

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2  
3 Courthouse - Room 2024  
4 West Bend, WI

May 28, 2009  
9:00 a.m.

5  
6 Present: Roy Justman, James Core, Melvin Ewert, Raymond Heidtke, and Peter Sorce.

7  
8 Also Present: Administrative Coordinator Doug Johnson, Chairman Herb Tennes, Supervisor Charlene Brady,  
9 Planning and Parks Department Administrator Paul Mueller, Land Resources Manager Phillip Gaudet, Facilities  
10 Manager David Loomans, Purchasing Agent Bill Kurer, County Clerk Brenda Jaszewski, and Administrative  
11 Assistant Linda Doro.

12  
13 Chairperson Justman called the meeting to order and read the Affidavit of Posting.

14  
15 **UPDATE REPORTS AND WORKING SESSION ON GROUNDS AND PAC MASTER PLAN**

16 Appearance - Potter Lawson Project Team: Ron Locast and Wendy von Below

17 Ms. von Below presented schematics for the Public Agency Center and Mr. Locast presented schematics for the  
18 Master Plan. It is the Administrative Services Committee's consensus to proceed with the development of  
19 Schematic One as the Master Plan and have Schematic Two as the alternate.

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21 The meeting recessed at 11:02 a.m. and reconvened at 11:10 a.m.

22  
23 **MINUTES**

24 Moved by Mr. Sorce, seconded by Mr. Core to approve the April 23, and 28, 2009, minutes as presented. Motion  
25 carried.

26  
27 **UPDATE REPORT AND NEXT STEPS ON ENERGY EFFICIENCY CONSERVATION BLOCK**  
28 **(EECB) GRANT**

29 Appearance: Facilities Manager Dave Loomans, Land Resources Manager Phil Gaudet, and Purchasing Agent  
30 Bill Kurer

31  
32 Development Activities for Boiler Replacement, Solar for Hot Water, and Lighting Replacement projects

33 Mr. Loomans presented an overview of the three projects to implement with the EECB grant. The first project is  
34 the boiler replacements at the University of Wisconsin-Washington County, the second project is Solar Hot Water  
35 collections at the Courthouse and Public Agency Center, and the third project is Energy Efficient Lighting  
36 Replacements/Retrofit for County facilities.

37  
38 Mr. Gaudet explained the application process for the EECB grant, which has a June 25, 2009, deadline.

39  
40 Mr. Kurer reported the Request for Proposals for the boiler replacements and solar hot water project were divided  
41 into three different phases of work. Phase I is a feasibility study to be completed by June 15 to allow the County  
42 time to complete the grant application. Phase II is complete design, specification and control drawings for the  
43 release of public bidding. Phase III is for Project Management services. The work of Phase II and Phase III shall  
44 be contingent upon grant funding approval. Mr. Kurer reported the lighting replacement project did not require  
45 professional services because manufacturers of lighting systems are willing to provide these services at no charge.

46  
47 Action on Design Services Proposals for UWWC Boiler Replacement and Solar Domestic Hot Water projects

48 Moved by Mr. Sorce, seconded by Mr. Heidtke to award the boiler replacement professional services contract to  
49 Harwood Engineering Consultants for all three phases, including the separation of the air handler units from the  
50 boiler units, at a cost of \$32,018. Motion carried.

51  
52 Mr. Kurer reported GRAEF submitted a bid of \$31,750 for the solar hot water projects. Purchasing requested  
53 GRAEF to break out their fees by phase and buildings to compare costs for each building. The Phase I cost for  
54 the Courthouse is \$5,200 and \$4,300 for the PAC, the Phase II cost for the Courthouse is \$8,500, and \$7,000 for

1 the PAC, and Phase III for the Courthouse is \$3,700, and \$3,050 for the PAC. The total cost for all three phases  
2 for the Courthouse is \$17,400 and \$14,350 for the PAC. Mr. Kurer and Mr. Johnson recommended contracting  
3 with GRAEF for Phase I work only on both buildings to determine the payback calculations, before proceeding  
4 with the grant application process.  
5

6 Moved by Mr. Ewert, seconded by Mr. Sorce to authorize the Administrative Coordinator to enter into a contract  
7 with GRAEF for the Phase 1 Courthouse and PAC Solar Hot Water projects at a cost of \$9,500, and report back  
8 to the Committee on June 11, 2009. Motion carried with Mr. Heidtke voting no.  
9

10 Proposed Resolution for EECBG Grant Application

11 Moved by Mr. Ewert, seconded by Mr. Heidtke to approve a resolution authorizing the application of EECB  
12 grant, and forward to the County Board. Motion carried.  
13

14 **RETIREMENT RESOLUTION**

15 Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the commendation resolution for Louann C. Kocher,  
16 who has 30 years of service and is retiring from her position as Licensed Practical Nurse at the Samaritan Health  
17 Center, and forward to the County Board. Motion carried.  
18

19 **NEXT MEETING DATES**

20 The Administrative Services Committee will meet on Thursday, June 11, 2009, at 9:00 a.m. and Thursday, June  
21 25, 2009, at 9:00 a.m.  
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23 **ADJOURNMENT**

24 Moved by Mr. Heidtke, seconded by Mr. Ewert to adjourn the meeting at 11:55 a.m. Motion carried.  
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Brenda J. Jaszewski, County Clerk