



MINUTES

Building and Property

September 11, 2012
Jury Assembly Room
Lower Level, Courthouse Annex

MEMBERS PRESENT: Supervisors Mike Behnke, Russ Bousley, Mike Cassidy, Vilas Schroeder, and Bill Walker

MEMBERS EXCUSED:

OTHERS PRESENT: Deputy County Clerk BobbieJean Borkowski, Facilities Director John Machnik, Finance Director Pat Kass, Fairground representatives Dave Gross and Lisa Witak, Highway Commissioner Ron Palonen, Parks Director Erik Aleson, Francis Rutz of U.P. Engineers & Architects, Inc, Joe Wilke of HVACR and Peshtigo Times

1. Call to order

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

2. Agenda

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

3. Public Comment

Dave Gross talked about Wausaukeee purchasing land in exchange for extending the lease with the Town and Village of Wausaukeee.

Supervisor Walker commented on the new boilers.

4. Minutes

Motion (Schroeder/Walker) to approve minutes of August 14, 2012. Motion carried.

5. Fairgrounds Future Direction

Dave Gross felt the major expense is the cattle barn, with repairs to the roofs and ongoing maintenance expenses. It is estimated to cost approximately \$10,000 to redo the roofs.

Supervisor Cassidy talked about renting tents, but in the past it was cost prohibitive. Supervisor Cassidy also talked about relocating the fair to increase the attendance.

The Town of Wausaukee has approved extending the lease, still waiting on the Village of Wausaukee.

6. Update on Morgan Park Shower Building

Update given by Erik Aleson, ribbon cutting will be held October 5th, 2012.

7. Air Handling Unit at Crivitz Highway Shop

Motion (Cassidy/Walker) to recommend Highway Committee approve UP Engineers and Architects, LLC design proposal for air handling unit at the Crivitz Shop at a fixed fee cost of \$6,550. Motion carried. Exhibit A

8. Niagara Senior Center Roof Repairs

Motion (Cassidy/Bousley) to approve bid of \$3,450 from J.H. Zawada Supply & Lumber Co. Inc. to repair Niagara Senior Center north and west roofs. Motion carried. Exhibit B

9. Johnson Controls – Steam Trap Repairs/replacement

Motion (Schroeder/Cassidy) to approve bid of \$7,450 and agreement with Johnson Controls for steam trap and valve repair/replacement. Motion carried. Exhibit C

10. 2013 Maintenance and Motor Pool Budgets and User Fees

Motion (Bousley/Schroeder) to approve 2013 User Fees as presented. Motion carried. Exhibit D

11. Oil Change Costs

Motion (Cassidy/Walker) to remain with the current maintenance practices of the motor pool vehicles. Motion carried.

12. Future Agenda Items

East parking lot restrictions

13. Adjournment

Motion (Cassidy/Walker) to adjourn at 11:52 a.m. Motion carried.

Next meeting date: October 9, 2012 at 10:00 a.m.

BobbieJean Borkowski, Deputy County Clerk
Date approved/corrected:



1701 Dunlap Street, Suite B Marinette, WI 54143
 715-732-4188 • 866-682-8418 • Fax: 715-732-4189

04 September 2012

Mr. John Machnik
 Facility Director
 Marinette County
 1926 Hall Ave.
 Marinette, WI 54143

RE: CRIVITZ ROAD COMMISSION MECHANICAL SHED

John,

Thank you for the opportunity to discuss the issues you have with the exterior air handling equipment and ductwork at the Crivitz Road Commission Garage. The footprint of the equipment and ductwork is approximately 800 square feet with a height of about 28 feet. UPEA has reviewed this problem and propose the following:

Prepare a preliminary drawing and cost estimate for a shed roof extension to protect the equipment and replacing the insulation:

Fixed Fee of **\$1,500.00**

Prepare construction documents including plans and specifications, submit to the state for plan review and assist with bidding:

Fixed Fee of **\$4,550.00**

Review required submittals and one site visit at completion of construction:

Fixed Fee of **\$1,000.00**

Total Fixed Fee of **\$6,550.00**

The above fee includes State plan review fees, printing, and mileage to the site.

The following is not included:

- Environmental testing .
- Site topographical survey or geotechnical work.
- Construction phase testing.
- Any analysis of the existing building or mechanical equipment.

We anticipate the report being completed within two weeks of notification to proceed.

Thank you for considering U.P Architects & Engineers. We look forward to serving you on this project.

Sincerely,

A handwritten signature consisting of a stylized, looped initial 'F' followed by a long horizontal line extending to the right.

Francis Rutz AIA
Project Manager / Architect

**J.H. ZAWADA SUPPLY & LUMBER CO. INC.
1009 MAIN STREET
NIAGARA, WI 54151**

715-251-~~4130~~
3640

May 9, 2012

John Machnik
1926 Hall Ave.
Marinette, WI 54143

\$2250⁰⁰
\$1200⁰⁰

Re: Roof repairs- North and West Roofs at Niagara Senior Center -
Niagara, WI

After inspection of both the north & west roofs at the Niagara Senior Center, I have come to the conclusion that excessive water damage has rotted the plywood & shingles at both locations. I recommend to demo the existing roofs down to the rafters & replace with new plywood, felt and metal roofing. *HE FEELS ROOF SLOPE IS TOO GENTLE FOR SHINGLES
COMMERCIAL BUILDING ROOF W/ EXPOSED SCREW HEADS.*

Material & Labor.....\$ 3,450.00

Thank You,

Joseph Zawada
Joseph Zawada

Attachment B
Addendum 1 -- July 16, 2012

**MARINETTE COUNTY MAINTENANCE DEPARTMENT
STEAM TRAP AND VALVE REPAIR/REPLACEMENT
MARINETTE COUNTY COURTHOUSE**

THIS AGREEMENT by and between Marinette County, a municipality, hereinafter referred to as COUNTY, and Johnson Controls Inc, hereinafter referred to as CONTRACTOR, for the purpose of steam trap repair/replacement at the Marinette County Courthouse in the city of Marinette, Marinette County, Wisconsin.

In consideration of the mutual covenants contained herein, it is hereby agreed as follows:

1. Contact Persons and Contract Administrators:

COUNTY's agent and contact person is: **John Machnik, Facilities Director**
Whose principal business address is: **Marinette County Maintenance Department
1926 Hall Avenue
Marinette, WI 54143**

CONTRACTOR agent and contact person is:

Name: Tom Nussbaum
Title: Service Operations Agent
Company: Johnson Controls, Inc.
Address: N961 Tower View Drive
City, State: Greenville WI
Telephone: 920-831-3833

2. CONTRACTOR agrees the following services, as set forth in Appendix A, attached to this agreement and incorporated by reference, will be provided to Marinette County:

Appendix A – Attached response to Request for Proposal (RFP) dated 07/11/2012.

3. CONTRACTOR agrees to present manufacturer's literature regarding materials & warranty.
4. Services as set forth on pages 4 and 5 of this RFP shall be completed within 90 days of entering into this agreement.
5. COUNTY agrees to the following:

- COUNTY will pay CONTRACTOR a lump sum payment of \$ 7,450.00.
- Payment Terms- COUNTY will pay the CONTRACTOR upon completion of services and receipt of an Invoice. The COUNTY will provide the CONTRACTOR with any necessary committee meeting dates tied to the payment process to allow payments in a timely manner.

6. Both parties agree that the relationship between the parties shall be that of an Independent CONTRACTOR and shall not be construed to be an Employer-Employee relationship; specifically the parties agree that:

- CONTRACTOR 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 CONTRACTOR.

7. CONTRACTOR will provide certificates of Worker's Compensation showing proof of compliance with Wisconsin Statutes and CONTRACTOR's liability 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. This contract may be amended in writing by mutual agreement of both parties at any time.

9. This agreement shall be governed by the laws of the State of Wisconsin.

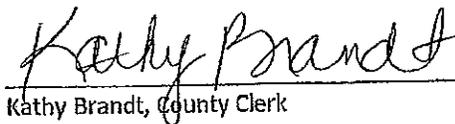
10. COUNTY may terminate this agreement in the event CONTRACTOR breaches any of the terms of the agreement or for unsatisfactory performance by CONTRACTOR. Termination shall be immediate upon written notification by the COUNTY.



CONTRACTOR

07/30/2012

Date


Kathy Brandt, County Clerk

08/27/12

Date

Marinette County 2013 User Fees

MAINTENANCE DEPARTMENT						
<i>Fee Description</i>	<i>Fee Amount</i>	<i>Fee Determination</i>	<i>Projected Revenue</i>	<i>Collection Method</i>		
Services Provided to Motor Pool	Percentage of Hours	Estimated Hours	\$ 15,664.00	Annual Journal Entry		
Library Building Maint/Supplies/Labor	Percentage	Past Year Usage	\$ 61,801.00	Monthly Journal Entries		
Health & Human Services Building Maintenance, Space Rental Labor & Supplies	Percentage	Past Year Usage	\$ 340,086.00	Monthly Journal Entries		
Building Space Rental						
Cellcom	\$1,520.51	Usage	\$ 18,246.12	Monthly Payment		
Family Services - Ella Court	\$475.00	Usage	\$ 5,700.00	Monthly Payment		
Additional or Replacement Key Card	\$12.00 each	Cost	\$ 60.00	Time of Purchase		
Additional or Replacement Key fob	\$15.00 each	Cost	\$ 60.00	Time of Purchase		