

**New Highway Facility Evaluation Subcommittee
Minutes
June 15, 2015**

Committee members present: Robb Jensen Chair, Scott Holewinski and Bob Mott

Staff present: Freeman Bennett, Mike Romportl, and Margie Sorenson

Others present: Bill Freudenberg and Dan Gleason

Call to order

Chairman Robb Jensen called the meeting to order at 8:00 a.m.

Approve agenda of the present meeting

Motion to approve the agenda by Bob Mott; seconded by Scott Holewinski. All ayes; motion carried.

Approve the minutes of the May 28, 2015 meeting

Motion to approve the minutes as presented by Holewinski; second by Jensen. Jensen Aye, Holewinski Aye, Mott abstained; motion carried.

Cost estimate for remodeling current facility

The committee review the revised cost estimates for renovation east, renovation west and new facility. Mike Romportl suggested including the sum of all square foot quantities for each option in the cost estimates for a better representation of each option. Jensen stated one of the goals of the meeting was to come up with a list of advantages and disadvantages of each of the proposals. The committee discussed if a 3.5 ton crane in the welding shop was a necessity or a want in each of the options deciding remove the 3.5 ton crane from each of the options. Minimal as opposed exceeding ADA compliance was offered as a potential strength or weakness.

Cost estimate for new facility

The committee discussed the cost associated with maintaining the River Street facility and whether the ability to expand the new facility in the future to encompass other departments might be a potential strength. Freeman Bennett noted the cost of utilities and site construction could be broken up into those other departments once in place. The committee agreed to remove the 3.5 ton bridge crane from the estimate noting the new facility would have a 7.5 ton bridge crane in the repair shop but an advantage to the remodel was the existing 10 ton bridge crane. The committee agreed the cost of the utilities should be increased by \$31,000 to \$71,000 and the site construction costs were relatively accurate. Holewinski added the fuel island costs should remain the same for each with the possible exception of the west renovation noting all that would be added was the tank. Jensen noted an advantage could be the option of offsetting the cost of a new facility with the sale of the old facility. Mott questioned if option 1 was realistic or just go with option 2; is east or west better; will both be presented for 3 possibilities or only 2? Jensen noted that industry standards have been used in the development of the western renovation noting the renovation to the east may not account for the turning radius of the trucks. Bennett stated they use a standard off of lane miles of road and the number of employees noting the commissioners he had spoken to have said they have built too small. Mott questioned if there were areas to reduce in option 3, assuming the other options have no omissions for a fully remodeled building that address all needed upgrades with proper square footages? Or are there areas that have been shortchanged? Jensen noted option 1 was the lowest cost and eliminates new cold

storage. All options address and correct the code violations, health and safety, and HVAC issues. Mott questioned if either option 1 or 2 have anything for the second floor with 5014 feet listed without an associated cost. The committee agreed the second floor would remain as is; the administrative offices left on the second floor for option 1 and the remaining unused space for storage for option 2. Jensen stated it could be suggested the administrative offices remaining on the second floor might be listed as a weakness for option 1 because the supervisors are not close to the workforce. Jensen stated another limitation of option 1 is that it does not address crew support improvements. The committee discussed square footage for the administrative and cold storage. Jensen noted consolidating the cold storage into one building could be considered an advantage. Holewinski stated that if the width of the building is increased it will increase the cost per square foot; however, the building could be lengthened. Mott questioned if best practices were addressed in the remodel options. Bennett stated both the large and small doors were being adjusted to keep harmful vehicle exhaust out and the vehicle exhaust system will be repaired or replaced. Holewinski confirmed floor drainage was addressed in both remodel options, hardeners would be applied to the concrete floor to extend the floors life, windows would be replaced with insulated glass and steel structures and interior surfaces would be painted. The committee discussed how it would determine at what point the remodel would require an elevator to remain ADA compliant and the need to include a contingency for an elevator in the event one is required. Holewinski stated the cost per square foot included upgrades to the lighting. Holewinski stated the three options would have similar square footage; however, option 2 is the largest because of the unused second floor. The committee discussed the benefit of a public meeting to explain the process. Holewinski stated he would like to see the county's finance director provide an estimate of the tax impact to the tax payers. Jensen questioned if the life expectancy should be included as a strength or weakness of each option. Bennett stated the increase in tax should be compared to the cost savings in efficiency noting currently costs were \$6,000 month. Holewinski recommended contacting WPS to get an estimate of the expected savings for both remodel and a new facility. Mott stated the comparison should present a fourth option which is the minimal that needs to be done. Jensen noted it could be listed as a strength that the new facility opens the area for potential economic development. The committee discussed the best way to list the strengths and weakness of each option.

East:

Remodeling

- Vehicle Parking Garage: Addresses code violations and health and safety concerns
- Old Welding and Lockers: Increased first floor storage
- Parts Department: Insulating and lighting improved and changing the large and small doors
- Parking Garage: Is smaller in width
- Second Floor Storage-No change: Increased storage
- Salt Shed: Eliminates comingling of state and county salt, helps inventory

New Construction

- Vehicle Parking Garage: More vehicles stored in the existing parking garage
- Welding Shop: New Welding shop
- Crew Support: All administration on one floor with workforce
- Administration Addition: Larger meeting room
- Automatic Wash Bay: Underbody flush, longer vehicle life, maximize employees time with a payback in approximately eight years are strengths; reassignment of work in order to stage washes is a potential limitation
- Fuel Island and Equipment: Same for all locations; increased fuel capacity and improved spill containment
- Move Pole Building: Allow for better traffic flow on the east side of site

- Brine/patch: Same for all locations; will likely need its own heated area for safety reasons, increased efficiency and better air quality
- East entry door: Requires clarification

Equipment

- Bulk Fluids system including reels: Same for all options
- Tail Pipe Exhaust System: Same for all options
- Emergency Generator: Needed to open doors and pump fuel if power is lost; same for all options

Site Construction

- Grading and Paving: Potentially requires retention ponds
- Fire suppression may require larger water line
- Site designed for 9 routes and 2 out of Monico

West:

Remodeling

- Vehicle Parking Garage: Addresses code violations and health and safety concerns
- Old Welding: Same parking area but with smaller isles, addresses ventilation and separates area
- Men's Locker Room: Could be a disadvantage if providing crew support improvement is important
- Parts Department: Insulating and lighting improved and changing the large and small doors
- Parking Garage: Isle smaller in width
- Second Floor-No change: Separation of supervision from work is a limitation
- Elevator: Research in process
- Salt Shed-No change: Minor repairs required, doesn't eliminate comingling of state and county salt, difficult to measure inventory in a round building. Future rail service is a potential advantage

New Construction

- Administration Addition: Larger meeting room; three administrative offices on second floor
- Automatic Wash Bay: Underbody flush, longer vehicle life, maximize employees time with a payback in approximately eight years are strengths; reassignment of work in order to stage washes is a potential limitation
- Fuel Island and Equipment: Same for all locations; increased fuel capacity and improved spill containment
- Brine/patch: Same for all locations; will likely need its own heated area for safety reasons, increased efficiency and better air quality

Equipment

- Bulk Fluids system including reels: Same for all options
- Tail Pipe Exhaust System: Same for all options
- Emergency Generator: Needed to open doors and pump fuel if power is lost; same for all options

Site Construction

- Grading and Paving: Potentially requires retention ponds
- Fire suppression may require larger water line
- Site designed for 9 routes and 2 out of Monico

The committee discussed the advantage to having a third party, such as Bill Devine review plans and costs. Holewinski commented on the need to have an individual represent and watch out for the county separate from the contractor.

New Facility:

New Construction

- Vehicle Parking Garage: All 26 vehicles stored in the same location – all option include in-floor heating
- Heated Repair Garage: Same – all options align with industry standards
- Welding Storage and Equipment: Same
- Shops (Bulk Fluids): Same
- Parts: New shelving
- Crew Support: Meets safety and health standard
- Administration: Same
- Cold Storage: All storage in one location
- Salt Storage: Same as west option; no storage of city salt (city may pay for and build storage on site)

Equipment

- Bulk Fluid System: Same
- Tail Pipe Exhaust System: Same
- Emergency Generator: Same
- 7.5 Ton Bridge Crane: 2.5 tons smaller than 10 ton at existing
- Automatic Vehicle Wash: Same
- Fuel Island and Equipment: Same

Site Construction

- Potential campus development for county
- Disadvantage: uncertainty about Musson property
- Fuel System: More efficient to be closer to building
- Traffic flow improved

Future meeting dates

None

Future agenda topics

None

Public comment

None

Adjournment

Motion to adjourn at 11:08 a.m. by Bob Mott; seconded by Scott Holewinski. All ayes; motion carried.

Robb Jensen, Committee Chair

Dan Gleason, Recording Secretary