

Special Building Committee Meeting
August 7, 2018

The Special Building Committee Meeting was called to order by Robert Keeney on Tuesday, August 7, 2018 at 9:30 p.m. in Room 266 of the Administration Building, 111 S. Jefferson Street, Lancaster, WI.

Open Meeting Certification: Linda K. Gebhard confirmed the agenda was posted in the Administration Building, Courthouse and posted on the County Web Site.

Members present: Robert Keeney representing Administrative Committee, Dale Hood representing ADRC, John Patcle representing Administrative, Gary Ranum representing Law Enforcement/Emergency Management, John Beinborn representing Social Services and Don Splinter representing Orchard Manor. Department Heads present: Shane Drinkwater, IT Director, Joyce Roling, Personnel Director, Nancy Scott, Finance Director, Nate Dreckman, Sheriff, Jack Johnson, Chief Deputy Sheriff, Fred Naatz, Social Services Director, Lori Reid, ADRC Director, Carol Schwartz, Orchard Manor Director. Brad Bierman, EPIC was also present.

The following items were discussed by the committee.

Discussion on scope of project – furnishings, amenities, support building:

Discussion on Future Maintenance of the Facility:

Discussion on Demolition of structures near facility:

Robert Keeney opened up the discussion updating the committee that Executive Committee would be discussing a request to hire a full time maintenance worker for the Grant County Law Enforcement Center, Social Services and ADRC new facility effective December 1, 2018.

Maintenance will be in the Law Enforcement, but allocated by square footages for auditing purposes to each department in the new facility with common areas grouped as one. Robert Keeney asked Brad Bierman to get the square footage information to Nancy Scott, Finance Director.

Law Enforcement will bring in their current two maintenance workers but the need is for one more maintenance worker because of the added carpet areas, common areas, mowing, snow removal etc. Contracting the mowing and snow removal to outside sources was discussed in an effort to cut down on additional equipment and more capital investments.

Discussion on furnishings was next. All the departments involved have been looking into new furniture for their spaces. Fred Naatz, Social Service felt consideration of ergonomics should be kept in the discussion for new furniture. Nate Dreckman, Sheriff stated Law Enforcement and ADRC has reached out to Complete Office of Wisconsin to work on the semantics of the building to put together plans and quotes for HON furniture and equipment with lifetime warranties to get separate quotes for their furnishing needs. The question was asked regarding the furniture that would not be taken to the new facility. Nate suggested contacting other departments to see if they have a need for the old furniture otherwise open it up to auction.

Gary Ranum made the comment, one thing to keep in mind, would be if there would not be a new facility being built are these furnishing request something that would have been purchased if they were not moving. He questioned if County money was being spent in the best reasonable way.

Robert Keeney suggested the Welter Company in Dubuque, IA sells used equipment, would that be a lead for the Departments to try. He understood the building should look professional, but things that will not be seen by the public such as shelving, file cabinets should be reused by the Departments. Robert asked if there has been enough storage spaces built into the new facility. Social Services may have to relocate the Holiday Project. The third floor of the Administration was discussed for added storage.

With the new concept of going paperless, John Beinborn asked Shane Drinkwater, IT if that could be something IT could help the Departments on to cut down on storage needed.

Discussion took place on the budgeted money that was ear-tagged for the furnishing. Robert Keeney stated the ballpark figure of around \$400,000.00 was just a place holder in the original bids. Now that IT has been updated were the County needs to be, that amount was included in the furnishing so the cost may be what it is.

Gary Ranum asked if Orchard Manor still has a wing that is not being used, could that be used for storage if Orchard Manor has no plans to use it. Carol Schwartz, Orchard Manor Director stated they do have plans for the wing.

The committee discussed the \$32,000.00 communication tower that will be needed, it will be considered in the scope of the construction. The only change was that the tower would be moved from the roof of the facility to the ground for a more cost effective manner and more secure way to install the tower. Brad Bierman, EPIC was comfortable just using the cost of the tower as a reimbursable item, the cost would run through EPIC, Nancy Scott, Finance Director stated that would be acceptable, it would be cleaner that way.

Support buildings were discussed, bus garage, storage shed. These items would be out of the scope of the construction. Robert Keeney wanted to discuss this so the committee would have a direction to present to the full County Board. Brad Bierman, EPIC stated the County would have to define what they wanted, heated space, would it include plumbing, cold storage, maintenance area, overhead doors, etc., this is what will drive the cost of the building. He stated a 12,000 square foot building would cost about \$600,000.00.

Robert Keeney updated the committee on the sewer line that will connect to the city. He stated it is moving forward. Borings to bedrock are done, the layout plan has been completed, and the easement process with the land owners will be starting. The layout of the screening and pumping station has been designed. The electricity for the pumping station will have its own generator so when the city takes it over, it will be self-sufficient. The utility cost for the new building should be pretty close to the current costs. When the wastewater treatment

plant at Orchard Manor can be dissolved there should be some cost savings seen by the County and the liability to the County in replacing that system will be gone.

Robert Keeney posed the question to Orchard Manor, what are they thinking the need is for support buildings. Are one or two buildings needed, what are the needs in the building? There needs to be space for maintenance equipment for Orchard Manor and Law Enforcement, evidence for Law Enforcement, busses, Emergency Boat. Don Splinter stated one building would be cheaper. If plans change down the road that the building would have to be divided petitions could be placed in it. The Life Building and Steam Building have been determined not useable.

Robert Keeney posed the question to Social Service, is it the County's responsibility to supply a space for the Holiday Project and the Life Project. The old WE Energy Building across from the fire department in Lancaster is available. It has two levels; the first floor has 4502 square feet the upper level has about 3000 square feet with a parking lot. WE Energy would like to transfer it to the County. Both of those entities could utilize that space, Robert wanted to know what the committee felt about that. Both the entities have seen the space. Don Splinter stated he did not feel the County had any responsibility to those projects to supply space. Fred Naatz, Social Services stated the Holiday Project does service many County citizens, the County works as a third party for their finances, so they did not have to set up as a non-profit entity. The cost being asked is between \$30,000.00 to \$35,000.00. The Holiday Project will for this year stay where they are in the Social Services building, that issue is not a pressing as others.

The question seemed to be when is the right time to build a new building, now or by purchasing other structures is a just a band aide effect.

Demolition of the unwanted building; the old steam tunnel were discussed, which the cost was not in the scope of the construction. The 52 Building demolishing would be included in the scope because that building would have to come down to complete the new facility. The outer buildings were not included. The 52 Building can be demolished immediately after the Department has been moved into the new facility. The Steam Building and steam tunnels could stay until the end it does not hinder the construction. Brian Bierman thought the Life Building could go as soon as possible, it is empty at this time, giving more room to complete the parking area.

Robert Keeney posed the question to Carol Schwartz, she stated the Life Building was discussed at the Orchard Manor Committee, they agreed the Life Building could be demolished. Nancy Scott stated if the Corporation Counsel deems the Life Building is a hindrance to the continuation of the construction, the demolishing would fall under the construction scope.

Brad Bierman will start getting cost on demolishing the other building and steam tunnel. The tunnels will probably contain asbestos so a cost would have to be established in demolishing them.

Robert Keeney brought the discussion back to the storage building. What is needed, what square foot would be needed. Each department needs to talk about the space they feel they

will need in a storage building, and what needs to be stored, should it be cold storage or does there need to be heated area and maintenance space. They should have their list prepared by October for consideration.

Jack Johnson, Chief Deputy Sheriff asked if there could be some fenced in areas designated to park impounded vehicles.

Robert Keeney asked Nancy Scott, Finance Director on a time line if the scope of the project would have to be changed. The County would have to have the borrowing process in line by February, 2019 in order to change the scope. The projections have been based on \$25 million dollars, there would have to be discussion on borrowing if the scope goes over significantly because that cost would add to the levy. If there will be a significant raise in the cost, this information will have to be determined by September 2018.

Robert Keeney reiterated to the Departments by September, they will need to have their wish list to him for what kind of a storage building is needed. Emergency Management should be included in this list. And also the committee would like an updated list for the furnishings needed.

Robert Keeney asked Shane Drinkwater, IT Director for an update on the IT needs; that could affect the furnishing budgeting. Shane stated he has some rising costs that need to be added on the AVISTA equipment and wireless that he is working though. He will submit an updated list to Robert Keeney.

Robert Keeney felt the committee needed to address the moving process. Shane Drinkwater, IT wanted to move in steps by groups, one group at a time, not the whole department all at once for IT purposes. Brad Bierman stated it was understood the Sheriff Department will be the longest process because training will be involved there before the inmates are included. Basically two facilities will be running until they can move all components to the new structure. Both will have to operate 24 hours and it will be through the winter months. That is the challenge with the maintenance and the 911 system will have to split between the two buildings until proper testing can be completed. Both systems will be fully functional.

It was agreed that the Departments should be meeting more frequently to discuss the moving process so the move can go smoothly. Shane Drinkwater, IT stated that IT needs roughly a 4 month lead time prior to the move so all the IT issues can be dealt with. There should be no downtime in regard to the phone system because that system will be all brand new separate from the current system.

Robert Keeney stated he felt there will need to be a Special County Board Meeting on September 18th at 7:00 p.m. devoted for the new facility only. All these decision will take the vote of the full County Board. Robert Keeney suggested not only should there be a special County Board Meeting in September but also in addition to the October 2 Budget hearing meeting, there should also be a special County Board Meeting on October 16th to keep the process going. Each member on this Ad Hoc Committee represents each department involved

in the new facility; they should keep in communication with each department to bring the information back to the County Board at the September meeting.

Another item that Robert Keeney wanted the committee to think about was a name for the building.

Gary Ranum stated he felt in this process the County needs to identify what the capital investments are verses operational investments in order to utilize County funds to the best usage.

Jack Johnson, Chief Deputy Sheriff suggested that a policy be written up so there are rules to help protect the interior of the building. Like regulations on hanging pictures, placing holes in the walls; all requests must go through maintenance so everything is done uniform. Lori Reid had received a manual from Green County as an example.

Adjournment: Gary Ranum made the motion, seconded by Dale Hood to adjourn the meeting to the call of the Chair. Motion carried.