



## MINUTES

### Building and Property

May 6, 2014  
Jury Assembly Room  
Lower Level, Courthouse Annex

MEMBERS PRESENT: Supervisors Mike Behnke, Russ Bousley, Mike Cassidy, and Vilas Schroeder  
MEMBERS EXCUSED: Ken Mattison  
OTHERS PRESENT: Deputy County Clerk BobbieJean Borkowski, County Administrator Ellen Sorensen, Highway Commissioner Ray Palonen, Fair President Dave Gross, Eagle Herald and Peshtigo Times

#### 1. Call to order

Chair Behnke called the meeting to order at 10:00 a.m.

#### 2. Agenda

Motion (Cassidy/Schroeder) to approve agenda. Motion carried.

#### 3. Public Comment

None

#### 4. Minutes

Motion (Bousley/Schroeder) to approve minutes of April 8, 2014. Motion carried.

#### 5. Marinette County Fair Grounds Update – Dave Gross

Discussion only.

#### 6. Proposals for Smoke Damper Actuator Replacements at LEC

Motion (Schroeder/Cassidy) to issue a RFP for replacement of smoke damper actuator at the Law Enforcement Center. Motion carried.

**7. Five Year Capital Improvement Plan**

Motion (Schroeder/Cassidy) to recommend Finance Committee approve the Five Year Capital Improvement Plan as presented. Motion carried. Exhibit A

**8. Handicapped Accessible Door by Ramp**

Motion (Bousley/Schroeder) to issue a RFP for handicapped accessible door for ramp basement door. Motion carried.

**9. Jail Maintenance Project Outcomes**

Motion (Schroeder/Behnke) to issue a RFP for jail maintenance projects. Motion carried.

**10. Interior Lighting at Stephenson Public Library**

No action at this time.

**11. Update on Niagara Building**

No discussion at this time.

**12. Contracting for Marinette County Building Roof Maintenance**

Motion (Behnke/Cassidy) to issue a RFP for contracting for Marinette County buildings roof maintenance at LEC, HHSD, Courthouse, Highway Shops and UW Campus. Motion carried.

**13. Agreement with Erickson Plastering, Inc. for Jail Project**

Motion (Schroeder/Bousley) to approve agreement with Erickson Plastering, Inc. for jail project at a cost of \$2,895.00. Motion carried. Exhibit B

**14. Letter from Wisconsin Public Service**

Discussion only.

**15. Decals for Marinette County Vehicles**

The Committee discussed increasing the size and lettering of the decals and placement on vehicles.

## **16. Facilities Director's Report**

- Discussed where we are with writing the RFP for outsourcing printing. Discovered we do outside printing for other municipalities but a cost analysis has never been done.
- The search for the director continues with interviews being scheduled to begin the week of May 12<sup>th</sup>.
- Asked about a request from the pool for labor and parts for installation of a pneumatic switch.
- Reported a water leak in the boiler room as the seal on the concrete slab appears to have failed. Contractor has been notified and has stopped in.
- Reported a water leak on the top stoop of the stairway leading in to the new alley ramp. Contractor has been notified and is working with staff to resolve.

## **17. Future Agenda Items**

- RFP for electrical and interior lighting at Stephenson Public Library
- Update on Niagara Building
- WPS Letter

## **18. Adjournment**

Motion (Cassidy/Bousley) to adjourn at 11:30 a.m. Motion carried.

Next meeting date: June 10, 2014 at 10:00 a.m.

BobbieJean Borkowski, Deputy County Clerk

Date approved/corrected:



OFFICE OF  
**COUNTY ADMINISTRATOR**

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ELLEN C. SORENSEN  
COUNTY ADMINISTRATOR

JENNIFER SEGUIN  
ADMINISTRATIVE SECRETARY

**To:** Buildings and Property

**From:** Ellen C. Sorensen, County Administrator

**Date:** April 29, 2014

**Re:** Five Year Capital Improvement Plan

At its January 31, 2012 meeting, the Marinette County Board of Supervisors approved a Five Year Capital Improvement Plan (CIP). The purpose of the plan is to set a realistic schedule of capital improvements that can be implemented within the limits of the county's financial resources. Department heads have worked to put together a proposed project list over five years to give board members an idea of future needs. I have reviewed the recommendations and made few, if any, changes.

We present this document to the committee for review and action. It is a working document meant for discussion. The items may be moved forward on the schedule or pushed out as the committee determines. If a particular item is objectionable, it may be removed.

The process for the CIP is as follows: committees of jurisdiction will review their CIP and, upon approval, will forward it to the Finance Committee for final review and approval. Once Finance has approved the document in its entirety, it will be forwarded to the full County Board for approval. The timeline is such that the full CIP should go to the board for approval at its June meeting.

**2015 Capital Project 5-Year Outlook Summary**  
As of April 30, 2014

DRAFT

**Key for Funding Source:**

D = Debt Service    G = Grants and Aids    O = Operating Revenues    M = Municipal Funds    P = Property Tax    S = Sales Tax

**2015 EXECUTIVE BONDING PROPOSAL AND CAPITAL IMPROVEMENTS PROGRAM (CIP)**

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2015	2016	2017	2018	2019	TOTAL	
FACILITIES AND MAINTENANCE	D	Med	Niagara Senior Center Phase II: Replace front walk, Replace windows, remove five doors, replace one door, repair vestibule floor, replace ceiling tile & remove insulation.	75,000	-	-	-	-	75,000	
	D	Med	UWM: Library Building Roof	100,000	-	-	-	-	100,000	
	D	Med	UWM: replace eight heat exchangers on Library roof	700,000	-	-	-	-	700,000	
	D	Med	UWM: Refurbish Admin Building elevator	150,000	-	-	-	-	150,000	
	D		Replace Courtroom furniture	60,000	-	-	-	-	60,000	
	D	Med	UWM: Field house parking lot and lighting	-	200,000	-	-	-	200,000	
		Med	Fairground Cattlebarn	-	150,000	-	-	-	150,000	
		Low	CH: Replace internally insulated ducts	-	-	-	150,000	-	150,000	
	<b>Facilities and Maintenance</b>				<b>1,085,000</b>	<b>350,000</b>	<b>0</b>	<b>150,000</b>	<b>0</b>	<b>1,585,000</b>

**MARINETTE COUNTY AGREEMENT**

THIS AGREEMENT is made by and between Marinette County, a municipality, hereinafter referred to as COUNTY, and Erickson Plastering, Inc. hereinafter referred to as VENDOR, for the purpose of replacing two water damaged exterior canopies.

The parties agree as follows:

1. Contact Persons and Contract Administrators:

COUNTY's agent and contact person is: Craig Cherry  
Whose principal business address is: Marinette County Maintenance  
2161 University Drive  
Marinette WI 54143

VENDOR agent and contact person is:

Name: Kandi Erickson-Anderla  
Company: Erickson Plastering, Inc  
Address: 2710 Woleske Road  
City, State: Marinette WI 54143  
Telephone: (715) 735-6403

2. SERVICES - VENDOR agrees services as set forth in the 2014 Bid Proposal dated April 14, 2014, attached and incorporated as Exhibit A, shall be provided to Marinette County upon the request of COUNTY.
3. COST - VENDOR agrees to provide service to COUNTY at the cost set forth in the 2014 Bid Proposal dated April 14, 2014, attached and incorporated as Exhibit A.
4. Start/Completion dates to be determined.
5. COUNTY agrees to the following:
- Payment Terms- COUNTY will pay 50% down payment and 50% within 30 days of receipt of an invoice and acceptance of work.
6. Both parties agree that the relationship between the parties shall be that of an independent VENDOR and shall not be construed to be an Employer-Employee relationship; specifically the parties agree that:
- VENDOR will be responsible to pay all Federal, State and social security taxes on any income received under this Agreement.
  - COUNTY will pay no fringe benefits or other compensation to VENDOR.

7. VENDOR will provide and maintain certificates of insurance with minimum limits as follows:

General liability, each occurrence	\$1,000,000
Auto liability, each occurrence	\$ 300,000
Workers Compensation	Statutory Requirements

Certificates of insurance indicating COUNTY as additional insured must be presented to COUNTY's agent with a signed copy of this agreement prior to commencing work. Additionally, all policies shall contain endorsements by respective insurance companies waiving all rights of subrogation, if any, against COUNTY and shall further provide that policies are not cancelable except upon thirty days written notice to COUNTY.

8. VENDOR hereby agrees to release, indemnify, defend and hold harmless Marinette County, its officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by vendor, its officers, officials, employees, agent or assigns. Marinette County does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.
9. This contract may be amended in writing by mutual agreement of both parties at any time.
10. This agreement shall be governed by the laws of the State of Wisconsin.
11. COUNTY may terminate this agreement in the event VENDOR breaches any of the terms of the agreement or for unsatisfactory performance by VENDOR. Termination shall be immediate upon written notification by the COUNTY.

\_\_\_\_\_  
VENDOR

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kathy Brandt, County Clerk

\_\_\_\_\_  
Date

Erickson Plastering, Inc  
2710 Woleske Road, Marinette, WI 54143  
Phone: 715-735-6403 • Fax: 715-735-6423

## 2014 BID PROPOSAL

Job Name: TWO WATER DAMAGED EXTERIOR CANOPIES

Date: Monday, April 14, 2014

Proposal To: MARINETTE COUNTY JAIL  
CRAIG CHERRY  
ccherry@marinettecounty.com  
MARINETTE, WI 54143  
715-923-3495

### 5400 Cold Formed Metal Framing:

BID INCLUDES: DEMO OF EXISTING STUCCO CEILINGS. FRAME IN FOR 2'X2' ACCESS PANEL 1 IN EACH. INSTALL 5/8" DENSGLASS SHEETING AND DIRECT APPLIED EIFS IN ANY ONE STANDARD COLOR AND TEXTURE. ACCESS PANELS ARE THE UNKEYED TYPE WHICH OPENS WITH A SCREW DRIVER AND COME PRIMED.

BID EXCLUDES: PAINTING OF ACCESS PANEL (THEY COME PRIMED GRAY IN COLOR)

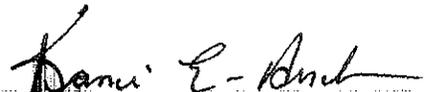
PLEASE SIGN BID PROPOSAL AND SEND BACK WITH 50% DOWN PAYMENT TO BE PUT IN THE SCHEDULE.

BID ASSUMES USE OF ON SITE DUMPSTER, WATER AND POWER.

\*\*\*\*\*2,895.00 dollars

ANY QUESTIONS PLEASE CALL,  
KANDI ERICKSON-ANDERLA

Authorized Signature: \_\_\_\_\_



### Acceptance of Proposal -

ALL MATERIALS GUARANTEED TO BE AS SPECIFIED. ALL WORK IS TO BE COMPLETED IN A WORKMAN-LIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM THE ABOVE OR ATTACHED SPECIFICATIONS INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOND OUR CONTROL. OWNER TO CARRY FIRE, TORNADO AND OTHER NECESSARY INSURANCE. OUR WORKERS ARE FULLY COVERED BY WORKERS COMPENSATION INSURANCE.

NOTICE OF INTENT TO FILE A MECHANICS / MATERIAL LIEN PURSUANT TO THE LAWS OF THE STATE OF WISCONSIN. YOU ARE HEREBY NOTIFIED THAT UPON ACCEPTANCE OF THIS PROPOSAL, ERICKSON PLASTERING, INC INTENDS TO FILE A MECHANICS / MATERIAL LIEN FOR THE MATERIAL AND LABOR ENUMERATED HEREIN FOR THE USE IN THE BUILDING, STRUCTURE, OR RESIDENCE INDICATED UNLESS ALL PAYMENTS FOR THE AMOUNT ARE PAID IN ACCORDANCE WITH THE TERMS SET FORTH IN THE PROPOSAL.

ORIGINAL BID PROPOSAL PRICE IS GUARANTEED FOR 30 DAYS. AFTER 30 DAYS ERICKSON PLASTERING INC. RESERVES THE RIGHT TO CHANGE MATERIAL AND / OR LABOR COSTS AS NEEDED.

Acceptance Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Exhibit A