MINUTES

Building and Property

October 13, 2010
Jury Assembly Room
Lower Level, Courthouse Annex

MEMBERS PRESENT:	Supervisors Russ Bousley, Mike Cassidy, Vilas Schroeder, and Bill Walker
MEMBERS EXCUSED:	Supervisor Mike Behnke
OTHERS PRESENT:	Deputy County Clerk BobbieJean Boivin, County Administrator Steve Corbeille, Facilities Director Shawn Baker, DPW Director Mark Desotell, Fair Board President Dave Gross, John Seaborg of U.P. Engineering and Architects Inc., Tilak Andhole, President & Mechanical Engineer of Andhole Engineering LLC, Joe Wilke of HVACR, and Peshtigo Times

1. Call to order

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

2. Agenda

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

3. Public Comment

None

4. Minutes

Motion (R. Bousley/Schroeder) to approve minutes of September 14, 2010. Motion carried.

5. Andhole Engineering LLC – Chiller Replacement

No action at this time.

Supervisor Behnke arriving at 10:18 a.m.

6. Family Services of NE Wisconsin - Leasing Additional Ella Court Office Space

Motion (Schroeder/Cassidy) to approve Amendment to Office Lease between Marinette County and Family Services of Northeast Wisconsin for additional space in the Ella Court building. Motion carried. Exhibit A

7. Heating, Ventilating and Air Conditioning – Jury Assembly Room

Discussion only.

8. October 2, 2010 Auction Results

Discussion only.

9. RFP for Horse Barn Roof at the Fairgrounds

Motion (Cassidy/Schroeder) to approve issuing an RFP for replacement of horse barn roof at the Marinette County Fairgrounds. Motion carried.

10. RFP for HHS Back-up Generator

Motion (Schroeder/Cassidy) to approve RFP for back-up generator at the Health & Human Services building, contingent upon Health and Human Services Committee approval. Motion carried.

11. Proposal for Rear Ramp Entrance – Courthouse

Motion (Schroeder/Walker) to recommend County Board approve U.P. Engineers and Architects, Inc. proposal, at a cost of $24,220, for design of the rear ramp entrance to the Marinette County Courthouse. Motion carried. Exhibit B

12. Landscape Plan – UW Extension

Motion (Behnke/Schroeder) to approve landscape plan developed by UW Extension for Veteran's Memorial corner. Motion carried.

13. Facilities Director's Report

Exhibit C

14. Future Agenda Items

Chiller Replacement Project, Parks – storage sheds built

15. Adjournment

Motion (Schroeder/Cassidy) to adjourn at 12:22 p.m. Motion carried.

Next meeting date: November 2, 2010 at 10:00 a.m.

BobbieJean Boivin, Deputy County Clerk
Date approved/corrected:

EXHIBIT A

AMENDMENT TO
OFFICE LEASE BETWEEN
MARINETTE COUNTY AND
FAMILY SERVICES OF NORTHEAST WISCONSIN

This amendment to the original agreement for the lease of office space is entered into this 1st day of November 2010 by and between Marinette County ("Landlord"), a body corporate and politic whose principal address is 1926 Hall Avenue, Marinette, Wisconsin and Family Services of Northeast Wisconsin, Inc. (Tenant), a body corporate, whose principal address is 300 Crooks Street, Green Bay, Wisconsin.

Pursuant to item (1) Premises, both parties agree to amend the premises description to approximately 529 square feet of space, adding suite #146 as part of the tenants leased area.

Pursuant to item (2) Term, both parties agree to amend the term of the lease to November 1, 2010 through October 31, 2011.

Pursuant to item (3) Rent, both parties agree to amend the base rent paid to a monthly rate of Six hundred thirty dollars ($630.00) dollars per month commencing November 1, 2010.

This amendment shall be attached to the original lease as an addendum and all other contract provisions shall remain in full force and effect.

IN WITNESS WHEREOF, the parties or their official acts by their respective representative, each of whom is duly authorized to execute the same.

Marinette County

_____

Kathy Brandt, County Clerk

Family Services of Northeast Wisconsin

_____

EXHIBIT B

UPEA ENGINEERS & ARCHITECTS

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

October 7, 2010

Shawn B. Baker
Facilities Director
Marinette County
1926 Hall Avenue
Marinette, WI 54143

RE: PROPOSAL FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR REAR ENTRY TO THE MARINETTE COURTHOUSE

Dear Mr. Baker,

Enclosed is a proposal for the architectural and engineering services for the above referenced project. We are U.P. Engineers & Architects, Inc. with our address at 1701 Dunlap Avenue, Suite B Marinette, WI 54143. The telephone number is 715-732-4188 and the fax is 715-732-4189.

We certify that:

We have read the County's Request for Proposals (RFP) to provide Engineering and Architectural services to develop and design the rear ramp entrance of the Marinette County Courthouse. We certify that we have adequate personnel, equipment, facilities and license to provide required services. We understand that our ability to meet the criteria and provide required services shall be judged solely by Marinette County.

In addition, we certify that:

- *Our proposal is not made in the interest or on behalf of any person not named therein;*
- *We have not directly or indirectly induced or solicited any person to submit a false or misleading proposal or to refrain from proposing;*
- *We have not in any manner sought by collusion to secure an advantage over any other vendor;*
- *We have thoroughly examined the RFP requirements, and our proposed fees cover all the services that we have indicated we can provide; and*
- *We acknowledge and accept all the terms and conditions included in the RFP*

We look forward to working with Marinette County again.

Sincerely,

John Seaborg
Architect

JS:mmk
Enclosure

U.P. Engineers & Architects, Inc. (UPEA) proposes to furnish services to develop and produce plans, specifications and estimates for the replacement of the Marinette County Courthouse alley ramp entrance based on our rates and classifications. We are including a schedule and estimated hours for the personnel to be assigned to the work. UPEA will present plans and documents at the milestones prescribed in the Request for Services in the size and quantity requested.

U.P. Engineers & Architects, Inc. has investigated the existing Courthouse plans and can find no evidence of existing caissons that could be utilized to support the foundation for the alley access addition. Our new design will eliminate differential settlement between the courthouse and new ramp structure without any existing caissons. The old Max Hanisch drawings of the Courthouse are missing the structural foundation drawings! The County did provide us with soil boring information that was performed in 1982 for the Law Enforcement Center which is directly adjacent to the Alley Entrance Ramp. We will extrapolate data from those borings to make soil capacity assumptions for this project. We presume that we will use a spread footing with a grade beam to avoid differential settlement.

Our proposal does include the various milestones for County review as well as well as the City and State approval submittals. We will include in our services the various design items mentioned in the Request for Services including the civil, mechanical and electrical engineering needs. UPEA, if selected as architects for this project, will furnish an estimate of construction costs as well as design and oversight services. UPEA will explore the possibility of moving the sidewalk mounted air conditioning condenser units to the roof of the overhead "tunnel" from the Law Enforcement Center. That roof is quite isolated and would probably be less disruptive to the Courthouse employees. It would, however, be more difficult to access for servicing. We will present our finding to the County for consideration.

Qualifications

The Project Architect will be John L. Seaborg. A Wisconsin registered architect A-2794 with more than forty years of experience in Wisconsin. He also holds a Michigan registration as well as a NCARB registration which is a national certificate allowing registration in 47 states without an examination. Mr. Seaborg has been the architect for numerous Marinette County projects. Recently the West and East entries were rebuilt. He was the architect for all of the U.W. Marinette buildings and several buildings at Bay Area Medical Center.

The Project Engineer will be Glen Johnson, a licensed mechanical engineer.

The Project Surveyor will be William Lenca, a licensed surveyor.

The Designer will be Brian Krah with extensive experience in computer design drawings in REVIT.

Cost of Services

1. Survey (William Lenca) estimated @ $1,500.00 (Not included in P. S. & E.)
2. Soil investigation – based on 1982 report @ $0.00
3. Preliminary P. S. & E.
   30% = $4,598.00
   60% = $4,596.00
   90% = $4,596.00
4. Meetings with owner @ $0.00
5. Permit investigation and coordination @ $0.00
6. Utility coordination @ $0.00
7. Final P. S. & E. @ $1,530.00 (Total P. S. & E. = $15,320.00)
8. Bid package preparation @ $900.00
9. Construction administration @ $130.00/hour (We anticipate a total of approximately 15 hours)

Insurance

Attached are certificates of insurance for General Liability, Automobile Liability, Workers' Compensation as well as Professional Liability.

Attachments
Resumes
Certificate of Liability Insurance
Certificate of Insurance

Marinette County Department of Public Works Facilities Division

October 2010

Month	Work Days	Non-Work Days
November 2010	20	10
October 2010	21	10
September 2010	21	9

Staff Availability in hours:

Class	Theoretical Hours			Projected Hours			Regular	Overtime	Call-Ins
	Nov.	October	Sept.	Nov.	October	Sept.	September	September	September
Tech	480	504	504	416	534	448	417	2.5	1
Custodian	683	716	716	627	611	708	621	40.5	0
Director	140	147	147	105	112	140	168		

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

Month	Type	Sep 10 Units	Sep 10 Cost	Aug 10 units	Aug 10 cost	Sep 09 Units	Sep 09 Cost	2010 YTD cost	2009 YTD costs	Ytd units + or - %	$s + or -	% $s change YTD
Sep 10	Gas	7,918	$4,465.80	4295.2	$2,808.06	8,892	$1,960	$74,622	$84,908	-14.37%	-$10,024	-13.39%
Sep 10	Electric	251,400	$21,923.80	370160	$30,725.57	299,200	$25,151	$185,546	$183,710	1.61%	$1,836	0.99%
Degree Days:		209		11		176		4613	5521	-908		16.45%

Projects & Regular Maintenance Work

Complete
Auction for Vehicle disposal
Haul Auction merchandise

In Work
Library cameras
Chiller replacement/EECBG Grant-project
UW Pool/VGBA compliance
Fall Clean Up
Caulk front steps

In Work
Calibrate VAVs at HHS
Annex Window sills
Paint in LEC
Paint Veteran's Memorial
Work order & Tech tracking
Library Issues

InWork
Change Data center breakers (2)
CH Ramp RFP- Design & engineering
Fire Inspection Discrepancy

Starting
New Cat V wires @ HHS
Fix Curb at Library

In Planning
Re-wire Courthouse data center

In Planning
Soffit/facia at Niagara Senior Center
Sidewalk maintenance
2010 Landscape improvements
Family care unit at HHS
Generator at HHS
Capital project re-evaluation
Horse barn Roof
Parking Lot crack Seal

Motor Pool	August 2010	July 2010	Aug-09	YTD -2010	PYTD -2009	Change
Mileage	34,884	29,892	29,358	250,673	216,901	33,772
Fuel Cost	$4,174	$3,626	$3,907.55	$30,160.13	$21,600.44	$8,560
Fuel Quantity	1,546.68	1,347.48	1,351	11328.51	9,662.97	1,666
$/Mile	$0.12	$0.12	$0.13	$0.12	$0.10	0.021
MPG	22.55	22.18	21.73	22.13	22.45	-0.319

EXHIBIT C

Accidents & Incidents: Broken Taillight on truck 10-16, damage estimated at $100

Losses and gains: 0160, 0577,0578, 0584, 0685 and 0686 sold at public auction