

ADMINISTRATIVE COMMITTEE MEETING MINUTES

November 30, 2011

The Administrative Committee of the Grant County Board of Supervisors met in Conference Room 266 in the Administration Building, Lancaster, WI, on Wednesday, November 30, 2011 at 10:00 a.m.

The meeting was called to order by Committee Chair John Patcle and confirmation was received by Linda Gebhard, taking minutes for Joyce Roling; that the meeting was in compliance with the open meeting law by being posted on the website and the Herald Independent as well as the radio and county buildings.

The roll was called and a quorum was present. The following committee members were present: John Patcle, Robert Keeney, Vincent Loeffelholz, Larry Wolf and Ivan Farness. Robert Scallon and Mark Stead were not present. Others present were Todd Johnson, Extension Agent, Donna Haines, Orchard Manor Director, Gayle Mason, ADRC Director, and Neal Blackburn, Unified Director.

Larry Wolf, seconded by Ivan Farness, moved to approve the agenda. Motion carried.

Vince Loeffelholz, seconded by Robert Keeney, moved to approve the minutes of November 9, 2011. Motion carried.

MSA Profession Services: John Patcle, Chair introduced Carter Arndt, AIA, Project Lead Architect for the 52 Building feasibility study. The company is based in Baraboo, WI. Tim Wendt Mechanical Engineer and Mark Stifter, Electrical Engineer will also be involved in the project.

John explained the reason for going out for bids on a feasibility study for the 52 Building was because the study on the third floor in the Administration Building did not present the best fit for the County's space needs.

Carter Arndt explained the process that MSA will be using to assess the space needs in the 52 Building. Today's committee meeting was the Kick Off to start the process. The next step will be to determine the actual needs of the County for the building. Carter asked the committee what goals they had for the building. Larry Wolf stated the main goal, he felt; was to find out what options they have as far as the economical use of the building for the County. Should the building be remodeled as is, remodeled and expanded or demolished and start over with a new structure? ADRC and Social Services occupy the building at this time; another goal would be to add Unified Counseling Service to the building.

Department needs and concerns were discussed. Some of the concerns that were discussed were security and privacy between the departments, heating and cooling, building deficiencies, water issues, IT issues, ventilation issues, no air flow brings up a possibility of mold in the future, and windows and doors may have leakage. Carter stated that air ventilation issues and water issues would all have to be up to code in the specs on any proposed building. Carter requested that Focus on Energy also be

involved and kept in the loop to benefit from any added savings that there may be. Grant County is already involved in the Focus on Energy Program.

Todd Johnson, Extension Agent, was present at the meeting and reiterated that there are also Auxiliary Projects that are housed in the 52 Building, the Food Pantry and Holiday Project. He wanted the committee to keep in mind that the third floor of the Administration Building may be a good back up for such project offices and space needs.

Carter submitted MSA's Time line schedule to the committee to help define their process in this project as they move forward:

Phase I

- | | |
|---|-------------------|
| a. Meeting—Kick Off Committee | November 30, 2011 |
| b. Review Facilities | November 30, 2011 |
| c. Questionnaire completed by Dept. Heads | December 7, 2011 |
| d. Draft Space needs summary released | December 12, 2011 |
| e. Comments back from Dept. Heads and Committee | December 16, 2011 |
| f. Refine Based on Comments | |

Phase II – Option Consideration

- | | |
|---|------------------------|
| a. General Option Development | Dec 16-January 9, 2012 |
| b. Budgeting and Cost Benefit Cost Analysis | Ongoing |
| c. Meeting – Committee to Review Options | January 12, 2012 |
| d. Meeting – Committee review Draft report/findings | January 31, 2012 |
| e. Report Completion | February 6, 2012 |

Phase III County Board Presentation

February 14, 2012

Closing comments: Carter and Mark will conduct their review of the facility with the Maintenance Worker from Orchard Manor for the remainder of the day and they would like to meet with the IT Director, Jeff Anderson before they leave. John Patcle stated that he would have Troy Moris, Environmental Agent for the Grant County Health Department submit his report on the asbestos study of the building.

Adjournment: Larry Wolf, seconded by Ivan Farness moved to adjourn the meeting. Motion passed.