DODGE COUNTY BUILDING COMMITTEE MINUTES

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

Date: March 6, 2013

Call to order: The meeting was called to order by Chairman Mattson at 8:00 a.m. with the following members present: **Rodger Mattson, Clem Hoelzel, and Ed Nelson**

Absent: Chester Caine and Paul Marose

Also present: Russell Freber, Director of Physical Facilities; Phillip McAleer, Asst. Director of Physical Facilities; Brenda Saugstad, Secretary; and James Mielke, County Administrator

Minutes: A motion was made by Hoelzel and seconded by Nelson to approve the minutes of the February 6, 2013 meeting as recorded and allow the chairman to go out of order to efficiently conduct the meeting. Motion carried.

As a result of a recent employee safety meeting conducted by the Sheriff, security issues and concerns are being brought forth for consideration. Chairman Mattson read a letter he received from Marc Bethke of the Land Conservation Department. He is requesting the opening of a doorway for a second exit out of the department. This doorway was closed up when the offices were remodeled. Russ Freber recommended combining all department security issues and concerns together so the committee can review them all at one time.

A motion was made by Nelson and seconded by Hoelzel authorizing Russ Freber to look into security issues and bring his recommendations back to the committee for discussion at a future meeting. Motion carried.

Russ Freber presented the results of the bid opening for the Administration Building 1937 Stone Restoration Project-Phase 2 held on March 4. Statz Restoration & Engineering Co., Inc. presented the lowest bid at $158,500. Weather permitting; the scheduled starting date for this project is April 15, 2013.

A motion was made by Nelson and seconded by Hoelzel to accept the bid from Statz Restoration & Engineering Co., Inc. for $158,500 as presented. Motion carried.

Russ Freber presented the resolution prepared by Corporation Counsel John Corey for the 2013 Administration Building Stone Restoration Project-Phase 2. $175,000 is included in the 2013 Physical Facilities budget. The project budget includes the base contract of $158,500 and $15,000 for consultant fees and expenses. Due to any unforeseen repairs that may arise during the project, a contingency fund has been established in the amount of $35,000. The total project budget is $208,500 and a request is included in the resolution for a fund transfer of $33,500 from the Sales and Use Tax Receipts.

A motion was made by Nelson and seconded by Hoelzel to recommend to the County Board the resolution for the 2013 Administration Building Stone Restoration Project-Phase 2 for the March 19, 2013 meeting. Motion carried.

Russ Freber gave a report on the following maintenance operations and projects:

The Human Services North renovation project is going well. The North Study Committee will be meeting today and doing a walk-thru.

The department cell phones will be upgraded. The current phones have become unreliable and messages and e-mails are not being received.

The annual jail inspection will take place at the end of the month. Maintenance staff has been doing yearly cleaning and repairs.

Department job descriptions are being reviewed and updated per instructions from the Human Resources Department.

Options are being considered in an effort to purchase a new department truck with a plow package. The current Chevrolet truck used for plowing is 13 years old and the salter needs to be replaced. The driver's side door on the Dodge truck had to be replaced and the Highway Department is making the repair.

Painting is being done at the Law Enforcement Center. Options are being considered to make changes in the Master Control area to improve the counter area.

Modern Marble will be replacing the countertops in the jail in the Intake and Master Control areas.

Russ Freber reported he will be requesting bids in August for budget purposes to do the entire Human Services North roof in 2014 as was discussed in previous meetings.

A motion was made by Nelson and seconded by Hoelzel to schedule the next meeting of the Building Committee on **Wednesday, April 3, 2013 at 9:00 a.m.** The committee will meet at the Human Services North building to do a walk-thru and return to 1A of the Administration Building to continue their meeting. Motion carried.

Adjournment: There being no further business to come before this committee, a motion was made by Nelson and seconded by Hoelzel to adjourn the meeting at 9:00 a.m. Motion carried.

Respectfully submitted,

Clem Hoelzel, Secretary