



MINUTES
Eau Claire County • Highway Building Committee
July 5, 2023 –2:00 p.m.

Highway Members Present: Chair Jim Dunning, Supervisor Larry Hoekstra, Supervisor Judy Gatlin, Supervisor Robin Leary, Supervisor Gerald Wilkie

Staff/Other Present: Facilities Director Matt Theisen, Highway Commissioner Jon Johnson, Brian Spilde, Betsy Henck, Linda Struck, Tyler Esh, Kevin Dallas

Meeting called to order at 2:00 p.m. Meeting confirmed.

Roll Call

Review/Approval of Past Minutes. Motion to accept minutes, Supervisor Gatlin. Motion carried 5-0.

Public Comment – No comment

Construction Schedule Update – Kevin replied, move is in progress. Meals on Wheels is up and running. Highway has started moving and is still in progress. Full speed ahead for next week. Final inspections are done in the main building and salt shed. Electrical inspection needs a return trip. Badge readers should be active by this Friday, Jon is working on getting new badges out. There are issues with occupancy sensors, and they are working through with electricians and M&J. Reached out to City of Altoona, and they are aware of the move-out timeline. Altoona is scheduled for a walk thru of old building on July 19th. Altoona is planning to take possession of the building by July 31st.

Status of Meals on Wheels and Highway Department Moves to the New Facility- Matt responded, Moved MOW in on June 20th. They have been operating out of the building since then. A few issues have been found that they are working on to get resolved. No delays with any meals or operations. M&J and Facilities staff have been very responsive to addressing the issues. Staff and drivers are all satisfied with the move and the new operations.

Highway – Admin is moving on July 10th and 11th. Engineering is moving on July 11th & 12th. Operations and parts room will be moving the rest of the month. EOC will be set up when AV equipment comes in, tentatively next week. IT department is coming in next Monday/Tuesday to set up the conference room and other tech in the building.

Owner Purchased Items Update –Matt presented the following owner items:

UPS Backup for Fire Panel Dialers – cost of \$1,093.12 (condition of occupancy for 2)

Approximately \$3,000 for garbage & recycling receptacles for inside the building. Matt will bring back the final numbers at the next meeting, but he will be moving forward so that the building has trash receptacles. Motions to approve Supervisory Leary, Seconded by Supervisor Gatlin. Motion approved 5-0.

Matt stated owner item contingency now stands at \$7,478.00 after approval of UPS dialers. We do have a number of change order requests to go through.

Financial Update, Review/Approval of Change Orders—Matt replied, contingency for project is currently at \$220,531.

PR#88 Water Mixing Valve in Laundry Room of MOW – Cost \$3,642.08. Motion to approve Supervisor Leary. Seconded Hoekstra. Motion approved 5-0.

PR#89 Plumbing Connections to Eco Lab Connections in MOW Kitchen – Cost \$448.70. Motion to approve Supervisor Gatlin, Seconded Supervisor Leary. Motion approved 5-0.

PR#90 Air Hose Reel in Welding Shop Piping Move – Cost \$795.83. Motion to approve Supervisor Hoekstra. Seconded Supervisor Leary. Motion approved 5-0.

PR#92 Change voltage & power feed for Destratification Fans – Cost \$532.34. Motion to approve Supervisor Gatlin. Seconded Supervisor Leary. Motion approved 5-0.

PR#93 MOW Kitchen Oven Steamer needs a 2nd power feed – Cost \$2464.37. Motion to approve Supervisor Gatlin. Seconded Supervisor Hoekstra. Motion approved 5-0.

PR#95 Adding extra power drops/ceiling receptacles for radios. Added 4 receptacles in 3 rooms. Cost not stated. Motion to approve Supervisor Leary. Seconded Supervisor Gatlin, Motion approved 5-0.

PR#96 Jib Crane in Tire Shop, need to upgrade power from a single phase to a 3-phase. Cost \$1,082.14. Motion to approve Supervisor Leary. Seconded Supervisor Hoekstra. Motion approved 5-0.

PR#97 Dishwasher electrical feeds upgraded to higher amperage. Cost not stated. Motion to approve Supervisor Gatlin, Seconded by Supervisor Hoekstra. Motion approved 5-0.

PR#98 Main Monument Sign in the Island (lit sign) to bring a connection back to the main lighting system so it can be controlled by the main system instead of a photocell. Motion to approve Supervisor Hoekstra, Seconded Supervisor Leary. Motion approved 5-0.

Supervisor Wilkie asked Jon and Matt how confident are you that this project will come in at or under budget? Matt was very confident that it would. Will have more change request/additions next month once the highway dept moves in. Overall, Jon feels the project has gone very well in comparison to other highway building projects in other counties. Matt feels we've done well keeping in budget with the inflationary pressures over the last 2 years.

With the approval of these items the contingency has been reduced to \$195,682.

Open House Planning – Supervisor Leary asked, when will everything be done? By end of July everyone will be moved in. Considering September or October for Open House date. Plans to invite municipalities as EC Town Association plan to host their meetings at the new building (next July 26). Separate from the Open House we will be doing tours with different municipalities. Supervisor Leary feels October is too late. Suggested to have it the week before Sept 11. The jail's open house was a 4-hour tour on a Saturday. A date of Saturday, September 9th was suggested by Supervisor Leary. Timeframe will be 10am-2pm. We will have several of the staff take groups of 10-12 people around periodically. M&J is willing to help with flyers for the open house. Supervisor Gatlin – list of invitees? We will send an announcement to the media to broadcast it to the public via Administrator's office.

Future meeting dates, times, and agenda items: 08/02 at 2:00 p.m., in the EOC meeting room.

Adjourn: 2:39 p.m.

Respectfully submitted,

Nancy Williams
Facilities Department