



THE HUMAN SERVICE CENTER

(HUMAN SERVICES BOARD 51.42/51.437)

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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: Thursday, February 6, 2020 at 3:30 P.M.

Person Taking Minutes: Jessica Kaul

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

Members Present: Maggie Peterson, Tom Rudolph, Nancy Tauer, Alan VanRaalte, Ted Cushing, Jeannie Weyers

Members Excused: Ken Storms

Members Absent:

Staff Present: Tamara Feest, Jessica Kaul, Angela Paddock

Others Present:

I. MEETING CONVENED

Chairman Cushing called the meeting to order at 3:30 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 Rudolph, seconded by Tauer to:

APPROVE THE MINUTES FROM SEPTEMBER 10, 2019 AS PRESENTED.

Aye: Cushing, Weyers, Rudolph, Tauer, VanRaalte

Abstained from voting: Peterson

Motion carried.

III. ELECTION OF VICE CHAIR: ACTION ITEM

Cushing opened the floor for vice chair nominations. Motion by Tauer, second by VanRaalte to:

NOMINATE TOM RUDOLPH FOR BUILDINGS & GROUNDS COMMITTEE VICE CHAIR.

There being no further nominations, motion by VanRaalte, second by Tauer to:

CLOSE FLOOR TO VICE CHAIR NOMINATIONS.

All ayes, motion carried. Tom Rudolph elected as Buildings & Grounds Committee Vice Chair.

IV. BASEMENT UPDATES

A. Water Control System Quote: Action Item

Paddock provided the committee with an update to the work still needed in the HSC basement in order to allow for it to be used for employee offices. There is a section of wall that still experiences minor water seepage. Paddock presented a quote from Sure Dry Basement Systems that would “reroute” this water into a sump pump system that would then move it away from the building. Committee discussed the details of the quote and asked two specific questions: one, do any stairs need to be removed before work can start and two, does any part of the existing walls/wiring need to be removed. Motion by VanRaalte, second by Cushing to:

AFTER RECEIVING SATISFACTORY ANSWERS TO THE TWO ABOVE-MENTIONED QUESTIONS, APPROVE AND FORWARD TO FINANCE THE QUOTE FROM SURE-DRY BASEMENT SYSTEMS IN THE AMOUNT OF \$5017.41.

All ayes, motion carried.

B. Basement Refinishing & Additional Offices Quote: Action Item

Paddock presented the quote from J. Shaltis Construction for drywall and refinishing area of the basement. Motion by Rudolph, second by Tauer to:

APPROVE AND FORWARD TO FINANCE THE DRYWALL REPAIR QUOTE FROM J. SHALTIS CONSTRUCTION IN THE AMOUNT OF \$9893.00.

All ayes, motion carried.

V. ROOF ICE DAM REMOVAL & PREVENTION: ACTION ITEM

Paddock updated the committee about leaking in the building caused by ice dams and snow on the roof. She presented a quote from Oneida Roof & Chimney, who would charge \$300/hr for ice dam removal. There was no total bid because they were unsure how long it would take. There will be one additional quote coming the following week from Snowbird. Feest explained that the roof will likely need to have heat cables installed to prevent ice dams from forming in the future. Motion by Peterson, second by VanRaalte to:

APPROVE AND FORWARD TO FINANCE AN EXPENDITURE OF UP TO \$5000.00 FOR ICE DAM/SNOW REMOVAL AND INSTALLATION OF HEAT CABLES IF BUDGET ALLOWS.

All ayes, motion carried.

VI. MAINTENANCE SERVICE AGREEMENT: DISCUSSION

Feest updated the committee regarding a new service agreement in place with Driscoll Property Management. The idea behind this is to save money on minor service calls (e.g., leaking faucet) at HSC and KOINONIA. The cost for the services is \$38/hr. She explained that this will present cost savings in the long run, because past and current practice has been to use professional tradesmen for work that does not require an expert skill set.

VII. NEXT MEETING DATE:

Next meeting date to be set as needed.

VIII. ADJOURNMENT:

There being no further business, Cushing moved to

ADJOURN THE MEETING.

Meeting adjourned at 3:51 PM.

Respectfully submitted,

Jessica Kaul
Administrative Assistant

APPROVED