

## ADMINISTRATIVE COMMITTEE

March 6, 2013

The Administrative Committee met on Wednesday, March 6, 2013 at 1:00 p.m. in Room 266, on second floor of the Administration Building in Lancaster, WI pursuant to the last meeting of December 14, 2012.

Members present: Larry Wolf, John Patcle, Vincent Loeffelholz, Mark Stead, Robert Scallon, Lester Jantzen and John Beinborn.

The meeting was called to order by Chair Larry Wolf. Linda Gebhard, County Clerk verified that the meeting was in compliance with the open meeting law, posted in two places.

Agenda: John Beinborn seconded by Vince Loeffelholz, made a motion to approve the agenda. Motion carried.

Minutes: Lester Jantzen, seconded by Robert Scallon, made a motion to approve the minutes of December 14, 2012. Motion carried.

Update of Courthouse moisture infiltration proposal: Larry Wolf, Chair gave the committee the update on the survey that was conducted on the Courthouse by Stephen E. Mar-Pohl, Insite Consulting Architects. At this time the County has \$1200.00 invested to have this consulting firm come and survey the Courthouse damage. Repair attempts in the past on the Courthouse have not stood up because wrong materials were used to do the repair process. He outlined the course of action that the consulting company would like to take. The consulting company has offered two options, the first is to complete all the work in one project which would take about two years to complete. The second options would be a three phase operation taking three years and adding to the cost.

The first phase would be to dig the dirt out around the perimeter of the Courthouse to expose the rock foundation wall, to apply a waterproof membrane, add a drain tile and fill in with porous dirt so the water drains away from the foundation.

Second phase would be to tuck point the Courthouse with the proper materials.

Third phase would be to replace the patch stones by removing them, cutting them down and replacing them and /or replacing the current stone with new ones.

Administration Building and Law Enforcement space studies: Larry submitted to the committee the bids that have been received regarding the space studies as follows:

### Venture Architects:

Administration Building	Profession fees including all normal reimbursable expenses including travel and printing, for the work and associated meetings.	\$4,500.00
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If a third meeting is required it will be billed at an additional	\$1,000.00 per person
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*(Larry did not feel that any additional meetings would be required.)*

Grant County Jail	Profession fees including all normal reimbursable expenses including travel and printing, for the work and associated meetings.	\$5,000.00
	If a third meeting is required it will be billed at an additional <i>(Larry did not feel that any additional meetings would be required.)</i>	\$1,000.00 per person

**IIW:**

Administration Building	Initial feasibility study scope of professional services	\$6,500.00
	Programming study scope of professional services	\$15,200.00
Grant County Jail	Schematic design scope of professional services	\$32,500.00

**McGowan Architecture:**

Administration Building	Space Needs study	\$6,080.00
	Report Reproduction/distribution	\$50 - \$100
	Mileage	51 cents/mile
	Additional service fees	\$95.00/hour

Todd Infield informed Larry that the County would not have to go out for bids on this issue; the County was asking for a service only. The committee discussed that Venture Architects had dealt with larger buildings and jails in the past and have experience in this area. IIW have dealt mostly with roads, bridges and roundabouts in the past.

The space study that was done 10 years ago on the Jail needs was brought up. This study included a number of the neighboring counties building one facility to service all the counties. The plan had potential but the main hurdle was where the facility would be built, so that plan never transpired.

Larry stated that Nate Dreckman, Grant County Sheriff was not looking to build a magnificent jail; there are certain areas that our current jail is adequate and other areas that have been a problem in the past. The areas that need updating are the drug cart placement, the check in area and monitoring cells, Health Care accommodations and a better sally port. The jail cells are believed to be functional; there has been updates done on them so Nate would like to utilize the cell area in the new facility. The overflow problem has been brought under control; this is a situation that may happen occasionally that can be dealt with.

Larry Wolf stated he would like the committee to approve the bid(s) from the company they feel is best to complete the space studies so they can send this issue on to the Executive Committee for their approval. Larry feels that the county needs to go forward in this issue in order to put together a priority list for the County's needs. From the study done on the Courthouse, future costs will be \$2,000,000 if that project is approved to go forward on. Larry stated that there needs to be a direction as to how much the County can take on at once. Larry also informed the committee that parking is not included in any of these studies at this time and that would also have to be dealt with down the road. There as been some input from the citizens of Grant County

also inquiring what the County is going to do with the third floor of the Administration Building which should also enter into the County's decision.

Robert Scallon, seconded by Lester Jantzen, made a motion to send a recommendation to the Executive Committee for their approval to contract with Venture Architects to do the space studies on the Administration Building for \$4,500.00 and a Jail Study for \$5,000.00. The approved amount of \$9,500.00 would be paid out of the Building Fund upon approval of the Executive Committee. Motion carried.

Same Day Registration Resolution: Linda K. Gebhard presented the resolution in favor of keeping Same Day Registration for the Grant County elections. John Beinborn, seconded by Robert Scallon made a motion to make a recommendation for approval of Same Day Registration to go before the Grant County Board of Supervisors for their final approval. Motion passed with two nay votes.

Adjournment: Mark Stead, seconded by Vince Loeffelholz made a motion to adjourn the meeting pursuant to the call of the chair for the next committee meeting. Motion carried.