

DODGE COUNTY BUILDING COMMITTEE MINUTES

Administration Building Room 1H & 1I 127 East Oak Street, Juneau, WI 53039

Date: July 27, 2023

Call to order: The meeting of the Dodge County Building Committee was called to order by Chairman Jody Steger at 4:00 p.m. on July 27, 2023 in Room 1H & 1I of the Dodge County Administration Building with the following members present: **Steve Kauffeld, Kevin Burnett, Dave Beal, Michael Butler, Jody Steger**

Roll Call and Non-Committee Member County Board Attendance:

Public Comment (30 minute limit) None

Also present: Russ Freber, Director of Physical Facilities; Phil McAleer, Assistant Director of Physical Facilities; Barb Brooks, Administrative Secretary; Cameron Clapper, Dodge County Administrator; Kim Nass, Corporation Counsel

Approval of the Minutes from June 1, 2023. A motion was made by Steve Kauffeld and seconded by Kevin Burnett. Motion carried.

Discuss and Take Action on the Proposal to Install Solar at the Justice Facility Information was provided to the Committee, and discussed. A motion was made by Michael Butler and seconded by Kevin Burnett to have Russ keep the Committee updated. Motion carried.

Discuss the Backup Generator at the Henry Dodge Office Building Generator was tested, and some issues were found. Service Company feels that the generator should continue to run for many years. Consensus of the Committee is to leave it go for now, and address it down the road if there are any further issues.

Discuss and Take Action on Angus Young Space Study Proposal The decision was made to use Arpa Funds, so we need to get 3 quotes. Quotes are due back on August 18th, and will be reviewed the week after.

Update on DDC Conversion at the Administration Building All VMA's on A/C 4 are complete. Currently wire is being pulled for heating valves A/C 4 for first, second, and third floors, north side.

Update on Stone Repair at the Administration Building The yearly maintenance was performed some deteriorated stones were replaced along with some tuck pointing.

Generator Repairs at the Administration Building Last week the transfer switch board failed, service man was called and installed a new circuit board which resolved the problem.

Update on Tree Damage to Fence at the Courthouse Two weeks ago a branch fell on the South East corner causing damage to the fence. K & B Tree Service took the tree down, and the fence will be back up next week.

Update on Courthouse Chiller Repair Estimated cost was \$20,000. Actual cost was \$11,453.

Update on Boilers at the Sheriff Office Three boilers did not pass inspection. An update will be given at next meeting.

Future Agenda Items

- Space Study Quotes
- Boilers at the Sheriff Office

Determine Next Meeting Date and Time September 7, 2023 at 4:00p.m.

Adjourn there being no further business to come before the Committee a motion was made by Dave Beal and seconded by Kevin Burnett to adjourn the meeting at 5:07 p.m. Motion carried.

Respectfully submitted,

Steve Kauffeld, Secretary

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

1 RESOLUTION NO. _____
2
3

4 **Authorizing the County Space Needs Study and**
5 **2023 Dodge County Physical Facilities Budget Amendment**
6

7 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,
8

9 **WHEREAS**, the Dodge County Building Committee (“Committee”) has determined that it is
10 necessary to study the existing county buildings and grounds and authorized the release of a Request for Quotes
11 (RFQ) *Space Needs Study*, Quote #8003, issued on July 25, 2023, seeking quotes for a qualified firm to conduct
12 a comprehensive feasibility study and space needs analysis for existing Dodge County facilities to determine
13 the most practical and cost-effective solution to meet the County’s existing and future space needs; and,
14

15 **WHEREAS**, six (6) quotes were received and opened on August 18, 2023, as follows:
16

Vendor	Quote
ADCI, Lake Delton, Wisconsin	\$129,800
Angus-Young, Janesville, Wisconsin	\$52,800
Dimension, Madison, Wisconsin	\$88,000
McGowan, Madison, Wisconsin	\$166,800
Thrive Architects, Waukesha, Wisconsin	\$87,500
Venture Architects, Milwaukee, Wisconsin	\$114,000

17 ; and,
18

19 **WHEREAS**, the quotes were evaluated and the lowest responsive, responsible firm was determined
20 to be Angus-Young, Janesville, Wisconsin; and,
21

22 **WHEREAS**, the Committee recommends awarding the Space Needs Study (hereafter “Study”) to
23 Angus-Young, in an amount not to exceed \$52,800; and,
24

25 **WHEREAS**, the Committee recognizes that the Study was not included in the 2023 Physical Facilities
26 Department Budget, therefore, the Committee requests the Study be funded by American Rescue Plan Act of
27 2021 (ARPA) funds; and,
28

29 **WHEREAS**, the Dodge County Finance Committee has determined that there are sufficient,
30 unobligated ARPA funds available to cover the cost of the Study and recommends to the Dodge County Board
31 of Supervisors that the Study be funded by available ARPA funds; and,
32

33 **WHEREAS**, it is necessary to amend the 2023 Dodge County Physical Facilities Department
34 Budget in order to utilize the ARPA funding for the Study; and,
35

36 **WHEREAS**, the Committee requests that the Dodge County Board of Supervisors appropriate to
37 the 2023 Dodge County Physical Facilities Department Budget the revenues and expenditures as reflected
38 on Exhibit “A”, attached hereto and incorporated herein by reference;
39
40

1
2 **NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors, on the
3 recommendation of the Building Committee, hereby approves the Space Needs Study and authorizes the Physical
4 Facilities Department to contract with Angus-Young, of Janesville, Wisconsin, in an amount not to exceed \$52,800
5 and,
6

7 **BE IT FURTHER RESOLVED**, by the Dodge County Board of Supervisors, that ARPA funds
8 in an amount not to exceed \$52,800 to fund the Study is hereby authorized, the revenues and expenditures
9 as described on the attached Exhibit "A", are hereby approved and the Finance Director is directed to
10 amend the 2023 Dodge County Physical Facilities Department Budget to reflect the same in accordance
11 with Exhibit "A".
12

13 **BE IT FURTHER RESOLVED**, that the Dodge County Administrator and the Dodge County Clerk
14 are authorized to enter into a contract with Angus-Young in an amount not to exceed \$52,800 for the Study,
15 subject to review of said contract by the Dodge County Corporation Counsel; and,
16

17 **BE IT FINALLY RESOLVED**, that upon properly presented invoices, the Dodge County Physical
18 Facilities Director is authorized to make payment of such invoices utilizing ARPA funds as the funding source.
19

All of which is respectfully submitted this 19th day of September, 2023.

Dodge County Building Committee:

Jody Steger

Michael Butler

Kevin Burnett

Steve Kauffeld

David D. Beal

Dodge County Finance Committee:

Ed Benter

Karen Kuehl

Jeff Caine

Kira Sheahan-Malloy

Nancy Kavazanjian

Fiscal Note: There are currently \$6,622,095 of unobligated ARPA funds available. Finance Committee review date:
September 11, 2023. Finance Committee Chair initials: _____.

Vote Required: 2/3 of Members Elect.

Resolution Summary: A resolution to authorize and award the County Space Needs Study and amend the 2023 Physical
Facilities Budget utilizing ARPA funds for the County Space Needs Study.

