

MINUTES – HULL BUILDING COMMITTEE

Monday, February 8, 2010 – 6:30 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, February 8, 2010 at 6:30 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 David Pederson, Co-Chair Melvin Bembenek, Marilynn Kranig, Fire Chief Mark Kluck, Road Foreman Pete Kaminski, Assistant Fire Chief Mark Fritsche, citizen member - Alan Hucke, Owner Representative-Todd Grunwaldt, Building Committee Secretary Patty Amman.

Others Present: Heidi O'Brien, Supervisor Dave Wilz, Town Clerk Janet Wolle

Absent: citizen member - Lance Reeve, citizen member – Ted Stoltz

2) Citizens wishing to address the committee on non-agenda items. Agenda items are for discussion and possible action: None.

3) Announcements/comments from committee members and citizens.

Pederson The Board looked at Todd Grunwaldt's contract. The Building Committee had approved of Todd's hiring at our last meeting and so I asked the Board to review the contract. They had some questions on the contract and they want our legal people to take a look at it. So that's on hold until we can get that done and get those questions answered. Todd will still be our architect.

Grunwaldt You are going to wait until you get your legal persons' response before we pursue amending it again? Correct?

Pederson Yes.

Grunwaldt You'll be discussing that with them too as well as internally?

Pederson We'll be meeting to discuss the contract and may, perhaps, meet with you. Hopefully, by the time of our next Building Committee meeting, we can bring a signed contract.

Bembenek I just wanted to clarify that at the first meeting, we did tell Todd to bring a contract to the meeting, at the request of this Building Committee. I'm not sure if John Holdridge understood that at the Board Meeting today. The Building Committee did approve Todd as our architect. *(Mel then read from the last Committee minutes where there was discussion about requesting Todd as our architect and requesting that he bring us a contract.)* So we did approve that. I made a motion and Marilynn seconded it and everybody voted in favor of it. This is so that everyone knows that Todd didn't just

come up with this himself. I wasn't sure how John took that. He had to leave for another meeting today so I wasn't able to clarify that with him at the Board meeting.

Wilz For those of us that were not at the last Building Committee meeting, it came up on our Board meeting agenda for today. We got the document on Friday or Saturday, 17 pages long for \$116,000. I'm not a lawyer, I'm not an attorney and I'm supposed to sign it?

Bembenek You did right by what you did. But I just wanted to make sure everyone knows that Todd wasn't trying to pull something and this was something we requested him to do (*get us a contract.*)

Grunwaldt Janet has a better copy which is all typed up. It has a little further description but all the numbers stayed the same.

Kluck So at this point are we tied up on the contract until March? We can't do anything contract wise until March?

Pederson I'm going to try to push it through the review with our lawyer before that.

Kluck That's a good thing, but if it comes back in two weeks, is there a chance of a special Board meeting to address that?

Pederson We've got a Finance Committee meeting scheduled for Tuesday, Feb. 23 at 12:30.

Wolle You have another meeting on Feb. 25th and that's a general Board meeting.

Pederson So one or the other would work.

Bembenek It would be nice if the attorney did get it back to us by then.

Wilz What I was suggesting, in talking to Todd, he's got his contract for the whole job and it's good. It does segment off different phases of the job. What he would charge for those different phases. That's good. But if our legal can't get this done quickly, then I'm suggesting we take his first phase, which is the design phase, which is the numbers that we want to come up with to get the information to the public and let's carve that out of here and act on that.

Bembenek We could carve that out and act on that before we hear from the attorney.

Wilz We'll find out. Jerry's going to look at this. So if we run into road blocks with time, I say we carve out that portion and try to get that done so we can keep this going.

Bembenek That's a good plan.

Pederson I ran across this on commercial building inspection, apparently there are people to contact on that so that might be useful information for you (*Todd*) when we get to that phase.

4) Approval of minutes of minutes of January 18, 2010. A motion was made by Kranig to approve minutes, seconded by Bembenek. Motion passed.

5) Review and discussion of planning schedule, funding sources, and building plan/renovation refinements with architect.

Pederson We do have a guest tonight from CAP Services and she is also a Town of Hull resident, Heidi O'Brien.

O'Brien I'm Heidi O'Brien. I've worked with Marilyn on the polling (*elections*). We were having lunch together with Janet and she mentioned the building project. They asked me to come and talk with you about different funding sources.

 There are State funding sources that you can explore. I'm not sure if CAP Services can help you with that yet or not. That's going up the flag pole and our CEO is looking at it on Friday. If they can't help you, then, if they give me permission to help you as a private citizen of the Township, I can do that on the side. That's also something that has to go through our board of directors. Because CAP is a community action agency, there are all kinds of rules when we start doing any kind of work outside of the agency, I have to get approval. I had to get approval to even work at the polls, for example.

 I will let you know that there are funding sources such as Community Development Block Grant (CDBG). You might be familiar with that. It's a pot of money that's sitting at the State in the Dept. of Commerce, Division of Housing and Community Development. In that division, that money comes down from the Federal HUD funding source, then it becomes owned by the State. Then the State grants that out through municipalities. So there are several pots. There's one pot of money that is out there for municipalities that compete with other municipalities to get for citizens to rehab their homes. Stevens Point uses that money and they have for quite a long time. Portage County has an award too. If a private citizen needs rehab work and they can't afford it, the program lends them this money at a zero percent interest rate. They get their house repaired up to HUD quality standards and when they sell the house, or 30 years has passed, then they pay back the money. So it's great for the lower income residents and senior residents who just don't have \$10,000 to repair a roof, for example. This lets them leverage the equity they have in their home without having those monthly payments like if they went to a bank. In that same funding source, Community Development Block Grant, there is also money for public facilities like rebuilding fire stations, expanding town halls, but that money has to be tied to a low-income need. So we would have to look at the numbers in the township. I'm aware that we have in our township some pockets of very high income individuals. There are a couple of our subdivisions where you have doctors living in there and that's going to skew the numbers up a little bit. But we also have a couple of trailer parks where there tends to be people with lower income and we have quite a few seniors. A lot of the seniors, by the time they retire, their income is lower just by nature of living on social security. So that money is out there by CDBG for public facilities. It's year round and available on a first come, first serve basis. The key is, your municipality would apply for that money and prove their need.

 In talking to Marilyn and Janet about the voting situation, we can't even be in compliance at the fire station with some of the rules, like visitors have to be six feet away. There's no way to put a visitor gallery six feet away in that fire station and still have enough polling booths, etc. So that is one thing you could write about. I'm sure there are other things that you need at the Town of Hull that I'm not aware of that could be addressed in that application to help fund your expansion. So that would be something worth looking at. That is generally a grant. It changes every year but right now, it is still a

grant to the municipality. There is an expectation of match money. It's anywhere between 25% and 50% depending upon the nature and makeup of your project. So still, even if you only have to come up with half of your building project money, if you can get some grant money, that's going to be a huge help for your residents.

Then there is USDA Rural Development. We are fortunate that the State office for them is in Stevens Point over on Country Club Drive, just past the Country Club. They have funds available that are low-interest loan funds to municipalities that are doing expansion projects. So that's something to look at as well. I don't know what your bank for your township is going to be offering you once you start looking at your financing but often, you can get a much more competitive rate with a lot longer payment term from the USDA public facilities program. You can marry those two sources of money together. The catch is, the funding sources all have different requirements. Once you start pursuing those funding sources, you need to make sure you've got someone in place who can help you with that recording to make sure you meet their requirements.

Bembenek That would be you!

O'Brien It could be. It's a little premature for me to come here because I have to get all those permissions. I've worked with both programs writing grants for municipalities throughout central Wisconsin. For example, CDBG is not difficult, but it's very precise. You have to 1. Have a public hearing and you need to have a notice in the paper 14 days prior to the public hearing; 2. Then there is a public comment period. This is familiar to you as you do that all the time with your township meetings. But if you miss one of the steps, they won't give you the money. You need to make sure that once you start the process, you don't table it. You need to keep it going through the steps. That's why if you can use a consultant, either an outside consultant or a volunteer, or an organization that can help you, that can be a very helpful thing. I assume most of you are residents of Hull, right? Volunteering your time and doing this? Right. So there is a limit on the amount of time you have as well, so if the township can access someone outside, it would be very helpful.

There is money out there as well. I need to know more about your project. Once I get permission to help you in whatever capacity I can, I can learn more about your project and start to look for other funds.

It's all going to tie to the census data, which in this case, is good, because it's old data. A lot of the development has happened recently and the census data is 11 years old now. We'll use that until the new one is done. That's good news because Patrician Pines isn't 11 years old and a lot of the development over there by Fleet Farm isn't 11 years old either. Meaning those folks that have moved into the Township with the higher incomes wouldn't show up on that old census data. So in this case, that's a plus.

Pederson Both myself and Todd have talked to the USDA and we don't qualify for any of their grants because our median income from the last census is still too high.

O'Brien I believe that.

Pederson But the low-interest loans are a possibility. So far, the banks have been able to beat those percentages.

O'Brien That's great!

Pederson So you never know.

O'Brien One thing you need to look at is that you have to balance that out. If their percentage rates are pretty equal, what are the repayment terms like? If the USDA will let you stretch it out 20 or 30 years and the bank wants it paid in 10 years, even if your plan is to repay it in 10 years, you might want to take that longer period of time to ensure that if you run into a glitch, you've got that extra time to pay it back. That's great if they can match or beat those interest rates.

I think it's worth looking at the CBDG public facility money. I did just talk with the person at the State in my capacity today at CAP and she did indicate to me that there is still money there. It gets spent pretty quickly. But the good news is your project is well on its way. You've got plans, I'm assuming, right? Close? Would you have them in a month, you think?

Grunwaldt No. But we know what we're talking about in terms of square footage. The costs.

O'Brien Okay, so that's nailed down and you have an idea of exactly what you're looking for.

Grunwaldt Sure.

O'Brien Another thing that's really important when you start approaching these funding sources is that they like to see a project shovel ready. I'm hearing that you're not quite shovel ready yet. But at least you are beyond the point of saying, "Maybe we'll do this, or maybe we'll do that." They don't want to see 3 options. They want you to come in and say, "This is what we're really looking for." Then down the road, if there are little changes, they are okay with that. But they are not interested in helping you with the planning process. I'm just letting you know that right up front. They don't care about the planning part. They want to see your project and fund that. That's some of the HUD stuff that goes on. What HUD does, is they grant this money to the State and then the State will have a competition. Let's say Todd does put in an application for the Town of Hull and they say, "Yes, we will help you fund the expansion of your Town Hall. This is how much we're going to give you." Once they give you that letter, HUD only gives them a certain period of time for them to issue that money to you. That's why they are looking for you to be at a certain state of readiness.

Grunwaldt I hear the term "shovel ready" all the time. Does shovel ready mean you've got plans and specifications completed, or does shovel ready mean you've decided on a plan, yet it still has to go through engineering, architectural work, before it's put out to bid to build it?

O'Brien It depends upon the funding source. USDA would tell you it's got to be ready to go. CBDG is a little bit better about that but you need to have gone through this process and whatever approval you are going to need to get through your Board. That has to be done. I could call Karen Stone and say that the Town of Hull is interested in doing this. She's going to say to me, "Great, has it been zoned? Has their planning committee met on it? Has it been in front of the whole Board?" If you're whole Board has said yes, we need to go forward and this is the approximate costs that we approve. Then she's going to be good with that. We would have to give her minutes of your meetings. They are very complete and particular about that.

Kluck When you say going forward, would that be the phase before a referendum?

O'Brien When you get the approval that you're getting the grant, then you would have to say in the grant application where the money is coming from. So if the money is coming from a referendum, then you're citizens have to say yes that it can be done. If the match is coming from other places or if you have other funds that you're going to be looking at, or you can pay for part of it now and you're looking at maybe assessed valuation later on, that's okay. But the plan has to be laid out.

Kluck So if we're looking at a September referendum, you're probably not looking at being shovel ready until the spring of 2011?

Grunwaldt No. We could be shovel ready by the first of the year, maybe, although can we build then with the weather is the question.

Kluck That's my question.

O'Brien Once they give you an agreement, they'll give you a period of time to do certain things. So I wouldn't dissuade you from trying early. Because that money is first come, first serve. What I've seen them do with other municipalities is they'll reserve that allocation for your grant application that was successful and they'll work with you.

Bembenek In other words, we need to have the referendum and once the people approve it, then we can go forward, right?

O'Brien Is that where the matching money for any project is going to be coming from?

Pederson Either a referendum or by consent of the public at a special meeting. It would probably involve some tax levy because we don't have that kind of money in reserve.

O'Brien I see. We work with small towns all the time and nobody has that kind of money.

Pederson Or at least permission to go out and borrow that money.

O'Brien Okay. That would be enough for most of those funding sources, having that consent meeting and that permission. The public part is really important for the CBDG money. What would happen is, once we write this application and they would give you the conditional approval of granting you the award. Then you have to do the 14 day notice of the public hearing. You have to get as many people as you can. You take your minutes and we send those to the State. Then there is a comment period that your citizens can send comments. Janet collects those. We take those back to the State and the State reviews them.

Kluck So would you do that before the referendum so you could say at the referendum that we're approved with a grant for this amount of money?

O'Brien I think that's your decision. If you think that would be politically the best way to talk to your citizens. What the State is going to want to see is that you have some consent. So you can do

both, have your consent meeting and say come and tell us what you think. They're going to want to see that.

Pederson If we have Board approval, then we ask for public consent.

O'Brien Generally that works. What they don't want is for you guys to sit around and say we think we should build a bigger building, we don't care what everybody else thinks. They have that whole process set so that the public is always notified. My thought as a citizen is that I'd really like to see it go to a referendum knowing that you've done some work and gotten some money in. That's how I would be as a private citizen.

Kluck If we could go to a referendum saying we got a grant for \$450,000, then that would take a load off their minds.

O'Brien We're only asking you for this amount that equals this much per month, that's going to be a little easier sell. We see communities do it both ways. But the smaller the community, the more often they're out there really looking for these grants and low-interest loans to show their township members that they understand that you can't afford to pay for a whole brand new building, so here's what we've done already.

Kluck As a resident of Hull, you should ask your boss if you can join this committee.

O'Brien We have a lot of restrictions because we work with communities. I did put it out there and on Friday, when we meet with our CEO, we'll see what she says.

Kranig Would you walk us through this if you get approval, because we're pretty green at this.

O'Brien Yes. Absolutely. CAP might come back and say, well, to work with us, there is going to be a small fee. That is completely up to you guys, you can decide on it. A lot of municipalities will pay another service. MSA is a pretty big firm in the state and they do this all over where they go to others and say, "Let us help you get money. We'll charge you this much." CAP doesn't usually do that.

Kluck That's the group that Bancroft used.

O'Brien That group, MSA, also administers that rehab money I was telling you about that private citizens use. In this case, because of the way the CBGA works, I'm warning you up front often invokes Davis Bacon. There is only 3% administration money that comes with this and there is the Davis Bacon requirement. Because of that, CAP Services does not administer that money.

Kranig What is Davis Bacon?

O'Brien Davis Bacon is a wage and fair labor act. Whenever you are using State or Federal money at a certain level, then you have to pay certain wages. It will dictate the wages. It's not totally obnoxious, but it is labor intensive. What will happen is there is this paper that you will get. Anyone that you are contracting with or they are subbing with, they have to fill out these weekly wages.

Whoever is administering it, like Janet, would have to go on site every once in a while and, like surprise, come up to you, like the carpenter, and say, “Come talk to me for 5 minutes. What are they paying you? Are they paying you every week? How many hours are you working?” Then she has to note that inspection. So that Davis Bacon does take some time. I don’t mean to tell you that it’s not worth getting the money. I’m just warning you up front.

Grunwaldt It’s the wage rates we’re going to pay anyway.

O’Brien If you’re already working with these kinds of wage rates, then you’re alright.

Grunwaldt She’s talking about State, but State and Federal, there’s not a whole lot of difference between the wage rates. You have to pay the higher of the two.

O’Brien Are you the architect?

Grunwaldt Yes.

O’Brien So you know about these things.

Grunwaldt Yes.

O’Brien Sometimes a small community wants to hire the guy down the street who does plumbing as a side and that is where you get into trouble with Davis Bacon. So what you’ll have with your citizens is that at times, they may get a little frustrated because maybe you’re hiring a contractor that is outside the area or a bigger contractor, but it’s for a reason. The Davis Bacon law also requires a certain amount of insurance and things like that. A lot of time, Joe Scruffy who’s got his own business, doesn’t carry that level of insurance. So what we see with most municipalities is that they use a general contractor. The general contractor takes the Davis Bacon requirements on as their responsibility as part of what they are doing for you. That helps a lot. But that is why CAP will not administer that money. We just don’t have that capacity and staff to handle that.

Grunwaldt As you proceed, are you going to be in contact with the Town of Hull?

O’Brien I will. I’ll be talking with Janet. Like I said, my CEO has been out so Friday afternoon I’ll be chatting with her on whether or not CAP wants to work with you. If they say no, I can work with you or if I have to be a volunteer and just offer guidance. But I do live here and at the very least, I think I can do that for you.

Bembenek We appreciate that.

Pederson We really do appreciate this.

O’Brien Sure. When I find out what we are doing, then we can start looking for other funding sources as well. I did some preliminary research, which was all I could do before I cross that line before I get permission. But I would encourage you to pursue those things and see what happens. The CBGD public facilities money was not spent out last year. They are always looking for projects.

Grunwaldt There was a woman named Julie I had contacted out of Portage County that covers this area for federal stimulus money grants. That's where Dave and I had contacted them and found that any grant money, stimulus money, whatever, any program is based upon median income, which we are above. She also said there is this Department of Commerce money and I though she referred to this Community Block Grant. She said they use the same criteria for determining if you qualify. Is that the same program?

O'Brien It's the same department but our money is different because the extra money we're talking about that came down from the new administration has a much more stringent income requirement. They're looking for below 200% of the federal poverty level. A big difference. A person working at McDonald's with 2 kids is going to be at the 200% poverty level. So it depends upon the funding source. When you look at public facilities money, that guideline is more flexible. You're making the argument that you're not only serving the low income population, but you're serving the whole Township. A safer fire house, a better place to vote, those are things you can talk about. Also some other things such as quality of life issues which we can bring into play in the narrative we write. You lose a few points but it's not the only thing you score on.

Grunwaldt So is that application something that can be started now?

O'Brien It's open funding. If you sent in an application next week, they'd look at it, then review it, they could allocate money to it in a month. Its open all year on a 1st come 1st serve basis for municipality for the public facilities money. Again, the readiness of the project is the critical part. You need to show that the public has given you some form of consent to proceed. Maybe they haven't bought off on the final numbers yet, but you give them a ballpark number and you are saying this is what we want to do. This is our plan and they've given you that consent. That's super important. If you know you're going forward in this project, I would highly recommend that is something you should schedule sooner versus later. Because this money is 1st come 1st serve. There's been years it was gone in May. Last year is wasn't gone. Last year there was some left over at the end of the year. Other years we've gone in with projects for communities in April and it's already allocated.

Grunwaldt Is it the 1st of the year when it starts over?

O'Brien Every year, every January, HUD starts over. That doesn't mean a project can't carry over. You might write the application and get approval and then your project is going to go from maybe June of this year to June of next year. Or 18 months even. That's not the issue. It's when you get that application in, and get the allocation. Does that make sense? Alright. Janet has my home phone number and cell number and so does Marilynn. Until I get approval from work, I prefer you use those. So I can answer some questions for you. There's a lot of ways you can look at this and a lot of things you can do. But you've got to start it pretty quick so that you don't miss out. The CDBG public facilities or the rehab money, that will be coming out again in May. I was going to contact Janet because that's something I'm able to do with CAP and Janet has always been good about having us submit a pre-application for your municipality to see if you can get selected. That's really good to get that money out to those homes that we all know are in our Township that just need some work and people just can't afford to do it. It's good for the Township. It's good for everybody to fix those up. Thank you for your time. If you have any other questions, let me know. I'd love to see it happen. After

working at the polls a couple of times now, we're pretty squished in there. It's nice that the fire department lets us be in there but there is no breathing room that's for sure.

Wolle There's just not. We were just at a workshop for inspectors of elections and that was one of the things we talked about later on that day, about requirements. Particularly at larger elections. But when we have people there that are watching, you have to have an area 6 feet behind the tables for the poll watchers. They cannot touch any of the materials. They can only observe. Well, we're not even close to that. And we're to have 1 ballot booth for every 200 voters.

Kluck That's State regulations too. We're governed by NFPA and we don't meet a lot of their regulations either. We've got a liability issue down there that's major.

Wolle That's true. There's no question about that.

O'Brien For some of those applications, those are good problems to have. If you can't demonstrate that you meet State and Federal regulations for handicap access, for the poll watchers, for some of the things you need, those are more valid reasons for them to look at and then score the application higher.

Kluck We actually dodge voters when we're going in and out with the fire truck on occasions when we have a fire. We haven't run anybody over yet, but if that would help the application.

O'Brien That's motivated!

Pederson These are all things too that we need to remember when we talk to the public because these are real needs.

O'Brien I don't know if some of your buildings are handicap accessible. Granted, they may be grandfathered in but those things are changing again. Pretty soon we're coming up to some of those dates like in 2012, where it's a drop dead date. Either you meet the requirements or there are fine's happening. So things like turn radius, where the bathrooms are, how you get in and out the door, those kinds of things, they're looking at really, really hard. They've come to our CAP building and started looking at that.

Grunwaldt Aren't all government buildings supposed to be already?

O'Brien Some of them, depending upon their age and what services they provide, were able to get an extension to 2012 or 2014. If you prove that your Township just couldn't afford to do it, yes. There are places like Pine Grove that there was just no money there at all. They can't even assess additional valuation. There's just nothing they can do in a place like that. They got these extensions to try to look for other sources of funding.

Kluck But eventually, they're going to have to do that.

O'Brien Exactly. So those are some of the things you can look at too in making your application. Let's look at this building really closely, let's look at the fire station. Is it fully accessible?

Should we have an automatic door? What needs are there that you are barely in compliance with but not the ideal?

Grunwaldt They have a whole bunch of stuff that we could work with that's listed out on a sheet.

O'Brien So automatically, if you build a new building, you're going to be able to incorporate all those standards from all of those statues and that's a huge plus.

Grunwaldt That's part of this application for the Community Block Grant?

O'Brien There are basic things the application will ask you for, then there is this whole narrative section that you write where you tell your story. Here's where we add all these human interest things. These important things to our citizens that aren't exactly in the regulations, but are important to the project. The State is looking for those projects that are "poster projects". They help the municipalities as equally as they can but if two score the same and this one is also meeting all sorts of extra needs, guess what happens. The money goes to the one that is meeting the extra needs.

Pederson Does energy efficiency play into this?

O'Brien There's other money out there for energy efficiency. It's called EECBG, Energy Efficiency Community Block Grant. That is being run through the Department of Energy. For that one, they closed the first round in November. But they're going to have another round this year. That one helps you to redo lighting, street lighting, outside lighting, inside lighting, furnaces and extra insulation. That money is good if you're not to the point where you're going to rip out everything in the building but you have stuff you want to do for this part (town hall). You could apply for this part of the building to get some extra insulation, to do things with an inefficient furnace. We helped the community of Hancock apply for their community center for a new furnace. They went from an old oil burning one to a fuel efficient energy gas furnace and then they put some insulation into an outside wall that had none plus some extra lighting and things like that. That money requires that you be a little further along with your project. You can use that for a new building as well. But if it's not open until October, by then, you guys are going to know more. You'll have your plans by then.

Wilz The City of Wausau used that grant last year when they put in all their new lighting for the city hall. They got over a million dollars. They converted old government buildings and outside lighting.

O'Brien That was solely formula based. So how they did that was they had a look at all the lights and said how much power does that use. Now if we put in energy saving lights, we can calculate the savings and that is how they determine the funds based on the savings. Everything gets calculated into a BTU standard.

Kluck We've got a lot of lighting.

Pederson We've got a lot of street lights.

O'Brien And they're old. So that's another source of money I think you should look at for the next round. I can let Janet know when that next round comes up. They have not done the awards from November because there's a brand new program in there. So I don't think the next round will start for 3 or 4 months. So there's money out there. I'm encouraging you to try to look at it. If you do need to hire someone, whoever it ends up being, it could be really worth the Townships' time, unless any of you want to spend time doing that. I don't know how you would fit that in. I can stay or go, depending if you want more information from me at this time.

Grunwaldt If you give us any more, I think we'll be overwhelmed.

O'Brien It's not as bad as it sounds when you work with those programs.

Wilz We'd be interested in learning what happens on Friday with your boss.

O'Brien I will definitely let Janet know.

Bembenek That's a top priority, right?

O'Brien Like I said, if nothing else, I'll lobby to provide some assistance as a volunteer.
Thanks for your time.

Every one of the committee members expressed their appreciation for Heidi's help and information sharing.

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

Pederson We got some information on possible funding sources so we'll take a look at the schedule in light of that, because from what Heidi is saying, we've got to act on some of this stuff. We're aiming at getting things out to the electorate in our April newsletter. Todd, what should we be looking at next in our schedule? You also talked about working backwards from a date.

Grunwaldt I didn't do that yet, working backwards. But I think it's important for me to get going on it. We've got to get stuff on paper. There have been issues brought up since we last met. So I think it's important to start moving forward. You didn't mention to everybody that the Board did approve the site survey.

Pederson Right. The site survey was approved.

Grunwaldt They made the proposal to me as the contract design. If I don't have a contract, I can't really sign a contract for them. Dave Glodowski, knowing the situation, could probably put in on a schedule. Unless I have him rewrite it to sent to the Town of Hull.

Pederson Would that expedite things?

Grunwaldt In light of this, I'd say yes.

Pederson Why don't we do that.

Grunwaldt I'll contact Dave and I'll set that up. I think the next step is to get the building design done. I'll get my engineers in here to have a discussion with you on the geothermal and other alternative energy things that are possible to use. Al Hucke had mentioned to me that he has pretty much determined that this site isn't practical for wind energy as we discussed a long time ago. There are too many trees.

Kranig We're too close to the airport, I think we'd have a problem.

Grunwaldt So we're looking at solar and geothermal. The geothermal could maybe only handle the fire station. Maybe we'd heat the floor slab hydronically. Maybe it can be used for hot water for the forced air systems. My engineer already did tell me that the only way it would be practical is if you use it year round, so it would have to cover air conditioning.

Hucke What's that, geothermal? Yes. I think even with solar, you might have a problem. If you get it up high enough it might be okay. You've got a lot of trees around here.

Pederson It depends on how it's situated and what trees you're willing to take out.

Kluck I think you'd have to end up taking out trees on the south side of any building.

Hucke That's for sure. You have to look into the future too. When that little tree grows into a big tree.

Grunwaldt So I'd be bringing those people in to talk to the committee. I'd like them to explain about the possibility of what it would take to do a study on the geothermal possibilities here because it's going to come at a cost. I had \$6,000 in my contract to cover the cost of the engineer doing a geothermal study. I don't know what exactly it entails but it was something I offered to Dave. I said I've got it in here and I can certainly take it out if we don't use it. Yet, supposedly, there's grants available to cover the costs of the study or up to 50% of the cost of the study.

Hucke What do you mean by study?

Pederson Feasibility study.

Hucke Couldn't they just tell us right off the bat if it's going to work or not?

Grunwaldt No.

Hucke Could they give us an estimate based on the size of the building, this is roughly how much it's going to cost you? I don't see why they couldn't do that.

Grunwaldt Maybe they can. He brought it up. I discussed it with Dave. I said I'll put it in here right now in order to get this contract done. I can certainly pull it out. But I wanted the engineer to

explain it to the committee to see if it is something applicable or not. Or, he may discuss it with you and based upon his experience, you may say, well let's save the \$6,000 and not even pursue it. Or, can we do something in between like Al said.

Hucke There are companies out there that can give you a rough ballpark price.

Grunwaldt Well it's not only the price but to see how practical it is. You mean the life cycle cost of it? When you're going to see your benefit from it? What capacity can you obtain with the geothermal based on soil conditions and the water table?

Kluck What backup you would need.

Grunwaldt What backup you need.

Pederson It might not carry you all the way, but they should be able to size it so it's big enough.

Grunwaldt It's a little bit more complicated. You had instructed me to be looking at alternative energy things so this is what he had proposed. He has experience doing this and again, I'd let him explain it to you so we all make an educated decision on it. My engineer might be able to help somewhat on solar as well as some local people here who are experienced in it. I haven't talked to them yet. Bob's Plumbing for example, or Chet's Plumbing for the water.

Hucke I think Bob is just for hot water.

Grunwaldt We designed pillars for these great big solar panels. They were 80 feet long and 10 feet high. I don't know who did it but it was a local person, but I can't remember who.

Kranig Who is the person who lives by you, Dave, who just installed solar panels on his house? They said it's going to be quite a long time before it's going to pay back.

Kluck It takes a long time in this area.

Grunwaldt Did you see Klismith's office on Highway B, he was in the paper.

Kranig It was very expensive.

Grunwaldt He got some of it covered.

Hucke But the thing is it's the grants too. There's huge grants for something like that.

Grunwaldt We need to look into it and see if it's practical or not. Someone's going to say, didn't you look at solar? So that's something that needs to be done preliminarily here.

Pederson Most of these companies will be able to tell you what sort of grants are out there.

Kranig Now did Mr. D. get a grant to do his?

Pederson I'm not sure.

Kranig Do you know him at all? Could you talk to him and find out who did it for him? Maybe he got a grant. That might help us to go someplace at least.

Pederson Yes. I had two other neighbors who put in solar as well, I'll talk to them.

Wilz That might help us.

Kluck I think Chet's Plumbing has some big solar, but his is water. We had a call there where they set off the fire alarms in the house. They were soldering his water tank. I know he recently had to take down some extra trees because he wasn't getting the right angle of the sun.

Hucke If you had someone come out here with one of those solar path finders, they could tell you within 5 minutes if it's good for solar or not.

Kluck I still think we need to get it on the schedule. If Heidi comes back and says she can help us, we'll have to get that public information out there pretty quick.

Pederson That's why I'm thinking we might need to start getting that information out before April.

Kranig We could put things in the paper too, the Portage County Gazette. Mr. Kemmeter comes to the Town meetings and he's very knowledgeable and not afraid to ask questions. You'd probably get more of a reaction from the Gazette than you would the Stevens Point Journal.

Pederson Yes, I know Gene Kemmeter.

Kluck I think the public is also going to want to see a drawing. "What are you guys thinking about? What does it look like?" That's hung up until the contact is ready right?

Grunwaldt Pretty much.

Pederson Speaking of building, I talked with Pete the other day about an idea of using this entire building for maintenance and it would eliminate the need for the extra 2 bays in the back if they would take over this portion as well.

Kaminski My idea is to put in 3 garage doors here. Like parking my chipper in here and 2 or 3 pickup trucks which would open up for me 2 or 3 stalls back there. We talked about not building 2 wash bays but just one to handle both the fire department and maintenance trucks. If you build a new fire station, have one down there, then I wouldn't need anything different here. I would maintain this building, fix this one up. If I could get some of my equipment out of there and into here, I'm good to go. As far as buying anymore trucks, we're not going to be buying anymore trucks. Do I see anything happening 20 years out? No. We've got 100 miles of roads and we take care of them and maintain them. Do I need a new building? No. With our blacktop driveway here, with our gas pumps, if you

start going out this way, interrupt our driveway here, you're going to have to rip up everything here. After talking with Dave, I suggested we put a new fire station with new offices on that side of our mulch pile. Or take the mulch pile out and move it back here. But instead of ripping up our yard and all the wires, build a municipal center with fire station and leave this building alone. Just maintain it the way we would like to see it with putting in 3 garage doors here.

Kluck So you wouldn't need any more square footage? Additional?

Kaminski No. If I could use your wash bay, that would work. My biggest thing was to have added on a wash bay plus another 50 feet, but if I can get this space (*current meeting room*), then I don't need it back there.

Wilz So he can use the old building for cold storage. He can move some equipment out of here that is here all year long, if he has room problems, and he can move it down in the off season.

Kluck That all comes down to how it's laid out. You start with the pile there and put the wash bay there and the truck bays there.

Grunwaldt They'd have to be bigger than what you have, whatever will accommodate you both.

Wilz How big is this front end again?

Grunwaldt 2,100 square feet, this office here.

Wilz So we're talking 2,100 square feet.

Kaminski It'll work. You can take this all out and put doors in the front here.

Grunwaldt Would you try to leave a bathroom and an office, lunchroom?

Kaminski One of the spots here, we should make a break room. As for a bathroom, we've got one bathroom behind there. We could eliminate that and just have one bathroom here and make one break room.

Wilz You're talking about making this building essentially just a garage with a break room and a facility?

Kaminski Correct.

Bembenek Then you would still need new windows here because that is where this all started.

Kaminski I would just put garage doors in here.

Bembenek Because all of that is rotten.

Kaminski Our landscape out there, if you guys add on here, that spot out there is not big enough. If you try to go out in that direction, you've got the corner to deal with, we need to get this facility out that way.

Pederson I agree.

Kaminski As far as those rocks are concerned, and ripping out the sprinkler, that's all small stuff.

Bembenek Minor.

Pederson We'll be coming up with a landscape design as part of this project anyway. It probably would include redoing some of this.

Kranig I thought our main goal was to eliminate duplication and this would be duplication. Because we'd be heating two buildings.

Kluck Well you'd actually be heating three.

Kaminski Well the old fire station you wouldn't heat.

Kluck If you don't keep a furnace going in the fire station, then you've got to build a new hose tower.

Kranig Now I figured the fire station and the municipal building would be connected. So there would be heat. But then you're also heating this building.

Kluck But you were going to heat this one no matter what.

Kranig Yes.

Pederson We're not talking about maintaining the same temperatures. With some of the insulation ideas, we can improve the efficiency too.

Kranig The idea of a brand new municipal building sure appeals to me.

Kluck It all comes down again to the design. Right now, you have a copier, we have a copier, you pay phone bills, we pay heat and you pay for heat.

Kaminski We just need to combine it into one.

Pederson Now if the building is close enough, if Pete's got something that needs office work or copying, he could come across the road or parking lot.

Grunwaldt The girls and I were talking and they came up with an idea that they would be the central hub so that when people would come to the municipal center, they stop there first and then they could be directed to where they want to go. Do you get much traffic flow Pete?

Kaminski No. Every now and then, a couple times a week where someone will come in and ask for me. Barbara shows them where I am and I see them.

Grunwaldt So we just have to make sure that it's practical getting over here from over there. Now you are indicating that you'd like it pushed a little further away.

Kaminski I would not like to see our driveway and power lines ripped up. We just stuck in that new gas system and new cords laid. If you put it just past that mulch pile that way, we can put the mulch pile back there. I prefer not to rip this all up and we need to get away from this corner here with the traffic.

Pederson So knowing where our lot boundaries are will be important in that direction as well.

Grunwaldt Yes. What would be nice too, is that we would not have to worry about the septic system here. We're not adding a wash bay so we don't have to worry about that water over here. So all that stuff could be left alone.

Kaminski Yes, overall, this building is in good shape *(for maintenance/road crew needs)*.

Kranig Would that lower the cost? Building a brand new municipal building and fire station and remodeling this as the maintenance or road crew building? Or is it a wash?

Grunwaldt I think it may lower the cost. I don't know by how much. But it would lower the cost. We're still going to look at your lighting, your service pit back there. Those 2 bays we were going to add would have added a significant cost. So we'll save money there.

Kranig That money could be put into the other building too, if need be.

Grunwaldt Right. But I think we're going to come out ahead. Whether the fire station was attached to this building or stand alone was immaterial. It is going to be the same size. The office area, we were going to remodel this as part of the office area. But I believe we will come out ahead.

Kranig I would assume it's much easier for you to design one whole brand new building rather than try to remodel this one.

Grunwaldt The problem that's been bothering me about this is that it is hard to get all the roof lines to work properly. Connecting something to this building, that would be a challenge. So if we didn't have to do that, then that would be great. Starting with a new facility that would be detached, that would be good. Better for me, okay. We still have to look at all this traffic flow and everything around the site.

Bembenek If this would happen, then you would work on that end first and they could still run the township business out of here.

Kranig That would be so much easier.

Grunwaldt Yes. That would eliminate that problem.

Wilz As I think of some of the other townships we visited, the newer ones, they were all like that. They kept the fire station, road crew and garage separate but not a quarter mile down the street. You'd just walk across the parking lot. They used radios to communicate, it wasn't a big deal. If Pete needs to make a copy, he can walk across the parking lot. It's not a 15 minute walk but just a one minute walk. Then we saw ones where they put the town hall in the center of the building with the fire station on one side but those were small townships.

Grunwaldt I don't know what your needs are Pete, but if you just need a few copies, there are machines that are 4 all in one printers.

Kluck That's what we have down there, a fax machine that doubles as a copier.

Kranig Are we going to have to amend our original plan with a motion? We had decided to do a remodel and add on.

Grunwaldt All and all, I think it's a better use of the space. It's a good idea.

Kranig As long as it's not going to cost more money.

Grunwaldt I think it will make it more practical and easier for the office and fire department to share services. With what we have to remodel here in this building, it would be real easy.

Bembenek It might be a good idea.

Grunwaldt I suggest you just pursue it that way.

Pederson Would someone like to make a motion?

Kranig I'll make a motion. A motion to make the current municipal building the road crew building with whatever remodeling they need done and that we build a separate municipal fire station on the property that is east of us.

Kaminski I'll second that.

Pederson Any discussion? All in favor? Motion carries.

Bembenek So you have a fire department and offices.

Wilz It would be a new municipal building that happens to have a fire department attached to it.

Hucke I remember talking about this in the first few meetings, about the money issue. It was a big thing and I know that Ted was totally against that one. How big does it have to be? This is a small area right here, so you're saying it has to be bigger than this, plus it's going to add on to that. The fire station you're going to have added with these offices.

Wilz We did the square foot needs analysis so this is based off of science.

Pederson I think part of the fear was that we were going to abandon this building and not use it. That's why it made sense to renovate and add on.

Hucke The Town of Stockton, how much did that building cost?

Some general overlapping conversation and discussion about what some of the other townships who build recently spend on their building project.

Kranig The geothermal in floor heating, we could do that easily. Here you can't do it. It would cost too much.

Grunwaldt Mark, my engineer, mentioned the possibility of hose drying, they put heat in the floor slab. Fire stations have used that to dry the hoses out on the floor.

Pederson I thought Kronenwetter used that. I thought that tower was primarily for training.

Kluck It's used for both. If you use the floor, then you need to have more floor space.

Grunwaldt I'm just saying that I hadn't heard of that before. When we meet with him, he may be able to explain a little more about that.

Kluck That's fine.

Grunwaldt It may be an added benefit.

Pederson Do you know how far out our property goes up to the east?

Kaminski Pretty much up to the pipeline or within 100 feet of it.

Kluck I don't think it's even that, maybe only 25 feet. You're right up to that pipeline.

Bembenek There's an easement around the pipeline, right?

Pederson Right. But we do go beyond the leaf pile.

Kaminski Oh yes. We go beyond that almost all the way up to the pipeline.

Pederson So we've probably got quite a bit of room.

Bembenek We're going to have that surveyed right?

Pederson Yes, we'll know for sure.

Kaminski So if you move things out in that direction, you can have a big parking lot for Mark's guys and meetings. For meetings now, you just don't have enough parking room.

Pederson I agree. It's pretty cramped here. Especially if you have a lot of disk golf going on over by the other side of the street. Moving on to the next step in the schedule....

Grunwaldt April you want to send out your newsletter. You'd like some kind of a floor plan by then. Was that the indication?

Kranig I would say probably a little more detailed cost analysis so that people will have an idea of what will be going on.

Pederson If this change does reduce the cost a bit, I think we need to include that.

Bembenek Include in the newsletter that we have somebody looking into grants for us, if we do get Heidi to work on it for us.

Pederson Or if we have made application by that time.

Bembenek Yes. Put a little bit of that into the newsletter for April.

Kranig If she doesn't, then what does MSA charge? Do you have any idea.?

Kluck I don't have any idea. That would be an alternative.

Bembenek I think she'll be pretty helpful to us.

Kluck I do have all the contact information.

Kranig She is always enthusiastic about everything she does.

Kluck Yes she is.

Wilz That is what she does, grants.

Bembenek That's good, that could be a really good help for us.

Kranig She's taking a look at taking over my chief inspector's job. I've been looking for somebody to do that for years. And she's excited about it!

Grunwaldt When is this April newsletter going out?

Bembenek April 1st?

Kranig I don't think it's locked into any particular date is it?

Pederson It's supposed to be that we shoot for April, before the elections.

Kranig That would be in early April.

Wilz The latest we get it out is usually no later than the middle of the month. It'll have brush pick up on it. It would still be a good opportunity to talk about the need and what we are doing, how we are being thorough and taking our time.

Kranig We can tell them we've been looking at this for two years. So they know we're not rushing this.

Wilz If we can't have all the things they are suggesting in time for the April newsletter such as possible fixtures or costs which would be nice to have, we can still market the process; what we're going through, inform our citizens that we're really taking a strong look at this. Here's our process and where we are at. Look for a referendum at some point down the road. We don't want to give too much information that we may not even be able to defend.

Grunwaldt If you throw a floor plan in there, what's the response going to be?

Kluck That might be too much.

Wilz Let them know we are sending X amount of dollars looking at this. We're doing a very thorough job and getting a lot of peoples input, we've got a committee working on it. Tell them the process we're going through.

Pederson And here's how you can get involved.

Kranig We're looking for positive comments.

Wilz That kind of promotion is almost more important than pictures because you're out there and you are planting the seeds, intensity and repetition and just keep sending notices. People ask me all the time because I've mentioned it and they say, "Are we getting a fire station?", and I tell them we haven't decided yet.

Bembenek I get the same thing.

Wilz They want to know.

Grunwaldt Wouldn't it be better to put in the newsletter that there will be an upcoming informational meeting?

Wilz We won't be able to get total detailed information to Barb by mid-March for the April newsletter, but we can still do a great job in the newsletter talking about what's going ton. Tell them what we know, that we've contracted with Todd. Give them a heads up so they are not blind sighted by this.

Hucke Are we going to find out more about this grant stuff too?

Bembenek We find out more by Friday afternoon from Heidi. How much she can help us.

Wilz You tell them what you know and you inform them of what you don't know but are working on. Tell them we don't know if we're going to get grant money, but we are looking into it. We're using experts in that field to explore that arena.

Grunwaldt I think that when you pitch it, we do need to have all the reasons why with that.

Wilz You have to tell the story, yes.

Pederson Outlining the problems and issues, space, safety, electricity needs.

Amman I think that story about not wanting to run over voters with the firetrucks is really good, I like that.

Kluck It's been close on occasion. I remember having to call a towing company to tow an illegally parked vehicle that was in front of one of the fire station truck doors. There's a lot we can put together, we've got a list.

Pederson So our next step is to start putting together those ideas for the newsletter. You'll have more information once you have the site assessment completed.

Grunwaldt I would think in two to three weeks I would have that plan.

Pederson So setting a meeting date would be our next order of business.

Wilz I think any costs associated with making the old fire house work for our purposes, if we build a new one, I think that has to be in that cost list. I think it has to be there. Those items that are necessary such as roof repair or whatever that needs to be listed. We don't have the money in our budget, so where else would it come from?

Bembenek It should be listed as part of the package.

Wilz So whatever those items might be, I'm guessing just the roof if we're going to turn the heaters off.

Kluck Right.

Kranig The plumbing is going off.

Kaminski You have to give the roof a pitch to it.

Grunwaldt I think you're going to have to remove the plumbing fixtures, whatever has to be done with the sewer system, I don't think you just abandon it, I'm not sure.

Pederson Usually when you have a septic system replaced, they either dig it up or refill the area of the old tank.

Kluck The roof, like you said, and the plumbing.

Grunwaldt We disconnect all the gas, get it permanently shut off.

Pederson City water.

Kranig Yes.

Grunwaldt Check to see what the lights are like. Maybe you can get some Focus on Energy or other grants for the lighting in there.

Hucke I'm going to check that out, with the geothermal and stuff like that. I know there is grant money for that stuff. But I wonder if you can double up with what Heidi was saying.

Grunwaldt I was going to ask here but I didn't bring it up.

Hucke I think hers is federal, ours is state, so you can double up then. Plus there's the other tax bracket and that's a federal thing too, energy tax that is 25% off too, off the overall cost.

Kranig I'm sure Heidi is looking into that.

7) Set next meeting date. *General discussion about when the next meeting should be. It was determined the next meeting should be held at 4:30 p.m. on Monday, March 1, 2010. Although Marilyn will be gone, she asked that Barb or Janet come in her place.*

Grunwaldt Pretty much update and looking towards the newsletter.

Pederson Nailing down what we want to say in the newsletter.

Kranig And a schedule.

Kluck If Heidi gets approved, we've got to hit her schedule.

Bembenek She won't know until late Friday afternoon.

Grunwaldt In the restructuring of this, I can reduce some fees, I will do that so just remember that. If I can cut some with my engineers, I would be happy to do that.

8) Adjourn. *Meeting was adjourned at 7:55 p.m.*

Respectfully submitted,

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