

1 **UWWC BOARD OF COMMISSIONERS**

2  
3 UWWC, Room 303  
4 West Bend, Wisconsin

November 1, 2013  
3:00 p.m.

5  
6 Present: Kenneth Brandt, John Bulawa, Brenda Jaszewski, Roger Kist, Paul Price, Amy  
7 Reuteman, Paul Ustruck, and Jeffrey Geib (Alternate).

8  
9 Also present: Assistant Dean Dan Anhalt, Facilities Manager Dave Loomans, UWWC  
10 Maintenance Supervisor Jon Etta, and County Purchasing Manager Bill Kurer.

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

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14 **MINUTES**

15 Moved by Mr. Kist, seconded by Mr. Bulawa to approve the August 20, 2013, minutes as  
16 presented. Motion carried.

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18 **MASTER PLANNING/SPACE UTILIZATION VENDOR RECOMMENDATION**

19 Mr. Anhalt indicated that there will be three separate funding sources, contributing equal  
20 amounts to the project. The County/City has \$20,000 in the budget, and the UWWC Foundation,  
21 as well as the UW Colleges, are also authorized to use up to \$20,000 each, bringing the total  
22 available to \$60,000. The actual cost of the project will be divided evenly between the three  
23 separate financing sources.

24  
25 Mr. Kurer stated the Ad Hoc Workgroup met and interviewed three firms and the  
26 recommendation is to contract with Zimmerman Architectural Studios, Inc. Zimmerman  
27 presented three separate fee structures, based on the completion date. The cost would be \$27,000  
28 for the study to be completed by March 1, 2014, \$30,500 for completion by April 1, 2014, and  
29 \$33,500 for a May 1, 2014 completion date. Mr. Anhalt is recommending the March 1, 2014  
30 completion date in the amount of \$30,500 to allow staff enough time to provide all of the  
31 information required of Zimmerman.

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33 The Board discussed the recommendation to award the project to Zimmerman and it was noted  
34 that although Zimmerman was not the lowest cost, their overall evaluation score was the highest.  
35 In addition, all of those on the Ad Hoc Workgroup indicated that it was a unanimous decision to  
36 recommend Zimmerman.

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38 It was agreed that the County and City would contract with Zimmerman for the project, and a  
39 separate agreement would be created between the County/City and UW-Washington County for  
40 the funding from the UWWC Foundation and UW Colleges.

41  
42 Mr. Anhalt and Mr. Etta will be leading the project and providing most of the information  
43 required by Zimmerman. Mr. Loomans will provide documents relating to the physical structure  
44 of the University.

1 Moved by Mr. Brandt, seconded by Ms. Jaszewski to award the contract for the UWWC Master  
2 Plan/Space Utilization project to Zimmerman Architectural Studios, Inc., in the amount of  
3 \$27,000 with a completion date of March 1, 2014, and the cost being equally divided between  
4 the three separate funding sources, those being; County/City, UWWC Foundation, and the UW  
5 Colleges. In addition, if UWWC staff is unable to meet the March 1, 2014, deadline,  
6 authorization is give to complete the study by April 1, 2014, at a cost not to exceed \$30,500.  
7 Motion carried.

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9 **FACILITIES MANAGEMENT 2013 BUDGET AND PROJECTS UPDATE**

10 Mr. Loomans presented an update on the 2013 accounts, repair expenses over \$500, and 2013  
11 projects budget.

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13 It was noted that since the Master Plan/Space Utilization study will not be completed until 2014,  
14 the County and City will need to request the budgeted funds be carried over to 2014.

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16 **UWWC MAINTENANCE SUPERVISOR PROJECTS UPDATE**

17 Mr. Etta reported the lighting, building envelope, and plumbing is complete for the Performance  
18 Contract. They are working on the Metasys controls, which are expected to be completed soon.

19  
20 **UPDATE ON THE CAMPUS**

21 Dr. Price reported that due to the State budget, UWWC is looking to find ways to reduce  
22 expenses and increase revenues without increasing tuition. There is the possibility that in the  
23 future, there may have to be some staff changes. Dr. Price reported on UWWC events that took  
24 place during the summer, as well as upcoming events.

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26 **NEXT TENTATIVE MEETING DATE**

27 The UWWC Board of Commissioners will need to meet for the Master Plan/Space Utilization  
28 project and it was agreed to tentatively plan on sometime the week of November 18, 2013. Mr.  
29 Anhalt will contact the County Clerk's office when a date has been determined and the Board of  
30 Commissioners will be notified at that time.

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32 **ADJOURNMENT**

33 Moved by Mr. Bulawa, seconded by Mr. Brandt to adjourn at 4:10 p.m. Motion carried.  
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37 Brenda J. Jaszewski  
38 Secretary, UWWC Board of Commissioners