

DODGE COUNTY BUILDING COMMITTEE MINUTES

Date: May 2, 2024

Call to order: The meeting of the Dodge County Building Committee was called to order by Chairman Jody Steger at 3:30 p.m. on May 2, 2024 in Room 1H & 1I of the Dodge County Administration Building with the following members present: **Jody Steger, Steve Kauffeld, Jeff Caine, Randy Vande Zande, Michael Butler**

Also present: John Nehls, Director of Physical Facilities; Phil McAleer, Maintenance Superintendent; Barb Brooks, Sr. Administrative Support Specialist; Stephanie Justman Purchasing Agent; Megan Sheriden, Communications Coordinator; Amanda Pulvermacher, Deputy Director Emergency Management; PJ Schoebel, Medical Examiner; Dale Schmidt, Sheriff; Makenzie Drays, Finance; Russ Freber, Citizen; Dave Frohling, County Board Chairman; Nancy Kavazanjian, County Board Supervisor; Dave Beal, County Board Supervisor; Katlynn Rhyner, Director of Veterans Service; Jessica Bull, Veteran Benefits Specialist; Cathy Houchin, County Board Supervisor; Dawn Lokken, IT; Justin Reynolds, IT Director; Chris Planasch, Register of Deeds; Becky Bell, Director of Human Services; Kris Keith, Treasurer; John Bohonek, Land Conservation; Cameron Clapper, County Administrator, Joe Stadelman, Angus Young

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

Introduction of Committee Members and Staff Committee Members and Staff were introduced.

Elect Chairman, Vice Chairman, and Secretary of the Building Committee a motion was made by Steve Kauffeld to nominate Jody Steger for Chairman of the Building Committee. Motion carried. A motion was made by Randy Vande Zande to nominate Steve Kauffeld as Vice Chairman of the Building Committee. Motion carried. A motion was made by Randy Vande Zande to nominate Supervisor Jeff Caine as Secretary of the Building Committee. Motion carried.

Approval of the Minutes from April 4, 2024 a motion was made by Steve Kauffeld to approve the minutes from April 4, 2024 and second by Jody Steger. Motion carried.

Set Regular Meeting Date, Place, and Time meeting will be held the first Thursday of the Month at 4 p.m., in room 1A of the Dodge County Administration Building.

Discuss Options for Distribution of Agenda and Packet send by email.

Orientation by Department Head(s) and Department Overview John Nehls introduced Phil McAleer, Maintenance Superintendent, and Barb Brooks, Sr. Administrative Support Staff Specialist. John Nehls also gave overview of the Maintenance Department.

Public Comment (30 minute limit) None.

Future Agenda Items bring maintenance departments together, 2024 Jail Chiller

Determine Next Meeting Date and Time June 6, 2024 at 4:00 p.m.

Update on 2024 Dodge County Justice Facility Chiller Replacement Project there will be a mandatory walk thru, and we hope to have bids open and approved by the June meeting.

Space Study Presentation from Angus Young Joe Stadelman from Angus Young gave Space Study presentation.

Adjourn there being no further business to come before the Committee a motion was made by Steve Kauffeld to adjourn the Building Committee meeting at 5:32 p.m. Second by Randy Vande Zande Motion carried without negative vote.

Respectfully submitted,

Jeff Caine, Secretary

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

Henry Dodge Office Building Condition Summary, May 29th, 2024

Dodge County commissioned engineering firm Engberg Anderson to assess the Clearview North building and come up with recommendations to convert it to serve Dodge County Human Services. Their final report was submitted on March 6th, 2012. Engberg Anderson also did the original Clearview master plan and report in June of 2009. The assessment of the building mechanicals for that report was actually derived from a building tour on December 16th and 17th, 2008. The condition of the mechanicals for the 2012 report was cut and pasted from the 2009 report. So essentially, the plumbing, HVAC, and electrical conditions are from the December 2008 building tour, 15 ½ years ago. I will summarize the findings of that report below.

WINDOWS

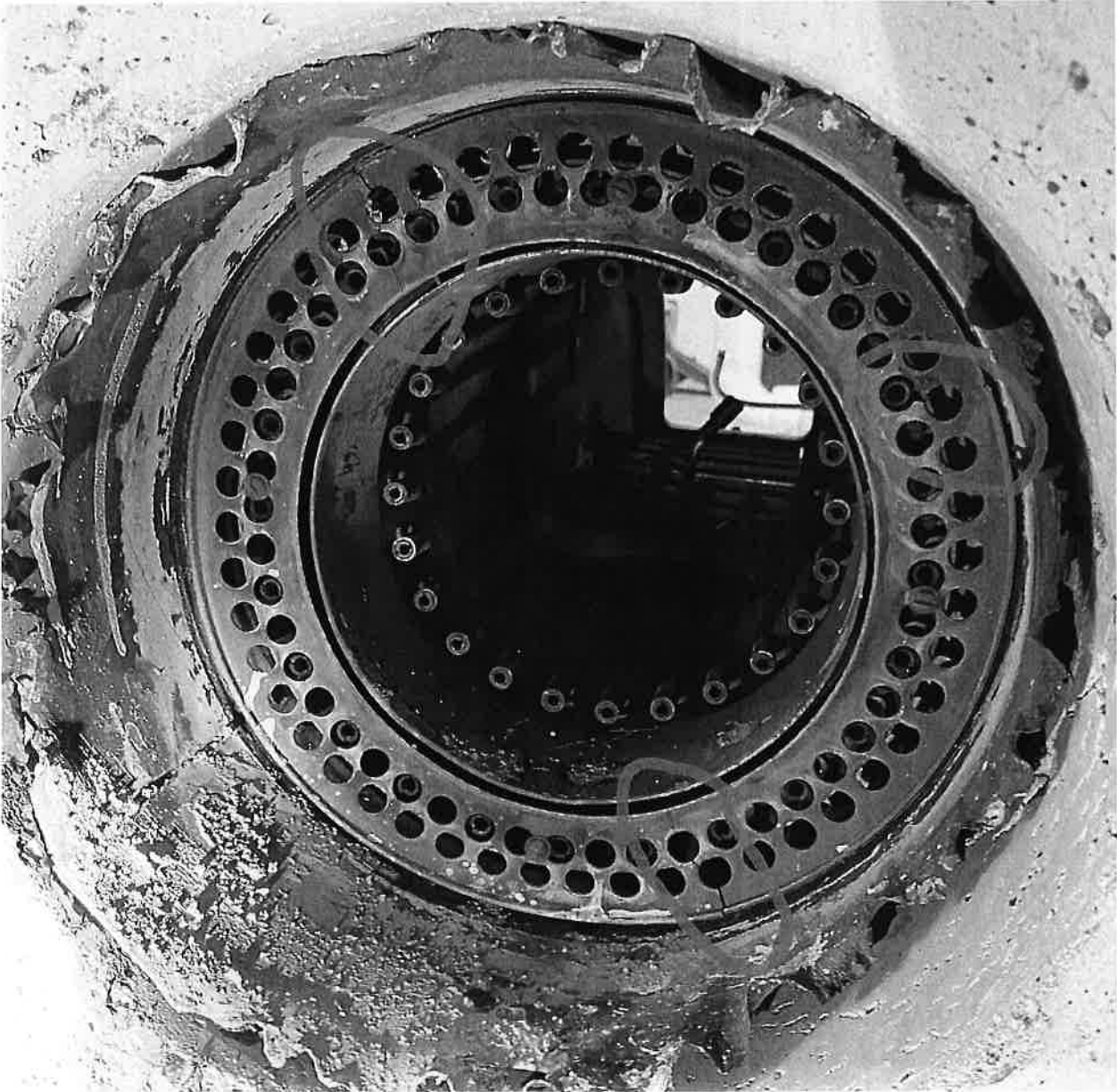
The building windows were assessed. They are original double pane windows from the 1969 construction. It was noted that the frames are corroding, and that the window and panel seals appear to be failing in several locations. The window frames were later caulked, but the seals on the glass were not changed. At this point in time the windows should be upgraded to something much more energy efficient.

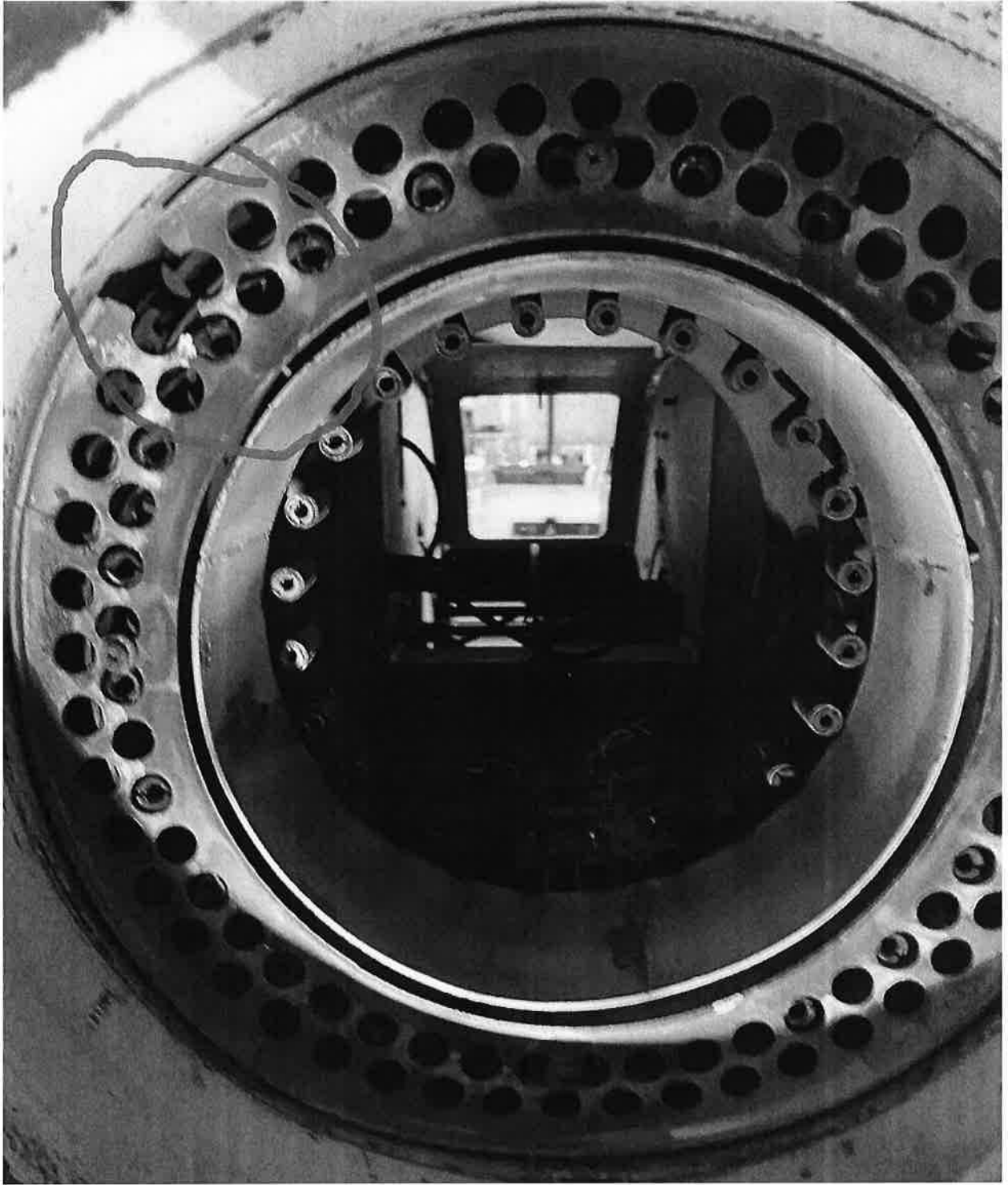
BOILERS

The building was built in 1969, with 3 Kewaunee steam boilers, each with a capacity of 8.369 MBH. One of these was removed during the conversion to make way for 2 small hot water boilers for providing supplemental heat in the CBRF. These boilers have a maximum operating pressure of 150 psi and were intended to run at 125 psi. This is where they have their maximum efficiency. After Clearview no longer did their own laundry, the boiler operating pressure was lowered to 30 psi. After Clearview vacated the building, steam pressure for the kitchen was no longer needed so we are now operating at about 20 to 25 psi. Ideally, hot water boilers with modulating burners would be much more efficient and economical to operate.

At the time of the 2008 building tour, it was noted that the boiler burners had been upgraded. It does not say when that happened, but it is safe to say that they are probably about 20 years old. While the report states that the boilers are approaching or have exceeded the usually tabulated service life, it is expected that the boilers still have significant useful life left in them. However, this conclusion was reached with visual external inspections. Our boilers are inspected every year by our insurance company. In 2023, I was with the boiler inspector when he recertified the boilers. He showed me the pictures he had taken inside the boilers, particularly boiler #1. It showed some significant internal deterioration. We were told that these boilers were designed to run wide open, and that the minimal load we put on them is accelerating the rate of deterioration.

The next 2 pictures show cracks and broken out metal on the boiler burners.





AIR HANDLERS

It was noted at the time of the 2008 building tour that the steam coils in the air handlers had recently been replaced. The other components of the air handlers, cooling coils, dampers, actuators, motor mounts, and sheet metal are all original and 55 years old. It also stated that the units would be very difficult to replace due to lack of access to the rooftop mechanical room. If it is decided to replace an entire unit instead of replacing the components as they fail, substantial openings will have to be provided in the walls or roof of the penthouse. It recommends to continue fixing the equipment until a major failure occurs as being the best course of action.

AUTOMATIC CONTROL SYSTEM

It recommends that the existing pneumatic control system be replaced by a direct digital control (DDC) system. Only about 10% of the building is controlled electronically, the rest is original pneumatic controls. Just a side note, we rely heavily on E-bay to buy pneumatic parts for this building. Sometimes you have to wait until someone lists an item that you are looking for. These older parts, whether new or used, are not always available.

FAN COIL UNITS

Each office (former resident room) on the 2nd and 3rd floor has a fan coil unit in the ceiling. Numerous fan/blower modules for these units are replaced each year. We also experience 4 to 5 leaking coils per year. This involves cutting the coil out of the

ceiling, repairing the leak, and soldering the coil back in. Some leaks we are not able to fix in house, so they are taken to a radiator shop for repairs. Repair time is 2 mechanics and about 3 hours of labor for each one. The condensate drains for these coils frequently plug, which causes water to run out of the ceiling onto the floor in these offices.

HVAC REPAIR COSTS

Below I have listed what we have paid service contractors for HVAC repairs from 2021 through the first 5 months of 2024. These numbers do not include parts we have purchased and installed with in-house labor. It does not include the cost of our labor dollars. See the attached equipment life chart and HVAC recommendations on the 2 attached sheets at the end of this report. Remember, we need to add 15 ½ years onto the equipment age that was listed at the time the report was made.

2020	\$21,630.53
2021	\$16,573.75
2022	\$18,357.78
2023	\$20,705.17
2024 (5 months)	\$10,338.98
Total	\$87,606.21

PLUMBING

The report stated that the above ground waste and vent piping appears to be in good condition. It has deteriorated quite a bit in the 15 ½ years since this condition was assessed. In the last 2 years we have had several areas where the drain lines have rotted out causing a leakage in the building. There were a few where we were able to open up some walls and fix them with internal labor. However, there were also some larger waste lines that we had to contract a plumber to replace.

It also noted that staff has reported frequent failures of domestic water piping. This has continued over the years. Just a few months ago we had to cut open a concrete block wall to repair a leaking copper pipe. We were not aware of the leak until it finally seeped out of the block into an adjacent stairwell.

The report also stated that plumbing fixtures appear to be near the end of their useful life. While many fixtures were replaced during the building conversion, there are areas of the building that still have the original fixtures.

The final plumbing recommendations stated that the system is near approximately 75% of its useful life. It also said the reliability of the plumbing will deteriorate in the next ten years. It advised replacement of the waste pipes and the water supply lines throughout the building.

ELECTRICAL SYSTEM

A new main switch gear was installed during the conversion. The report did state that for the 480/277 volt system, the equipment is obsolete and beyond its normal service life.

2022 HVAC STUDY

IN 2022, Dodge County hired Angus Young to come up with cost estimates for HVAC upgrades at the Henry Dodge building. 3 options were presented. The lowest price option replaced most of the components, but the building would operate the same as it does now, with a changeover required in spring and fall. The mid-priced option would allow heating and cooling at the same time. The most expensive option would be to convert the building to the same type of variable air and room temperatures like we have in the Administration Building, the Courthouse, and the office area of the Detention Facility. This is the most common type of building controls used in office buildings. The estimates are listed below, but please remember that these are 2022 costs.

Option #1	\$11,691,706
Option #2	\$16,437,302
Option #3	\$19,806,388

It also noted that all 3 options include a significant amount of work that will require occupants to be displaced. The project

costs were created with the assumption that the second and third floor will be vacated during the construction process. These costs also assumed normal working hours for construction, not evenings or nights.

SUMMARY

The cost of the physical and mechanical remodel back in 2013 was \$3,673,600. A large portion of this amount was for creating a CBRF in the building and the demolition of the single-story west wing housing part of Unified Services. The County chose not to do any of the recommended HVAC, plumbing, or window upgrades. The total budget was about 6.2 million dollars, which included CBRF kitchen equipment, some asbestos removal, furniture, moving expenses, architectural and engineering fees, IT equipment, and contingency fees.

The roof of the building was replaced in 2013 and is in good shape with a life span of another 15 to 20 years. While the electrical report did recommend replacing portions of the service, this is probably the most stable part of the original 1969 building. To estimate the cost of new plumbing, we would need to hire an engineering firm to come up with cost estimates. However, to replace the plumbing would probably require an entire wing of the building to be vacated. The 3rd floor plumbing is in the ceiling of the 2nd floor, 2nd floor plumbing is in the ceiling of the 1st floor, etc. This would also affect the operation of the CBRF while doing the south and west wings. The resident population would have to be reduced during plumbing replacement work in each wing, and

possibly during HVAC work, depending on where pipe and duct chases are located. Combining this summary with the space study report should give you a clearer picture of how Dodge County needs to proceed going forward.

John Nehls

Physical Facilities Director

PROJECTION OF EQUIPMENT USEFUL LIFE

The nominal expected useful service life of various pieces of HVAC equipment is listed in the ASHRAE Applications Handbook (2005 edition). Using this data and general actual experience, the applicable nominal lives of the HVAC equipment in the building are estimated as follows:

<u>Equipment</u>	<u>Age</u>	<u>ASHRAE</u>	<u>Est. Useful Remaining Life</u>
Boilers	39	25-45 years	5-10 Years (1)
Heat Exchangers	39	24-30 years	Near end of life
Heating Pumps	39	20-25 years	Near end of life
Chiller	15	25-30 years	10-15 Years REPLACED IN 2015
Chiller Pumps	15	20-25 years	5-10 Years
Tower	39	20-25 years	5-10 Years
Air Handlers 1-8	39	20-25 years	Near end of life (2)
RTU's	15	15-18 years	Near end of life
RTAHU	23	18-22 years	Near end of life
Controls	39	15-20 years	Obsolete
Fan coils	39	20-25 years	Near end of life

Notes:

- 1 The addition of new boiler burners and good water treatment will probably extend boiler life past the predicted useful remaining life by many years.
- 2 The air handlers life has been extended with the addition of new heating coils. Fans, shafts and sheet metal could see continuing problems. Good water treatment will continue to extend the life of the cooling coils. The humidifiers need replacement. Wholesale replacement of the active penthouse AHU's due to access limitations and continuing service demands would be a challenge.

RECOMMENDATIONS TO EXTEND LIFE AND PERFORMANCE OF THE SYSTEMS

Heating Plant

Boilers - The existing boilers represent a typical heating plant of the period. The condition is excellent and there are no service related or reliability reasons to undertake significant modifications or replacement. Should major modifications be deemed desirable for reasons of modernization or efficiency improvement, the addition of modular hot water heating boilers could be contemplated. The new boilers would serve the same function as the heat exchangers. Instead of using heat exchangers, the heating water would be produced by the boilers. Steam would still be required for humidification, the kitchen equipment, water heating, and preheat. The production efficiency in producing heating hot water would be improved from 8% to 12% over the

present condition. The opinion of probable installed cost for such a plant is \$150,000 - \$200,000 for the hydronic plant. Finding space for the new equipment would be a challenge.

The reduction in steam demand could adversely affect the operation of the remaining steam plant. Steam demand could be reduced to below the practical lowest steaming capacity of the existing boilers for long periods of time. This condition might already exist during some times during the Summer, especially when hot water demand is low. In this case, a small steam boiler to provide essential steam loads may be called for. Caution should be exercised in the use of a small boiler to provide steam for the domestic hot water heaters. The short term high demand operation of the hot water system is not favorable for small boilers. The conversion of the domestic water heating to full or partial gas firing might be called for.

Heat Distribution

The two pipe switchover piping system is a result of cost cutting decisions made decades ago. The replacement with a system that provides simultaneous heating or cooling on demand is practically and economically almost impossible. If a second circulating system was added, the disruption and cost would be almost too much to tolerate unless major portions of the building were shut down to accommodate the phases of construction. An opinion of probable installed cost for the mechanical portion of the work would range from \$2.50-\$3.50 per square foot of project area.

In addition, the fan coils would have to be replaced. The opinion of probable replacement cost for the fan coils is \$2,000 per unit. There would also be cost associated with ceiling removal and replacement.

Because of the magnitude of the cost of this option, it is not included in the remodeling cost summaries in Chapter 4.

Law Enforcement Center (J-pod) Building Condition Summary, May 29th, 2024

Dodge County permanently closed the former jail at 141 N. Main St. in December of 2018. Since that time, it has been mainly used for the garage space under the older and newer sections of the building. It currently holds a van for the SWAT team, a radar trailer, and depending on the season, ATV's, a UTV, patrol boat, snowmobiles, etc. During the winter, patrol cars are also brought inside as needed if an officer needs a warm space to do something with their vehicle. The garage area is also used by detectives if they have a need for a larger area to set up tables for going through evidence before it is securely stored in the proper location.

The lower level also contains 2 rooms used by the Sheriff's Office. One is an ammunition storage room, and the other is their SWAT room. This room would contain all of the gear for the SWAT team members, as well as giving them an area for team planning before they go out to an incident. If this building were to be demolished, space in another building would have to be found for these purposes.

The building is used several times per year for training purposes for road patrol officers, jail officers, and K-9 officers. These training sessions would have to move to other areas if the building was no longer available. Currently it is very convenient

to do training here because the mats (padded material) can be left in place on the floor and do not have to be picked up and hauled to a storage location after each use.

The building has been heated and cooled since it was vacated. In the winter the heat has been turned down as low as we can set it. Currently installed thermostats only go down to 55 degrees as a set point, so the building cannot be set lower than that during the winter. It is also minimally cooled during the summer to prevent mold from forming in the building. To keep air circulating, each air handler runs for 1 hour during the day and 1 hour during the night.

This building does contain Asbestos. Some of it was removed once the building was vacated, but much of it remains. It was not completely removed since it would have left the steam pipes uninsulated. This would have resulted in higher heating costs and a safety hazard to the maintenance staff as they still do repairs in the building.

For the last several years we have been doing minimal repairs on the HVAC system. This was due to the uncertain future of the building and reduced funds allocated in the budget each year for maintenance. We had some heating failures earlier this year that resulted in us spending \$4,209.84 on repairs. Only \$3,300.00 was budgeted for the entire year, so we are already over budget. We know that we will be spending an additional \$4,000 to \$6,000 on parts before winter to replace bad steam traps and non-functioning steam and hot water valves. Since I

do not have these funds, I will have to take money from some of my other business units to fund these repairs. I am also estimating about 200 hours of labor for my staff to make these repairs. While the labor expense is already in the Facilities budget, it is 200 hours of time that could be better spent on maintaining buildings that are fully utilized, instead of mostly empty.

While our expenses have certainly been reduced since the building was vacated, there is still a cost associated with keeping it operating. Below is a summary of our major expenses since the building was vacated.

INSURANCE COSTS

2019	\$3,230.18
2020	\$4,737.94
2021	\$4,881.00
2022	\$5,051.79
2023	\$5,648.72

Total \$23,549.63

Cost for 2024 will be \$5,808.00

Law Enforcement Center (J POD)

Annual utility cost and usage

	Natural Gas		Electric		Water		Sewer	Fire Prot
	Therms	Cost	KW	Cost	Gallons	Cost	Cost	Fee
2019	11,470	\$9,298	84,083	\$9,033	40,368	\$489	\$1,560	\$1,536
2020	13,874	\$7,557	54,923	\$5,637	29,965	\$527	\$1,571	\$1,374
2021	15,706	\$9,361	70,498	\$7,754	27,573	\$637	\$1,543	\$1,392
2022	16,683	\$15,280	52,950	\$5,995	34,798	\$628	\$1,500	\$1,392
2023	11,618	\$11,911	39,040	\$5,509	39,040	\$646	\$2,286	\$1,392
Tot 19 - 23	69,351	\$53,407	301,494	\$33,927	171,744	\$2,927	\$8,461	\$7,086
Prior *	29,531	\$22,000	280,165	\$27,500	1,798,862	\$17,000	\$11,500	\$1,536

Total Cost \$105,808

* Average annual operating use and cost prior to closure

Law Enforcement Center (J POD)
Wage hours and cost

	Hours	Rate	Cost
2019	614.88	\$38.50	\$23,672.88
2020	297.13	\$39.80	\$11,825.77
2021	243.10	\$41.10	\$9,991.41
2022	131.85	\$42.40	\$5,590.44
2023	185.28	\$43.80	\$8,115.26
Total			
19-23	1,472.24		\$59,195.77
Prior *	848.86	\$35.32	\$29,981.74

