, Dan Makovsky, Jim Metz, Chuck Zenner and Scott Mildbrand

**Members Absent:** All members were present.

**Other Attendees:** Ken Schmiede, Courtney Graff, Jeff Ludwig and Bruce Strama

**Approve the Agenda:** Makovsky/Lewis to approve the Agenda. The motion carried.

Lewis/Makovsky to go into Closed Session pursuant to Wisconsin State Statutes 19.85(1)(e), to discuss facility lease issues at 9:03 a.m. The motion carried.

Lewis/Makovsky to reconvene in Open Session pursuant to Wisconsin State Statutes 19.83, to take any necessary action on the matter discussed in closed session. There was no action taken following the closed session.

**Adjournment:** Lewis/Makovsky to adjourn the meeting at 9:49 a.m. The motion carried.

Bruce P. Strama, County Clerk