

## Minutes 8/31/2010 Building Committee

1. Call to order by Chairman John Meyers @ 6:01.
2. Present: Ed Weaver, Curt Peterson, Bill Grover, John Meyers, Bob Pilling, Ryan Walmer.  
Phil Mrozinski absent.  
Also present Construction Coordinator Alan Ikeler, David Bauer & Curt Kephart.
3. Certification read, no motion.
4. Approve the agenda for this August 31, 2010 meeting. Motion to approve Peterson, 2<sup>nd</sup> Walmer. Carried unanimously
5. Approve the minutes of the August 9, 2010 meeting. Motion to approve by Walmer, 2<sup>nd</sup> Grover. Carried unanimously
6. Comments from public: None
7. Consent agenda  
Dan Curran asked if we get cost savings if we dropped the LEEDS certification.  
No Additional change orders to report.  
Contingency balances have not changed since last meeting.  
Completion on schedule, to be done by end of Nov. Kephart suggested that he is expecting completion in time to allow occupancy by the end of November.  
Target awarded bid on used furniture. Kephart worked with Target to insure that we will likely not exceed the bid amount of \$150K which is close to half of the budgeted amount for the project. Kephart was given a pat on the back for a job well done.  
Kephart stated that Strang sent a letter explaining that we had used all the allotted money that was designated for furnishings for the building. Kephart told Strang that we will not need the services of Strang for the furnishing at this time.  
The house will be advertised as required by state statutes with bid opening on Sept 15<sup>th</sup>. There have been a few inquiries on the house but it has to be advertised.  
  
No action taken
8. Unified Community Services  
Neal Blackburn explained attached letter and his requests. Was very willing to work with whatever was best for the county if we could meet his space requirement. Kephart addressed most all of the issues and felt that we could accommodate. Question was asked of Neal if he had considered sharing space with other departments and he stated that he did.  
Weaver made motion to move forward with the Unified Community Services space with a cap of \$150K. 2<sup>nd</sup> by Walmer. Motion carried unanimously

Grover made a motion to reconsider motion to move forward with the Unified Community Services space with a cap of \$150K. 2<sup>nd</sup> by Bauer. Discussion on how to appropriate the funds ensued. Motion carried unanimously

Grover made motion to amend the motion to move forward with the Unified Community Services space with a cap of \$150K to include that the money for the construction project come from the building fund. 2<sup>nd</sup> by Pilling. Motion to amend carried unanimously

Vote on original motion as amended carried unanimously.

#### 9. Flooring

Carpet samples shown by Ikeler with explanations. Carpet cost was \$6000 less than the sealed floor. Sally Martens suggested that carpet may create a health issue. Kephart explained that there were drawbacks to either carpet or hard floors.

Motion by Grover to install carpeting. 2<sup>nd</sup> by Peterson. Carried unanimously.

#### 10. Glass walls & windows treatments.

Kephart explained that through discussion with the agencies, he suggested that we wait until they have been in for a month or so to see if issues arise. After further discussion no action was taken

#### 11. Side walk

Ikeler gave update on sidewalk grinding option. The cost for the 27 sections that could be ground was approx. \$550. Ikeler suggested that there were other sections that could use replacing because they were in a condition that would not allow for grinding. The cost to repair & replace was guessed to be around \$9000 and the guessed cost to replace all sections was \$16000. These guesses were based off the quote we received to complete the entire area. Also discussion on 3 sets of concrete steps that could present a hazard.

Peterson made a motion to proceed with grinding the sidewalk sections that could be ground at the approximate cost of \$550 and to remove the 3 sets of steps. 2<sup>nd</sup> by Weaver. Discussion on the cost of removing the 3 sets of steps and it was generally felt that the cost would be very minimal. Motion carried unanimously.

#### 12. Reserved parking

Ikeler informed of option to install "high occupancy reserved parking stalls" to pick up a LEED point. Informed us that there is a LEED point already for 5 parking stalls for "Alternative fuel vehicles" included in contract.

Motion by Peterson to have only handicap parking stalls with no alternative fuel or other reserved parking. 2<sup>nd</sup> by Pilling

Further discussion, Grover asked if we could have these parking areas anywhere in the lot or if they needed to be close to the building. Ikeler stated that they would need to be near the

building to qualify for the LEED point. No further discussion  
Motion carried with Grover opposed.

13. Update from Alan Ikeler  
Nothing further to report

14. Next meeting date. Hold date open

15. Adjournment. Motion by Walmer 2<sup>nd</sup> by Weaver. Motion carried.

August 25, 2010

Curt Kephart  
Iowa County Administrator  
Iowa County Courthouse  
222 N. Iowa St.  
Dodgeville, WI 53533

Dear Curt:

I am writing you to provide details of the space needs for Unified Community Services in contemplation of moving to the new Health and Human Services building. I addressed this issue with my Board of Directors last week and I believe they are supportive. However, my board needs to know more concrete details regarding who will pick up specific costs and how much levy Unified will lose. Some board members did not feel it was fair to lose all my current rent due to the fact that our space is much less in the new building. Everyone did agree that the new building would provide better public access.

Some of the cost issues involved are: Who will pay for the move?; Who pays for the new phone system?; Will the new phone system have the same capabilities as our current system?; and Will we have adequate space? The space issues do seem a bit troubling. We will need the three offices identified in the social services area. Although it is not desirable for these offices to be segregated from our clinical staff, I realize we will need to make some concessions for this to work. I am not sure if the vacant 1050 square feet will meet our clinical needs. I will leave that issue to the Iowa County Building Committee.

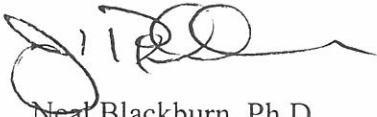
Below are the space needs, other than the above mentioned three offices that Unified must have to meet our clinical needs.

- We need a waiting area with a minimum of 9-10 chairs.
- We need a two person work station for our receptionist/secretaries.
- The entrance to our clinical offices needs to have a self-locking door for security reasons.
- All clinical offices need to have curtains or blinds for confidentiality purposes, Wisconsin State Statute 51.30.
- We need a 10x10 office for our financial accounts person near the waiting room and receptionist.
- We need a 10x10 office with no front desk and three client chairs for our psychotherapist, outside window if possible.
- We need a 10x10 office with no front desk and three chairs for clients for our substance abuse counselor, outside window if possible.
- We need a work station adjoining the secretarial area with cabinet space, mailboxes above the cabinets, fax and copier area and computer download cpu.
- We also need a lockable file room for our client charts near the work station/secretarial area. We need approximately a 12x12 room.
- We need a 10x10 office, no front desk and 3 client chairs for our Advanced Practice Nurse, outside window if possible.

- We need a 10x10 office with no front desk and 3 chairs for our psychiatrist.
- Near our nurse and psychiatrist offices, we need our medication storage room with no glass, self-locking door for clients receiving injections. This office needs only one desk. Unified will supply the refrigerator and 2 large storage cabinets. This office can be a 10x8 room.

The above mentioned offices are the minimum required to serve our clients. We will obviously need conference rooms and the like which we can share with the other departments. I am forwarding this letter to my Board and you may wish to forward this letter to your Building Committee prior to our August 31<sup>st</sup> meeting.

Sincerely,

A handwritten signature in black ink, appearing to read 'Neal Blackburn', with a stylized flourish extending to the right.

Neal Blackburn, Ph.D.  
Agency Director

cc: UCS Board of Directors