



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

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

Staff/Other Present: Facilities Director Matt Theisen, Highway Commissioner Jon Johnson, Kathryn Schauf, Brian Spilde, Betsy Henck, Tyler Esh, Sonja Leenhouts, Chauncy Ellefsen, 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 Hoekstra. Seconded Supervisor Sisk. Motion carried 7-0.

Public Comment – No comment

Construction Schedule Update – Kevin replied, not a lot going on, construction has mostly been completed with a few remaining issues with security, gates, etc. Contract work is to a minimum. Matt stated, there are punch list items that need to be finished, and anything Jon sees the need to be fixed or adjusted.

Status of Highway Department Moves to the New Facility- Jon replied, walk thru old Highway Facility with City of Altoona. Staff is moved in and getting organized. New facility and new environment along with training for new equipment. Card access is working well getting everyone used to having an ID badge for entry, which is new to staff. Move went smoothly and completed in roughly two weeks. Supervisor Leary asked about signage from the road, it is hard to see where access from Highway 53 to facility is. Jon said he has not heard anyone mention signage, vendors have been coming and going with no problem. Supervisor Gatlin asked what is the procedure if they don't have their badge? Jon replied, there is a lockbox with a key. Chauncy stated, the old Highway Facility purchase to the City of Altoona closed on Monday, we have been paid, and sale is complete. Supervisor Coffey asked, could we get a sign like the State Patrol has? Jon said he would keep abreast if there was any problem finding the drive to the building but has not heard any complaints yet. ADRC is happy with move as stated by Betsy.

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

Last meeting total cost was not yet given for the Trash/Recycling Receptacles.

Trash/Recycling Receptacles - Cost of \$3,021.87

Motions to approve Supervisory Leary, Seconded by Supervisor Gatlin. Motion carried 7-0.

Matt stated owner item contingency now stands at \$4,456 after approval.

Financial Update, Review/Approval of Change Orders—Matt replied, Most change orders are added value and were not in original plan. Kevin listed as follows:

PR#75 Maintenance door framing for jamb extension to miss overhead crane.

Cost of \$11,184.18.

Motion to approve Supervisor Sisk, seconded by Supervisor Leary, Motion carried 7-0.

PR#87 Add horn/strobe fire alarm devices to kitchen area per fire inspection.

Cost of \$6,470.24.

Motion to approve Supervisor Gatlin, seconded by Supervisor Hoekstra. Motion carried 7-0

PR#99 Added flagpole with lights.

Cost of \$8,559.51

Motion to approve Supervisor Leary, seconded by Supervisor Sisk. Motion carried 7-0.

PR#100 Added Exterior Sign at Highway Shop Entrance.

Cost of \$1,139.56.

Motion to approve Supervisor Sisk, seconded by Supervisor Hoekstra. Motion carried 7-0.

PR#101 Add exterior concrete pad for cold patch 32'x45'.

Cost of \$11,568.54.

Motion to approve Supervisor Hoekstra, seconded by Supervisor Gatlin. Motion carried 7-0.

PR#102 Add exterior concrete pad for dumpster access 35'x80'.

Cost of \$20,826.87.

Motion to approve Supervisor Leary, seconded by Supervisor Sisk. Motion carried 7-0.

PR#103 Add concrete walkway south of generator 8'x44'.

Cost of \$3,727.46.

Motion to approve Supervisor Sisk, seconded by Supervisor Hoekstra. Motion carried 7-0.

PR#105 Add motion detectors to overhead doors in heated storage and truck wash.

Cost of \$13,111.08

Motion to approve Supervisor Gatlin, seconded by Supervisor Hoekstra. Motion carried 7-0.

Contingency has been reduced to \$119,055.

Open House Planning –Matt replied, Open House date is September 9, 2023, 10am-2pm. Market and Johnson is helping create the brochure. We should have brochure out on the website in the next couple of weeks. T-BO would like to take photos of the facility, no charge, and we get copies of the photos. Supervisor Hoekstra asked, will there be guided tours? Matt replied yes, there will be guided tours. Jon also stated that we will have a couple of golf carts for use, to give tours of the grounds. Supervisor Leary asked if snacks will be provided? Jon replied, we will come up with something to provide refreshments and snacks. Jon also stated that we will use our social media, to get the word out. Will there be a ribbon cutting? The Chamber is great at ribbon cutting events, suggested by Jerry Wilkie. Jon stated there will be a dedication for Ray Henning with his family, prior to the public Open House.

Completion of Committee Duties – Chauncy stated Matt and Jon had the authority to purchase \$100,000 for the building project, as stated in the March 3, 2021, meeting minutes. Therefore, committee will only meet again if necessary. Matt thanked committee for support the last several years. Jerry said we would like to thank Matt and Jon for their dedication to keeping the project on track and budget.

Adjourn: 2:38 p.m.

Respectfully submitted,

Nancy Williams
Facilities Department