

**November 10, 2005**

Chairperson Diane Albrecht called the meeting to order on Thursday November 10, 2005 at 10:34 a.m. Committee members Mary Bix and Chuck Zenner were present along with Jeff Ludwig, Luke Klink (The Star News) and Bruce Strama.

**Approve the minutes of the September 9, 2005 meeting and the agenda.**

Bix/Zenner to approve the minutes of the previous meeting, as well as the agenda. The motion carried.

**Act on the 2005-2006 snowplowing bid.** Following discussion of the proposal submitted by Dave Hartl & Sons Snowplowing for \$7,500.00 to be paid in two equal installments of \$3,750.00 as in past years, Zenner/Bix motioned to approve acceptance of the Hartl bid of \$7,500.00 for snow plowing at County facilities for the 2005-2006 season. The motion carried.

**Maintenance Report.** Jeff Ludwig distributed copies of the report and reviewed it with the committee. He reported that a \$1,500.00 invoice for repairs to the computer used to control the HVAC equipment in the courthouse has been received also expanding on several other issues within the Report. Zenner also reported that he had attended a Fair Board meeting at which issues pertaining to possible future improvements at the fairgrounds were discussed. Any formal requests by the Fair Board will be discussed and acted on at a future meeting.

**Set next Building, Grounds and Parks Committee meetin date.** The next meeting date for the Building ,Grounds & Parks Committee was set for Thursday December 8, 2005 at 10:00 a.m.

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

Bruce P. Strama, County Clerk

**Please Note: The October Meeting was cancelled.**

**November 10, 2005**

JOINT PERSONNEL COMMITTEE & BUILDINGS, GROUNDS & PARKS COMMITTEE MEETING

Chairman Fred Parent called the meeting to order at 10:00 a.m. in the Third Floor County Board Room. Those present were Joe Sweda, Jim Seidl, Lester Lewis, Wayne Lato, Diane Albrecht, Mary Bix, Chuck Zenner, Bruce Strama, Jeff Ludwig, and Attorney John Prentice.

1. Closed Session. It was moved by Lato, seconded by Bix to go into closed session at 10:01 a.m. pursuant to Wis. Stats. 19.85(1)(c) for the purpose of considering the employment of a Taylor County employee. Eight members voting aye, the motion carried.
2. Open Session. It was moved by Lato, seconded by Albrecht to go into open session pursuant to Wis. Stats. 19.83 to take any necessary action on the matter discussed in closed session at 10:30 a.m. Eight members voting aye, the motion carried.

It was moved by Bix, seconded by Seidl to offer early retirement to an employee with a disability as discussed in closed session. Eight voting aye, the motion carried.

It was moved by Bix, seconded by Sweda to adjourn at 10:31 a.m. A unanimous vote cast, the motion carried.

Marie Koerner, Secretary

**September 9, 2005**

Chairperson Diane Albrecht called the meeting to order on Friday, September 9, 2005 at 10:04 a.m. Committee members Mary Bix and Chuck Zenner were present along with Jeff Ludwig, Luke Klink (The Star News) and Bruce Strama.

**Approve the minutes of the August 12, 2005 meeting.** Bix/Zenner to approve the minutes of the previous meeting. The motion carried.

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

**Discuss and act on lease agreement with Chequamegon Sportsman Club at Perkinstown Sports Area.** Jeff Ludwig reviewed the lease agreement which had been distributed at the prior meeting, noting that the lease had been drafted by Everett Hale and that with the deletion of the word exclusive in (3 b.), and inclusion of a 90-day termination clause by either party, that the remainder of the lease could remain the same. He stated that the Sportsman's Club was easy to work with and that improvements to the area have been funded by the club with substantial labor also performed at no cost. Mary Bix felt that the contact address, in the present contract the Building Grounds & Parks Committee Chair be changed to the County Clerk. Following further discussion Zenner/Bix to approve of a five-year contract extension with the removal of exclusive in (3 b.), a 90-day termination clause and the contact address being that of the County Clerk. The motion carried.

**Discuss and act on 2006 Maintenance Department budget.** Ludwig had distributed copies of the proposed budget at the prior meeting, allowing for extended review by committee members. Several items were discussed in an attempt to decrease the budget total with no success. Committee members agreed that maintenance should not be neglected only to require additional expense in the future. The majority of the 3.4% increase in operations, (\$14,225.00) was due to fuel and electricity expense.

Zenner/Bix to approve the Buildings Grounds & Maintenance Budget as submitted. The motion carried.

**Maintenance Report.** Jeff Ludwig distributed copies of the report and reviewed it with the committee. He noted that the survey which he was directed to distribute concerning the fairgrounds will be distributed to those people and organizations that are part of the fair. There was discussion of general distribution of the survey, with Ludwig stating that a survey for general distribution may be fine, but the survey he was instructed to distribute required extended knowledge of present and future buildings related needs. The committee agreed. There was additional discussion of fair related issues.

**Bix/Zenner to go into close session pursuant to Wis. Stats. 19.85(1)(c) for the purpose of evaluating the Maintenance Director at 10:53 a.m.**

**Zenner/Bix to reconvene into open session at 11:05 a.m. pursuant to Wis. Stats. 1983 to act on matters discussed in closed session.** Bix/Zenner to approve the annual evaluation of the Maintenance Director as conducted in closed session. The motion carried.

**Set next Building & Grounds and Future Planning Committee meeting dates.** The next meeting date for Building & Grounds was set for Friday, October 14, 2005 at 10:00 a.m. The September 23, 2005 meeting for Future Planning will be canceled with the next meeting for that committee by the call of the chair.

Bix/Zenner to adjourn the meeting at 11:10 a.m. The motion carried.

Bruce P. Strama, County Clerk

**BUILDING, GROUNDS & PARKS COMMITTEE**  
**August 12, 2005**

Chairperson Diane Albrecht called the meeting to order on Friday, August 12, 2005 at 10:00 a.m. Committee members Mary Bix and Chuck Zenner were present along with Allen Beadles, Jeff Ludwig, Brad Ruesch, Luke Klink (The Star News) and Bruce Strama.

**Approve the minutes of the July 15, 2005 meeting.** Zenner/Bix to approve the minutes of the previous meeting. The motion carried.

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

**Discuss and act on requesting bids for roof replacement on two county buildings.**

Jeff Ludwig stated that there have been problems with the roof at the Human Services Building for the past several years, and had pointed it out during the tour taken by the committee in June. He requested approval to obtain bids for replacement of the roof, including removal and disposal of the old material. He estimated the cost at between \$15,000 and \$20,000. There was some discussion of possible problems causing the current roof to last only about eleven years. Ludwig stated that the roof was installed in winter and never sealed correctly and that the shingles were some of the first fiberglass shingles that were problematic. He also requested approval to obtain bids for removal, disposal of the current roofing materials and replacement on the Multipurpose Building. That roof is also only approximately 11 years old but the original shingles were not removed on a large portion of the roof causing curling of the shingles and improper sealing where they were paced over the old shingles. Money for replacement is available in the building accounts. Bix/Zenner to approve placing of bids for roofing projects for the Human Services and Multipurpose Buildings as requested by Ludwig. The motion carried. The maintenance department will inspect the structure beneath the current roofing to insure that it is sound prior to replacement.

**Discuss and act on crack sealing , seal coating and striping courthouse parking lot.**

Ludwig has received a quote of \$6,474.00 from Burgman Companies of Eau Claire for filling the cracks, sealing and striping the courthouse parking lot. Due to construction, the parking lot has had numerous patches and is in need of sealing according to Ludwig. Striping is also necessary to insure parking is done in an orderly fashion to accommodate the maximum number of vehicles. Ludwig was uncertain whether funding would be available for the project this year, but requested approval to complete the project late in 2005 if funds were available or early in 2006 using carryover for the project. There was discussion of possibly removing some of the islands located in the parking lot prior to the project, but the Committee decided not to pursue that idea based upon information provided by Ludwig of light polls etc., that are placed within the islands. Bix/Zenner to approve the crack filling, seal coating and striping of the Courthouse parking lot either this fall or in the spring, whenever the funds are available. The motion carried. It was also suggested that even if the crack filling is done in the fall it may be advantageous to seal and stripe the lot in the spring, as snowplowing takes a toll on the striping.

**Discuss and act on 2006 Maintenance Department budget.**

Ludwig distributed copies of the proposed budget and reviewed it with the committee noting that the proposed 2005 budget is only 4% higher than the Department budget of 2001 and since that time 56,000 sq. ft of additional area has been added along with a couple million dollars worth of additional equipment to maintain. He also explained that nearly all of the increases are due to the increased cost of fuel and electricity. Following review, including carry-overs, committee members decided to take no action on the proposed budget at this meeting but will act on it at the September meeting.

**Discuss any additional information received concerning Fairgrounds and act accordingly.** Ludwig has contacted the Extension Office and a survey will be distributed to users of the fairgrounds concerning future needs. He has also contacted the Wal-mart representative concerning their interest in the purchase of the portion of the grounds needed to allow 9th St. to continue from Hwy-64 north to Allman Street. Purchase of that property and extension of 9th Street would require relocating seven buildings. Ludwig said that the representative stated that due to the cost associated with relocating the buildings that purchase of that property is no longer an option. The action by the Community Development Authority to declare the Fairgrounds blighted was also discussed, with consensus that allowing the property to be declared blighted is not in the best interest of Taylor County. There was no action taken.

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

**Set next Building & Grounds and Future Planning Committee meeting dates.** The next meeting date for Building & Grounds was set for September 9, 2005 at 10:00 a.m. The next meeting date for Future Planning was set for September 23, 2005 also at 10:00 a.m.

Bix/Zenner to adjourn the meeting at 11:27 a.m. The motion carried.

Bruce P. Strama, County Clerk

**July 15, 2005**

Chairperson Diane Albrecht called the meeting to order on Friday, July 15, 2005 at 10:06 a.m. Committee members Mary Bix and Chuck Zenner were present along with Jim Metz, Jeff Ludwig, Brian Wilson (The Star News) and Bruce Strama.

**Approve the minutes of the June 10, 2005 meeting.** Bix/Zenner to approve the minutes of the previous meeting. The motion carried.

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

**Discuss and act on placement of restrooms and drilling a well at Wood Lake Park.** Jeff Ludwig stated that the campgrounds at Wood Lake Park have been extremely busy. He also noted that when the campgrounds were built that the plan was to place a well in the vicinity of the campgrounds in addition to the well originally placed near the beach. He also recommended replacement of the wood structure restrooms currently serving the area with one of the concrete structures that have been placed in most other parks. He will propose saving the tank beneath the current restroom facility if it is cost effective. The cost of a concrete restroom structure is \$11,200.00 including a tank and Ludwig estimated the maximum cost of a well at \$3,000.00. Bix/Zenner to approve drilling of the well and replacement of the restrooms at Wood Lake Park as outlined by Ludwig. The motion carried.

**Discuss and act on alarm system proposal for Human Services Building.** Ludwig has received a quote of \$1,999.00 from John Rogers for purchase and installation of an alarm system in the Human Services building. Rogers installed the system in the new Medford Fire Dept. building, which the Department was pleased with as with the cost for the system. The system proposed for the Human Services building includes a pull station at each door and would be expandable to include dial up service along with heat or smoke detector activation. The quote included the option of adding heat detectors at \$89.00 each, with Ludwig recommending purchase of four to be installed at various locations within the building. Zenner/Bix to purchase the system including installation from Rogers at \$1,999.00 along with the additional purchase of four heat detectors at \$89.00 each, also to be installed. The motion carried.

**Discuss and act on HVAC control panel replacement at Education Center.** Ludwig noted that the control panel which runs the boilers at the Education Building malfunctioned in the Spring and replacement is required. He said that at present the boilers, fans, pumps and outside air dampers are all run with separate control panels making the heating and cooling within that building less efficient than if all of the functions were controlled by a single integrated control panel as in newer buildings. The separate control panels were the outcome of years of expansion and additions of separate systems within the building. Ludwig recommended the purchase of a control panel from Complete Control Inc. at the cost of \$5,745.00 plus \$2,345.00 to include operation of the fans pumps and dampers from the same panel as discussed, for a total cost of \$8,090.00, of which NTC would be responsible for 50%, resulting in a cost of \$4,045.00 to the county. Bix/Zenner to purchase the control panel from Complete Control Inc. at a cost of \$5,745.00 and \$2,345.00 to include the additional functions as discussed for a total purchase price of \$8,090.00. The motion carried.

**Discuss and act on Building & Grounds personnel assistance in erection of a kennel for the Sheriff's Department.** The Sheriff's Department has requested that maintenance personnel assist in the erection of a kennel at a personal residence to house the Canine Unit for the Sheriff's Department. There was some discussion of the proposal prior to a

Bix/Zenner motion to have the maintenance staff assist with erection of the kennel. The motion carried.

**Discuss and act on final approval of \$1,650.00 payment, granting easement and transfer of property to the City of Medford absolving special assessment charge.**

Strama had delivered a copy of the minutes from the December 17, 2002 Joint Building Grounds & Parks and Rails-To-Trails Commission meeting which stated that upon final approval of the Building & Grounds Committee that for \$1,650.00, transfer of certain property and easement to property that the special assessment charges would be absolved. Bix/Zenner to approve payment of \$1,650.00 and transfer fee to settle the issue as approved at the joint meeting. The motion carried.

**Discuss and act on future plans, including Fairgrounds issue.**

The committee discussed planning for the future, with the discussion centering around the future of the Fairgrounds. Ludwig felt there should be a commitment by the county to either sell or take some action to have the property designated as the Fairgrounds in order to put an end to speculation of what will take place at the location. With no formal offers or solid information discussion was somewhat vague in content. Following discussion Wednesday July 27<sup>th</sup> at 10:00 a.m. was set as the date and time for a Future Planning meeting.

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

**Set next meeting date.** The next meeting date was set for August 12, 2005 at 10:00 a.m.

Bix/Zenner to adjourn the meeting at 10:59 a.m. The motion carried.

Bruce P. Strama, County Clerk

**June 10, 2005**

Chairperson Diane Albrecht called the meeting to order on Friday, June 10, 2005 at 10:03 a.m. Committee members Mary Bix and Chuck Zenner were present along with Jeff Ludwig, Brad Ruesch and Bruce Strama.

**Approve the minutes of the May 13, 2005 meeting.** Bix/Zenner to approve the minutes of the previous meeting. The motion carried.

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

**Discuss and act on several proposed projects at Chequamegon Waters Flowage.** Brad Ruesch was present to review the proposed projects with the committee. He stated that the shoreline in the area of the boat landing near the dam is eroding due to wave and ice conditions. He, Steve Oberle and John Kleist (DNR representative) met and surveyed the situation prior to suggesting appropriate measures in addressing the problem. Ruesch stated that the areas where mowing of grass has taken place are the problem areas. Boat traffic in the area near the piers has caused some safety related concerns, as the same area is generally used for swimming. Ruesch suggested developing a designated swimming area further out on the point where the sod would be removed, sand hauled in and buoys placed around the area, for a safer environment. Those areas where erosion has been a problem could be addressed according to Ruesch by planting of aquatic vegetation to slow wave action. Ludwig questioned the planting of aquatic plants, noting the problem wild rice has created. Ruesch said the variety of plants would be approved by the DNR with precautions in selection to avoid future problems. Taylor County would be responsible for funding of the beach area development, with grants defraying the other costs. Following further discussion, Zenner/Bix to continue with the projects as presented. The motion carried. Ruesch pointed out additional improvements that the Lake Association has completed including the placement of a second pier by the Launches and the extension of the sidewalk to those piers. They also intend to replace the pier located at the County property located further north on HWY-G. Brad Ruesch departed at 10:18 a.m.

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

**Set next meeting date.** The next meeting date was set for July 15, 2005 at 10:00 a.m.

**Tour County facilities in the Medford area.** The committee was updated of maintenance work needed on the courthouse grounds including tuck-point, parking lot, and landscape issues prior to departing on a tour of several other Taylor County facilities, including the fairgrounds, NTC and community garden location, and the airport. The committee returned to the courthouse and the meeting was adjourned on a motion by Bix, second by Albrecht at 11:49 a.m. The motion carried.

Bruce P. Strama, County Clerk

**May 13, 2005**

Chairperson Diane Albrecht called the meeting to order on Friday, May 13, 2005 at 10:03 a.m. Committee member Chuck Zenner was present along with Jeff Ludwig, Joanne Schneveis and Bruce Strama. Mary Bix had an excused absence.

**Approve the minutes of the April 8, 2005 meeting.** Chuck Zenner noted that in the previous minutes the phrase (imminent) related to the future sale of the fairgrounds property should read (probable). Zenner/Albrecht to approve the minutes of the previous meeting with the change noted by Zenner. The motion carried.

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

**Discuss and act on a proposal by Cellular One to lease space adjacent to the tower at the Education Center.** Copies of the proposed lease had been included with the minutes for prior review by committee members and was addressed with Ludwig noting that the word tower should be omitted in several areas. There were no other suggested changes to the lease, with date of commencement to be June 1, 2005 for five years, pre-construction amount of \$100 per month not to exceed six months, a 12.5% increase in lease amount each 5-year term with lessee to have until October 15, 2005 to obtain necessary permits and authorizations. The base amounts for related leases was set at \$300.00 for space provided, with this charge covering a 100 sq. ft area, any additional sq. footage charged by sq. ft. Zenner/Albrecht to approve lease as discussed with deletion of the word tower in those areas noted and dates and rates as listed. The motion carried.

**Review 2004-2005 Perkinstown Winter Sports Area Report.** Joanne Schneveis reported total income for the past season at the Winter Sports Area of \$24,420.92, with labor expense at \$18,315.64, and food expense at \$4,885.24, with total expenses of \$23,200.88 and a net profit of \$1,220.04. There was extended discussion of future plans for increased income and a request by Schneveis to have a convex mirror installed for monitoring the lower level from the counter area when no employees are present on the lower level. Schneveis departed following the discussion.

**Discuss and act on fire alarm system at the Human Services Building.** Ludwig informed committee members that there is no alarm system in the Human Services Building and that code does not require one. He noted that not having an alarm system does not allow having a fire drill, and questioned whether it might be wise to install some system in the building. He felt that even installing pull stations at each of the six exits and three horns would be adequate. Following further discussion Ludwig was directed to get quotes for several options and report those prices at a future meeting.

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

The next meeting was scheduled for Friday, June 10, 2005 at 10:00 a.m. Zenner/Albrecht to adjourn the meeting at 11:09 a.m. The motion carried.

Bruce P. Strama, County Clerk

**April 8, 2005**

Chairperson Diane Albrecht called the meeting to order on Friday, April 8, 2005 at 10:02 a.m. Committee members Mary Bix and Chuck Zenner were present along with Jeff Ludwig, Tom Toepfer, Joanne Schneveis, Brad Ruesch, Mike Haas and Bruce Strama.

**Approve the minutes of the March 11, 2005 meeting and the agenda.** Bix/Zenner to approve the minutes of the previous meeting and the agenda. The motion carried.

**Discuss and act on issues related to erection of the building by the Taylor County Horse Association.** Discussion centered around the future of the fairgrounds at its present location and whether proceeding with a new building at the fairgrounds is a wise decision at this time. Michael Haas and Jeff Ludwig felt that building should proceed due to the extensive use of the grounds for horse related activities and that there has in the past been discussion of possible sale of the property which never materialized. They also felt that if a building is erected that sale price of the grounds would include the cost of replacement. Zenner and Bix felt that the project should be delayed, arguing that sale of the grounds is imminent if the adjacent property is developed as planned. Following further discussion Bix/Zenner to delay the project for a year to see how things proceed. The motion carried with Bix and Zenner voting Aye, Albrecht no. Everyone present agreed that it is a worthwhile project and that the intention is to proceed as information concerning fairgrounds location is formalized.

**Review 2004-2005 Perkinstown Winter Sports Area Report.** Joanne Schneveis reported that the Area was open eight weekends and had a total of 3,446 tubers, not including those four years of age and under that are not charged. Ticket revenues were \$16,101, with food and beverage sales at \$6,600. She has not received the total cost of products sold, but will compile that cost and the expenditures for staffing and will present a written report to the committee at the next meeting. She stated that safety was her main concern and knew of only one person with a slight cut on the lip, making it an exceptionally safe season. She also stated that she had received many compliments from those attending the area and enjoyed working with the staff. She felt that there are several avenues for increasing both attendance and profit and will work to implement those plans in the future, but all in all felt that her first season was a success. Schneveis departed at 10:43 a.m.

**Open bids received for operation of the Sackett Lake Concession Building and act on acceptance of bids received or alternatives for operation of the concessions at the Park.** Diane Albrecht opened the single bid received. The bid had been submitted by Thomas Toepfer for the amount of \$20.00. Bix/Zenner to accept the bid of Thomas Toepfer for \$20.00 and upon Toepfer's payment of \$20.00 plus the \$200.00 security deposit a total of \$220.00 award Toepfer the lease. The motion carried.

**Discuss and act on crack filling, seal coating and striping of parking areas in 2005.** Ludwig informed committee members that the Highway Department intends to seal and stripe their parking lot located in the City of Medford this year. That parking lot is adjacent to the parking area for the Multipurpose building and Ludwig feels it makes sense to seal and stripe the two lots simultaneously as both are in need and appearance of the area would be enhanced. The Highway Department has offered to fill the cracks in the blacktop at no charge. The estimate for sealing the Multipurpose lot is \$1,421.50, with a striping estimate of \$250.00, both received from Burgman Companies of Eau Claire WI. Bix/Zenner to approve the sealing and striping of the Multipurpose Building lot for the estimated costs proposed from Burgman Companies contingent on further investigation by the Highway Commissioner for lower bids from additional companies. The motion carried. There was also discussion of the need for crack filling, sealing and striping the parking lot located at the Chequamegon Flowage. The Burgman Companies have submitted an estimate of

\$1,650.00, to crack fill, \$4,950.00 to seal and \$315.00 to stripe that lot. There was discussion of whether there is sufficient funding in the Building, Grounds & Parks budget to complete the project this year. Highway Commissioner Thomas Toepfer will view the lot and report on whether he can crack fill and at what cost. There was also discussion of capping the lot with a thin layer of blacktop or chip sealing the lot. The item will be placed on the next agenda for a decision. Brad Ruesch also suggested designating at least one RV or Boat parking area near the boat landing for the handicapped, which the committee felt is proper. Ruesch and Toepfer departed at 10:57 a.m.

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

the next meeting was scheduled for Friday, May 13, 2005 at 10:00 a.m.

Bix/Zenner to adjourn the meeting at 11:16 a.m. The motion carried.

Bruce P. Strama, County Clerk

**March 11, 2005**

Chairperson Diane Albrecht called the meeting to order on Friday, March 11, 2005 at 10:03 a.m. Committee members Mary Bix and Chuck Zenner were present along with Jeff Ludwig, and Bruce Strama. Brad Ruesch arrived at 10:14 a.m. and Marie Koerner arrived at 10:20 a.m.

**Approve the minutes of the February 2, 2005 meeting.** Bix/Zenner to approve the minutes of the previous meeting. Motion carried.

**Approve the agenda.** Bix/Zenner to approve the agenda following the year date change from 2004 to 2005. Motion carried.

**Discuss and act on entering into a contract with Symplex Corporation for annual fire alarm inspections at the Education Center.** Jeff Ludwig stated that at present the fire alarms at the Education Center are not inspected and tested on a regular basis. He feels that inspections should be performed on a scheduled basis as at the courthouse. Symplex has the contract for inspections at the courthouse and is willing to do the inspections at the Education Center while visiting the courthouse. He has received two quotes from Symplex, one for full service, including parts and emergency calls for \$1,093.25 annually, and the second bid which would only include the inspections for \$570.00. He also noted that NTC pays ½ of the maintenance cost. Therefore Taylor County would only pay for 50% of either quote. Bix/Zenner to approve contracting with Symplex for the \$570.00 contract. The motion carried.

**Discuss and act on service contract with Complete Control for HVAC system.** Complete Control has had the contract for servicing the county's HVAC system for the past several years and has not increased the charge for services during that time. Ludwig has been notified that the contract cost will increase by 3% for the next year's service. The increase will result in an annual fee of \$12,128 which for the past three years had been \$11,550, an increase of \$578. For the fee the county receives services for two days per month at any facility for which the service is requested. Bix/Zenner to approve contracting with Complete Control for \$12,128. The motion carried.

**Discuss and act on advertising for bids for operation of the Sackett Lake Consession Building.** Strama distributed copies of the previous year's agreement and publication for review and possible changes. Beyond current dates etc. there will be no changes in the agreement. Bix/Zenner to publish the bid as in the past, once in the Star News and once in the Shopper, with bids to be returned to the County Clerk's office by Thursday, April 7, 2005 at 4:00 p.m. and opened at the next Building, Grounds and Parks Committee meeting. The motion carried. Other options were discussed in the case that no bids are received, including employing a seasonal employee or remodeling the building to house vending machines. Ludwig will explore those options and report at the next meeting if need be. The committee felt that having someone present at the park to report on activities and provide assistance is preferable.

**Discuss and act on revisions to the Emergency Action and Fire Prevention Plan.** Marie Koerner distributed a copy of the Plan to members and reviewed the change proposed. Following discussion, Bix/Zenner to approve the changes as proposed and to begin implementation of the plan by training the floor supervisors and running a fire drill sometime in the spring, followed by a report to the committee. The motion carried. Koerner departed at 11:18 a.m.

**Discuss and act on temporary labor for the Maintenance Department.** Ludwig reported that he has been in contact with John Tlusty who was injured in a fall in October.

At this time Tlusty is not able to return to work, and in all likelihood will not return in time to assist the Maintenance Department during the summer months, their busiest time. Ludwig asked for approval of hiring a seasonal employee to assist for the summer. Zenner/Bix to approve advertising for hiring a seasonal employee for the Maintenance Department. The motion carried.

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

The next meeting was scheduled for Friday, April 8, 2005 at 10:00 a.m.

Bix/Zenner to adjourn the meeting at 11:37 a.m. The motion carried.

Bruce P. Strama, County Clerk

**February 2, 2005**

Chairperson Diane Albrecht called the meeting to order on Wednesday, February 2, 2005 at 10:00 a.m. Committee members Mary Bix and Chuck Zenner were present along with Jeff Ludwig, Michael Haas, Bruce Strama and Laurie Sacho (The Star News). Arlen Albrecht arrived at 10:15 a.m.

**Approve the minutes of the December 2, 2004 meeting.** Bix/Zenner to approve the minutes of the previous meeting. Motion carried.

**Approve the agenda.** Bix/Zenner to approve the agenda. Motion carried.

**Review information supplied by the Taylor County Horse Association and Maintenance Department Director related to the request for a building at the Fair Grounds.** Association President Mike Haas distributed copies of an estimate for a 60 by 100 foot building as discussed at the previous meeting, reviewing the estimate with committee members. A \$17,700 estimate for materials from Klingbeil Lumber was included, with an additional \$2,700 estimated for site work, electrical and water for a total of \$20,400. Also included in the estimate was Sweat Equity for labor by the Association of \$10,368, for a project total of \$30,768. He also submitted a copy of the Articles of Incorporation which had been filed with the State of Wisconsin, insuring those present that the Association was a viable group with a 501C status. Ludwig has contacted Accountant Larry Brandl and reported that there are sufficient funds to proceed if the \$5,000 fairgrounds outlay carryover from 2004, and the \$5,000 fairgrounds outlay from 2005 are applied along with the \$11,000 remaining in the Courthouse Outlay account which had been designated for unforeseen expenses related to the Jail & Annex Expansion Project. Brandl has informed Ludwig that the Courthouse Outlay Account should be closed out, as all related expenses have been accounted for. Ludwig also noted that additional carryover will be available following 2004 year end close out. Following extended discussion which allowed for members to voice concerns relating to the expenditure, Zenner/Bix to proceed with site work for the 100 by 60 foot building as requested utilizing only the 2004 and 2005 Fairground Outlay Accounts which total \$10,000 along with additional 2004 carry over for site work, and to fund materials for the erection of a 50 by 60 building at the fairgrounds at this time. The motion also included placing the \$11,000 remaining in the Courthouse Outlay Account in the Courthouse Repair and Maintenance of Building Account. The motion carried. The consensus was that one end of the structure built in 2005 would be designed to allow for an addition in the future. Income related to rental of the new building was also discussed.

**Discuss and act on a proposal to purchase a snowplow for a Maintenance Department truck.** Ludwig stated that due to the expense incurred associated with clearing the parking lot at the Perkinstown Sports area and the convenience of having a plow on a vehicle to allow cleanup as needed at other County facilities, that the purchase of a snowplow made sense. He noted that following each snowfall maintenance personnel is sent to the Sports Area to prepare the hill and trails, and that if a plow were available that county employee could also plow snow. The pros and cons of the proposed purchase were discussed prior to a Zenner/Bix motion to purchase a new snowplow, at an estimated cost in the \$2,500 range if the initial attempt to purchase a good used plow fails. The motion carried.

**Discuss and act on proposed "garden plot" to be located at the Education Center Property.** Arlen Albrecht was present to review material which he distributed outlining a Medford Community Garden Project. The project would allow those without adequate area for a garden to utilize all or a portion of one of the twenty-four 4X8 foot raised beds within the community garden. The area will also be used for UWEX demonstrations and other

educational purposes. The Extension will apply for a \$2,500 grant for materials to complete the project, with labor, geotextile, a water tank and water for irrigation used as an in-kind match. The committee members felt that the proposal for the garden is a good idea, and on a Bix/Zenner motion approved allowing the use of the requested area and supplying water for irrigation. Arlen will work with the Maintenance Department as needed in respect to the project.

**Maintenance Report.** Jeff Ludwig distributed copies of the report and reviewed it with the committee. He pointed out that repairs becoming more routine to High Tech equipment installed within the Jail & Annex Expansion are very costly and those repairs may have to be funded by the Sheriff's Department budget as those repair expenditures are not budgeted by the Maintenance Department.

The next meeting was scheduled for Friday, March 11, 2005 at 10:00 a.m.

Bix/Zenner to adjourn the meeting at 11:18 a.m. The motion carried.

Bruce P. Strama, County Clerk