

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

December 17, 2010

County Board Room

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

**Members Present:** Diane Albrecht, Chuck Zenner and Lester Lewis

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

**Other Attendees:** Jeff Ludwig, Diane Niggemann, Arlen Albrecht and Bruce Strama and Brian Wilson (The Star News).

**Approve the minutes and the agenda:** Zenner/Lewis to approve both the minutes of the October 21, 2010 meeting and the agenda. The motion carried.

**Discuss and act on request for additional space at the Multipurpose Building to accommodate ADRC required expansion:** Jeff Ludwig reported that the Committee had discussed this issue at the September 2, 2010 meeting and had stated at that time that when the space is required there will be action to approve area for the offices required. Diane Niggemann was present to answer questions. Lester Lewis stated that he is not in favor of approving the additional space at this time and asked Niggemann when the decision needs to be made. She reported that a plan will have to be submitted to the state by April, so she will have to know by that time. Committee members discussed other options/buildings for providing office space for ADRC, noting that making the multipurpose room much smaller will curtail use by the Department of Motor Vehicles and local renters. Following further discussion it was the consensus of the committee members and others present that the multipurpose building may be the best location due to ample parking, accessibility and location, but members were not willing to approve the space requested at this time. The issue will be placed on the agenda for action when deemed necessary.

**Discuss and act on proceeding with the proposed construction at the Winter Sports Area and related grant funding:** Arlen Albrecht had prepared a list of items that need to be addressed prior to completion of a grant application for building a new warming facility at the Sports Area. The two issues he targeted were, who will partner in the project and what the current uses and additional uses are? Arlen questioned committee members in relation to both the partnering and usage, listing ideas from committee members. Committee members felt that there should be a subcommittee formed to do a more in depth study concerning those subjects discussed along with any additional funding or building issues. Lewis made a motion with a second by Diane Albrecht to form a subcommittee to include Arlen Albrecht, Chuck Zenner, Jeff Ludwig, Dave Lemke, Ray Soper and Bruce Strama to further explore additional grant application information that may be required. Zenner will contact Lemke and Soper to ask for their assistance and will head up the subcommittee. The motion carried.

**Review information gathered pertaining to engineering and completing the lawn, sewer, use/removal of steps and retaining wall on the west side of the courthouse:** Ludwig had been directed to proceed with hiring an engineering firm to engineer the proposed project. He stated that he had contacted the manufacturer of the retaining block used in the original project and that the manufacturer is concerned with the appearance of the product. According to the manufacturer, the failure of the retaining wall is due to faulty construction, and he would like to see the project done correctly. Correct installation of the retaining block requires use of GEO grid. The company that supplies the GEO grid for the block manufacturer will engineer the project at no cost if the GEO grid and block are constructed properly. Ludwig estimates the maximum cost of the project to be approximately \$65,000. The work would be done in short term phases running consecutively with the completion of the project likely within a couple of months. Lewis/Zenner to move ahead with the project, directing Ludwig to solidify the figures he had

obtained and report back to the Committee at which time a resolution will be drafted for County Board consideration. Members felt that power line funding may be the only avenue for completing the project. The resolution, if the figures are correct, will use \$65,000 as a base cost of the project with a maximum overrun of 10%. The motion carried.

**Discuss and act on UPS maintenance:** Ludwig reported that he has been contacted by Emmerson Power Systems and informed that the capacitors and fans that are part of the UPS equipment are beyond their proposed lifespan and may fail. The cost for replacing the capacitors and fans is \$3,774.00. Due to the savings in fuel to heat the courthouse, funding for the project is available within the Building & Grounds budget. Lewis/Zenner to replace the capacitors and fans in the UPS system as suggested by the manufacturer at the expense of \$3,774.00. The motion carried. Ludwig noted that the replacement of batteries and repairs approved at this meeting will allow use of the equipment for the next four or five years at which time the complete system will have to be replaced according to the manufacturer. Ludwig has been told by the manufacturer that the equipment has been obsolete since shortly after the purchase of the equipment.

**Lewis/Zenner to go into closed session at 10:12 a.m. under Wis. Stat. Section 1985(1)(d) to discuss courthouse security issues:**

**Zenner/Albecht to go back in to open session at 10:29 a.m. pursuant to Wis. Stat. 1983 to act on matters discussed in closed session:** No action was required. The issue will be revisited at a future Building, Grounds & Parks meeting.

Lester Lewis had departed at 10:22 a.m.

**Maintenance Report:** Ludwig distributed copies of the Maintenance Report.

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

**Adjournment:** With no further business, Zenner moved to adjourn the meeting, Diane Albrecht seconded. The motion carried. The meeting was adjourned at 10:30 a.m.

Bruce P. Strama, County Clerk

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

October 21, 2010

Perkinstown Winter Sports Area

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

**Members Present:** Diane Albrecht, Chuck Zenner and Lester Lewis

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

**Other Attendees:** Ray Soper, Pat Zatopa, Jeff Ludwig, Brad Ruesch, Joanne Schneveis, Bruce Strama and Brian Wilson (The Star News)

**Approve Minutes:** Zenner/Lewis to approve the minutes of the September 2, 2010 meeting. The motion carried.

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

**Discuss and act on proceeding with the proposed plan to construct a new warming facility and parking lot expansion at the Perkinstown Winter Sports Area and grant related funding:** Jeff Ludwig distributed updated plans for a new building being considered along with maps related to the proposed expansion of the parking lot. Ludwig has contacted Kyle Noonan from the Land conservation office for assistance in estimating the expense of lowering the parking lot approximately six feet and expanding the lot. An estimated 8,200 cubic yards of material would have to be moved in order to complete the expansion as planned. Approximately 3,250 cubic yards of material would be used to fill voids in the parking lot with the remaining 4,950 cubic yard to be either trucked out or used in adjacent areas. Ludwig estimated the expense for expanding the parking lot to be between \$35,000 and \$40,000 not including graveling the surface. The expansion would allow parking for an estimated 150 cars. The Committee reviewed and discussed the proposed building plan which had been updated. Pat Zatopa answered questions concerning availability of grant funds, restrictions and criteria for receiving a non motorized recreation grant. She stated that the grant would not be all inclusive with some of the proposals included in the plans that had been reviewed. According to Zatopa the grant was more for nature-based non motorized use, covering more of the warming area, parking lot, bathroom construction, but would not included funding for the kitchen, ticket sales area, serving counter and other areas not specifically for nature based recreation. She also reported that grant funding would be limited to the amount received for the region and number of grants requested within the region, and could also be affected by the upcoming election. She had a copy of the grant application and touched on several key areas, a couple of which are year-round comprehensive uses and trail accessibility. The grant application would also have to be accompanied by a county board resolution stating that the county would guarantee a 50% match. The question of continuation of ATV classes being held at the area was discussed with Zatopa stating that only the classroom portion could be held in a new facility if grant funding were received. She also informed those present that when applying for the grant, the county can set boundaries for an area in which the grant funding will be utilized and that any area outside the designated area will not be affected by the non-motorized restrictions. The hands on portion of the training could be held on adjacent county owned property not included as designated area in the grant fund application. There was discussion later of how to proceed, with suggestions of possibly doing the project in phases, remodeling/adding an addition instead of building new, volunteer help to reduce cost and other suggestions. Zatopa and Brad Ruesch departed following the discussion concerning grant funding.

**Review information pertaining to improvements required due to faulty retaining wall and collapsed sewer on west side of the courthouse:** Ludwig informed members that the collapsed sewer has been scoped and that the damage is on the west edge near the steps that go down to 2<sup>nd</sup> St. The sewer has been changed a couple times with the section

nearest the courthouse leading to the manhole consisting of clay pipe which dumps into a concrete pipe leading to the street. The concrete pipe is collapsed. It was agreed that the majority of the sewer should be replaced, except the 30 to 50 feet closest to the courthouse which could be sleeved. Following discussion on how to proceed with the project which would include repairs to the sewer, revamping of the retaining wall and landscaping, Strama was instructed to submit a proposal to the County Board at the October 27<sup>th</sup> meeting related to funding of engineering for the proposed project. Committee members felt it important that the County Board be informed of the scope of the project and the importance of completing the project prior to complete failure of either the sewer or retaining wall, which if either would fail may increase the cost substantially. Ludwig will continue to gather relevant information pertaining to completing the project.

**Discuss and act on the policy concerning use of the parking lot between STH-13 and the multipurpose building by vendors:** Ludwig informed committee members that he has allowed a vendor to sell apples in the parking lot in past years and questioned whether or not he should allow use without charging for use of the area. Strama has also had a request for use of the area on Saturday mornings by a local vendor. Committee members felt that if the current policy which does charge the farmers market participants during late summer and fall was not clear as to how other cases are to be handled the rest of the year. Those vendors that have been allowed use without being charged in the past should be allowed use until a policy is developed and approved by the Building, Grounds & Parks Committee.

**Act on snowplowing bids for 2010/2011:** Ludwig has received two quotes for plowing of snow during the 2010/2011 winter season. The quotes were \$6,125.00 from JR's Snowplowing and \$8,000 from Dave Hartl & Sons Snowplowing. Ludwig had confirmed that the services performed are equal. Zenner/Lewis to accept the JR Snowplowing bid of \$6,125.00 for plowing snow during the 2010/2011 season. The motion carried.

**Discuss and act on courthouse Roof-top ventilation repairs:** Ludwig informed committee members that the roof-top ventilation ductwork has been inspected and the quote for necessary repairs is \$24,500.00. According to Ludwig the poor installation when originally purchased is the cause for deterioration of the ventilation ductwork and that the repairs are inevitable. Ludwig stated that the budget for courthouse capital improvement does have \$25,000.00 which he could use to perform the maintenance, but that he would prefer to use a portion of the grant received for replacing energy efficient lighting that will not be needed to partially address the expenditure. According to Ludwig, having the maintenance staff replace the light fixtures instead of hiring it out has allowed a savings of approximately \$15,000.00 in grant match, which may be used elsewhere. Lewis/Zenner to use the funds currently in the courthouse capital improvement fund for the repairs and to use the amount of grant funding in excess of expenses for replacement of light fixtures to replenish the courthouse capital improvement budget. The motion carried.

**Discuss the policy related to responsibility for expenditures by the Fair Board:** Chuck Zenner stated that the Taylor County Fair Board had contracted with entertainment for the 2010 County Fair and had lost approximately \$20,000.00. He said that there were sufficient funds to cover the loss but that approximately \$8,500.00 will be needed to book events for the 2011 fair. The Fair Board has a line of credit and will be able to borrow the money and book the events. His concern is that Fair Board members are held personally liable for the line of credit. Zenner feels that the County should be liable for the line of credit. Lewis disagreed. Lewis/Zenner to place the issue on the October 27, 2010 County Board agenda. The motion carried.

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

The next meeting will be at the call of the Chair.

**Adjournment:** With no further business, Lewis moved to adjourn the meeting, Zenner seconded. The motion carried. The meeting was adjourned at 12:10 p.m.

Bruce P. Strama, County Clerk

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

September 2, 2010  
County Board Room

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

**Members Present:** Diane Albrecht, Chuck Zenner and Lester Lewis

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

**Other Attendees:** Jeff Ludwig, Marvel Lemke, Bruce Strama and Mark Berglund (The Star News)

**Approve Minutes:** Zenner/Lewis to approve the minutes of the July 21, 2010 meeting. The motion carried.

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

**Discuss and act on db Wireless proposal:** Strama had included a copy of a request from db Wireless along with the agendas. That request was that the fee paid by db Wireless for rental space on the county owned tower on Perkinstown Ave. be reduced temporarily from \$500 a month down to \$200 a month. Zenner/Lewis to approve reduction of the tower space rental paid by db Wireless from \$500 to \$200 temporarily. The motion carried.

**Approve the Simplex fire alarm contract for 2011:** Jeff Ludwig reported that the 2011 Simplex fire alarm contract has increased from \$4,881.00 to \$5,103.00 for 2011. The contract has been gradually increasing each year according to Ludwig. He also noted that service of the equipment should be performed by the company that installed the equipment. That company was Simplex. Lewis/Zenner to approve the annual contract with simplex for \$5,103.00. The motion carried.

**Discuss and act on proceeding with the proposed plan to construct a new warming facility and parking lot expansion at the Perkinstown Winter Sports Area:** Jeff Ludwig requested direction on proceeding with the proposal to construct a new warming facility at the Perkinstown Winter Sports Area. The consensus was that county board verbal approval to go with new construction rather than an addition to the current structure was enough initiative to pursue grant funding for the project. In order to request grant funding and to continue with the planning process, a cost estimate and a construction plan will be required. Following discussion committee members directed Ludwig to contact the zoning department and possibly the DNR to inquire about any permits, including well and septic that may be required for construction of a new building, to redraw the proposed building plans which he had initially distributed with additional space that Ludwig determines is necessary for both usage and adequate storage and get a more refined plan drawn with specifications that would be sufficient enough to approach contractors and receive cost estimates. He was also directed to contact Joanne Schneveis, Winter Sports Area Manager, for input that she may have in relation to the proposed building which he may consider when drawing the plans.

**Discuss and act on process for improvements required due to faulty retaining wall and collapsed sewer on west side of the courthouse:** There was discussion concerning the deteriorating retaining wall and the collapsed sewer between Second St. and the courthouse. Ludwig distributed copies of topographical maps of the affected area which included both elevations and profiles of the proposed slope if the retaining wall were to be alleviated in a large portion of the area where the wall is currently situated. He also informed committee members that he has scheduled the scoping of the sewer pipe in order to pinpoint the portion of the pipe that is collapsed and will make the decision on whether the pipe can be sleeved or needs to be replaced. The consensus was that the planning should begin for the project at this time with the proposed project to take place in 2011. Ludwig was directed to check on the cost of engineering the proposed project. He will

update the committee on the results of the scoping and the estimated engineering cost at the next meeting.

**Discuss and act on proposed remodeling required for additional office space at the multipurpose building:** Ludwig has had a request for remodeling an area of the multipurpose building to accommodate ADRC staff once Family Care is no longer handled by the Human Services Department. Lester Lewis reported that he has been in contact with Diane Niggemann, Commission on Aging Department, which will be affected by the change along with the Human Services Department. He noted that there may be other options and that all that is required at this time is the acknowledgement of the committee that there will be the need for additional space and that the space will be provided when the need arises. Committee members agreed and there was no further discussion or action on the agenda item.

**Review and act on 2011 Building & Grounds Budget:** Ludwig distributed copies of the proposed budget along with narratives. The building and facilities operating budget increased by \$8,275 or 1.7%, with the building & facilities total budget increasing by \$41,994 or 4.2%. According to Ludwig the 21 to 23% increase in electricity will require an additional \$29,000 for 2011. Of the \$41,944 increase in the total budget \$23,500 will be associated with wages and benefits, \$10,000 associated with the reinstatement of the additional custodial position and the other \$8,275 due to the increase in the operating budget largely due to the price increase for electricity. Following further discussion, Lewis/Zenner to approve the budget as submitted pending final approval by the Budget Review Committee. The motion carried.

**Maintenance Report:** Ludwig distributed a copy of the report and reviewed it with committee members. He did report on the problem with a steam valve, associated with a storm in August that caused a failure with the valve allowing steam to enter the steam pipes located in the older portion of the courthouse and increasing the temperature in excess of one hundred degrees. Marvel Lemke who was present earlier asked that she be informed as soon as possible if this problem were to occur again so she could attempt to cool the area where the records are stored to lessen any potential damage. Ludwig or maintenance staff will notify her if the same or similar problem does arise. Ludwig also noted that there have been reoccurring problems with one of the smoke alarm sensors caused by excessive humidity. Employees have been reacting in the proper fashion when the alarms sound. Lewis questioned usage of the elevator in the case of a fire alarm as a handicapped individual on the third floor will require access and use of the elevator in case of a fire. Ludwig informed committee members that to his knowledge, when the fire alarm sounds the elevator proceeds to the third floor and the door will open allowing access and transportation to a floor with exterior access. Ludwig was uncertain of the exact programming of the elevator, but will report back as to exactly how the elevator is programmed to work in emergency situations. Ludwig had also received quotes for plowing snow for 2010 Fall and 2011 spring, which he distributed. Formal action will take place on the quotes at the October meeting following clarification of a couple issues concerning the quotes.

The next meeting date is scheduled for Thursday, October 7, 2010 at 10:00 a.m., with the meeting slated to be held at the Perkinstown Winter Sports Area.

**Adjournment:** With no further business, Zenner moved to adjourn the meeting, Lewis seconded. The motion carried. The meeting was adjourned at 11:52 a.m.

Bruce P. Strama, County Clerk

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

July 21, 2010

County Board Room

**Call Meeting to Order:** Diane Albrecht called the meeting to order at 10:30 a.m.

**Members Present:** Diane Albrecht, Chuck Zenner and Lester Lewis

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

**Other Attendees:** Jeff Ludwig, Arlen Albrecht and Bruce Strama. Mark Berglund (The Star News) arrived at 11:10 a.m. and Scott Copenhaver at 11:13 a.m.

**Approve Minutes:** Zenner/Lewis to approve the minutes of the June 17, 2010 meeting. The motion carried.

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

**Discuss Parks related equipment needs:** Jeff Ludwig reported that the Rail Trail was mowed prior to the 4<sup>th</sup> of July marathon race held on the trail. He informed committee members that the Maintenance Department was able to rent tractor/mower equipment from the Highway Dept. to use with maintenance personnel operating the equipment. The rate of \$40 per hour was charged and the project took 10 hours at a total cost of \$400 for rental of equipment. Additional hours were required to mow the center of the trail with a current parks mower due to the side mounted mower and width of the tractor/mower not allowing mowing of the center with the rental unit. According to Ludwig the trail should be mowed three times each summer which would result in rental fees of \$1,200 annually. He felt that for eight or nine hundred, that the department could purchase a brush hog mower attachment for the smaller maintenance department John Deere tractor and not have to rent from the Highway department. He also reported that the two Steiner lawn mowers are six and eight years old and are wearing out, with one currently broken down and the other having maintenance issues earlier in the year. He estimated the cost of a new mower at from eighteen to twenty thousand dollars. The Maintenance Department budget has approximately \$15,000 in the replacement of equipment budget. Ludwig felt that with trade-in included that both a brush hog and new lawnmower could be purchased within budget. Following the discussion, Zenner/Lewis to have Ludwig proceed with the purchase of both a brush hog mower attachment and a lawn mower to replace the least desirable of the two current Steiner mowers. The motion carried.

**Discuss and act on winter storage rates at the fairgrounds:** Strama distributed copies of the current storage rental agreement for review by committee members. Following review the committee directed that the rate per foot for inside storage of boats, boat trailers, automobiles and fold down campers be increased from \$5.00 per foot to \$6.00 per foot. The rate per foot for inside storage of travel trailers, motor homes and sailboats be increased from \$5.50 per foot to \$7.00 per foot and the rate for the first 20 ft. in open shelter be increased from \$55.00 to \$60.00. The motion carried.

**Maintenance Report:** Ludwig distributed copies of the Maintenance Report and reviewed the Report with committee members. He reported that there will be increased expense related to the UPS problems associated with the severe weather the prior week, and that a rep from the company will be on site to assess the problems with a minimum fee for that rep of \$2,500.00. Ludwig informed members that replacement of the batteries in the UPS unit will cost \$7,775.00. There will probably be additional related expenses as the switches should be inspected and may need replacement or repair and the generator should be have an inspection. He also reported that the insulation on the ductwork located on the roof of the annex is in need of replacement mainly due to improper installation when the annex was built.

**View location where proposed chalet construction and parking lot expansion would take place at the Winter Sports Area:** Ludwig distributed aerial photos of the Sports Area to committee members. The meeting had originally been scheduled to take place at the Sports Area but a washout at the area necessitated relocating the meeting to take place at the courthouse. There was a general discussion of possible scenarios in expansion of the parking lot and building related issues. There was no action taken.

**Discuss grant funding procedure and any restrictions that may affect usage of the area if a grant is approved:** The committee discussed the grant procedure with Arlen Albrecht. He had discussed the possibility of securing an ADLP (Acquisition & Development of Local Parks Grant) with Pat Zatopa of the WI. DNR, who was invited to attend the meeting but was unable to at this time. She had informed Strama that she would be able to attend a September or October meeting. Albrecht reviewed the procedure for application of the grant noting several areas of pre application preparation. Several of the requirements include making sure it is part of the Taylor County Recreation Plan, having the project included in the NWRP regional plan, documentation of the benefits to the region and safety/access improvements. When questioned about his estimate of the county's share of the proposed 50/50 grant, Ludwig estimated the county share to be \$175,000.00. Following the discussion it was decided that something needs to be done at the Area and Strama was directed to include a presentation of the proposal for a new shelter/restroom facility to be included on the agenda for the August 3, 2010 County Board Meeting.

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

**Adjournment:** With no further business, Zenner moved to adjourn the meeting, Lewis seconded. The motion carried. The meeting was adjourned at 12:15 p.m.

Bruce P. Strama, County Clerk

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

June 17, 2010

County Board Room

**Call Meeting to Order:** Diane Albrecht called the meeting to order at 9:30 a.m.

**Members Present:** Diane Albrecht, Chuck Zenner and Lester Lewis

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

**Other Attendees:** Jeff Ludwig, Joanne Schneveis, Brad Ruesch, Rebecca Zuleger, Bruce Strama, Paula Liske (WKEB) and Brian Wilson (The Star News)

**Approve Minutes:** Zenner/Lewis to approve the minutes of the March 11, 2010 meeting. The motion carried.

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

**Review 2009/10 Winter Sports Area Report and options for proposed improvements at the Perkinstown Winter Sports Area:** Jeff Ludwig distributed copies of a report prepared by accountant Larry Brandl which showed an operations profit of \$8,830.43 for the 2009/10 tubing season. The profit realized for food sales was \$4,706.92, with tubing profit less salaries and benefits of \$10,451.84. The manager's salary was \$6,328.33 resulting in the net profit. The operations profit does not take into account budgeted expenses for maintenance and utilities for the Area. Schneveis had also prepared figures supporting the report prepared by Brandl. Her figures included the number of tubers in attendance on Friday nights Saturdays and Sundays throughout the season along with weekday or evening parties. The total number of Christmas week and weekend tubers was 4,548. There were 1,057 tubers on week days and evenings for private parties between January 4<sup>th</sup> and March 7<sup>th</sup>. Schneveis questioned the possibility of renting space on one of the bill boards located on STH 29 as the amount of traffic that would see the billboard is substantial. The billboard would have potential for increasing revenues along with aiding in directing interested parties to the Area. The discussion then turned to the proposal for either replacement or remodeling of the current chalet at the Area. ADA compliance of the current chalet and the need for replacement of the deck have initiated the building project proposal. Ludwig distributed copies of rough sketches he had prepared of a proposed new building and one alternative to remodeling and adding on to the current building. Discussion ensued concerning the pros and cons of new verses remodeling. Rebecca Zuleger "Chequamegon Wildlife & Recreation Club was concerned with parking at the Area. The Chequamegon Wildlife & Recreation Club is responsible for the Outhouse Race held in February at the Winter Sports Area. Parking for that event and the Perkinstown Snowshoe race is an issue. Consensus of the committee members and Ludwig seemed to be that expanding the upper parking lot will be part of the project whether a new building is built or the current building is remodeled. She also requested that if a new building is built that it be aesthetically compatible with the area and usage. Both Zenner and Lewis had been in contact with Arlen Albrecht concerning possible grant funding available for the proposed project. Brad Ruesch had knowledge of the grant being discussed for partial funding and suggested that the committee invite a DNR representative to attend the next meeting to assist and answer any related questions. Following the discussion, Lewis/Zenner to proceed with the intent to build a new chalet and invite the DNR employee that works with the specific grant discussed to the next committee meeting to be held at the Perkinstown Winter Sports Area. The motion carried.

**Discuss and act on procedure to be followed for tree removal on the courthouse grounds:** Ludwig reported that four trees located in the Northeast portion of the courthouse parking lot are dying, with branches beginning to fall at an accelerated rate becoming a safety issue. He also informed members that two trees situated in the area of the flag pole near the west entrance have grown to the extent that flying the flag at half-mast is becoming difficult, reporting further that those two trees and the large maple West

of the courthouse near the retaining wall will be affected when the retaining wall issue is addressed in the near future. He said that when the retaining wall was built that many of the roots from the large maple were cut and that the tree does not look healthy at this time. Committee members agreed that those trees need to be removed and on a Zenner/Lewis motion approved the removal of those trees with Ludwig contacting tree removing specialists in the area and scheduling the removal. The motion carried.

**Discuss and act on request for additional office space for UW Extension:** Ludwig reported he has been in contact with Arlen Albrecht in relation to the need for additional office space in the Extension Office. According to Ludwig Albrecht's proposal for additional space adjacent to the current office will not work as it would be a fire code violation to close off that entrance to the current office area. Ludwig stated that he will work with Arlen Albrecht in an effort to reconfigure the current space to better accommodate office staff at least until the possible move to the education building in light of the proposed purchase of the current building by NTC is addressed.

**Discuss and act on carpet replacement in the courthouse lobby:** Ludwig proposed replacing the carpet in the courthouse lobby due to the age and condition of the carpeting. Committee members questioned the need for new carpeting in the lobby and decided to look at it and make a decision when they toured the grounds. When on tour Zenner/Lewis not to replace the carpeting in the courthouse lobby. The motion carried.

**Zenner/Lewis to go into closed session at 10:55 a.m. pursuant to Wis. Stats. 1985(1)(c) for the purpose of evaluation of the Maintenance Director:** The committee directed that everyone other than committee members and the secretary leave the room during the evaluation.

**Lewis/Zenner to reconvene into open session pursuant to Wis. Stats. 1983 to act on matters discussed in closed session:** Ludwig returned and reviewed the evaluation with committee members.

**Maintenance Report:** Ludwig distributed a copy of the report and reviewed it with committee members. There was some question related to the need for softened water in the courthouse. Ludwig reported that the softness of the water has been adjusted in the past and those attempts have caused problems in the kitchen and with the boilers. He also discussed other areas of concern with committee members.

The next meeting date was tentatively scheduled for July 21, 2010 at 10:30 a.m., with the meeting to be held at the Perkinstown Winter Sports Area.

The committee departed from the County Board Room to view the retaining wall on the West side of the courthouse. There was discussion concerning options for repairs/removal of portions of the current retaining wall.

**Adjournment:** With no further business, Lewis moved to adjourn the meeting, Albrecht seconded. The motion carried. The meeting was adjourned at 11:55 a.m.

Bruce P. Strama, County Clerk

## **JOINT BUILDING GROUNDS & PARKS AND LAND INFORMATION COMMITTEES**

March 11, 2010  
County Board Room

**Call Meeting to Order:** Allen Beadles called the meeting to order at 1:35 p.m.

**Members Present:** Allen Beadles, Chuck Zenner, Diane Albrecht, Lester Lewis, and Dave Krug

**Members Absent:** All Present

**Other Attendees:** Steve Anderson, Fred Parent, James Seidl, Jeff Ludwig, John Fales, Gary Stanton, Sue Emmerich, Jim Bauer, Randy Oaklief and Brian Wilson (The Star News). Paula Liske (WKEB) arrived at approximately 1:43 p.m.

### **Discuss and act on the proposed agreement with Northcentral Technical College (NTC) related to acquisition of buildings and property at the education property:**

Strama distributed copies of the proposed agreement along with an e-mail he had received from NTC CPA Jane Kittel addressing several issues included in the original agreement. Corporation Counsel Steve Anderson allowed a period of time for those present to scan the agreement prior to his review of several areas of the agreement. Anderson stated that most of the agreement was pretty standard and that he was satisfied with the transaction as set up by NTC.

The addendums were the main point of discussion, with the first addendum (ADDENDUM A TO QUIT CLAIM DEED) of property was reviewed first. Anderson had some concern over the language in the addendum which he will address with an NTC attorney. He also stated that NTC has all of the say in the agreement. Dave Krug felt that the sale of the property "at any particular price" in the second paragraph should be somehow tied to appraised value of the property. Anderson will discuss the issue with NTC's attorney. The e-mail from Kittel stated that working could be clarified in the addendum.

The second addendum (ADDENDUM A TO QUIT CLAIM DEED) of the tower was also reviewed. The original addendum stated that the tower would be transferred to Taylor County and that NTC would receive 50% of the gross revenue from the tower. The e-mail from Kittel stated that if the revenue were changed to 50% of the net that NTC would have to agree to with any maintenance expense prior to expenditure. Committee members present seemed to think that if the county were liable that those decisions should be made by the county, also noting that the county would naturally act responsibly as the county would be out the same amount of revenue as NTC for any maintenance performed. Anderson felt that if NTC were given authority to decide what maintenance is to be performed, that a list should be compiled of possible maintenance issues that may arise and be included in the agreement. There was also discussion concerning a possible time frame for payment of the revenues generated by the tower. Several in attendance felt that there should be a limit on how many years the payments should be made. Strama suggested that maybe 50% of the revenues be paid to NTC as long as the proposed facility is owned by NTC, if the building was no longer used by NTC for educational purposes the payments would cease.

Following the discussion Anderson stated that he will be in contact with the NTC attorney and will address the issues discussed. Overall the consensus was that the issues discussed could be ironed out with an agreement reached that is satisfactory to both entities.

**Adjournment:** With no further business, Albrecht/Zenner to adjourn the meeting at 2:25 p.m. The motion carried.

Bruce P. Strama

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

March 11, 2010

County Board Room

**Call Meeting to Order:** Diane Albrecht called the meeting to order at 1:00 p.m.

**Members Present:** Diane Albrecht and Chuck Zenner

**Members Absent:** All present

**Other Attendees:** Jeff Ludwig, David Krug, Jim Seidl, Bruce Strama and Brian Wilson (The Star News). Others interested in the joint meeting to follow were also present including, Randy Oaklief, John Fales, Sue Emmerich, Gary Stanton and Jim Bauer.

**Approve Minutes of the January 29, 2010 meeting:** Zenner/Albrecht to approve the minutes of the previous committee meeting. The motion carried.

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

**Discuss and act on approval of temporary landscape and construction easement:** Strama had received construction easements from the City of Medford for projects that will be taking place in 2010. John Fales was present verifying that the easements are for the area adjacent to the construction sites, also noting there will be additional charges to Taylor County for improvements. Zenner/Albrecht to approve the construction easements. The motion carried.

**Discuss and act proposed improvements at the Perkinstown Winter Sports Area:** Ludwig reported that the deck on the current chalet is deteriorating and either needs extensive repairs or replacement. There were questions related to current restrooms and accessibility to both restrooms and the upper portion of the chalet. A separate building in addition to the current chalet to address the restroom/accessibility issue was proposed, along with removal of the current chalet and construction of a new compliant building to take its place. Funding of either in the maintenance budget would not allow either proposal. Zenner felt that the power line money would be appropriate for either proposal as parks is one of the original approved usages for those funds. Ludwig was directed to gather more information, weighing the costs of both proposals to be reviewed at a future meeting.

**Discuss and act on seasonal employment:** Jeff Ludwig asked that he be allowed to reduce the number of service hours in the HVAC contract to allow hiring a seasonal employee for three days each week during the summer months. He had used hours of labor supplied by inmates in 2009, but the number of inmates has been reduced with few eligible to perform those duties in 2010. He felt that he could get by with fewer service hours. One other factor affecting the request is, according to Ludwig, the approval of a grant funding the replacement current light fixtures in several county buildings. The county's match to the funding received in the grant is the installation of the new fixtures. The replacement must begin by July 1, 2010 and be complete by December 31, 2010 requiring hours of maintenance workers that otherwise could have been spent in the parks or other summer cuties. Zenner/Albrecht to allow Ludwig to reduce HVAC service hours to allow funding for a three day a week seasonal employee. The motion carried.

**Discuss and act on proposed rental of office space in the Courthouse:** Ludwig has been contacted by a company that supplies home health care requesting five to 600 sq. ft. of office space within the courthouse. He was directed to work with the company if they are still interested and to quote a price per square foot similar to that charged to state and federal offices currently renting space.

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

**Adjournment:** With no further business, Zenner/Albrecht to adjourn the meeting at 1:33 p.m. **The motion carried.**

Bruce P. Strama, County Clerk

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

January 29, 2010

County Board Room

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

**Members Present:** Diane Albrecht, Mary Bix and Chuck Zenner

**Members Absent:** All present

**Other Attendees:** Jeff Ludwig, Robert Henry, Bruce Strama and Karyn Eckert (The Star News).

**Approve Minutes of the November 11, 2009 meeting:** Bix/Zenner to approve the minutes of the November 11, 2009 regular committee meeting. The motion carried.

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

**Discuss and act on DB Wireless request:** Robert Henry was present to request that the fee for tower rental be reduced to \$100 until May 2010. According to Henry the economic conditions and installation problems encountered in winter months have led to decreased revenues. He felt that by May business will be back on schedule. Following a short discussion, Zenner/Bix to approve reducing the monthly fee paid by DB Wireless from \$500 to \$100 until May. The motion carried.

**Discuss and act on vacant custodial position:** Jeff Ludwig reported that the decision to reduce custodial staff following the resignation by one of the staff at the August 13, 2009 meeting has had a negative effect on the ability to properly maintain county facilities. He noted that maintenance staff has been performing custodial duties daily and that maintenance has gone from preventative to repair mode due to the time spent by maintenance staff for custodial duties. Another problem facing the department is the number of days of vacation, sick time, and furlough days for staff members which for 2010 could be 283 days if all were taken. According to Ludwig, contracting for the services is not an option as the county is bound by the union contract. It was also noted that when the reduction was suggested in August, NTC was interested in purchasing the education building and taking over custodial duties, but those plans have changed. Ludwig informed committee members that in 1985 there were three and one half custodial positions and four maintenance positions plus the director. At this time there are 3 custodial positions and three maintenance positions following multiple expansions at the fairgrounds, courthouse and other county locations. Funding for the position was not included in the 2010 maintenance budget. Following the discussion, Zenner/Bix to approve recommendation of a full time custodial position to the Personnel Committee. The motion carried.

**Updates on proposed agreement with NTC:** Strama noted that he had placed this item on the agenda as he has been contacted by NTC requesting that Corporation Counsel Steve Anderson, Ludwig and Himself meet with NTC representatives on Friday February 5<sup>th</sup> to discuss issues related to the proposed purchase of the science building and expansion planned for the area.

**Maintenance Report:** Ludwig distributed a copy of the report and reviewed it with committee members. He did report that the application for the Energy Grant has been submitted and that the initial response is positive for approval of the application. He also reported that some of the maintenance projects such as painting have been delayed due to the hours spent by maintenance personnel doing custodial duties.

**Adjournment:** With no further business, Bix moved to adjourn the meeting; Zenner seconded. The motion carried. The meeting was adjourned at 10:52 a.m.

Bruce P. Strama, County Clerk