



MINUTES

Eau Claire County • Committee on Highway Wednesday, March 03, 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 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, Administrative Associate Rachael Bien

1. **Meeting called to order by Chair Smiar at 2:00 p.m.** Meeting confirmed.
2. **Review/Approval of Past Minutes (02/10/2021)** Minutes of the January 5, 2021 meeting reviewed and approved. Motion to accept minutes Supervisor Bates, Supervisor Leary 2nd. Motion Carried
3. **Public Comment - None**
4. **MOW Kitchen- Discussion** – Discussion on if the Meals on Wheels kitchen should stay within the Highway building project.
Administrator Schauf- thinks that it provides an opportunity to design a kitchen to meet the needs of the Meals on Wheels
Supervisor Leary- Recommends it be included
Supervisor Gatlin – Agrees it should be included
Supervisor Bates- Thinks maybe other collaborations may be a better match
Linda Struck- Highway is a good fit, easy access to highways and the Highway department maintains the fleet vehicles for Meals on Wheels.
Facilities Director Matt Theisen- We need to know soon or could put our schedule back
Commissioner Johnson- In support of the kitchen.
5. **Architectural & Engineering (A&E) RFP Evaluation-** Purchasing Manager Bowe reviewed the materials for the A&E and its recommendation of CBS Squared. Henning motioned for approval of CBS Squared, Supervisor Leary 2nd Motion Carried 6-0

- 6. Financial Update- Discussion-** Finance Director Norb Kirk reviewed the financial materials in the Agenda Packet
Facilities Director Matt Theisen- Appraisal should be in by the end of next week and could bring to future meetings
- 7. Desired Communication from A&E and CM during Project- Discussion –**
Supervisor Bates- Change in timeline, costs, or surprises
Chair Dunning- Change order
Facilities Director Matt Theisen-Change orders can be handled in house with an approved dollar amount
- 8. New Property Purchase- Discussion** -Commissioner Johnson gap in description for the new property is solved. The title is clean, and we can move forward. Marlys Sterry will sign quit claim deed at closing.
- 9. Proposed Project Schedule- Discussion –** Reviewed the proposed project schedule based off a schedule provided by the general contractor. Schedule will change.
- 10. Approval Authority-Discussion/Action –** Facilities Director Matt Theisen requested a dollar amount of \$100K for situations that would stop the project
Supervisor Bates- Appropriate, building costs are escalating
Supervisor Lear- reasonable as long as Committee is updated
Supervisor Wilkie and Gatlin- Agrees
Supervisor Leary motion to put a \$100k dollar amount for appr
- 11. Meeting adjourned by Chairman Dunning at 2:42 p.m.**

Respectfully submitted,
Rachael Bien Administrative Associate
Eau Claire County Highway Department
Approved 04-07-2021