



THE HUMAN SERVICE CENTER

(HUMAN SERVICES BOARD 51.42/51.437)

P.O. BOX 897

705 EAST TIMBER DRIVE • RHINELANDER, WI 54501-0897

TELEPHONE: 715-369-2215

FAX: 715-369-2214

MINUTES of the HUMAN SERVICES BOARD

Regular Board Meeting Special Board Meeting Committee Meeting

Type of Committee: Buildings and Grounds

Date and Time of Meeting: Wednesday, August 9, 2017 at 1:00 P.M.

Person Taking Minutes: Michelle Bellile

**Minutes reflect the recorder's notations of actions taken and are subject to approval of the appropriate committee and/or Board.*

Members Present: Ted Cushing, Jenny Henkel, Bill Korrer, Tom Rudolph, Ken Storms, Alan VanRaalte

Members Excused: Nancy Tauer

Staff Present: Judy Citro, Tamara Feest

Others Present: Jeff Musson

I. MEETING CONVENED

Chairman Cushing called the meeting to order at 1:00 P.M. It was noted that the agenda has been distributed to all members and that the meeting had been announced in accordance with the Wisconsin Open Meeting Law.

II. APPROVE PREVIOUS MEETING MINUTES

Motion by VanRaalte, seconded by Storms to:

APPROVE MINUTES FROM FEBRUARY 17, 2017 AS PRESENTED.

All ayes, motion carried.

III. LOWER LEVEL SLIDE PRESENTATION: PRESENTER: JUDY CITRO

Citro provided commentary and a picture presentation to the Committee which displayed continued leaking in the lower level since the new roof construction.

IV. LOWER LEVEL EVALUATION PRESENTATION: PRESENTER: JEFF MUSSON

Architect Jeff Musson provided his evaluation of the lower level to the Committee. Musson stated he felt the water leakage was coming from two different sources, water infiltration in the masonry and infiltration where the foundation meets the footing. Musson discussed interior and exterior drain tile systems, sump pits, weeps and flashings.

Musson recommended the Committee consider the following steps to address water infiltration in the masonry:

- Clean all masonry services to remove efflorescence and debris with a low pressure wash to avoid moisture seepage into the masonry.
- Inspect all windows and door openings and replace any deficient caulking.
- Apply a hydrophobic sealer to the masonry.
- Verify the sealer is working as intended.
- Once successfully verified, affected sills, insulation and drywall should be repaired/replaced.

Musson recommended the Committee consider the following steps to address water infiltration at the footing level:

- Verify the extent and condition of existing drain tile by partially excavating to the footing level on the west wall.
- Have the drain tile cleaned out by a company such as RotoRooter and determine with a camera how far around the perimeter of the building the drain tile exists.
- Reconnect the tile in the excavation area and install clean outs to allow for future cleaning.
- Landscape affected excavation areas.
- Determine whether or not corrective actions have resolved water infiltration at the footing level.

Musson discussed if above steps do not work, it was his recommendation to replace the existing drain tile. This would involve significant excavation efforts and cost.

Musson to follow up and provide Citro with anticipated cost of all work required for hydrophobic sealant application and verification, condition and repair of existing drain tile. Motion by Korrer, second by Cushing to:

RECOMMEND TO FINANCE AND BOARD TO PROCEED WITH BUILDING REPAIR TO THE LOWER LEVEL, INCLUDING WATERPROOFING THE MASONRY, SEALING ALL OPENINGS, AND DRAIN TILE SYSTEM INSPECTION AND REPAIR AS NECESSARY.

All ayes, motion carried.

V. PARKING LOT RESURACING AND REPAINTING OF LINES

Citro explained the need for a new layer of asphalt to be added on top of the existing layers, the opportunity to add an additional handicap parking space and to have new lines painted. Motion by VanRaalte, second by Cushing to:

OBTAIN THREE BIDS FOR PARKING LOT RESURFACING AND REPAINTING OF LINES AND FORWARD TO FINANCE.

All ayes, motion carried.

VI. NEXT MEETING DATE:

To be determined

VII. ADJOURMENT

Motion by Cushing, seconded by VanRaalte to:

ADJOURN THE MEETING

All ayes, motion carried.

Meeting adjourned at 1:52 P.M.

Respectfully submitted,

Michelle Bellile
Administrative Assistant