

**MINUTES OF THE
BUILDINGS & GROUNDS COMMITTEE MEETING
July 7, 2011**

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

Others Present: Curt Krouze, Buildings & Grounds Director; Dianne Jacobson, Department on Aging Director; John Sweeney, Chief Deputy, Sheriff's Department; Linda Conlon, Health Department Director; and LuAnn Brunette, Buildings & Grounds Leadperson.

CALL TO ORDER

Chairman Sharon called the meeting to order at approximately 1:00 p.m. in the Spruce Room at the facility formerly known as the Northern Advantage Job Center. 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/Holewinski. All aye on voice vote.
Motion to approve the committee meeting minutes of June 20, 2011 with no additions, deletions or corrections by Hoffman/Dean. All aye on voice vote.

RFP FOR SHERIFF'S DEPARTMENT STORAGE

Krouze noted that plans and specifications had been available for committee review. Dates for the proposed project were discussed. A possible reduction in the height of the cage wall in the back was discussed. Krouze stated that the architect is prepared to have ads placed to have the project bid, with bids due back August 1st. Krouze stated that he would perform the walk-through with the contractors that will bid the project, since the architect would not be here for it.

Supervisor Hoffman questioned if the impound fence needed to be 12 feet in height, and with razor wire.

Motion by Hoffman to change the plans for the base bid and alternate from a 12-foot fence with razor wire to an 8-foot fence, with no razor wire.

Second by Holewinski. Discussion followed with regard to the placement of a security camera that could overlook the impound area. Chief Deputy Sweeney discussed the need for security and the need to protect the integrity of any evidence housed by the sheriff's department.

Krouze asked for clarification of what was being proposed in the motion, and committee members clarified: to reduce the fence from 12-feet with

razor wire to an 8-foot fence without razor wire on both the base bid and the alternate, leaving the security camera in the base bid, but leaving the security camera out on the alternate bid.

Supervisor Dean discussed the need for a security alarm rather than a camera, which he felt might reduce the cost.

Sweeney addressed this suggestion, stating he would prefer a camera which could record any activity near the impound area due to integrity issues with stored items. Discussion followed with regard to the security gates that are currently in use. The question was called for on the above motion: All aye on voice vote.

The need for a cement apron in front of the buildings and grounds area of the storage addition was discussed. **Motion by Holewinski/Hoffman to include in the base bid an apron to be located in front of the buildings and grounds service door. All aye on voice vote.**

Supervisor Holewinski questioned the need for the sliding gate between the old garage and the new storage area. Sweeney discussed possible uses for the space that would require the placement of that gate, including the need for an emergency jail evacuation site in that space.

Insulation for the project was discussed. Krouze stated that R-20 and R-10 for ceiling and walls was specified. Discussion followed with regard to the “break-even” point for insulation/heat loss for a facility of the type being proposed, which would be heated to only about fifty degrees.

Krouze stated he felt comfortable getting these things worked out with the architect and still meet the dates projected. He stated these weren’t significant changes from the plan that was reviewed by the committee about a month ago.

Supervisor Dean asked if a price has been projected.

Krouze responded that the architect anticipates the project would come in under the budgeted amount for the project.

Oversight of the project was discussed.

Supervisor Dean questioned if corporation counsel has been involved in this process, and specifically the liability the county will incur moving forward with this project.

Krouze responded that corporation counsel has only been involved in the initial contract. He discussed the bidding and building process and how warranties protect the county from incurring damages for poor workmanship.

Direct purchase of components was discussed.

Supervisor Fried discussed his capacity as a county board supervisor representing taxpayers, and the need to get what we pay for. He discussed the possible need for oversight and what the process would be for changes, if an item that should be addressed were discovered.

Krouze stated that an addendum would be issued to the bid specs; but after the project started, the changes would be made by change order.

Pricing of the vehicle lift was discussed. Possible uses of the lift were discussed, as well as a permanent versus portable unit.

Krouze contacted Tom Poweleit, Venture Architects, who indicated that the lift would be permanent, as a portable lift isn't made in the size contained in the specifications. The fill for the impound area was discussed, as well as responsibility for compaction without an owners representative, and how the county could be more pro-active to ensure this is done to specifications. Krouze reported that Poweleit informed him that it would cost the county less than \$2,000 to have someone on site during that process.

Motion by Holewinski to include the vehicle lift in the base bid, and in alternate II as a deduction. Second by Hoffman. Krouze clarified: The base bid would include everything; the alternate I would reduce the building to 80 feet (rather than 100 feet); alternate II would be the same as alternate I with the only difference being the deletion of the security camera. Supervisor Holewinski interjected that the committee wants each as a separate alternate, so the committee could pick and chose which options might be deducted. All aye on voice vote.

Motion by to approve the RFP for the sheriff's department storage facility with the changes as previously discussed incorporated by Holewinski/Hoffman. All aye on voice vote.

RE-NAMING FACILITY LOCATED AT 100 W. KEENAN STREET, FORMERLY KNOWN AS NORTHERN ADVANTAGE JOB CENTER

Jacobson and Conlon were present for this agenda item. Possible names were discussed.

Supervisor Fried noted that the connotation might be more positive for senior center rather than wording using "aging".

Jacobson stated that use of the facility as an aging disability resource center might be implemented in April 2012. She discussed the possibility of using

temporary signage until a name can be determined and until that is implemented. She stated that \$10,000 for digital signage has been funded by a local group.

Supervisor Hoffman suggested that Jacobson provide committee members with samples of wording and placement for signs.

Jacobson and Conlon proposed temporary signage, such as a vinyl banner.

PROJECT UPDATES

NORTHERN ADVANTAGE JOB CENTER PHASE I

Paul Gordon, Ayres Associates, had been scheduled to be at this meeting; however, he was not in attendance as he experienced mechanical problems with his vehicle on his way to the meeting.

Krouze reported that exhaust and intake for the kitchen hood is in and done; state approval was completed at a cost of \$580; doors and hardware will be in next week, and workers will be finishing the chase; flooring will be here on the 18th; with installation of kitchen equipment to follow; then testing/balancing of the kitchen hood would take place. He stated he anticipated phase I would be done by July 31, 2011, with the exception of punch list items.

NORTHERN ADVANTAGE JOB CENTER PHASE II

Krouze reviewed the budget for the entire project (\$430,000), the costs for phase I (without ITS infrastructure) at approximately \$245,000, with about \$185,000 remaining for phase II. He explained that according to the architect's estimate, the project won't come in at that price with the current plan. He related that the project now sits at about \$40,000 over. He discussed the need to design alternate bids and try to anticipate reductions or exclusions that could be made to have this project come in under budget. Discussion followed with regard to the numbers provided by the architect; possible re-use of cabinets in the current health department in the new center; and removal of screening around the make-up air unit.

Supervisor Holewinski discussed going with the install of owner-supplied cabinets and countertops as an alternate or exclude from the bid and hire separately. He discussed the possibility of reducing the cost for computer infrastructure.

Motion to exclude the screen around the air make up unit by Holewinski/Hoffman eliminating \$5,000 from the estimate. All aye on voice vote.

Motion to make alternate I to deduct countertops and cabinets by Holewinski/Hoffman. All aye on voice vote.

Discussion followed with regard to possible floor alternates. Krouze suggested that carpet in most of the first floor could have minor repairs and be re-used to reduce the cost of the estimate. He stated that areas where renovation has taken place as part of phase I would be essential to change out, but the rest could be salvaged.

Motion to have as alternate II deduct for non-essential floor covering for first floor, as discussed in the meeting by Holewinski/Dean. All aye on voice vote. Krouze stated that prior to bidding, a drawing would be provided to the committee members as part of the bid plans that would outline non-essential flooring.

RFP FOR NORTHERN ADVANTAGE JOB CENTER PHASE II

Krouze stated that the RFP is not available, as it was in Gordon's car when it broke down on the highway.

NON BUDGETED ITEM REQUESTS

There were none.

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 distributed. Motion to approve payment of the bills and blanket purchase orders by Holewinski/Dean. All aye on voice.

PUBLIC COMMENT

There was no public comment.

ITEMS FOR NEXT AGENDA

Items for the next agenda should include an update on computer infrastructure; long-term plan for buildings; update on move of UW-Extension; and other items as they arise.

REVIEW UPCOMING MEETING DATES

Chairman Sharon noted that the next meeting date had previously been scheduled for Monday, July 18, 2011 at 9:00 a.m. at the courthouse; he scheduled additional meeting dates as Monday, August 1, 2011 at 9:00 a.m. at the courthouse and Monday, August 15, 2011 at 9:00 a.m. at the job center.

ADJOURNMENT

The meeting adjourned by a motion of Holewinski/Dean. The time was approximately 3:10 p.m. All aye on voice vote.

Jim Sharon,
Chairman

LuAnn Brunette,
Committee Secretary