

MINUTES
RICHLAND COUNTY HEALTH AND HUMAN SERVICES
February 13, 2009

A joint meeting of the Richland County Health and Human Services Board and Finance Committee was called to order at 9:30 a.m. on February 13, 2009 by Jeanetta Kirkpatrick in the Main Conference Room of the Community Services Building, 221 West Seminary Street, Richland Center, Wisconsin.

HHS Board Members Present: Betty Havlik, Daniel Carroll, Jeanetta Kirkpatrick, Marilyn Rinehart, Paul Kinney, Ray Schmitz, and Robert Holets.

HHS Board Members Absent: Dr. Jenny Myszkowski and Walter Gust.

Finance Committee Members Present: Ann Greenheck, Fred Clary, Gaylord Deets, Jeanetta Kirkpatrick, and Larry Wyman

Others Present: Angie Rizner, Barb Scott, Jason Marshall, Julie Keller, Randy Jacquet, Victor Vlasak, Darin Gudgeon, Larry Fowler, Lyn Brodersen, Barb Wentz, Deb Hanzel, Judith Andresen, Mike Andresen, Harriett Hendricks, Gene Hynek, Jean Hynek, and Chris Hynek.

Approval of Amended Agenda and Posting: Motion by Paul Kinney, seconded by Larry Wyman to approve the amended agenda and proper posting. Motion carried.

Community Services Building Addition and Renovation Project Bids: Larry Fowler introduced the project noting that an 8,704 square foot addition and renovations within the existing structure has been advertised for bid. Larry Fowler distributed a spreadsheet that reflected the actual bids submitted by 13 general contractors and also distributed a spreadsheet that compared the bids. The two lowest bidders were Ideal Builders (Madison) with a base bid of \$1,049,000 and ICONICA (Madison) with a base bid of \$1,055,000. Larry Fowler noted that the awarding of this contract to a general contractor would fluctuate based on whether or not alternate bids #1, #2, and #3 are desired. Discussion was held regarding the alternate bids, including the security cameras and parking lot paving.

Discussion was held regarding parking around the Community Services Building and Courthouse. Randy Jacquet noted that upon completion of this project, approximately 20 additional parking slots would need to be utilized around the Community Services Building. There will not be enough parking slots in the Community Services Building lot for all Health and Human Services staff. It was noted that downtown parking is a City problem, but the City would like the County to consider purchasing additional property designated for staff parking. Discussion was held regarding the need to reserve two EMS parking slots either on the street or in a parking lot. It was noted that there would no longer be access onto Main Street/Hwy 80 from the Community Services Building parking lot. Larry Fowler noted that, as part of the City's spring 2009 Seminary Street Project,

there are plans to reconstruct the street, curb and gutter around the Community Services Building while also adding a sidewalk on Jefferson Street. Larry Fowler stated that it would be in the County's best interest to reconstruct the entire parking lot, not just half of the lot as budgeted, with the addition of this new sidewalk.

Randy Jacquet distributed a handout that reflected the budget for the project comparing our preliminary estimates to the actual bids received. It was noted that the \$1,813,592 budget estimate came in \$353,618 under budget which offered a 22% contingency.

Randy Jacquet distributed a revised handout (option A) which eliminated alternate bid 2, yet added funds to the "Additional Office Furniture & Equipment" line item to permit the installation of desk cabinetry in-house at a reduced rate. Ann Greenheck questioned whether or not this would be in violation of the Davis-Bacon Act. Larry Fowler noted that the installation of pre-made cabinets and countertops would not require paying a prevailing wage. It was noted that option A would adjust the budget to \$384,965 under budget offering a 23% contingency.

Randy Jacquet distributed a handout that reflected the technology bids that were received as part of this project and recommended entering into contracts with Five Star Telecom, Inc. (LaCrosse), Strang's Telecom (Richland Center), J Comp Technologies (Baraboo), and Lightwave Networks (De Pere).

Discussion was held regarding the telephone system purchase. Barb Scott reported that the current Health and Human Services telephone system could be utilized by another county department, but new parts are no longer available. Randy Jacquet noted that the Aging & Disability Resource Center telephone system is new, but could not support all Community Services Building users after the expansion. Therefore, the agency would have two telephone systems available for other county departments.

The option A handout was adjusted to award the general contractor bid to Ideal Builders which changed the base bid from \$1,055,000 to \$1,049,000. This adjustment changed the total project estimate to \$1,380,953. Larry Fowler stated that a 10-12% contingency would be sufficient. The contingency was adjusted to \$150,000 which changed the grand total for the project to \$1,530,953. It was noted that the preliminary budget was \$1,813,592 which offers a savings of \$282,639.

Fred Clary stated that he is in support of the expansion project due to the fact that the consolidation of three offices would offer increased efficiencies, a decrease in operating costs and overhead by nearly \$30,000-\$40,000 per year, and with the estimates being so competitive, several thousand dollars could still be applied to county debt. It was noted that the money borrowed in 2007 could only be used for capital projects or to pay down county debt. Ann Greenheck stated that she is still against spending the borrowed money due to the uncertain financial situation the world is facing right now and the lack of local bidders. Fred Clary noted that taxes have already been levied and there are issues at the West Office and basement of the Courthouse that would have to be repaired if this project doesn't move forward. These repairs total approximately \$600,000.

Randy Jacquet noted that the costs associated with the demolition of Arnie's Shoe Shop are not included in the expansion project budget. Motion by Fred Clary, seconded by Larry Wyman to approve the Community Services Building Addition and Renovation Project awarding the following contracts: General Contractor contract to Ideal Builders with a base bid and alternate bids #1 & #3 totaling \$1,075,852; Telephone System & Phones contract to Five Star Telecom, Inc. totaling \$44,187.54; Telephone & Computer Wiring contract to Strang's Telecom totaling \$34,572.00; Wireless Access & Switches contract to J Comp Technologies totaling \$56,818.90; and the Underground Cable to the Courthouse contract to Lightwave Networks totaling \$8,964.02, and additional related purchases for a total project budget of \$1,530,953 which offers a \$150,000 contingency (10%), and forward the recommendation onto the County Board for final approval. Roll Call Vote. Ray Schmitz, Marilyn Rinehart, Fred Clary, Jeanetta Kirkpatrick, Larry Wyman, Gaylord Deets, Paul Kinney, Robert Holets, and Betty Havlik voted for the motion. Ann Greenheck and Daniel Carroll voted against the motion. Motion carried.

Designation of Oversight Committee for Project: Randy Jacquet distributed Resolution 2001-42 (Amended) noting that a temporary oversight committee was created with previous construction projects. Motion by Fred Clary, seconded by Robert Holets to approve the creation of a Community Services Building Remodeling Committee to include 1-Health and Human Services Board Member (voting), 1-Finance Committee Member (voting), 1-At Large County Board Member (voting), Director of Health and Human Services (non-voting), and County Clerk (non-voting), and forward the recommendation onto the Committee on Committees and County Board for final approval. Motion carried.

Discussion was held regarding the need for an experienced Project Manager to oversee this project. Motion by Fred Clary, seconded by Daniel Carroll to hire Woodland Consultants, LLC. as Project Manager, and forward the recommendation onto the County Board for final approval. Paul Kinney questioned if this would be a conflict of interest for Larry Fowler since he has been the engineer on the project. Larry Fowler stated that included in his engineering fee was attendance at monthly meetings and project oversight to include progress payments and change orders. A Project Manager would do all these things, but on a daily basis and more intimately which he could also provide but at an additional cost. Motion carried.

Adjourn: Motion by Ray Schmitz, seconded by Marilyn Rinehart to adjourn the Health and Human Services Board meeting. Motion carried.

Respectfully Submitted,

Angie Rizner
Office Supervisor