

**MINUTES OF THE
BUILDINGS & GROUNDS COMMITTEE MEETING
June 6, 2011**

Members Present: Chairman Jim Sharon; Paul Dean; Billy Fried; Scott Holewinski; and John Hoffman.

Others Present: Curt Krouze, Buildings & Grounds Director; Dan Kuzlik, UW Extension Community Resource Development Agent; John Sweeney, Chief Deputy; Linda Conlon, Health Department Director; Sue Piazza, Department on Aging Assistant Director; Dianne Jacobson, Department on Aging Director; Brian Desmond, Corporation Counsel; John Potters, County Coordinator; and LuAnn Brunette, Buildings & Grounds Leadperson.

CALL TO ORDER

Chairman Sharon called the meeting to order at approximately 9:00 a.m. in the Spruce Room of the facility formerly known as the Northern Advantage Job Center, located at 100 W. Keenan Street. He noted that the meeting notice had been properly posted and mailed in accordance with the Wisconsin Open Meeting Law and accommodations would be made for qualified individuals pursuant to the Americans with Disabilities Act.

APPROVE AGENDA/APPROVE MINUTES OF PREVIOUS MEETING(S)

Motion to approve the agenda by Dean/Fried. All aye on voice vote. Motion to approve the committee meeting minutes of May 16, 2011 with no additions, deletions or corrections by Holewinski/Hoffman. All aye on voice vote.

CHANGE ORDER 4 – PHASE I OF NORTHERN ADVANTAGE JOB CENTER

Krouze stated in the kitchen area the sub-floor was not suitable, and the floor was not level; he stated that the general contractor contacted him immediately when it was discovered, and a change in the type of flooring will be need to be made. He stated that instead of tile, an inlaid sheet vinyl would be used. He stated that the flooring would be very thick, melted vinyl chip.

Hoffman discussed the outside air intake, and he suggested not putting in the intake at this time.

Krouze stated that if the shaft isn't put into the building, Ayres will need the county to sign off on it. He stated that he felt it was important to have this addressed at this time, noting he would strongly recommend that this be done as you do not want any chance of exhaust coming into the building. Krouze stated that technically it meets code by two feet, but because it is located near the ground it will draw in the exhaust air from cars.

Holewinski discussed stiffening the floor of the facility.

Krouze responded that there is too much spring in the floor trusses. He stated that the space below would be compromised, but it may be worth it.

Supervisor Dean asked about the budget.

Krouze discussed the funds budgeted for the renovation of the facility, noting we will likely see \$15,000 - \$20,000 in change orders, of items that come up in this process.

Committee members discussed the flooring change in the kitchen, which Krouze stated would be in the amount of \$2,725.00. Motion by Hoffman to approve the change order for leveling off the kitchen floor (change order #4) in the amount of \$2,725.00. Second by Holewinski. All aye on voice vote.

Krouze stated that the county may be able to save some money by having the second floor flooring addressed at this time, using the services of the contractor that is addressing the first floor issues. Motion by Fried to allow Krouze to have the second floor inspected and replaced if it comes in at a cost of under \$1,000. Second by Hoffman. All aye on voice vote.

UPDATE ON NORTHERN ADVANTAGE JOB CENTER PHASE I AND PHASE II

Staff and committee members toured the facility and looked at items to be addressed under both phases of the renovation.

Jacobson provided an update on the funding costs and history of the project.

Brian Desmond was present at 10:35 a.m.

Krouze provided information on the schedule of contractors for the coming week. Krouze stated that Ayres Associates staff brought forward to him a concept of addressing the work to be done in phase II as a change order for phase I. He stated that the architect feels this is doable legally, but that he had contacted the county's corporation counsel to discuss the concept and its implications to the county. Krouze stated that the county could come out better financially if the project were handled in that manner, and he detailed pros and cons of this concept.

Desmond discussed the concept. He stated that he did not feel that the phase II items were within the scope of the general phase I project, noting he could foresee problems for the county. He advised that the county follow the traditional bidding, noting following that procedure demonstrates you've done your best to obtain the best price for the county.

Krouze stated he would proceed as directed by the committee.

Committee members agreed to follow Desmond's advice.

Krouze indicated that the phase II bid documents should be ready by the next meeting. He stated that the renovation of the entire facility would likely have been done as one project, except for meeting the timeline of the anonymous donor. He stated that issues could arise with two general contractors if a different contractor gets the bid for phase II, and discussed the difficulties that could arise in working with two general contractors and their subs on the same worksite.

RFP FOR SHERIFF'S DEPARTMENT STORAGE

Krouze explained that the architects need the elevation of the swale to determine how much fill will be needed. He stated that he hoped to have that information today as staff could shoot the elevation. Krouze explained that it will be necessary to move a wall that isn't yet constructed in the evidence area because of the space that is taken up by the fan. He stated this is a small change that won't affect the price.

Sweeney explained that he discussed this proposed change with the architect about making the change in the most cost effective way possible, and it was the architect's recommendation to move the wall rather than the venting.

Krouze reiterated there is very little cost involved in moving the wall. Krouze continued, indicating he talked to the architect this morning, who stated that if he has the elevation data, the final bid document will be complete. Krouze discussed his plan to have committee members come into the courthouse to view the document, prepare their comments and be prepared to approve on June 20th. He indicated that the bid documents should be available by end of the week.

Supervisor Fried asked that it be sent as a file to him via e-mail.

Alternates to the bid were discussed.

Sweeney discussed the need for additional tables and storage for the evidence area.

POSSIBLE ALLOCATION OF SPACE TO BE VACATED BY HEALTH DEPARTMENT

Krouze stated that the failure of the UW-Extension's copier, which would be replaced if that department is to remain in its current location at a cost of from \$6,000 to \$8,000, has prompted discussion on the need for a decision on the future location of the UW. The courthouse floor plan covering the area currently occupied by the health department was reviewed.

Krouze discussed the potential move of the UW to the courthouse, and how it would impact the city and county budgets. He stated that in the worst-case scenario, it would reduce the department's budget by about \$26,000.

Krouze stated the family planning area would be opening up in the lower level, which would be the best area for storage space due to the proximity to the loading dock.

Kuzlik discussed he and his staff's anticipation of moving to the courthouse, and he discussed the need for meeting room space that would be available weekends, nights, etc.

Supervisor Holewinski suggested that this facility (former job center) be used for off-hour meetings.

Committee members discussed the possible costs that would be incurred to move the department to the courthouse, as well as possible security issues that would be encountered by the scheduling of night and weekend meetings. Committee members also discussed the UW being used as a back up for off-site ITS needs, which may be a problem, depending on the use of the space to be vacated if the UW were to move.

Motion to direct Krouze to work with Dan Kuzlik, UW-Extension, on moving their department to the first floor of the courthouse in the area currently occupied by the health department by Holewinski/Hoffman. Discussion followed with regard to meeting jointly with the UW's committee of jurisdiction, and notifying the full county board of the proposed move at the June county board meeting. All aye on voice vote.

Motion to change the Buildings & Grounds Committee meeting scheduled for June 20, 2011 to 1:30 p.m., with a change of location to the airport, with the meeting to begin as a joint session with the UW committee by Hoffman/Holewinski. All aye on voice vote.

NON- BUDGETED ITEM REQUESTS

District Attorney – shelving

Krouze discussed the District Attorney's need for shelving for their storage area, noting they have money in their budget and have included in the request an approved line item transfer from their committee. Motion by Holewinski/Hoffman to approve the purchase of the shelving as presented. Fried discussed the need to have the documents scanned to save on storage space. Krouze discussed the need to use some of the space to be vacated at the courthouse for storage. All aye on voice vote.

UW-Extension – copy machine

Kuzlik was present to discuss the non-budgeted item request for the replacement of the copy machine .

Krouze stated they undoubtedly need a new copy machine, but if they are moving to the courthouse, it would be a waste, as there would be no where to go with the new copier once the department is moved, nor would it be needed. He stated that the courthouse has the large, enterprise copier that was purchased with the idea it would be used for all large copy jobs. He stated that if by the end of the year they will be in the courthouse, other solutions should be looked at.

Motion by Holewinski/Hoffman to hold off on the purchase or lease of a copier for the UW, and to review this in two months or until a decision is made on their space. All aye on voice vote.

BILLS, VOUCHERS, LINE ITEM TRANSFERS, BLANKET PURCHASE ORDERS

Krouze presented bills and vouchers for committee review. A list of blanket purchase orders paid since the previous meeting was mailed to committee members in their agenda packets. Motion to approve payment of the bills and blanket purchase orders by Holewinski/Hoffman. All aye on voice vote.

PUBLIC COMMENT

There was no public comment at this time.

ITEMS FOR NEXT AGENDA

Items for the next agenda were discussed as the final bid document for sheriff’s department storage, the joint session with the Ag & Extension Committee on possible relocation of the UW to the courthouse, and other items as they arise.

REVIEW UPCOMING MEETING DATE

Chairman Sharon noted that the next meeting date has been scheduled for Monday, June 20, at 1:30 p.m. at the airport. He announced July meeting dates for July 7, 2011 at 9:00 a.m. and July 18, 2011 at 9:00 a.m., with the meeting locations to be determined.

ADJOURNMENT

The meeting adjourned by a motion of Hoffman/Holewinski. The time was approximately 11:00 a.m. All aye on voice vote.

Jim Sharon,
Chairman

LuAnn Brunette,
Committee Secretary