



COLUMBIA COUNTY

Board of Supervisors

400 DeWitt Street
Portage, WI 53901

608-742-9654
FAX: 608-742-9602

WEBSITE: www.co.columbia.wi.us

Columbia County Ad Hoc Building Committee Minutes February 24, 2015

Members present: Kirk Konkell, Andy Ross, Teresa Sumnicht, Fred C. Teitgen

Ex officio Members present: Vern E. Gove

Absent with notice: Mike Weyh, Mary Cupery

Also in attendance during all or portions of the meeting: John Hartman, Sue Moll, Lois Schepp, Joe Ruf, Cory Wiegel, Dawn Woodard, John Feller and Steve Klaven from Findorff, Ron Locast and Brian Reed from Potter Lawson, John Miller, Bill Tierney, Lyn Jerde (Portage Daily Register)

The meeting of the Ad Hoc Building Committee was called to order by Chair Konkell at 2:04 p.m. The meeting was properly noticed as required by the Wisconsin Open Meetings Law. The meeting was held in Meeting Room 1 at the Administration Building, 400 DeWitt Street, Portage, WI.

Teresa Sumnicht was designated as the acting secretary for the meeting.

Approve Agenda

Motion by Teitgen to approve the agenda as published. Second by Ross. Motion carried.

Approve Minutes

Motion by Ross to approve the February 12, 2015 minutes of the Ad Hoc Building Committee. Second by Sumnicht. Motion carried.

Update on Property Acquisitions

Motion by Teitgen to go into closed session pursuant to Wisconsin State Statute Section 19.85(1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session" [Update on Property Acquisitions]. The Committee will return to open session. Second by Ross. Roll call vote was unanimous by those present. The Ad Hoc Building Committee went into closed session at 2:05 p.m. with Konkell, Ross, Sumnicht, Teitgen, Gove, Miller, Moll, Ruf, and Schepp attending.

Motion by Teitgen to return to open session. Second by Ross. Motion carried. The Ad Hoc Building Committee returned to open session at 2:55 p.m.

Professional Services

Geotechnical Services

Request for Proposals for geotechnical services could be posted within the next couple of days following approval. Submissions will be due on March 10th and reviewed at the Ad Hoc Building Committee meeting scheduled on March 12th.

Motion by Teitgen to publish the request for proposal for geotechnical services. Second by Sumnicht. Motion carried.

Project Verification

Space Needs

Locast distributed a revised Facility Needs Assessment dated 2/24/2015 for Phase 1 of the building project. Locast was able to reduce additional square feet by modifying the conference rooms. He also met with some of the Department Heads to further strategize ways to reduce space and costs. One option is to build a separate building for the building and grounds shop/garage, which could also house the DHIA office. The building could be built with lower grade building materials and would meet the needs for the Building and Grounds department and DHIA.

Motion by Teitgen to approve the Facility Needs Assessment dated 2/24/2015 as presented. Second by Ross. Motion carried.

Site Studies

Locast presented a site map for the Administration Building and Health and Human Services Building with modifications discussed at the last meeting. Locast also presented another option showing a separate building for the Building and Grounds Shop and Garage,

Motion by Ross to proceed with the "Gateway" Site Plan showing a separate building and grounds shop and garage. Second by Teitgen. Motion carried.

Massing & Stacking

Locast shared a preliminary Health and Human Services Building stacking diagram. He asked for clarification on how much involvement departments should have. Locast was advised to present the information to the committee and the department heads involved for review, with comments shared and the final decision made by the committee. Locast stated the primary focus of the stacking diagram is to look at the layout, department adjacencies and location by floor, public access, and staff and public interaction. Locast will email the Health and Human Services Building stacking diagram to all committee members and department heads involved, asking for feedback by March 4th so that he can have the modifications ready for the next meeting on March 12th. He will also plan to send out a preliminary Administration Building stacking diagram next week for the committee and impacted department heads to review.

Accounting

Schepp distributed a Summary of Building Projects-Phase 1, through February 24, 2015.

Set Next Meeting Date

A meeting will be held on March 12, 2015 at 1 p.m. in Meeting Room 1 of the Administration Building.

Motion by Ross to adjourn the meeting. Second by Sumnicht. The meeting adjourned at 4:11 p.m.

Respectfully Submitted,



Teresa Sumnicht
Ad Hoc Building Committee Acting Secretary

These minutes were recorded by Susan M. Moll, County Clerk.