

ADMINISTRATIVE/EXECUTIVE JOINT COMMITTEE
October 24, 2016

The Administrative Committee met on Monday, October 24, 2016 at 9:00 a.m. in the Law Enforcement Center Conference Room, 1000 North Adams Street, Lancaster, WI pursuant to the last meeting of September 20, 2016.

Members present: Administrative Committee Members present Robert Keeney, Mark Stead, Roger Guthrie, Mike Lieurance and John Patcle; Dale Hood and Robert Scallon were excused. Department Heads present: Lori Reid, ADRC, Fred Naatz, Social Services, Nate Dreckman , Jack Johnson, Ed Breitsprecker, Grant County Law Enforcement, Steve Braun and Tanya White, Emergency Management. Others present Gary Ranum, David Bainbridge. Kurt Berner, Samuel's Group, Kevin Anderson and Eric Lawson, Potter and Lawson.

The Administrative Committee meeting was called to order by Robert Keeney, County Board Chair at 9:00 a.m.

Grant County Clerk, Linda K. Gebhard verified both meetings were in compliance with the open meeting law, posted in four locations and on the Grant County web site.

Agenda: John Patcle, seconded by Roger Guthrie made a motion to approve the agenda as printed. Motion carried.

Schematic Design Wrap Up: Eric Lawson, Potter Lawson stated they are at the point now they needed the committees approval in order to keep this project going forward. They will work with the current design making adjustments in order to keep this process going forward, but from the discussion at the last County Board of Supervisor meeting it was not clear if the scope of this project would stay the same. Kurt Berner, The Samuel's Group stated he felt one of the messages that was very clear from the discussion at the Board Meeting on October 4, 2016; the cost needed to come down.

Both Potter Lawson and The Samuels Group needs a direction from the committee so time and money is not wasted in going forward on designs and scope of the project the county does not want.

Kurt Berner, The Samuel's Group stated the motion that was passed at the County Board of Supervisor meeting on October 4, 2016 was to move forward with the plans for Law Enforcement/Jail/Social Service/ADRC on one campus. If the scope of the project is going to change this is what this committee will be discussion today. At this point the private sector construction firm is not in the scope of this project, Kurt stated again; that is another discussion that will have to happen at this meeting to determine if the scope needs to include that option even though the lease option was found by the Baird Financial Company not to be the most financial sound option for the county.

Eric Lawson stated they would be taking a hard look at how the mechanical/electrical services are currently set up and make some adjustment so ADRC and Social Services could be split from the Law Enforcement facility if that is what the Board wanted in the future. At that point The Samuel's Group could attach better numbers to that project so the County had a better idea of the cost per each facility. The schematic design is a concept at this point; they will make refinements on the current layout they have now so they can continue forward.

Potter Lawson would work with DOT on the traffic patterns at the Orchard Manor Site. The County would be responsible for the surveying and ground borings; Potter and Lawson would be involved in that process so they know what they are working with.

Potter Lawson would start working with the Departments involved in this project to determine what cost reductions would be possible if the cost is an issue with the Board of Supervisors.

Roger Guthrie, seconded by Robert Keeney, made a motion to certify that the schematic design had been presented to the Board of Supervisor and the committee's recommendation is to move forward with the design and development phase which can include scope changes as the project goes forward with The Samuels' Group and Potter Lawson on the Law Enforcement/Jail/Social Service/ADRC project. Motion carried with one nay vote.

Contract Approval for Design Development Phase: Robert Keeney presented three contracts he is seeking approval from the Committee on moving through the design and development stage.

1. Contract addendum with Potter Lawson to move forward through the design and development stage for \$434,200.00.

A motion was made by Roger Guthrie, seconded by Robert Keeney, to approve the signing of the contract with Potter Lawson for \$434,200.00. Motion carried.

2. Contract for the Professional Services Agreement with Samuel's Group to move forward through the design and development stage for \$68,250.00.

A motion was made by John Patcle, seconded by Roger Guthrie, to approve the signing of the contract with the Samuel's Group for \$68,250.00. Motion carried with one negative vote.

3. Contract with Point of Beginnings, a Civil Engineering Firm from Stevens Point, WI to perform topographic survey and mapping and site assessment of the property without borings on the Orchard Manor Site. Topographic Survey and Mapping for \$7,500.00 and Private Lines Locator and Mapping Coordination for \$1,975.00 for a total of \$9,475.00.

Kurt Berner explained to the committee there is \$3500.00 set aside in their contract for soil borings; this was included in the RFP's in the beginning. Once the surveying has been completed and the location of the building is identified, Potter Lawson will direct were the soil borings need to be completed. Samuel's Group will then conduct those boring under their contract. Samuels

Group conducts all the work in regard to the land borings, but it is the counties responsibility to pay for surveying. Eric Lawson stated these terms are standard practice in the industry. The county can use their own surveyor but the time lines may be different that the construction schedule.

A motion was made by Mark Stead, seconded by John Patcle, to approve the signing of the contract with The Point of Beginning Survey Contract. Motion carried.

Development Oversight: Over the next three months as the County goes into the design and development phase, there will be many meetings scheduled by Potter Lawson. Robert Keeney asked the committee how they wanted to handle this.

Eric Lawson handed out a spreadsheet of dates of meeting which would be held as the county goes through this process to the construction date. Mechanic Engineers, Structural Engineers, Electrical Engineers, Security Consultants, Department Heads, would be asked to attend these meeting in this planning phase. All the components of construction would be talked over, exterior, interior, placement of cameras, mandated codes, etc.

Eric suggested including members on this committee who are aware of the project and have been involved to some extent up to this time. These meetings are to set a direction so construction keeps moving along.

Roger Guthrie suggested that a discussion should take place before the planning stage so everyone is on the same playing field. Some big decision have to be made, the county needs to give Potter Lawson and the Samuels' Group a direction so they have time to come up with the plans to present to the full county board. A lot of time and money will be wasted if the county does not give a firm direction to the people who are involved.

Kurt Berner suggested that Potter Lawson work on plans to separate the Law Enforcement from Social Services and ADRC. To explore different options to place Social Service on the third floor of the Administration Building, possible have David Bainbridge build a building for ADRC. It was asked if Potter Lawson could have firm plans by the County Board meeting on December 20, 2016 to present to the full County Board these different options that were suggested. Both Eric and Kurt felt that would give everyone involved time to prepare with the information they felt the board wanted.

Robert Keeney stated the information Lori Reid shared with the County Board at the October 4th meeting that her funds will be done if ADRC is not in compliance. The 52 Building has many issues that need to be dealt with in the near future.

Mike Lieurance asked that Dave Bainbridge be involved in the communications so the county is comparing apples to apples. There seems to be conflicting stories on the bidding process and what numbers can be used by a private contractor verses The Samuel's Group.

Again Robert Keeney asked how the committee wanted to handle the coming months. Should an Ad Hoc committee be formed, should the Administrative Committee continue to meet with The Samuel's Group and Potter Lawson?

It was agreed by all the committee members a smaller number of members would be better. In discussion they agreed that the Chair of the Committees that were involved in the projects would work. It was stated an Ad Hoc Committee does not make any decision; they attend the meetings and bring back to the full County Board the information for their recommendations. This is what Potter Lawson is looking for, members who have attending the meetings and can report the information back to the Board.

A motion was made by Mike Lieurance, seconded by Roger Guthrie to form an Ad Hoc Committee made up of the Chairperson of each committee involved in the building project. The committee recommended Robert Keeney and John Patcle representing the Administrative Committee, Dale Hood representing Social Service, Gary Ranum representing Law Enforcement, and Dan Timmerman representing ADRC to act as liaisons to report back to their committees the information discussed in the planning meetings. Motion carried.

Review Schedule and frequency of input: Eric Lawson stated he would like to see an Administrative Committee be called sometime in December to discuss exterior design. The interior designs will be handled independently with the department heads and Potter Lawson.

Eric stated Robert Keeney could meet with the utility people; Potter Lawson would work with the Department of Transportation on the traffic flow.

Adjournment to the Call of the Chair: Roger Guthrie, seconded by Mike Lieurance made a motion to adjourn the meeting pursuant to the call of the chair. Motion carried.