

Approved: August 13, 2018

**TOWN OF GIBRALTAR
BUILDING COMMITTEE
GIBRALTAR TOWN CENTER
MONDAY, JUNE 25, 2018
7:00 P.M.**

Call to order: The special meeting of the Town of Gibraltar Building Committee was called to order at 7:01 P.M. by Karl Stubenvoll, chairman.

Roll Call/Quorum: A quorum of the Committee was present.

Members present: Karl Stubenvoll, Steve Sohns, Tony Fiorato, Laurie Buske and Jayson Merkel

Proper Notice/Adopt Agenda: Sara Lancaster verified the agenda had been properly noticed.

Motion: (Buske, Sohns) to adopt the agenda as posted. Carried.

Approve Minutes of Previous Meetings:

Motion: (Sohns, Fiorato) to approve the minutes of the May 21, 2018 meeting as amended. Carried

Motion: (Sohns, Fiorato) to approve the minutes of the June 4, 2018, meeting as amended. Carried

Motion: (Sohns, Fiorato) to approve the minutes of the June 11, 2018, meeting as amended. Carried

Motion: (Sohns, Fiorato) to approve the minutes of the June 25, 2018, meeting as amended. Carried

Review Building Committee Walk-throughs:

Gibraltar Town Center

Buske stated the railings leading down to the Town Center entrance are showing rust. Sohns asked Strantz if a Rustoleum product that converts neutralizes rust would be an option to use before painting the railings to extend the life of the maintenance. Patrick said the product works well and might be something to look into when fixing the railings to help the repairs/maintenance last longer.

Follow-up Required: Strantz/Maintenance to address rusted railings by Town Center stairs.

Stubenvoll asked to add an exterior outlet cover that is broken in front of the post office.

Follow-up Required: Strantz/Maintenance to fix broken outlet cover.

Merkel suggested adding a water sensor/alarm in the basement of the Town Center where many old records are stored. Stubenvoll and Sohns commented they agreed with the idea and suggested getting a quote for a water alarm/sensor that can be integrated with the existing alarm system.

Quote/Estimate: Maintenance/Patrick to get a quote on a water sensor/alarm for the basement of the Town Center.

Stubenvoll suggested adding replacing the waste container in front of the Town Center. Buske said she suggested to Parks & Lands a triple container for recycling and trash, but the idea wasn't well received by the Parks & Lands Committee due to budget. Sohns suggested getting a quote for a triple receptacle and adding it to the budget.

Merkel mentioned the sidewalk in that area should also be addressed, specifically the sections in front of the Town Center entrance and post office entrance, including the sides where the bookdrop and trash receptacles are located should be addressed along with drainage. Merkel added pavers/drainage blocks can be used to mitigate drainage concerns for the time being.

Strantz asked about this might affect the installation of the new bookdrop. Stubenvoll suggested installing it and then moving it at a later date.

Quote/Estimate: Patrick/Maintenance to get an estimate for the triple trash/recycling receptacle, as well as the concrete that would be needed for the trash receptacle (if it is to look like the current receptacle) and sidewalk panels in that area. Also look into pavers/drainage blocks to address drainage concerns for the time being.

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Meeting Room Light Fixtures—Stubenvoll said his notes from walk-through also addressed the light fixtures in the Board Meeting Room and said the committee might want to consider replacing the troffers, or at the very least the bulbs should be replaced. This would need to be added to the budget.

Meeting Room Drywall Crack—Drywall crack in the meeting room isn't a crucial item on the to-do list but should be monitored and placed on a "watch" list.

Airport

Buske said her notes from the walk-through included following up on the fire extinguisher (concerns about it being expired), as well as the drain in the bathroom (concerns about standing water in the drain and septic smell). Sohns suggested the traps be checked. Strantz said the Maintenance Department checks/fill the traps in all drains quarterly. Regarding the fire extinguisher, Strantz said the fire extinguisher is not expired.

Follow-Up Required: Maintenance to check the drain traps.

Sohns suggested the Friends Group be notified about any issues and list items. Fiorato suggested having someone from the Friends Group accompany the Committee at future walk-throughs.

Stubenvoll mentioned the main garage door at airport has quite a few weeds in front of it at the joint where the pavement meets and asked Strantz if the maintenance team could address this.

Follow-Up Required: Strantz/Maintenance to treat weeds in front of the airport door.

Fiorato said the downspout doesn't need to be replaced, but a discharge pipe is missing and should be addressed.

Follow-Up Required: Strantz/Maintenance to fix the discharge pipe.

Stubenvoll added that there are no markings on the hangers and no Knox Box at section E.

Follow-Up Required: Clerk should bring this to the attention of the Airport Commission at their next meeting.

Old Town Shop

Clean Out Old Junk—Stubenvoll suggested to have the Town donate the old street signs to GHA to sell as a fundraiser. Strantz also mentioned that Beth Hagen had talked about the town selling them but wasn't sure there was a plan in place to do so. Merkel asked to have the Building Committee make a recommendation to the Town Board to donate the signs to GHA. *Motion: (Sohns, Fiorato) to recommend to the Town Board donating the old street signs to GHA. Carried Buske abstained*

Stubenvoll mentioned there are old planters/pots and dock sections at the Old Town Shop that should be cleaned up and stored. Regarding the dock sections, Stubenvoll suggested making a recommendation to the Harbor Commission about doing something with the sections.

Sohns added that there are good cleats on the dock sections and asked if the sections couldn't be repurposed. Merkel added to give the Harbor Commission a deadline to address the old dock sections so they aren't sitting at the Old Town Shop long term.

New Town Shop

Water Softener—Buske asked to get an estimate on the water softener.

Quote/Estimate: Patrick/Maintenance Dept. to get a quote from two or three different vendors for a water softener/iron filter. Reinhardt, Culligan, and Nelson were suggested as vendors to call.

Overhead Door Maintenance—Stubenvoll said the Committee should also get an estimate for the overhead door maintenance needed to present to the Town Board. The fire station doors are already on a maintenance schedule, and the committee would like to see how much it would cost to add the New Town Shop doors.

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Quote/Estimate: Patrick/Maintenance Dept. to get a quote on what it would cost to add the maintenance of the Town Shop doors to the Fire Station door maintenance schedule.

Surveillance System—Sohns asked Strantz if he has the new monitor for the security/surveillance system at the Town Shop. Strantz said he does not. Sohn's asked that Door Guard Security be called regarding the surveillance system at the New Town Shop.

Follow-up Required: Office/Beth to call Door Guard Security to have the surveillance system connected at the New Town Shop.

Air Compressor Piping—Buske asked about the air compressor piping and if that needs to remain on the list of things to fix. Patrick said it's a non-factor and it can be removed from the list.

Paving/Asphalt—Stubenvoll said he would like to make the paving of the Town Shop a high priority. Sohn's said the Town Board will likely have to decide whether just the front area is paved or if both the front area and behind the new Town Shop (near the recycling area) are paved.

Fiorato added that behind the cold storage area may not need to be paved, but the main area should be paved due to the high level of traffic in the area.

Merkel suggested the whole area be paved so that water from the cold storage area doesn't run off into and under the pavement and cause it to heave from freezing and thawing. Would need to pave right up to the building because there is no overhang on the building. Merkel added that pavement would also help with ice control. Stubenvoll added washout areas need to be taken into consideration and addressed.

Sohn's suggested letting the professionals recommend how much of the area to pave as well as drainage suggestions. Sohn's added that after the paving/road work is done in the Town, the Town Board will likely approach the vendor doing that work about doing the Town Shop at the same time but added it would be worth getting additional quotes for the cost of paving the entire area around the shop.

Estimate/Quote: Patrick/Maintenance to get quotes from a few additional vendors for paving the entire area (plus drainage recommendations) around the New Town Shop.

Fire Department

Stubenvoll said there is an outlet cover on east wall that is peeled back and foam insulation needs to be added to the AC lines. A piece of bullnose trim is also missing from the kitchen

Follow-up Required: Patrick/Maintenance to fix the outlet cover, install foam installation around the AC lines and replace the missing bullnose trim.

Level Drive Between Shop and Fire Station—Merkel said it needs to be leveled but not much gravel can be added due to the grade or it will be at the height of the blacktop.

Paint Bollards—Sohn's suggested getting covers for the bollards instead of painting them. Strantz said he already has a quote for the Fire Department when he got a quote for the New Town Shop. Strantz said it would be \$860 for the sleeves for the Fire Station. Stubenvoll asked this item/quote be added to budgetary items for the August meeting.

Follow-up Required: Strantz to send the quote to the Office to be included in the budgetary items for the August meeting.

Overhead Door Windows—A replacement window is needed on the Fire Department garage door. The original company that installed the door/windows is no longer in business. Merkel suggested to start with Fox Valley Overhead Door Company out of Appleton and to look for a few additional quotes from other vendors in the area. Committee asked to include the overhead door gasket in this estimate.

Estimate/Quote: Strantz/Maintenance to get an estimate for window replacement on the Fire Department garage door from Overhead Door Company and a few others. Include the garage door gasket in this estimate.

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Move Sign to Side of Building—Merkel said the Committee needs to consider sign options that require less maintenance and suggested a concrete sign like Gibraltar School has. Merkel suggested contacting a few sign companies and asking for suggestions of styles and estimates to present to the Town Board.

Estimate/Quote: Patrick/Maintenance to get multiple quotes on sign options keeping in mind low maintenance and durability.

Sohns asked if the sign work would go hand in hand with work on the flagpole and base. Merkel suggested contacting Fly Me Flag out of Green Bay and added that the electrical for the flag pole should probably be inspected at the same time.

Estimate/Quote: Strantz/Maintenance to get a quote from Fly Me Flag for the flag pole base and light.

Roofer to Check Shingles and Vents—Sohns said Ward mentioned to him there was snow in the attic of the fire station. Sohn asked Patrick to have the roof and vents inspected as soon as possible and if there are any leaks or repairs needed they should be addressed immediately, not made a budget item for next year.

Follow-up Required: Strantz/Maintenance to inspect roof/vents ASAP. If work is needed will need to be scheduled before this winter.

Grout Cleaning—Stubenvoll said the minutes say “grout cleaning” but should specify the kitchen, restrooms and hallway/entryway. Buske suggested ordering a deep cleaning with sealing. Strantz said Dana/Lakeshore Cleaning does a deep clean but doesn’t do sealing. Strantz suggested scheduling sealing after the deep clean.

Follow-up Required: Strantz/Maintenance to schedule a deep cleaning of all grout as well as sealing following the deep clean.

Women’s Restroom Door Knob—**Follow-up Required:** Patrick/Maintenance to fix loose doorknob on the women’s restroom door.

Furnace Maintenance Schedule—Stubenvoll asked for more information on the maintenance schedule, and specifically the generator for Tony’s records and so the committee can forecast potential replacements down the road.

Public Comment: None

Make Recommendation to Town Board on New Town Shop Snow Retention System:

Committee would like to see a second estimate other than the one from Wick Buildings/Dale Reiser for the ice dams on the New Town Shop. Strantz mentioned it was difficult to get an estimate in the first place. Committee said they did not want to take any action on this until we get more estimates and that the estimates should reflect ice dams for both the New Town Shop and cold storage building. Sohn said this item is not for next year and needs to be installed before November of this year.

Estimate/Quote: Strantz/Maintenance to contact Cleary, Morton, as well as a few local vendors (Chewy and Carlos was mentioned), to get additional bids for ice dams for both the New Town Shop and cold storage building.

Make Recommendation on Noble House Painting:

The committee received only one estimate from Peissig Painting. An estimate from Peninsula Painters was never received. Patrick said he had also asked for an estimate from Peninsula Painters and never received it. Peissig Painting can’t do the painting until next year, but Stubenvoll suggested getting it on next year’s budget and calendar for early next spring (late April or early May).

Stubenvoll asked for a motion to accept the one quote received to present to the Town Board.

Motion: (Merkel, Sohn) to accept the estimate from Peissig Painting. Carried

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Equipment Assessment Management Database:

Fiorato gave a presentation about a database system (FileMaker) he has been working on for the Building Committee and asked for feedback on the work he has done so far.

Fiorato mentioned the need for the database system stems from the multiple components the Committee does, building and HVAC among them. Using buildings as the example, Fiorato showed an example of what the program would look like and how it would operate.

Each entry is assigned an ID, name, address, GPS coordinates, year opened/built, and street address.

Additional buildings/sites to be added to the inventory list include: windmill building, retreat/tour boat ticket booth at the dock, outdoor privy on Chambers, boathouse at Chambers Island Lighthouse.

Fiorato asked what other information should be added. Buske suggested square footage and materials (i.e. Wood, brick, cinder block, etc.) Entry information also includes inspection reports that can classify high priority items and photos, as well as the date and people in attendance at the inspection/walk-throughs. The program can also be used on tablets and could be brought to inspections.

System works on both Apple and Windows but each requires a separate piece of software. Single user or multiple user available. Single user can be set up on several machines, but only one file would be modified and any data collected in the field would need to be uploaded to the server.

Buske commented how this database would be useful so that multiple individuals (especially those who may not have attended initial inspection) would be up to speed on any needed maintenance, repairs and other high priority items.

Merkel asked to see about HVAC and Equipment inventory on the database. Fiorato said each new piece of equipment, like a building, would get its own ID. Entry info includes: Unit type, Equipment ID, Installed date, Initial Cost, Vendor, Manufacturer, Model and Serial number, and Unit Location. Also includes photos and a service record.

Sohns asked about past records. Fiorato said those could be added in, as well as excel files imported into database.

Database also includes a vendor section. Suggestion made to also scan an image of the signed service agreement from vendors as a record or as reference if the vendor changes. Fiorato mentioned that could be added to the photos section.

Merkel asked who would be inputting the data. Sohns and Stubenvoll suggested the office.

Stubenvoll suggested researching costs. Merkel said depending on how much the database is used and how many different departments might benefit from the database, it might be worth going with the multiuser subscription. Cost is approximately \$540 annually plus the cost of software upgrades (approx. \$200). Fiorato said the multiuser/server version (using your own server and up to 5 users) is approximately \$900 annually (subscription based) plus updates (approx. \$200). Fiorato mentioned he doesn't always use the updates. Sohns made the suggestion of starting as a single user and eventually upgrading to a multiuser. Fiorato agreed saying it might be worth seeing how this works for the Building Committee first.

Overall, database was well received by the Committee. Fiorato to update the list of buildings and info categories. Fiorato asked if the Office could help him track down some of the necessary information. Sohns suggested adding a budget request for the next meeting to add the software to next year's budget.

Other Lighting/Maintenance Issues:

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Buske mentioned a snapped off light at the Noble House. Buske to send a photo to the Office to be pass along to the Maintenance crew.

Set Next Meeting Date: Monday, August 13 at 7:00 p.m.

Adjourn: *Motion: (Buske, Merkel) to adjourn at 9:04 P.M. Carried.*

Respectfully Submitted,

Sara Lancaster
Administrative Assistant
Town of Gibraltar