

DODGE COUNTY BUILDING COMMITTEE MINUTES

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

Date: July 7, 2014

Call to order: The meeting was called to order by Chairman Rodger Mattson at 8:31 a.m. with the following members present: **Rodger Mattson, Chester Caine, Mark Roesch, Tom Nickel and Dennis Schmidt.**

Also present: Russell Freber, Director of Physical Facilities; Phillip McAleer, Asst. Director of Physical Facilities; Mary Kay Westmayer, Administrative Secretary; John Corey, Corporation Counsel; Julie Kolp, Finance Director; Patricia Ninmann, Sheriff; Tom Gernetzke, Project Manager for Facility Engineering; Bob Cernak, Otis Elevator

Public Forum: None

Minutes: A motion was made by Caine and seconded by Nickel to approve the minutes of the June 11, 2014 meeting as recorded and allows the chairman to go out of order to efficiently conduct the meeting. Motion carried.

Bob Cernak from Otis Elevator was invited to speak to the committee concerning the 1937 Elevator Upgrade and Repair Project. Bob's information and cost estimates were reassuring to the committee that repair and updating of the existing elevator instead of installing an entirely new system was the best choice for Dodge County.

John Corey and Russ Freber provided the committee with two bids for the Administration Building 1937 Elevator Upgrade and Repair Project and supporting documentation for consideration. Schindler's Bid was for \$141,207 and Otis Elevator bid was for \$140,454.00 after service agreements were subtracted from both bids. The county currently has a 5 year service contract with Otis Elevator so would not need any additional service agreements. The committee was in favor of accepting the bid made by Otis Elevator.

John Corey will prepare the resolution needed for the July 15, 2014 County Board Meeting in the amount of \$194,786 for the Dodge County Administration Building 1937 Elevator Upgrade and Repair Project. This amount includes \$140,454 for Otis Elevator, \$24,900 for Electrical, \$4025 for HVAC and \$25,407 for project contingency funds.

A motion was made by Tom Nickel and seconded by Chester Caine to accept the qualified bid in the amount of \$140,454 from Otis Elevator for the Dodge County Administration Building 1937 Elevator Upgrade and Repair Project. Motion carried.

Tom Gernetzke, Project Manager for Facility Engineering was invited to speak to the committee concerning work that needs to be done to the interior of the Administration Building. A slide presentation was provided by Freber showing the areas of concern. Facility Engineering submitted a proposal of \$75,500. They would be working closely with the contractor with 40% of their proposal being for onsite consulting. Freber shared with the committee that this request needs to be included in the 2015 Budget. Facility Engineering felt that they could be ready by the end of August with the numbers needed. The committee agreed this problem needed to be addressed as soon as possible in order to preserve the exterior of the Administration Building.

A motion was made by Tom Nickel and seconded by Mark Roesch to accept the proposal from Facility Engineering in the amount of \$39,500 for 2014 with the remaining cost to be covered in the 2015 Budget.

Freber discussed with the committee the need for an air conditioning unit in the south section of the Law Enforcement Center. When the humidity levels are high the shower area in this section is hard to keep clean. The committee was informed that there is an old roof top unit from the HDOB that is not being

used and could be moved to this area. Freber is gathering estimates for this project. It is possible that the Jail Improvement fund could help cover the costs of this project. Further discussion will take place at the August Building Committee meeting.

Russ Freber explained to the committee that the location originally staked out for the Law Enforcement Memorial would require a tree to be removed and others to be trimmed. It was decided that a better location would be on the West Side of the Administration Building where it could be viewed from Highway 26 and was closer to the electrical source.

The plans for installing concrete in the boulevard area on North Main and Center Street are on hold. Freber was not notified of the City of Juneau meetings in June so will try to get on July's agenda. Dennis Schmidt offered to accompany Freber to the meetings. Freber will update the committee at the August meeting.

The Henry Dodge Office Building is in need of repair or replacing the Air Conditioner that was installed in 1994. This will be added to the proposed 2015 budget. Also, Freber shared with the committee that the department has been repairing and cleaning the air handlers at this building and are ¼ done.

North View Heights, which is a part of Clearview, is located in the Henry Dodge Office Building. They are in need of Bariatric Rooms. Two rooms will be renovated to meet these requirements. This project is going out for bids and needs to be completed by September 2014. The maintenance department was involved with the addition of a tub at this facility. Our department provided the finishing work.

Russ Freber reported to the committee that the county is in discussion with the Town of Fox Lake in regards to the building and property at that location.

Russ Freber updated the committee on the Kronos Time Keeper being implemented at the county. The program should be able to track staff electronically instead of manually. It is felt that the department will have a better indication of where staff is located or needed on a monthly basis.

The next meeting is scheduled for Wednesday, August 6, 2014 at 8:30 a.m. in Room 1A of the Administration Building. Tom Nickel is excused from the August meeting. The September meeting will be held at the Henry Dodge Office Building.

Adjournment: There being no further business to come before this committee, a motion was made by Dennis Schmidt and seconded by Tom Nickel to adjourn the meeting at 11:12 a.m. Motion carried.

Respectfully submitted,


Dennis Schmidt, Secretary

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