



MINUTES

Building and Property

March 15, 2011
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 Boivin, Facilities Director Shawn Baker, DPW Mark Desotell, Fair Board President Dave Gross and Secretary Lisa Witak, UW Marinette – Kurt Willmann, HHS Director Robin Elsner, 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

None

4. Minutes

Motion (R. Bousley/Cassidy) to approve minutes of February 15, 2011. Motion carried.

5. Marinette County Fair Committee

Discussion – roof for horse barn at the Marinette County Fair Grounds.

6. Digital Sign at UW Field House – Kurt Willmann

Motion (Schroeder/Walker) to approve placement of an electronic digital sign at the UW Field House with no cost to Marinette County as presented by Kurt Willmann. Motion carried.

7. HHS Back-up Generator Project

Motion (Cassidy/Schroeder) to recommend County Board approve the low bid of \$27,500 from Graese Electric of Crivitz, WI for a 100 amp diesel generator, with a total project cost not to exceed \$37,885 (5% contingency), with a transfer of \$22,500 from PHER grant, \$14,381 from HHS fund balance, and \$1,004 from Maintenance Capital Fund. Motion carried. Exhibit A

8. ADRC (Aging Disability Resource Center) Renovation RFP

Motion (Cassidy/Schroeder) to approve issuing a RFP to remodel specific areas of the Marinette HHS building for an Aging Disability Resource Center with the following phrase incorporated into the RFP: *Prices and terms offered in response to this RFP will remain valid for 120 days from stated proposal opening.* Motion carried.

9. Purchase of Furnace for Niagara Clinic

Motion (R. Bousley/Walker) to purchase a 95% efficient furnace unit from Miller Plumbing & Heating for the Niagara Clinic in the amount of \$2,750. Motion carried.

10. Installation of Prescription Drug Collection Box in LEC

Motion (Cassidy/Walker) to approve installation of Prescription Drug Collection Box in the Law Enforcement Center building lobby, pending Law Enforcement Committee approval. Motion carried.

11. Courthouse/Building Security Working Group

Discussion only.

12. Higher Quality Air Filters for County Buildings – Johnson Controls

Discussion only.

13. Planting a Tree for April 2011 Crime Victim's Week

Motion (Walker/Cassidy) to approve planting a tree at the Law Enforcement Center during the April 2011 Crime Victim's week, at no cost to Marinette County. Motion carried.

14. Courthouse Alley/Ramp Entrance Project

Discussion only.

15. Quotes for Steam Trap Repair

Motion (R. Bousley/Schroeder) to approve issuing quotes for Steam Trap repair. Motion carried.

16. Apply for *Focus on Energy* Steam Trap Repair Incentive

Motion (Schroeder/Walker) to approve applying for *Focus on Energy* steam trap repair incentive. Motion carried.

17. Morgan Park Campground Expansion

Motion (Walker/Cassidy) to approve Morgan Park Campground Expansion Project at 90% -- Presentation by Mark Desotell. Motion carried.

18. Courthouse EECBG Project

Discussion only.

19. Facilities Director's Report

Exhibit B

20. Future Agenda Items

Courthouse/Building Security Working Group
Marinette County Fair Grounds – Roof on Horse Barn

21. Adjournment

Motion (Cassidy/Walker) to adjourn at 11:46 a.m. Motion carried.

Next meeting date: Tuesday, April 12, 2011 at 10:00 a.m.

BobbieJean Boivin, Deputy County Clerk
Date approved/corrected:

HHS Generator Project Summary Sheet

March 15, 2011

Funds Available and their Source

Federal Health emergency grant	\$20,000
HHSD Fund Balance applied	\$10,000
3/10/11 HHS committee from PHER grant	\$2,500
3/10/11 HHS committee from HHS fund balance	\$4,381
Total project funds available	<u>\$36,881</u>

Research Design or Engineering Costs

Muerman Engineering Electrical work	\$9,600
Muerman Engineering- cad plan of HHS Building	\$1,000
Muerman Engineering proposed contract adjustment	<u>-\$1,590</u>
	\$0 \$9,010

Estimate of Cost compared to monies available for project

	Engineer's Estimate	Lowest Bid 100 Amp service
Total Project estimate or bid amount	\$24,900	\$27,500
Research, Design and Engineering Costs	\$9,010	\$9,010
project cost less contingency	\$33,910	\$36,510
<i>Project contingency @ 5% on construction only</i>	\$1,245	\$1,375
Total project cost as bid, including contingency	\$35,155	\$37,885
Funding approved for the project (block #1)	\$36,881	\$36,881
Projected cost compared to funds available with contingency	\$1,726	-\$1,004

Project Execution

Contractor Name	Amount	Spent	Remaining
Muerman Engineering	\$9,010.00	\$7,208.00	\$1,802.00
			\$0.00
			\$0.00
			\$0.00
	<u>\$9,010.00</u>		<u>\$1,802.00</u>

Monthly Facilities Director Report

Month and Year Work Days

April 2011 20.5

February 2011 20

March 2011 23

Non-Work Days

9.5

8

8

Staff Availability in hours:

Class	Theoretical Hours			Projected Hours			Regular		Overtime		Call-Ins		Notes
	April	Feb	March	April	Feb	March	Feb	Feb	Feb	Feb	Feb	Feb	
Tech	492	480	552	344	480	440	320	37	37	1			call-in for smoke detectors @ LEC
Custodian	699	680	780	647	680	780	609.25	33.5	33.5	6			Call ins for snow removal
Director	143.5	140	161	108.5	140	161	171.5						

Utilities CH, HHS, LEC & Library Electric & Gas Only

Month	Type	Feb 11			Jan 11			Feb 10			Ytd units + or - %	% \$s	\$s + or - change YTD
		Units	Cost	units	Cost	Units	Cost	Units	Cost	Feb 10 Cost			
Jan 11	Gas	22,949	\$19,683	24,586	\$17,831	20,274	\$16,010	\$37,514	11.82%	\$667	3.74%	\$667	
Jan 11	Electric	217,120	\$16,703	214,840	\$16,446	212,920	\$16,023	\$33,150	-0.67%	\$348	2.12%	\$348	
Degree Days:		1263	\$36,386	1384	\$34,277	1227	\$32,033	\$70,663	5.10%	\$1,016		\$1,016	

Projects & Regular Maintenance Work

Complete	January 2011	December 2010	January 2011	YTD -2011	PYTD -2010	Change
Snow Removal	25,630	24,352	22,128	25,630	22,128	3,502
Workorders	\$3,942	\$3,537	\$2,651	\$3,942	\$2,651.00	\$1,291
Lobby Lights in LEC	1,332.15	1,242.02	1,036.68	1,332.15	1,036.68	295
Paint in LEC secure 4 inspctn	\$0.15	\$0.15	\$0.15	\$0.15	\$0.12	0.034
Partial support Library move	19.24	19.61	21.35	19.24	21.35	-2.105
fix lock @ LEC						
Book drop improvements						
Paint Child support						
Paint ADA Morrow's office						
Library HVAC pms due 3/1/11						
Paint holding cells in courthouse annex						
HHS conference room calibrate VAV						
Install test LED light in back ramp						
In Work						
2011 Document shredding						
2011 Janitorial paper purchase						
Acoustical panels in LEC multi-purp room						
Chiller replacement/ECEBG Grant-project						
Roof & Gutter at Niagara Senior Center						
Dectron dehumidifier at UW pool						
UW pool locker room floor						
Paint 2 LEC offices						
Generator at HHS						
Annex Window sills						
Sound insulation at LEC (test)						
Library Issues						
Carpet Replacement at LEC						
Weather Hold						
Paint Veteran's Memorial						
Landscape At Courthouse						
Fix Curb at Library						
UW Pool/VGBA compliance						
Noise In LEC program rooms						
Acoustic improvement of Gym @ LEC						
Re-wire LEC kitchen appliances						
Sidewalk maintenance & repair						
Back Ramp at Courthouse						
Family care unit at HHS						
Capital project re-evaluation						
Parking Lot crack Seal						

Accidents & Incidents: Car vs Deer #0796 (\$1,815)