

DODGE COUNTY BUILDING COMMITTEE MINUTES

Administration Building, Room 1A 127 East Oak Street, Juneau, WI 53039

Date: January 3, 2019

Call to order: The meeting of the Dodge County Building Committee was called to order by Chairman Dennis Schmidt at 4:30 p.m. on January 3, 2019 in Room 1F & 1G of the Dodge County Administration Building with the following members present: **Dennis Schmidt, Cathy Houchin, Richard Fink, Mark Roesch, Kevin Burnett**

Roll Call and Non-Committee Member County Board Attendance: None

Also present: Russ Freber, Director of Physical Facilities; Phil McAleer, Assistant Director of Physical Facilities; Barb Brooks, Administrative Secretary; Jim Mielke, Dodge County Administrator;

Public Comment: None

Approval of the minutes from the December 6, 2018 meeting, and allow the Chairman to go out of order to efficiently conduct the meeting. A motion was made by Mark Roesch and seconded by Kevin Burnett. Motion carried.

Report on J-Pod vacated on December 16, 2018. On December 17, 2018 we took ownership. Everything is secured.

Tour J-Pod the Committee left room 1H & 1I of the Dodge County Administration Building at 4:33 p.m. to tour J-Pod, located at 141 N. Main St.

The Committee returned to room 1H & 1I of the Dodge County Administration Building at 5:16 p.m.

Update on the Air Conditioning at the Dodge County Legal Services Building the Air conditioner/AHU project budget was projected to be between \$120,000-\$140,000. This includes the equipment, demolition of old equipment, and installation of new equipment. The equipment will be about a 12-16 week lead time, with installation of new equipment to be about 3 weeks. There was discussion on what the best source of funding would be. The consensus was to recommend sales tax for the equipment with potential other funding for any other cost. A motion was made by Richard Fink and seconded by Kevin Burnett to approve a RFB to purchase air conditioner. Motion carried. A motion was made by Kevin Burnett and seconded by Richard Fink to approve a RFB for installation of air conditioner. Motion carried.

Discuss and take action on the use of J-Pod for training there have been some requests for POSS training, K9 training, and Swat team training at J-Pod. A motion was made by Richard Fink and seconded by Kevin Burnett to approve the use of J-Pod for training requests. Motion carried.

Maintenance operations at County Buildings there was an issue with boiler at the Henry Dodge Office Building. The cost to repair will be under \$1,000. There was a leak on the roof at the Dodge County Detention Facility which will be repaired tomorrow.

Discuss and take action on policy regarding time off requests a copy of the policy was given to the Committee. The policy was discussed. Committee was in agreement with policy.

Review of Preliminary Year End – 2018 Budget we should have Carry Over Funds available. We will know more at the end of January.

Future Agenda Items time frame for J-Pod storage, Salvage Company, List from the Sheriff of want/needs for storage at J-Pod, Resolution for Carry Over

Determine Next Meeting Date and Time Thursday January 31, 2019 at 4:30 p.m.

Adjournment:

There being no further business to come before this Committee, the meeting was adjourned by Chairman Dennis Schmidt at 6:02 p.m.

Respectfully submitted,

Cathy Houchin, Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.

1 RESOLUTION NO. _____
2

3 **Resolution to Authorize the Sheriff's Office HVAC**
4 **Upgrade Project and Fund Project with Sales Tax**
5

6 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,
7

8 **WHEREAS**, in November, 2018, it was determined that a part of the Sheriff's Office Heating,
9 Ventilation, Air Conditioning (HVAC) system was failing; and,
10

11 **WHEREAS**, the Dodge County Physical Facilities Department (Department) engaged Angus Young
12 Associates, Inc., of Janesville, Wisconsin, an engineering firm, to evaluate the HVAC System to determine
13 the scope of the repairs or replacement needed; and,
14

15 **WHEREAS**, the Department has been advised by the engineering firm that a new air handling unit is
16 required; and,
17

18 **WHEREAS**, in order to install the air handler, minor construction is needed due to the size of the
19 unit and the space limitations associated with delivery and installation of the equipment; and,
20

21 **WHEREAS**, with the assistance of the Dodge County Purchasing Agent, the equipment will be
22 acquired by owner-direct purchase and the installation of the equipment, including minor construction, will
23 be let for bid (hereafter "HVAC Project"); and,
24

25 **WHEREAS**, two bids were received and opened on January 31, 2019 as follows:
26

Vendor	Quotation
Johnson Controls	\$ 99,975
MAAS Brothers Construction	\$141,500

27 ; and,
28

29 **WHEREAS**, the bids were evaluated and the lowest responsive, responsible bidder was determined
30 to be Johnson Controls; and,
31

32 **WHEREAS**, the total project budget of \$170,000 consists of \$51,300 for equipment, \$99,975 for
33 installation and minor construction, and \$18,725 for contingency; and,
34

35 **WHEREAS**, due to the timing of the discovery of the failing component, no funds were budgeted by
36 the Department in its 2019 Budget to cover the cost of the HVAC Project; and,
37

38 **WHEREAS**, sales and use tax receipts in Business Unit 1491, Taxes, Taxes Interest and Penalty
39 (Sales Tax Fund Balance) are available for transfer to Business Unit 2903, Legal Services Building, to cover
40 the total project budget not to exceed \$170,000; and,
41

42 **WHEREAS**, the Dodge County Building Committee requests that the cost of the HVAC Project be
43 funded by Sales Tax Fund Balance, which is consistent with the Dodge County Sales and Use Tax
44 Allocation Prioritization Policy; and,
45

46 **WHEREAS**, the Finance Committee has reviewed the request to use sales and use tax receipts (Sales
47 Tax Fund Balance) and the availability thereof and recommends that the Dodge County Board of Supervisors
authorize the use of sales and use tax receipts to cover the cost of the HVAC Project;

1 **SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby
2 approves the HVAC Project at the Sheriff's Office and authorizes the Physical Facilities Department to award
3 the HVAC Project to Johnson Controls, in an amount not to exceed \$99,975; and,
4

5 **BE IT FURTHER RESOLVED**, that the Dodge County Board of Supervisors authorizes the use of
6 sales and use tax receipts (Sales Tax Fund Balance) in the amount not to exceed \$170,000, to fund the
7 HVAC Project; and,
8

9 **BE IT FURTHER RESOLVED**, that the Dodge County Board of Supervisors authorize a transfer
10 from the Sales Tax Fund Balance in an amount not to exceed \$170,000 to Business Unit 2903, Legal
11 Services Building, Account No. .5829, Other Capital Improvements, and directs the Finance Director to
12 accomplish said transfer; and,
13

14 **BE IT FINALLY RESOLVED**, that upon properly presented HVAC Project invoices, the Dodge
15 County Physical Facilities Director is authorized to make payment of such invoices from Business Unit
16 2903, Legal Services Building, Account No. .5829, Other Capital Improvements.
17

All of which is respectfully submitted this 19th day of February, 2019.

Dodge County Building Committee:

Dennis Schmidt

Mark Roesch

Cathy Houchin

Kevin Burnett

Richard Fink

Dodge County Finance Committee:

David Frohling

Ed Benter

David Guckenberger

Jeffrey Caine

Thomas J. Schaefer

FISCAL NOTE:

*The revenue/expenditure is contained in the current year budget: ___ Yes X No ___ N/A.
Budget Impact: \$170,000. Finance Committee review date: February 8, 2019. Chair initials: ____.*

Vote Required: Two-thirds (2/3) of members elect.

Resolution Summary: A resolution to authorize the Sheriff's Office HVAC Upgrade Project and fund Project with Sales Tax.

1 RESOLUTION NO. _____
2

3 **Carry over funds from Budget Year 2018 to Budget Year 2019 in the**
4 **Dodge County Physical Facilities Department**
5

6 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,
7

8 **WHEREAS**, the Dodge County Physical Facilities Department has requested a carry over of unexpended
9 funds, for a different purpose, specifically, to cover the costs of numerous projects, from Budget Year 2018 to Budget
10 Year 2019, as set forth in Exhibit "A", attached hereto and incorporated herein by reference; and,
11

12 **WHEREAS**, the Dodge County Building Committee has reviewed the Physical Facilities Department's request
13 and recommends that these funds in the 2018 Budget of the Physical Facilities Department, in a total amount of \$71,000,
14 be carried over to the 2019 Budget of the Physical Facilities Department, as set forth in Exhibit "A"; and,
15

16 **WHEREAS**, the Dodge County Building Committee recommends that the Dodge County Board of Supervisors
17 authorize and direct the Dodge County Finance Director to carry over funds in the 2018 Budget of the Physical Facilities
18 Department, in a total amount of \$71,000, to the 2019 Budget of the Physical Facilities Department, for the purposes set
19 forth in Exhibit "A";
20

21 **SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby
22 authorizes and directs the Dodge County Finance Director to carry over funds in the 2018 Budget of the Dodge County
23 Physical Facilities Department, in a total amount of \$71,000, to the 2019 Budget of the Physical Facilities Department,
24 as set forth in Exhibit "A".

All of which is respectfully submitted this 19th day of February, 2019.

Dodge County Building Committee:

Dennis Schmidt

Kevin Burnett

Mark Roesch

Richard Fink

Cathy Houchin

FISCAL NOTE:

The revenue/expenditure is contained in the current year budget: ___ Yes No ___ N/A.

Budget Impact: \$71,000. Finance Committee review date: February 8, 2019. Chair initials: _____.

Vote Required: Two-thirds (2/3) of members elect.

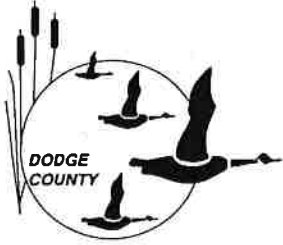
Resolution Summary: Carry over funds from Budget Year 2018 to Budget Year 2019 in the Dodge County Physical Facilities Department, in the amount of \$71,000, for different purposes.

**Requests to Carry Over Funds From
Budget Year 2018 to Budget Year 2019
Different Purpose**

Physical Facilities Department:					
	From Business Account No.	Amount Available for Carryover	Project/Specific Purpose	To Business Account No.	Explanation
A.	1901.5222	\$ 12,000	Carpet	2901.5247	Carpet is loose has been glued in past needs to be replaced. 19 years old. (Courthouse)
B.	1911	\$ 25,000	Wages	2903.5247	Roofs are at end of useful life. Had leaks in the past. (Sheriff's Office)
C.	1905.5222	\$ 6,000	Electric	1905.5247	Replace exterior doors. (Henry Dodge)
D.	1905.5224	\$ 6,000	Gas	1905.5247	Replace exterior doors. (Henry Dodge)
E.	2901.5224	\$ 11,000	Electric	2901.5247	Repair of sprinkler pipes. (Courthouse)
F.	2902.5224	\$ 11,000	Electric	2901.5247	Repair of sprinkler pipes. (Courthouse)

Total amount of funds requested to be carried over:

\$ 71,000



Dodge County Maintenance Dept.

Physical Facilities
127 E. Oak Street
Juneau, WI 53039-1329
(920) 386-3665 FAX: (920) 386-3264

Russ Freber
Director

DATE: February 1, 2019

TO: David Frohling, Chairman
Dodge County Finance Committee

From: Russell L. Freber, Director
Physical Facilities Maintenance

RE: Jail Improvement Funds

The Dodge County Building Committee has made a motion to recommend to the Finance Committee to use Jail Improvement Funds to replace the heat recovery (Heat Exchanger) that froze and broke during the Polar Vortex cold. We also recommend to pay the invoice to Hobart in the amount of \$ 2,335.31 plus shipping when such invoice is received.

If you have any questions or concerns, please feel free to contact me.

cc: Julie Kolp, Finance Director