



## MINUTES

### Eau Claire County • Committee on Highway Wednesday, February 10, 2021 - 2:00p.m. Virtual Online Meeting

Highway Members Present: Chair Jim Dunning, Vice Chair Ray Henning, Supervisor Judy Gatlin, Supervisor Colleen Bates, Supervisor Gerald Wilkie, Supervisor Nick Smiar, Supervisor Robin Leary

Staff/Other Present: Highway Commissioner Jon Johnson, Assistant Highway Commissioner Brian Spilde, Facilities Director Matt Theisen, Finance Director Norb Kirk, Administrator Kathryn Schauf, Purchasing Manager Greg Bowe, Risk Analyst Sonja Leenhouts, Highway Engineering Technician Lori Engen

- 1. Meeting called to order by Chair Smiar at 2:00 p.m.** Meeting confirmed.
- 2. Review/Approval of Past Minutes (01/05/2021)** Minutes of the January 5, 2021 meeting reviewed and approved with changes. Amended as follows: January 5, 2021 meeting was held as a virtual meeting. (Removal of Highway Department Meeting Room 101, 2000 Spooner Avenue, Altoona, WI 54720).  
  
Motion to accept minutes with changes by Supervisor Bates, Vice Chair Henning 2nd
- 3. Public Comment - None**
- 4. Financial Discussion** – Highway Facility Financing review by Purchasing Manager Bowe. Total funding - \$26.6 Million; Non-construction costs - \$1.8 Million; Funding available for construction/equipment - \$24.8 Million.

Administrator Schauf inquired as to the inclusion of Furniture, Fixtures, and equipment in the in the \$24.8 Million. Yes, per Purchasing Manager Bowe.

Chair Dunning – consideration of Meals on Wheels as separate bid item.

Supervisor Bates – permanent place for homeless shelter should be one of our considerations.

**5. Architectural & Engineering (A&E) RFP** - Update of A&E by Purchasing Manager Bowe. Short list of 2 vendors. Interviews and Q & A sessions to be held next week. Final vendor selection to be completed by the following week (mid-week) and will be brought to the building committee. Thirteen proposals evaluated by 5 members of the evaluation team.

**6. Construction Manager (CM) RFP Evaluation** – Construction Management (CM) awarded to Market & Johnson of Eau Claire. Motion by Vice Chair Henning to approve. 2<sup>nd</sup> by Supervisor Leary. Motion carried 6-0.

Discussion by Supervisor Smiar to promote/encourage the use of local sub-contractors. Purchasing Manager Bowe has looked into the purchasing rules and the County can recommend to Market & Johnson that they encourage the use of local sources. Minimum specifications that the design will have to meet will be addressed in the construction documents.

Comment by Supervisor Gatlin that Market & Johnson has a history of using local sub-contractors and laborers.

Chair Dunning inquired as to the consideration of sustainability in design. Facilities Director Theisen commented that consideration of sustainability was part of the application process.

**7. New Property Purchase** – Preliminary Certified Survey Map was presented by Highway Commissioner Johnson. First Right of Refusal letters were sent to two adjacent landowners and each has responded. Offer to purchase was made to Marlys Sterry and her nephew for the parcel to the southwest of the new highway facility property. Acquisition of this parcel will address material storage and provide a second access to the property, allowing better traffic flow and movement in and on to the property.

A gap in the property title exists. Vinopal Law Firm is working to correct this. The Highway Committee has approved the purchase and has recommended approval by Administration.

**8. Highway Building Tours** - Discussion of ability to tour other facilities during Covid19. Discussion item left open.

**9. Future meeting schedule** – Facilities Director Theisen proposed monthly recurring meeting schedule with possible special meeting for A & E action. Recurring meetings proposed for the first Wednesday of each month at 2:00 p.m. with the next meeting scheduled as a virtual meeting for Wednesday, March 3, 2021 at 2:00 p.m.

Motion by Supervisor Leary. Motion approved.

**10. Meeting adjourned by Chairman Dunning at 2:38 p.m.**

Respectfully submitted,  
**Lori Engen**, Engineering Technician  
Eau Claire County Highway Department  
Approved 03/04/2021