

MINUTES – HULL BUILDING COMMITTEE

January 11, 2010 – 5:30 P.M.

TOWN OF HULL MUNICIPAL BUILDING

4550 WOJCIK MEMORIAL DRIVE, STEVENS POINT, WI 54482

1) Call to order: The meeting of the Hull Building Committee was called to order on, Monday, January 11, 2010 at 5:30 p.m. by Hull Supervisor Co-Chair Dave Pederson at the Hull Municipal Building, 4550 Wojcik Memorial Drive, Stevens Point, WI 54482.

Present: Co-Chair Supervisor David Pederson, Co-Chair Supervisor Melvin Bembenek, Fire Chief Mark Kluck, Assistant Chief Mark Fritsche, Marilynn Kranig, citizen member - Ted Stoltz, Road Foreman Pete Kaminski, Owner Representative-Todd Grunwaldt, Secretary Patty Amman.

Others Present: Supervisor Dave Wilz, Jackson Case, Dale Bembenek

Absent: citizen member - Alan Hucke, citizen member - Lance Reeve

2) Citizens wishing to address the committee on non-agenda items. Agenda items are for discussion and possible action:

Dale Bembenek- I have a couple of questions. I wasn't here at the last meeting. Do you have any money at all in your building fund for any of these buildings?

Pederson- We have maintenance money.

Dale B.- You haven't established a building fund?

Pederson- No, but we do have reserves. But they are not designated at this time.

Dale B.- In going through this, I noticed maintenance and parks want a wash bay and the fire department wants one. Do they all need their own?

Pederson- I think that's one of the things that we'll talk about tonight. That's a good point.

Dale B.- It says here, for the fire department, there's a general lack of maintenance as far as roof leaks, paint peeling. Do you have a maintenance guy that takes care of these buildings? Is anybody taking care of this?

Pederson- I came on the Board 6 or 7 years ago. At that time, we found there were a lot of things that had been neglected. We've done some things to this building. We've repaired the roof over there (*at the fire station*) a couple of times, but no, that is one of the things that I've established in part with certain periodic maintenance things of the mechanicals in the building. As far as the building exterior structure and stuff like that, that's something we need to put on a schedule.

Dale B.- You've got to take care of what you've got. Going through some of the fire department information, it says that they need a weight room or a future weight room. Is that something they necessarily need or is that something they would like? There should be things you need on the list instead of things you want.

Pederson- Those are the things we need to pare down. The likes and the wishes.

Dale B.- I saw a lot of things here that you don't really need, but wish you can get.

Pederson- We're in the weeding down process.

Dale B.- You have to fine tune it. That's all I have for questions.

Pederson- Anyone else? (*None*)

3) Announcements/comments from committee members and citizens. None

4) Update of building space needs and cost analysis by Owner Representative.

Pederson- Last time, we asked Todd to put some numbers to what we're talking about here so that we get a better idea of where we are at.

Grunwaldt- I got some information on grant money and stimulus money that I'd like to go over with you real quick. I have contacted Mark Manslowksi. I got a return e-mail from him indicating that he says, by way of this e-mail, "I'll ask Jenny our finance director and Todd our facilities director if there's anything they can help you with, thanks." That's not going to go anywhere, I don't think.

Pederson- Maybe not. I've got another source that I can give to you afterwards.

Grunwaldt- I e-mailed Chuck Kell and he responded. I'll just read his response to you:

"Todd, we did submit an AARA grant request for stimulus money to build a new fire station, but we were not successful."

Which surprised me since I thought they got the grant money, they did not.

"It is my understanding that only 1 fire station project in the State of Wisconsin was awarded a grant. I think it was for the Town of Neenah fire department. We did have success on several other stimulus grant requests we submitted for road improvement, storm water pump to the tune of about \$1 million. But a \$3 million plus request for a fire station wasn't funded. Things are going great here in Little Chute. Please say hello to John Holdridge, Bob Brilowski and Mel Bembenek if they are still on the Town of Hull Board. Sorry I can't give you any more insight on what it may take to get stimulus money for fire station improvements. The only thing I could glean from the process is that they looked at communities that were pretty heavily strained financially in terms of debt load, taxing capacity, etc. and I guess they didn't think we were one of those communities."

Grunwaldt- He gave me a link to firegrantshelp.com and we did follow up and e-mail them and had to join a group. I just got some information today on this group which has availability to some of these funds and through the rural developments community facilities. One of the headings is fire rescue/public safety and one of them is support fixing buildings, which fits in with what we're doing. However, I talked to the representative, Julie Giese and one of the pre-qualification terms for getting any of this federal stimulus grant money has got to do with the median household income. She looked it up. The Town of Hull, based on the 2000 census, was at \$53,915 (*median income*). The statewide, or what we had to beat was \$46,632. So for most of the grants she's familiar with, we're not eligible to receive any. If we wanted to dispute that number, if things have changed since 2000, if you could show that it was less, there's a process to go through to do that. However, she did mention that the Fire Fighters Association may have some funding, which I didn't have time to look into. Also, the Community Block Grant with the State Department of Commerce has got money available but they use the same qualifying factors with the median income, which still might be something we want to pursue. However, on a good note, we would be eligible for a low-interest loan and they would have a 4% fixed rate for 20 years. The security would be a general obligation bond and there would be no restrictions as to early pay off, other fees. I will give you one example real quick, since it is my home town. Wild Rose did receive a grant and there was another community she said received one. Not what Chuck Kell said. Wild Rose has a \$30,655 median income and they received a \$100,000 grant for a million dollar fire station, \$100,000 grant from the Federal Government and they had a \$300,000 grant from the Community Block Grant through the Department of Commerce. That's all I got.

Bembenek (Mel)- So they got \$400,000

Grunwaldt- On a million dollar project. So our next act is to contact the Fire Fighters Association to see if there is anything there. I don't know if you are familiar with them. Are you familiar?

Kluck- There are so many different ones, from federal to state.

Grunwaldt- If anyone wants to pursue this further, the person to talk to is Julie Giese at 608-742-5361 x 115. She represents several counties in our area. She would be very happy to answer any questions you might have.

Pederson- I have talked to her on a couple of occasions and I came up against the same things.

Grunwaldt- So that's the update on that and we're still pursuing it. This rural group that we joined, there's still information coming in to us so I'll keep working on that. Now based on our last meeting, what I did was I tried to show some cost estimates on adding on to this building. Then the differences between what you've seen so far in square footage and costs based on Jackson Case's drawings compared to the study I've done.

Case- I think they are close.

Grunwaldt- I'll show you the 3 sheets. (*3 page handout to all*) The first one we'll go over is the differences in terms of square footage between the two. The first one, space needs study, for maintenance, we showed adding on to the 5,500 square feet. The office was a total of 8,200 square feet.

The fire department I reworked because we could remove the wash bay from there because that would be combined with maintenance. That was 2,000 square feet or so. We were thinking 15,000 s.f. to 16,000 s.f. but I think we'll be closer to 15,500 s.f. that's based on the study. On the drawings we had seen earlier, on the one that had shown the additions on to the hall here, you can see those numbers and you can see the difference so the study shows a total of 6,534 s.f. additional from what that drawing had represented. I just wanted to make that clear to justify the numbers on the next sheet. This is all based upon pre-engineered metal. New office area, 6,100 s.f. at \$75 a s.f. that's assuming remodeling this space here, 2,100 s.f. Maintenance/Parks, the new shop 3,500 s.f. at \$35 a s.f. The new wash bay, remodeling the shop, \$10 a s.f. I know we have lighting issues. We've got the pit, some other restructuring areas, but relatively light. Fire Station, the 13,554 s.f. at \$75 a s.f. and what that comes to. You can see the total and based on what Jackson's one drawing had, you're looking at 1.162 and we're over. You can almost justify that by looking at the additional square footage, 6,500 s.f. more. You're looking at a building project of approximately 1.854. That's just based off of study and square foot at this point. To give you an idea of what that would look like in terms of space relationship to this building, I just have this diagram (*page 3 of handout*) showing the existing shop adding on 3,500 s.f. and the wash bay would be attached onto that. The hall, we'd try to reuse the existing and then add the new 6,100 s.f. and then your fire station. It's not a floor plan. It's a diagram.

5) Discussion of update.

Kranig- I was going to ask about the hallway to the existing hall.

Grunwaldt- You're going to have trouble making the roof lines work. That needs to be looked at.

Kranig- How long is that hall?

Grunwaldt- It's diagrammatic. It's serving no other purpose than to give you an illustration to show you where we could be adding on. The maintenance shop we know is going to go out the back, the wash bay may be on the flip side but Pete and I talked about it and it seems it would work out real economically to have it on one side or the other with that addition. So that works well. The rest of it is up in the air other than we want the fire station on the east side and potentially, the hall on the west side. It's not meant to be a design as such. Don't let it (*the drawing*) hit the newspaper.

Bembenek- It's just an illustration.

Grunwaldt- Yes, basically it needs to be added on and remodeled.

Bembenek- Right.

Grunwaldt- Now, are we saving any money by doing it this way versus building new? It's probably going to be a horse a piece. Because you're still going to reuse this building and you're still going to be using the other one (*fire station*) for storage and whether the fire department and hall is really added on or its stand alone, it's going to be pretty similar other than maybe renovating this 2100 s.f. and I don't even know if that's going to exactly work. If it's going to fit in the plan yet because nothing has been designed yet.

Pederson- Any questions?

Dale Bembenek- This 1.8 here, is that just the buildings themselves or is that with new furniture?

Grunwaldt- No.

Dale B.- So you still have to furnish it more or less.

Grunwaldt- More or less, you've got to furnish it.

Dale B.- That might be closer to \$2 million once you're done.

Grunwaldt- Could be. It's doesn't include the emergency generator. We haven't discussed things like that. It's still at a preliminary conceptual stage right now based upon the space needs study and what Jackson came up with for square footage costs. I increased them a little bit because I don't think he had factored in labor rates which we're going to be subject to. So I was disappointed about the stimulus money and grant money.

Pederson- Yes.

Grunwaldt- That sort of shoots you right in the foot there. Other than the loan.

Pederson- Right. The low-interest loan.

Kranig- Just out of curiosity, what was the biggest amount this Town has ever borrowed? Do you have any idea?

Pederson- Mel, you've been on the Board longer than I have.

Bembenek- I think the Wilshire road project was the biggest at maybe a half million.

Kranig- Is that paid off already?

Wilz- If it isn't, it will be within a year.

Pederson- That one drops off.

Wilz- It took 6 or 7 years I think, from what I remember at a chart I looked at.

Kranig- I don't think that these figures are that out of line when you compare that to half a million dollars for a road and you are building a building or doing whatever renovations need to be done for 1.8 million. I don't think that's out of line. I can see that as do-able. If we can get a 20 year loan at 4% that's my own personal opinion, but I don't think that's very much out of line. It may not take us 20 years to pay it off.

Kluck- Todd, does that 1.8 include anything like furnaces and all that kind of stuff?

Grunwaldt- Yes it does. It should include the parking lot to some extent. We haven't established all that yet.

Pederson- There is the area in front and behind the fire station that would need to be paved too.

Grunwaldt- There's stuff that's got to be relocated up here. We're going to have a few dollars in the existing fire station yet that's not reflected here. We're trying to establish which direction we're going to go. Was it a consensus last time that we're going to pursue trying to add on to this building?

Bembenek- There was discussion on it and at the end, we said if you could come up with what it would cost to remodeling or a new one, remember at the end of the meeting? If there's much difference in that.

Grunwaldt- Again, I think it's going to be just like the last drawings study shown, it'll be a little bit more for new. Nothing substantial, less than 6 figures.

Pederson- But we wouldn't be sitting with an unused building if we remodel. I think that was one of the arguments and the other was combining in order to avoid duplication of space needs and mechanicals.

Grunwaldt- If we were to build new, we would not be building the garage right. That doesn't make any sense. They would just assume the space right here so it would be used. Any way you look at it, it would be utilized, whether building new or adding on here. You're still utilizing all the existing buildings, because we're still going to use the fire station for storage.

Kluck- This configuration is nothing set in stone.

Grunwaldt- No.

Kluck- You could put the new town hall in here, then the fire department east of that yet.

Grunwaldt- Yes. We have to be sensitive of a few things. For example, there's an overhead door right on the other side of this wall. We don't want to close that up, I don't think, Pete, do we?

Kaminski- No.

Stoltz- There's a septic system out there.

Kranig- Yes, the septic system is on that side (*west*).

Grunwaldt- That will have to get redone.

Kranig- Is that included in the estimate?

Grunwaldt- Sure.

Marilynn- Okay. I know all the current desks and file cabinets, whatever is useable, will be transferred to the new building. If nothing else, they can be sold. They won't just be junked.

Pederson- Oh yes.

Kluck- I think they could all be used.

Kranig- So it doesn't add another million dollars to finish the inside of the building.

Bembenek- Our new water building, when it was built a year or two ago, a lot of stuff was put in there, filing cabinets and stuff they were still good.

Kranig- Sure.

Grunwaldt- In your central work station/filing area, you might have that built as open shelves to set the boxes of files on instead of cabinets.

Kranig- I doubt if it's going to be anything that's closed. You'll need some file cabinets that are closed and lockable. The stuff that would be transferred from storage up there to a central filing system would be on shelves.

Pederson- We already have locked files for here.

Kranig- Yes.

Pederson- Any additional thoughts or comments? We're still looking at adding on to this building as opposed to new. That was the consensus of the committee this last time. I think we had talked about coming up with a new figure because in any discussion with the public, that question will come up. "What if you build the whole thing new and started over? Would it be cheaper?" I guess we've answered that to the extent that, yes, it would be more expensive, but not a great deal more.

Grunwaldt- Right.

Pederson- At the last meeting, we ruled out remodeling the existing fire house as an option. So it would mean incorporating it into the plans for this building.

Bembenek- We'd still have to do some work, the roof, etc. even for cold storage.

Pederson- Yes.

Kluck- I think it comes down to how it would be laid out. Laid out like this, or that, or with a driveway off Willow Springs to get in behind.

Pederson- There are a lot of options.

Kluck- Yes, there are a ton of things you could do.

Pederson- Even building across the front and connecting it.

Grunwaldt- Right. There are a lot of options. Basically, whatever option you take, the cost will be relatively the same.

Pederson- I do like the idea of the long exposed southern walls because that would allow us to take advantage of some solar efficiency in heating and cooling. Any other thoughts?

6) Determine the next step and task assignments in the process the committee will follow to arrive at recommendations for the board.

Pederson- I guess our next step is to determine where we go from here. Do we start asking for drawings? Do we start putting together some specifications for design/build or architects to work off of? Where do we go?

Grunwaldt- Can I say that you've eliminated going to a referendum this April?

Pederson- Yes. That was the consensus at the last meeting.

Grunwaldt- So when would you be looking at? More than likely, you will go to a referendum.

Pederson- Yes.

Grunwaldt- I'm trying to work the schedule back from when that would be. The following April?

Kranig- There's one in September too.

Pederson- Sept. would be the next vote date. We can call a special election but it would mean added expenses to hold it. If it can be combined with another election, we could save some money.

Case- I would just like to say that as a resident of the Township, I've sat with you and I understand that there are some real dire needs that the town has and these needs have been getting more and more urgent as the months pass. It seems to me as though elected officials are elected to make decisions and with the needs being actual needs that the township has, I mean the fire department is so extreme of a need that it's unbelievable. To put this up as a referendum, unless it's a non-binding referendum, if you're just looking to see what people would like, I would just like the elected officials of the town to say, "We need this and we're going to do this," instead of going through the referendum. That's just one citizen's input. Something to think about.

Kluck- What kind of referendum would we be talking about? Binding? Non-binding?

Pederson- The other option is to hold a meeting of the electorate. It's a capital outlay item and it has to be approved by the electorate either through referendum or at a special town meeting.

Bembenek- Either way.

Pederson- Yes, so that is another option. Either way, the people decide.

Dale B.- It's a lot of money to spend for just the town board to say....

Wilz- That's right

Pederson- Yes.

Dale B.- I don't think you guys would have a job left if you tried (*building without approval of the electorate*).

Wilz- I don't think we could legally do that. The fact that you brought it up, do we have a building fund? No, we don't because the electorate never allowed us to have one. It never came up so we're not funding a building replacement fund. Those sorts of things have to come from the electorate. Now, you might be referring to Portage County where they are saying, "We've got the money to build a new courthouse so let's just do it." They appropriated that with votes many years ago so they've been stashing money away for awhile so it's a little bit different situation. The decision making has to go through the electorate though. It just does.

Case- But does it have to go through a referendum process is the question? My thought is that if you put it in a referendum and it fails, you're back to square one. You're not moving ahead because right there, you're told not to do anything. I would think there's a different way. I'm not sure how the process would work. I would think there's got to be something else that could be done other than a referendum

Wilz- I don't know. We'd have to check into it, but something this large, you have to....

Bembenek- You can have a public hearing like we did for all the roads that we've done. Wilshire has a half a million dollars and the public said, "Yes, let's do it." I don't know if a referendum is better or not. You asked and yes, we can have a public hearing because we've done it before.

Wilz- Regardless of the avenue, we have to ask the electorate.

Bembenek- Either way, we have to have a referendum or a public hearing for the people to come here and vote yes or no, simple as that.

Case- It just seems that with the referendums, the questions are not explained very well. If you have a public hearing, there is more explanation that can happen. There's more of a "what we've actually done" conversation, that goes on face to face.

Bembenek- You know that if we had a public hearing, the people that are against it, they'd definitely be here.

Grunwaldt- We've already talked about this and that's one of the next steps.

Bembenek- I'm just saying, one of them either way.

Grunwaldt- That's why I was trying to work the schedule back from this to determine when you need to have something prepared with presentations, drawings, a more formalized budget and all the information that needs to get out there. The needs and what's happening to the buildings and sell it to the public. We also said that it'll be a tough sell regardless if there will be additions, remodeling or new. We said also that to make it fly, we're going to have to get some stimulus money or grants or something of that sort to at least help make it fly. I still want to pursue what I'm doing here and look at the fire Fighters Association and see if there are any other avenues. John Holdridge has supposedly been looking into some of this. Apparently nobody's heard from him.

Bembenek- He's gone for a couple of weeks.

Pederson- I haven't heard anything.

Bembenek- He's back when, the 23rd I think?

Pederson- Yes, I know that there are grants out there for energy efficiency, so that can play into the mix.

Grunwaldt- Do you want me to look into that?

Pederson- Yes, by all means. The solar and geothermal.

Grunwaldt- That gentleman that was here before on the committee (*Lance Reeve*), it would be interesting to see. He may be looking at some of these solar techniques that work great on a residential application, but when you get into a commercial application, something this big, will it be beneficial or not? Look at Tom Klismith with all those solar panels he put up at his accounting office. What was the payback? He thought the payback was going to be 10 years? The life of the panels was going to be 20 to 25 years. And look at the size of that compared to his office.

Pederson- At one of the town association conferences, I did talk to a representative of a company in the Town of Berlin, where they install a paneling on buildings that absorbs the sunlight but allows air to be pulled in, and it moderated the temperature of the intake air that goes into a building, the need for air exchange. They've put that on a lot of commercial buildings. They only put it on commercial buildings. So that's one that I know of where there is commercial application. I know that a lot of schools have installed solar hot water systems that augment their utility needs too.

Fritsche- The also have the geothermal.

Pederson- That would be another option. We do have the area to bury it. We don't have a lot of rock in this area do we?

Kaminski- No.

Kluck- Who went geothermal? Was that Bancroft?

Pederson- Well they had in-floor heat. Oh yes, Stockton is geothermal.

Wilz- Those were new buildings.

Pederson- Right. Retrofitting any of the existing buildings would add to that. We need to do a little more research on referendum or special town meetings and then establish a target date for that to happen.

Grunwaldt- I think it would be wise. If we're going to go for September, then work our way backwards. Set up a schedule which I could start doing. Establish that and stick to it. I'll indicate the steps and processes that have to take place.

Pederson- Okay.

Kranig- I think rather than calling it a public hearing, I would call it a general information hearing, because if you call it a public hearing, people have a right to stand up and voice their opinion, whereas if it's just an information hearing, they come for information.

Pederson- We would have to have a series of informational meetings in order to inform the public, but the decision of the electorate would be at a public meeting.

Bembenek- We had discussed having a couple of informational meetings, even if we go to a referendum either way.

Pederson- Absolutely.

Bembenek- We'd have those first.

Kranig- Being that this building can only hold 54 people, we'd almost have to say the area west of I-39 will have a meeting on this date and the other area will meet on that date, rather than have it at SPASH for the simple fact that let them see the needs that we do have here. Let them be aware that this building is not large enough.

Grunwaldt- Why would you split it up then?

Kranig- Because this building is only rated for 54 people for fire code.

Grunwaldt- They'd have to wait outside. You could have an open house or something but I would hold it here. How better to show that you can't hold many people in here than to actually have somebody with a ticker at the door counting people.

Pederson- We have held meetings in the bay and also in the garage when we've had big crowds.

Bembenek- They held it alphabetically for, what job was that?

Pederson- That was on Old Wausau Road. I think we split that up.

Kluck- Didn't that get combined because that was on the same night that it ran together/

Pederson- Yes it did, 2 different times.

Grunwaldt- Would you also consider, I don't know what the cost would be, sending out flyers to each household?

Pederson- About 2,000 households.

Kranig- That could go in the spring newsletter which we send out.

Kluck- That's in April.

Pederson- So that might be a target date for getting our act together.

Wilz- We really need 3 things. I know this is very general. You took square footage figures based off of industry averages. Starting to get this condensed down a little bit so we have more nuts and bolts to look at but in terms of information, we wanted to talk about 3 things. 1. What it would cost to do a brand new building, because we're going to be asked that, 2. Adding on to one building which is what you've done here, and 3. Adding on to both buildings which we've done some work with some of his drawings, because people are going to want to know. We need to prepare for this. This group also needs to figure out what to do if the answer is no.

Kluck- Is the new building going to include the garage here? Replace it?

Grunwaldt- I don't know.

Pederson- I think that was the original idea, if we built entirely new, where everything was started over from the ground up. Which I think we thought was kind of foolish.

Bembenek- We thought the fire department wasn't work adding on to because of the condition of the building.

Kranig- They don't have the space that they need.

Bembenek- Right.

Kranig- For their winter training, that eliminates their space. They've got no place to train.

Wilz- This is what it would cost if you went with the existing building, added to it. This is what we'd have and we still wouldn't be able to do the things needed. You'd have to be able to demonstrate that.

Kranig- Be sure you add the approximate cost of purchasing that land too into the fire department cost figures.

Grunwaldt- We established that at \$17,000 was it?

Pederson- He was asking \$20,000 and it was valued at \$14,000 so I guess somewhere in between would be a reasonable number.

Bembenek- \$16,000? Does the same guy still own it?

Pederson- Yes.

Fritsche- Split the difference, keep it at \$17,000.

Grunwaldt- And the septic. We don't know if we're even going to get the septic in.

Kranig- Right.

Bembenek- And a holding tank.

Grunwaldt- We didn't know if they wanted a holding tank, right?

Pederson- Yes. The problem being the pipeline that goes through the property.

Grunwaldt- But I'm saying, if you can't get a conventional septic in because we don't have enough area, we could put in a holding tank.

Pederson- Or a mound system.

Grunwaldt- Didn't someone say they didn't know if they allowed a holding tank?

Pederson- I don't know if this county allows them.

Grunwaldt- Okay, I can look at that.

Pederson- Some counties do, some don't.

Wilz- What's the process time to get these industry average time figures? What's the next step to getting that refined a little more? Of these 3 different options or is that too extravagant?

Grunwaldt- This is only one option.

Wilz- I understand.

Grunwaldt- So no, just one option. The one that we want to pursue. You don't want to spend the time designing three options. We can guess the approximate cost of what it's going to be to add on.

Fritsche- What you're saying is, if we take and work up the three requests that Dave asked for, what it would cost to remodel the existing and add on as needed, add on to this building with the two, or go brand new with everything. You can come up with an estimate there. We need to pick out of there, after we have those figures, what we're going to do. If you take and design on there, you're tripling the work on everything and you're only going to end up with one. What you have to do is balance out to see what option...

Grunwaldt- I don't know why we can't answer that right now. I can tell you #1, all new is going to cost a lot more because you've got 10,000 square feet right there that you've got to replace new. So 10,000 square feet x \$65 a square foot add that on to your 1.8 million. That answers that for the most part. Adding on to each building, we can look at that. I can get a better idea based upon the study.

Fritsche- You see we're going to have to explain why we went with the option we decided upon when we have the informational meetings. We'll have to explain the costs of the options. So we elected to pursue this option because of whatever.

Wilz- I know we're there but we still have to define those three options and we have to put a little bit more work into it. A little bit harder numbers so that we can steer the conversation.

Grunwaldt- Let me reword that: as we prepare a design for this scenario, adding on to this building, we're also preparing the information for the referendum, public hearing or informational meeting. That's all going to be part of preparing for those upcoming meetings to answer the questions so that information needs to be put together in a brochure or whatever that is going to go out with the spring newsletter. Now to answer these questions, part of the study was to show and condense all the material we had in the beginning to get those lists of things that are need and things that need to be replaced. We have to justify what we're doing. So that's all going to be part of this next process. That's the next step to be working on.

Wilz- We can't allow ourselves to get tunnel vision. We know where we're going to end up. We know what we're going to have to present to the electorate. So let's keep that in mind before we begin the journey.

Grunwaldt- Would you rather that I pursue that first? The next step will be hiring an architect. Unless you want me to come up with a preliminary design.

Kluck- If you don't know what you're going to have on the inside, design-wise, will that be hard to figure the cost?

Wilz- You and I are thinking along the same wavelength, he's right. This is not a design. Its industry averages with square footage costs based off of needs.

Grunwaldt- It's based off of Jackson's costs. So it's relatively realistic. Yes, it is a square foot cost though based on the study. You're right.

Wilz- We've got X amount of square footage for this to work and we don't know how it's going to look, but for this to work, we've got to add on X more feet and this is the going rate for X feet using all the traditional things that include blacktop and cement, etc.

Case- We had all that figured in on the initial cost. The blacktop, cement and stone on the outside of the building. In the actual designs for the three scenarios. We had that all figured. One of the things we weren't looking at, as Todd mentioned, was the increase in cost due to prevailing wage rates. If you break this large project down into multiple projects, Todd, do you know what that prevailing wage rate ceiling is right now? I know they're talking about bringing it down but I don't know if they did or not.

Grunwaldt- I don't know. I think it was just under \$300,000 per combined, I forget.

Pederson- I had heard the number \$250,000 at one point.

Case- But if the project contract is under \$300,000, maybe you could stay under that prevailing wage rate obligation.

Grunwaldt- But then you've got each individual trade that cannot exceed so many dollars either, that's like \$30,000. That's going to be hard to do.

Wilz- That would be hard to manage that way. I'm looking to you, Todd, as to what the next step is and the process we should be about next. If you think we can start working on one and refining it while still working on those other two options on the side, that's fine. I don't do what you guys do.

Grunwaldt- Yes, that's what I was trying to say, is that we could be working on this preliminary design as well as working at the same time on all this information for the referendum.

Wilz- Validating the other things that we already know, but getting that more condensed.

Grunwaldt- We've got to make it more presentable and easy to understand. We've got a lot more work to do. That would be the next step, to prepare for the referendum, informational meetings, going to the public.

Kranig- Does that include hiring an architect?

Grunwaldt- Yes.

Wilz- You've got to have the real thing. You've got to have it all down.

Grunwaldt- I could do it. You're talking preliminary. You're not talking about anything more in terms of drawings you've already seen. You're talking site plan, floor plan, building elevations, something that's color rendered. Perspectives with other charts, like you do with your road or highway projects. I'm sure you have boards up here with costs and such. Whatever scenarios you want to present with the cost advantages and disadvantages, or however we decide to present it.

Wilz- That's how that is normally done, right? Just with basic pictures that you can see, trying to get them to a yes. Once you get them to a yes, let's start breaking this down to square footage and where things are going to fit. Is that how it normally goes?

Grunwaldt- We'll have that laid out. That will all be established.

Wilz- Okay.

Grunwaldt- The exterior materials will be established. We'll know pretty much what's going on in the inside as far as finishes and things. We can even work in a furniture budget. We can work with somebody if there was going to be anew furnishings as a line item.

Kranig- Has the town board, in their budget, made provisions to hire an architect?

Wilz- We put some money in this budget for this process. We didn't earmark it for what it was. The fact that there is a committee that is going on right now, I forget what we put in, I don't have my budget with me.

Pederson- We have money to continue this process. Part of which, will be hiring an architect.

Kranig- How are you going to go about hiring an architect?

Pederson- That's a good question. What's typically the process that we go through?

Grunwaldt- I think you do what you want. Just like hiring Glodowski or Jackson or I. Or, you can go through an interview process. You come up with a format of what you're expecting to see. I can get anything from quite simple to quite detailed. I don't know how much time and energy you want to put in to that to make it real detailed. You'll have to determine your market area. I know you wanted to keep things local, or as local as possible. The sky's the limit. You're going to have to be careful because everyone is looking for work, so once word is out, you're going to get bombarded from people all over the state wanting to get on the list.

Pederson- I've already had a lot of inquiries.

Grunwaldt- Then you've got to go through an interview process. You'll come up with an itinerary of what you expect to see. I guess you could go through a grading process if you want to go that route. I can't see hiring an architect based on price. If you're looking for bids, I don't think that's the right way to go about it. You can go for bids with a construction project, but when you're hiring an architect or profession company to do the design work, I think you should hire who you feel comfortable working with.

Kranig- Personally, I feel very comfortable with Todd. He's listened to what the people in the office have to say. Told us what we really don't need. He came up with some plans that seem to satisfy our needs. Is this the time to make a motion?

Pederson- You did indicate that you'd be willing to put this together.

Grunwaldt- Absolutely. Right.

Bembenek- I pretty much feel the same way. That's my opinion.

Pederson- Anyone want to make a motion?

Kranig- I'll make a motion that we hire Todd Grunwaldt as our architect.

Pederson- Is there a second?

Bembenek- I'll second that.

Pederson- Any discussion?

Wilz- If we do that, and I know we're on this journey together, the relationship that Todd has with us right now is to watch our back and oversee things, to get things done if we ever get to building. Does that somehow interfere with that or no?

Grunwaldt- I'd be doing the same thing.

Wilz- You're protecting our interests. If you're a vendor, are you protecting our interests?

Grunwaldt- I'll give you an AA contract and in the language, I'm acting as owner's representative. I'm here to represent and protect you.

Wilz- Right, exactly.

Grunwaldt- First and foremost, and advise you, and look out for your best interests. The other role would be to watch the other person to make sure you're not taken advantage of.

Wilz- It is such a separate function that we're not concerned about it. You're not building.

Grunwaldt- No.

Wilz- Okay. That was my question.

Pederson- So your role then would include overseeing the project if we went ahead as well?

Grunwaldt- Yes. Absolutely.

Pederson- Any further discussion? There being none, all those in favor of the motion signify by saying aye.

Motion passed unanimously.

Bembenek- Does this have to go to the regular board meeting/

Pederson- Yes. We'll take it to the board the first Monday in February. We'll have to do that so that the board approves the funding for that.

Kluck- Are we on hold until that time, we can't do anything?

Grunwaldt- Can't I keep working as I have and finish up these things?

Wilz/Bembenek- Yes, absolutely!

7) Set next meeting date.

Grunwaldt- To come up with these cost estimates, and I'll look for more funding. You want to meet in another two weeks?

Pederson- I think it will be more helpful to meet on a more frequent basis.

After some general discussion on what dates are good, it was decided to hold the next meeting on Monday, January 18, 2010 at 5:30 p.m.

Pederson- The topic of that meeting will be the cost analysis, refining it and funding update.

Wilz- And more on the architectural study. You can elaborate on that more, the process.

Kranig- Do we need to approve minutes from the last meeting?

Pederson- I'm going to ask you to take the minutes from the last meeting with you tonight and we'll bring that up at the next meeting. Most of us haven't had time to read them. But I will put that on next week's agenda.

8) Adjourn.

Pederson- Anything more for tonight's meeting? We've set our date for the next meeting. Is there a motion to adjourn?

A motion was made by Ted Stoltz to adjourn the meeting and was seconded by Melvin Bembenek. Motion passed. Meeting was adjourned at 6:40 p.m.

Respectfully submitted,

Patty Amman, Building Committee Secretary
Town of Hull, Portage County