

Buildings and Grounds Committee

Wednesday, March 30, 2022

Third Floor Meeting Room, Courthouse

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

Members Present: Diane Albrecht, James Gebauer and Rod Adams.

Members Absent: none

Other Attendees: Jim Metz, Lester Lewis, Joe Svejda, Larry Brandl, Brian Wilson- Star News, Catherine Lemke, Joanne Schneveis- Winter Sports Area, Tim Hobl, Bill Vach, Joe Cypher, Paul Lukewich, Judy Lange, Sarah Matyka and Andria Farrand.

Approve the Agenda: Motion by Gebauer, seconded by Adams, to approve the agenda. Motion carried.

Approve the minutes of the January 27, 2022 meeting: Motion by Adams, seconded by Gebauer, to approve the minutes of the January 27, 2022 meeting. Motion carried.

Camera on First Floor: Lewis stated that there is a dead spot on the first floor from the stairway to the lobby and asked Svejda to get quotes to have an additional camera installed. Lewis, Chair of the Safety Committee, stated it is a safety and security issue, and needs to be rectified. Svejda provided quotes from Complete Control to the committee with two different options. Brandl confirmed there is \$5,000.00 in the Buildings and Grounds budget for safety and security. The committee agreed to install the multi head 360-degree view camera. Motion by Gebauer, seconded by Adams, to approve up to \$3,000.00 for the purchase and installation of the new camera. Motion carried.

Gilman Center to be occupied by Gilman Business Development Committee: Svejda received an email from Sue Emmerich, Medford Chamber asking if the Gilman Business Development Committee could leave their files in one of the inner offices at the Gillman site. Gebauer suggested they come to the next meeting to explain what exactly they are looking for. Motion by Adams, seconded by Gebauer to table. Motion carried and the item has been tabled.

Cameras at the Education Center: Svejda stated that Heidi Eckert of Community Development Institute (CDI) contacted him. CDI currently has the Head Start contract and leases space at the Education Building. They want to have cameras installed as well as card readers and fobs for the doors. This would all be federally funded, no cost to the County. The question came up regarding the others that occupy offices at that site. Motion by Gebauer, seconded by Adams to table and have them attend the next meeting. Motion carried and the item has been tabled.

Art's retirement resolution: The committee reviewed the resolution drafted for Art Klimpke's retirement. Motion by Adams, seconded by Gebauer, to send his resolution onto the next County Board session. Motion carried.

Hiring of a Camp Host: Svejda presented the job description for the Wood Lake Camp Host position. We currently have no host and we also did not have a job description as it did not go through Human Resources in the past. Going forward this will go through the HR hiring process. Motion by Gebauer, seconded by Adams to approve the Camp Host job description. Motion carried.

Winter Sports Manager: Joanne Schneveis, Manager of the Winter Sports Area, was present to notify the committee that after 20 years, she was resigning as manager, but would like to still work in some capacity. She thanked the committee for the opportunity. She then recommended Sarah Matyka to be her successor. Svejda stated that will be going through the formal HR process. He will confirm what type of medical certification is needed. No action taken.

Joanne Schneveis, Bill Vach, Paul Lukewich, Joe Cypher and Judy Lange left the meeting at 9:39 a.m.

Fair Board updates: Tim Hobl was present to address the committee regarding the needs at the fair ground. He mentioned the water issues running through the Dairy Barn again and asked about the ARPA requests. Hobl also brought up maintenance in the horse arena, and people using it randomly because it is no longer locked. He suggested we start locking it again and give the key when it is scheduled. Farrand suggested we could add it to the calendar that is sent weekly to maintenance then they will be aware when it needs to be dragged after someone uses it. This will be added to a future agenda. No action taken. Farrand questioned how much to charge for security deposit when someone is renting the fairgrounds. Hobl stated he has always been charged \$300.00.

North Central Outdoors Donation: Svejda stated he received a donation of \$1500.00 from North Central Outdoors for the Winter Sports Area. It is to be used to replace the tow rope and replacement tubes. He will send a thank you.

Approval of General Maintenance Worker job description: Svejda presented the new job description to the committee for their approval. This position will include some custodial work. Gebauer motioned, seconded by Adams to approve the job description. Motion carried.

Tower Management and County Buildout: Svejda stated he received word from Shane Begley of Begley Wireless that there was nothing to update on the countywide tower buildout project.

Maintenance updates:

Svejda stated he is still short staffed, and all are doing an awesome job picking up the extra workload.

The roof at the Education Building is on track to be done by ~~Bauer~~ Mauer Roofing in April.

The parking lot at the Education Building is postponed, due to the 21% increase in asphalt. It will just be patched for now.

Heat in the maintenance shop has been postponed for now as well.

Human Services roof leaks and will need to be addressed.

Adjourn the meeting: Adams motioned, seconded by Gebauer, to adjourn the meeting. Motion carried. Meeting adjourned at 10:17 a.m.

Andria Farrand - County Clerk

Buildings and Grounds Committee

Thursday, January 27, 2022

First Floor West Entrance, Courthouse

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

Members Present: Diane Albrecht, James Gebauer and Rod Adams.

Members Absent: none

Other Attendees: Joe Svejda, Larry Brandl, Brian Wilson- Star News, Catherine Lemke, Joanne Schneveis- Winter Sports Area, Tim Hobl, and Andria Farrand.

Approve the Agenda: Motion by Gebauer, seconded by Adams, to approve the agenda. Motion carried.

Approve the minutes of the November 16, 2021 meeting: Motion by Adams, seconded by Gebauer, to approve the minutes of the November 16, 2021 meeting. Motion carried.

Main entrance door hours: Svejda asked the committee for clarification on the hours the front entrance doors are to be unlocked, as he was asked to have them opened between 7:30 and 8:00 a.m. by Marie Koerner. The committee was in agreement and asked Svejda to unlock them between 7:30 and 8:00 daily.

Fairgrounds event: Svejda stated he spoke with Christine of 18 Wheels Motorcycle Association who is planning an event at the fairgrounds. This is their first event at the fairgrounds, and they have both the Community Center and Multi-Purpose rooms rented on June 25th for their Semi and Motorcycle Show.

UPS Contract: Svejda stated that the contract with Access for our Uninterrupted Power Service (UPS), expired at the end of 2021. He received a quote from Facility Gateway Corporation, (FGC) for a service similar to what we've had with Access. FGC's cost is \$2,225.00, vs. the new quote from Access of \$4,098.00. After some discussion there was a motion by Gebauer, seconded by Adams, to approve the quote from FGC for one year at \$2,225.00. Motion carried.

Food Service for the Winter Sports Area: Svejda reached out to Holiday Wholesale to supply the food for the Winter Sports Area since the Gilman IGA is closing. Holiday Wholesale sent a price list and has scheduled us to order on Thursday for Friday delivery. Schneveis stated she gets some things from Tri-Mart, County Market and Sam's Club and watches for sales. After much discussion, there was a motion from Gebauer, seconded by Adams, to buy primarily from Holiday Wholesale, then Tri-Mart and County Market to reduce all the running around. Motion carried.

Custodian position: Svejda stated he is having a hard time filling the open custodian position. He had 5 applicants and 2 were interviewed. The person that was hired ended up finding something else. The committee agreed he should wait for the new wage scale to go into effect and advertise the position again.

Maintenance updates:

Supervisor Adams asked for an update on putting heat in the Maintenance shop that was discussed at the last meeting. Svejda stated that WE Energies estimated it would be \$2,000.00 to run the gas line to the building. He also received a quote from Complete Control for 2 – 250,000 BTU heaters for \$5,300.00. Total is estimated to be \$10,000.00 - \$15,000.00 and will be split with Forestry. The work won't take place until it warms up.

Svejda also stated the issue with the Courthouse parking lot lights is now resolved.

Adjourn the meeting: Gebauer motioned, seconded by Adams, to adjourn the meeting. Motion carried. Meeting adjourned at 10:35 a.m.

Andria Farrand
County Clerk