



# 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: Building and Grounds

Date and Time of Meeting: Tuesday, February 14, 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, Ken Storms,  
Nancy Tauer, Alan VanRaalte

Members Excused: None

Staff Present: Judy Citro, Tamara Feest

Others Present: None

### **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 AGENDA OF CURRENT MEETING**

Motion by Tauer, seconded by VanRaalte to:  
**APPROVE THE AGENDA AS DISTRIBUTED.**  
All ayes, motion carried.

### **III. APPROVE PREVIOUS MEETING MINUTES**

Motion by VanRaalte, seconded by Henkel to:

**APPROVE MINUTES FROM OCTOBER 14, 2016 AS PRESENTED.**

All ayes, motion carried.

**IV. COMMUNICATIONS AND REPORTS**

Citro reported successful completion of the following projects: gutter, downspouts and heat tape project, gas leak repairs, septic pump replacement at KOINONIA, crisis center moisture check and wall repair, and front entrance handicap accessibility auto door openers. Landscaping and parking lot reseal/repair is currently on hold.

Citro reported a flood to the 1<sup>st</sup> level that occurred in December 2016. A pipe burst in the radiator in the vestibule of the side employee entrance. Four offices and the hallway were flooded. ServiceMaster came in that evening, removed the water and placed industrial fans in the affected areas. ServiceMaster tested the humidity levels and they were well below 10%. This indicated no cause for alarm for damage/moisture threat to the walls. The ServiceMaster bill totaled \$2,031.31. Citro submitted the bill to Oneida County. Citro is waiting for more information from Oneida County on payment of the bill. Citro stated Mechanical, Inc. fixed the burst pipe and checked an additional unit in another vestibule.

**V. GARAGE REPAIR: ACTION ITEM**

Citro discussed the garage repair project. Project details included removal of the dry-rot, siding replaced, new soffit and eaves, replacement of trim, and garage and service door primed and painted. Companies were asked to submit two quotes. One quote was to include all details listed above and the second was to include a new overhead door and installation. Quote amounts were as follows:

- Dun-Rite Exteriors: \$4,964.00 w/out new door, \$5,412.00 with new door
- Parmeter & Sons Construction, LLC.: \$4,970.00 w/out new door, \$5,720.00 with new door
- Nosser's Remodeling: \$6,280.00 w/out new door, \$6,685.00 with new door.

Discussion occurred on whether or not a new overhead garage door and opener were needed. It was decided there was not a need for adding an opener but the overhead door should be replaced. Motion by Cushing, seconded by Tauer to:

**ACCEPT AND FORWARD TO FINANCE THE QUOTE FROM DUN-RITE EXTERIORS FOR THE AMOUNT OF \$4,964.00 WITHOUT A NEW DOOR AND \$5,412.00 WITH A NEW DOOR.**

All ayes, motion carried.

**VI. HVAC SYSTEM PROJECT COMPLETION: ACTION ITEM**

Citro discussed history of the HVAC system. At the time the new boilers were installed, air balancing was performed, however only the equipment that was part of the renovation project was balanced, not existing equipment. Additionally, the new equipment did not work with the existing computerized control program. As a result, there was no access for control of air flow and temperatures. A control system upgrade was previously approved and is nearing completion. While

performing the upgrade, it became evident that two of the 35 VAV boxes have completely failed and an additional eight are failing, therefore not meeting code for ventilation requirements. Citro discussed the need for a complete air balance, however, did not feel it was prudent to do so until the air volume was under control. Mechanical, Inc. supplied Citro with a proposal to complete the two VAV's that have failed and recommission ten of the 35 VAV's. The proposal totaled \$3,600.00, of which \$1,500.00 included previous repair work subcontracted through AES, Automated Energy Solutions. Citro distributed the written proposal and several questions were posed. Citro contacted Deering from Mechanical, Inc. and clarified the meaning of recommissioned and cost of damper actuators, roughly \$250.00 for replacement, since parts were not included in the quote. Deering provided an additional verbal quote of \$7,200.00 to recommission all of the VAV boxes. Motion by Korrer, seconded by Tauer to: **AUTHORIZE AND FORWARD TO FINANCE UP TO \$10,000.00 FOR RECOMMISSIONING OF VAV BOXES AND DAMPER ACTUATORS AS NECESSARY. IF AMOUNT IS OVER \$10,000.00, BUILDING AND GROUNDS COMMITTEE WOULD NEED TO RE-REVIEW AND AUTHORIZE.**

Discussion occurred on where the funding would come from. Citro stated the Building Fund. Feest stated the fund was at \$330,000.00. All ayes, motion carried.

Citro discussed an additional proposal received from Mechanical, Inc. Mechanical supplied Citro with an HVAC Preventative Maintenance plan for Spring and Fall. The cost was \$2,050.00 per season. Citro distributed the Maintenance Plan. Discussion occurred on accepting the agreement with the Building and Grounds Committee approving the cost annually. Motion by Tauer, seconded by Storms to:

**ACCEPT AND FORWARD TO FINANCE THE MECHANICAL, INC. HVAC PREVENTATIVE MAINTENANCE AGREEMENT FOR ONE YEAR AT THE COST OF \$4,100.00.**

All ayes, motion carried.

**VII. NEXT MEETING DATE**

To be determined.

**VIII. ADJOURNMENT**

Motion by Cushing, seconded by VanRaalte to:

**ADJOURN THE MEETING**

All ayes, motion carried.

Meeting adjourned at 1:38 P.M.

Respectfully submitted,

Michelle Bellile  
Administrative Assistant