

## **BUILDING COMMITTEE MINUTES**

COMMITTEE: BUILDING COMMITTEE  
DATE: MONDAY, JUNE 4, 2018  
TIME: 6:00 P.M.  
PLACE: COUNTY BOARD ROOM

### **CALL TO ORDER**

Chairman Bunda called the meeting to order at 6:00 p.m. and read the agenda.

### **ROLL CALL**

Members Present: Bunda, Lukas, Shaffer, Stamper, & Zagar

Other Members: Jeff Krueger, Barb Barker, Josh Bradley, Mark Rinehart, Rod Chitko, Alex Walrath, John Dennee, Jason Theune, Sam Marvin, Eric Shepherd, & James Whiteaker

Absent: Lance Laabs & Lee Lamers

Others present: Nora Matuszewski, Kurt Berner, David Cihasky, Barry Black, Lynne Black, Dorothy Kegley, & Mike Monte

### **APPROVE AGENDA**

Motion by Stamper to approve the agenda, seconded by Zagar. All present voting AYE. Motion carried.

### **APPROVE MINUTES**

Motion by Stamper to approve minutes with one change, to add the clean-up abatement cost, second by Zagar. All present voting AYE. Motion carried.

### **DISCUSSION ON ASSET MANAGEMENT SOFTWARE**

There was discussion on the maintenance department having a program to identify every aspect of the building, the foundation, roof leaking, periodical inspections, and schedules for repairs and the need to put it down on paper to see where most of the maintenance time is being spent. Whiteaker has been working with Rinehart on an OS ticket system similar to this, strictly for maintenance. They are also looking for programs that are free to help with keeping track of what is done and when it needs to be done. Kurt Berner explained that with a new building a program similar to this would be part of the project. Rinehart wondered how deep into detail the committee wished for him to go. Rinehart and Whiteaker will come forward with something for the next meeting.

### **DISCUSSION ON THE MONTHLY MAINTENANCE REPORT**

The committee would like Rinehart to bring forth a maintenance report for every meeting that explains what has been happening and the issues that the department is facing every month and maybe out of it they can see a trend of the biggest needs.

#### DISCUSSION ON THE BUDGET FOR THE MAINTENANCE DEPARTMENT

Bunda talked about the maintenance budget and that currently it is \$225,000 with wages and everything. He asked about a maintenance budget for the Jail, which there is not really a set budget just for maintenance. There was the consensus that when Rinehart has issues that arise he needs to be able to fix them. Bunda would like Rinehart to call him with the issues and would like to be able to get the ceiling raised on how much Rinehart can do before he has to call or go to a meeting and ask permission. Bunda would like to be able to budget for the next year on what is anticipated on happening in the buildings.

#### DISCUSSION ON A DAILY WORKER LOG

Bunda would like the maintenance department to start writing down what they are working on every day and how much time is spent on what they are working on. Zagar will come up with a sheet of paper of example of what they want on the log.

#### DISCUSSION ON A CAMERA FOR THE COUNTY BOARD ROOM FOR COUNTY BOARD MEETINGS

Bunda has talked to Whiteaker about a quote for a camera to record County Board meetings or other meetings at the discretion of the committee chair. The cost was around \$1369 for the hardware. It can be set up on a laptop with a webcam on a high definition media card.

#### DISCUSSION ON REPAIRS TO THE MAIN BUILDING; BOILER PUMPS AND THE NORTH ANNEX

Rinehart asked what was happening with the renovation and if the boiler would be utilized for another year because there are three pumps that need to be fixed if the boiler is not being replaced. Bunda told him to fix the pumps. A list of issues are as follows:

Floats in the condensate tank in the boiler

The piping in Child support

Cap above the elevator

The fire escape off the Register of Deeds office

The radiators need to be cleaned

The sidewalk outside of the Jail needs to be repaired or replaced- Rinehart to get bids from three different companies for replacing as the committee felt it is not a good idea to repair

The next meeting the committee will walk around with Rinehart to look at the problems.

#### DISCUSSION ON THE 911 FACILITY AND STAFFING TO FORWARD TO THE APPROPRIATE COMMITTEE

Bunda wants to send the 911 facility to the Sheriff & Justice committee. The dispatch needs to be separated. Dennee figures that changes that are needed would increase the need for staff in the amount of 10 to 11 employees.

#### DISCUSSION AND PROGRAMMING PRESENTATION BY WENDEL

Wendel showed what is done with the programming as of thus far and Bunda has asked that the Marshals report be sent to all board committee members. He has asked that the

brakes be put on the project, that Wendel would finish the Jail portion of the project and then that is all that is going to be needed at this time. He would like all committee members to get up to speed on the project.

#### DISCUSSION ON FUTURE SCHEMATIC DESIGN CONCEPTS

No Action

#### PUBLIC COMMENT

It was asked of Samuels Group and Wendel how far were they in the project and how much did the County owe them at this time. They both said they were midway through the process. The County owes Samuels Group \$29,500 currently, to date the County has paid Wendel \$11,427, and he was not sure how much more is owed currently, but, once he finishes what is needed at the Jail a bill will be sent for the remainder of what they have done.

#### SET NEXT MEETING DATE

The next meeting date was tentatively set for June 25<sup>th</sup>, 2018.

#### ADJOURNMENT

There being no further business, motion by Bunda to adjourn, second by Shaffer. All present voting AYE. Motion carried.

- These minutes are not official and are subject to change. They will be officially approved at the next scheduled Building Committee meeting.