

PUBLIC PROPERTY/BUILDING COMMITTEE MINUTES

COMMITTEE: PUBLIC PROPERTY/BUILDING COMMITTEE
DATE: THURSDAY, SEPTEMBER 12, 2019
TIME: 5:00 P.M.
PLACE: COUNTY BOARD ROOM

CALL TO ORDER

Chairman Bunda called the meeting to order at 5:00 p.m. and read the agenda.

ROLL CALL

Members Present: Bunda, Laabs, Lukas, Shaffer, & Stamper

Other Members: Barb Barker, Josh Bradley, John Dennee, Lee Lamers, and Mark Rinehart

Absent:

Others present: Nora Matuszewski, Cindy Gretzinger, Joan Ginter, Jeff Musson, John Mauer, Bonnie Evans, Annie Krawze, Chloe Krawze, Michelle Belland, Roger Wilson, Tammy Wilson, Christy Conley, Lynne Black, and Barry Black

APPROVE AGENDA

Motion by Stamper to approve the agenda, second by Laabs. All present voting (AYE). Motion carried.

APPROVE MINUTES FROM THE AUGUST 12, 2019 PUBLIC PROPERTY/BUILDING COMMITTEE

Motion by Laabs to approve the minutes from the August 12, 2019 meeting, second by Shaffer. All present voting (AYE). Motion carried.

PUBLIC COMMENT ON AGENDA ITEMS

Bonnie Evans commented on looking at the grants, that getting a grant writer and keeping that person employed is important and not giving grants back that the County obtains.

John Dennee questioned where the committee is on the referendum. He thinks that there is not enough being done to get the word out to the public. He will do whatever he needs to get the word out himself. There were suggestions that a table could be put out at "Art in The Park", at the Laona Fall Festival, the newspapers and media could write articles. Bunda asked that someone write a letter on the importance of the referendum and how hard the people are working in the Jail just to make it work, and have the letter go everywhere. There was a comment made on this is not just the Sheriff's responsibility.

UPDATE FROM JEFF MUSSON ON RESTORATION PROJECT OF OLD JAIL AND SHERIFF'S RESIDENCE, POSSIBLE ACTION. DISCUSSION AND POSSIBLE ACTION ON CONSTRUCTION FOR FLAG POLES FOUNDATION AND DISPLAY AREA IN THE COURTHOUSE SQUARE

Musson updated the committee on some ideas he has for the Sheriff/Jail residence and what it will take to make the building handicap accessible. He said the cost will be

significant and needs to be considered in the next steps. He had looked at Wendel's report on the departments in the courthouse's needs and put them in a spreadsheet, he felt these needed to go back to the departments for them to look at. It was asked if he could come up with a rough figure that this committee could eventually take to the full county board to consider moving forward. Musson said he could come up with rough figures quickly. Lukas thinks this committee should keep moving forward with both projects, the other being the safety of the Jail. The committee agreed that they need to move forward and Musson will come up with some rough figures for the November County Board.

Musson only had one quote for the Flag pole project. He said he was having a hard time getting contractors and he had contacted four or five.

DISCUSSION AND POSSIBLE ACTION ON RESOLUTION TO RESTORE OLD JAIL AND SHERIFF'S RESIDENCES

Motion by Lukas to follow through with the original bid from AAR and include having them board up the building for an amount of \$1500, second by Laabs. All present voting (AYE). Motion carried.

UPDATE FROM AD HOC COMMITTEE ON POSSIBLE NEW COURTROOM ADDITION, INCLUDING DISTRICT ATTORNEY, AND SUPPORTING OFFICES. POSSIBLE ADDITION IS TO CURE MANY DEFICIENCIES AS IDENTIFIED IN OFFICIAL REPORTS

Bradley updated the committee on his efforts as he sent out emails and he received 27 replies from people who wanted to be involved. The next week he sent out emails and Susan Byrnes could not make it, so he is waiting to get everyone together because of all of the scheduling conflicts. He would like to focus his efforts on the Jail referendum and Bunda told him he will continue to put it on the agenda and if he has any updates then he will be able to report them.

MAINTENANCE SUPERVISORS REPORT ON EMPLOYEES 10-HOUR WORK DAY, FOREST COUNTY MAINTENANCE EMPLOYEE TIME SHEETS, AND ESTIMATED MAN HOURS SPENT PER WEEK OR MONTH AT THE LAW ENFORCEMENT CENTER, POSSIBLE ACTION

Rinehart explained the 10-hour shifts would not work in the winter because of the snow. They have been working 8-hour shifts all summer because of the workload and is thinking that next spring they may be able to go back to working the 10-hour shifts. He reported the estimated time spent at the Jail per week is around 20 hours. It was explained by the Sheriff department that before maintenance started working in the Jail they had to contract out all of the work.

DISCUSSION AND POSSIBLE ACTIONS ON PROJECTS TO REPAIR AND RESTORE THE PUBLIC BUILDINGS UNDER THE RESPONSIBILITY OF THE MAINTENANCE SUPERVISOR. TO INCLUDE ALL CURRENT PROJECTS UNDERWAY, LEC KITCHEN HVAC, DISTRICT ATTORNEY FLOORING, NORTH ANNEX HVAC, NORTH ANNEX CONTROLS, SPLIT UNITS FOR SELECT OFFICES, ADRC SOUNDPROOFING, AND OTHER PROJECTS.

The LEC kitchen HVAC is still not running properly, the first unit had to be replaced and yesterday the Sheriff was standing under it and water dripped on him as well as some electrical has been disconnected in the ceiling. The contractor will not be paid until the unit is working properly. The North Annex air conditioner, Maintenance is waiting for a hail guard to be installed and that will be done. The DA Office flooring there is two quotes for, but no one will touch it unless it is abated, as the tiles under the carpet are 9x9 asbestos. The second issue is that it will take 2 weeks to finish this project and there is a need for the DA to move somewhere else until it is finished. Maintenance will have a POD brought it to move all items that are not needed during the work.

Motion by Bunda to move the DA in the County Board Room when the project is started until it is finished, second by Stamper. All present voting (AYE). Motion carried.

The North Annex controls – Only one quote has been received. Rinehart will try to get more quotes and Musson suggested Arcat, a business out of Rhinelander.

There were three bids for the split units.

- John Filbrandt - \$11,650.00
- Armstrong Creek Heating & Cooling, Inc.-10,100.00 with Electrical – Armstrong Creek Electric \$700.00
- Wisconsin Mechanical Solutions - \$16,490.00

Motion by Lukas to approve hiring Armstrong Creek Heating and Cooling/Armstrong Creek Electric in the amount of \$10,800.00, second by Stamper. All present voting (AYE). Motion carried.

The electric bid was incorrect; it was \$750.00, so the motion was amended: Motion by Stamper to amend the motion to include the correct electric bid of \$750.00, making the total \$10,850.00, second by Shaffer. All present voting (AYE). Motion carried.

Rinehart explained that the ADRC soundproofing was ordered and discussed with Terese Poe to be finished in the fall. He talked with her this week and she agreed that this was true and that there was not a problem.

Rinehart was only able to get one person to give him a quote for the tree removal and it was Dailey Tree Care in the amount of \$2,525.00.

Motion by Shaffer to approve the estimate in the amount of \$2,525.00, second by Laabs. All present voting (AYE). Motion carried.

MARK RINEHART GENERAL MAINTENANCE REPORT AND RECOMMENDATIONS, DISCUSSIONS AND MULTIPLE POSSIBLE ACTIONS.

Rinehart does not want to put a lot of money into the truck so he would like to just go with the less expensive truck bed in the amount of \$1,995.00.

Motion by Bunda to purchase the aluminum truck bed in the amount of \$1,995.00, second by Laabs. All present voting (AYE). Motion carried.

MARK RINEHART REPORT ON THE PROGRESS OF COMPUTER PROGRAMS TO HAVE PREVENTATIVE MAINTENANCE, EQUIPMENT LISTS, AND SCHEDULED INSPECTIONS OF ALL PUBLIC BUILDINGS. DISCUSSION AND POSSIBLE ACTION

Rinehart brought in the progress report for the committee to look at and explained that Cassidy has been working on it and every other week he updates it. Bunda would like future walk-throughs with the committee to see the equipment.

DISCUSSION AND POSSIBLE ACTION ON THE TOPIC OF GRANT SEARCHING AND WRITING IN ORDER TO SAVE THE FOREST COUNTY TAXPAYER MONEY

Gretzinger suggested that the committee propose a project or two and then put an ad out that the County is looking for a grant writer and a portion of the grant would be awarded to the writer of the grant. The LCC is going to be sending two people, one from LCC and one from Forestry to a training in Green Bay for grant writing. Gretzinger will look into what other counties are doing for grant writing. Lukas has a person he personally knows that he will talk to at the WCA conference to get input. Bunda suggested another person go also. The Clerk will talk with staff and see if her deputy would be interested in going. Musson asked if the County did any work with the NCWRPC, and the County does, he suggested asking them if they would be willing to offer their help.

DISCUSSION AND POSSIBLE ACTION RFP GENERATOR, "REQUEST FOR PROPOSAL" FOR PROJECTS WE MANAGE IN HOUSE

Bunda would like a template that could be created that this committee would be able to use whenever they are going out for bids. Musson has a template that he uses that he would be glad to share with the committee.

SET NEXT MEETING DATE AND POSSIBLE TOPICS

No meeting was set at this time. Discussion was to have the Clerk talk with Andy Phillips about arranging a meeting over the telephone if one is needed in the near future.

ADJOURNMENT

Motion by Shaffer to adjourn the meeting, second by Stamper. All present voting AYE. Motion carried. Meeting adjourned at 7:10 p.m.

These minutes are not official and are subject to change. They will be officially approved at the next scheduled Building/Property meeting.