



VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN MEETING AGENDA OF THE Building COMMITTEE

TO THE HONORABLE COMMITTEE CHAIR MORT MCBAIN AND MEMBERS OF THE BUILDING COMMITTEE: The following items were listed on the agenda in the Village Clerk's Office, in accordance with Chapter 2 of the Village's Municipal Code and will be ready for your consideration at the meeting of the Building Committee which has been scheduled for **THURSDAY, APRIL 8, 2021 @ 5:30 P.M., in the Board Room, at the Weston Municipal Center, 5500 Schofield Avenue, Weston, WI.**

A quorum of members from other Village governmental bodies (boards, commissions, and committees) might attend the above-noticed meeting to gather information. Should a quorum of other government bodies be present at this meeting it would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993). No official actions other than those of the Building Committee shall take place.

Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting.

DUE TO SEATING LIMITATIONS, IN PERSON ATTENDANCE FOR THIS MEETING WILL BE RESTRICTED TO MEMBERS OF THE COMMITTEE, STAFF, AND CONSULTANTS. MEMBERS OF THE PUBLIC MAY PARTICIPATE VIA ZOOM.

Join Zoom Meeting by Computer:

<https://zoom.us/j/5445915099>

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Meeting ID: 544 591 5099

AGENDA ITEMS

1. Meeting called to Order by Committee Chair Mort McBain.
2. Roll Call.
3. Approve Minutes of Meeting of December 16, 2020
4. Review of Bid Results for Weston Municipal Facility and Recommendation to Board of Trustees for Action on Bids
5. Agenda for Next Meeting
6. Next meeting date(s):
 - a) To Be Determined?
7. Remarks from Meeting Participants.

PUBLIC COMMENTS

ADJOURN

Village of Weston, Wisconsin
OFFICIAL PROCEEDINGS OF THE BUILDING COMMITTEE
held on Wednesday, December 16, 2020, at 4:30 p.m., at the Weston Municipal Center

AGENDA ITEMS

1. Meeting called to order by Committee Chair, Mort McBain, at 4:30 p.m.

2. Roll Call by Secretary Parker

Roll Call indicated 10 of 12 Committee Members present.

<u>Member</u>	<u>Present</u>
Bender, Bob – Citizen	Yes
Bushnell, Brian – Citizen	Yes
Ermeling, Barb – Trustee	Yes
Ermeling, Bryan – Citizen	Yes
Gau, Duane – PC Member/Citizen	Yes
Guerndt, Gary – PC Member/Citizen	Yes
Jordan, Joe – PC Member/Citizen	Absent
McBain, Mort – Citizen	Yes
Meinel, Steve – Trustee/PC Member	Absent
Nelson, Aaron – Citizen	Yes
White, Loren – Trustee/PC Member	Yes
Zeyghami, Hooshang – Citizen	Yes

Staff present: Donner, Higgins, Wodalski, Crowe, Osterbrink, Trautman, Chartrand, Tatro, Maguire, Falkowski, and Parker

Others present: President Maloney, Trustee Ziegler, Jon Wallenkamp, and Jeff Busha.

3. Approve Minutes of Meeting of December 9, 2020

Motion by Zeyghami second by White, to approve the December 9, 2020 minutes.

Yes Vote: 10 No Votes: 2 Abstain: 0 Not Voting: 0 Result: PASS

<u>Member</u>	<u>Voting</u>
Bender, Bob – Citizen	Yes
Bushnell, Brian – Citizen	Yes
Ermeling, Barb – Trustee	Yes
Ermeling, Bryan – Citizen	Yes
Gau, Duane – PC Member/Citizen	Yes
Guerndt, Gary – PC Member/Citizen	Yes
Jordan, Joe – PC Member/Citizen	----
McBain, Mort – Citizen	Yes
Meinel, Steve – Trustee/PC Member	----
Nelson, Aaron – Citizen	Yes
White, Loren – Trustee/PC Member	Yes
Zeyghami, Hooshang – Citizen	Yes

4. Review, Discussion, Action on FAQ's

Donner stated a draft of the FAQ's were e-mailed on Monday, and he has received some feedback from some of the members. The version passed out tonight reflects changes from the feedback.

McBain brought up **FAQ No. 1**. Donner pointed out the text in blue was a suggestion from Finance Director, Trautman. He then took her suggestion and proposed the language in black text below that.

McBain stated in the blue text, he is not in favor of using the term "wage savings", when there is no further justification or data to go with that. He feels that would lead into more detail than we want to include here at this time. He is more in favor of Donner's suggested text.

Bushnell feels this is a little light on emphasis of the total project. As he reads this, he feels it is heavy on the municipal building and not the total project. He suggested we take FAQ No. 10 and move that up before this, as that goes through a lot of items and emphasizes the scope of the project.

Ermeling commented that FAQ No. 1 does not really say what kind of service will be providing that we are not providing now in the current building. She feels FAQ No. 10 explains it better. Donner commented that we will need to put together some type of bullet point list of the efficiencies in services and response time that will be seen.

McBain suggested to move FAQ No. 10 before the current FAQ No. 1, and replace the "Consider" paragraph with this.

There was discussion on FAQ No. 10 referring to a bullet point list, which is not there; but under FAQ No. 1, there is a bullet point list.

Zeyghami stated he has not seen anywhere in here where it talks about the safety in the new facility. He commented if we were to bring OSHA into this current facility (shop area), it would get shut down immediately. McBain suggested we could add the safety issue into one those bullet points. Guerndt stated we do not need to advertise the safety issues. Zeyghami stated we could refer to the "improving the working condition".

Donner stated we can add something about improved safety of the public works shop. White it should also address administration office safety issues. They stated to refer to overall safety in general. Guerndt added improved flow of getting equipment in and out.

Guerndt commented that when he reviewed the draft FAQ's, under No. 1, his question was how were we going to track the wage savings. Trautman clarified her main point was that it improves efficiency. She said that it was a side comment, not meant to be broadcasted. She was thinking of wages and overtime. She realizes we can't put a number on that right now, but just wanted to emphasize the efficiencies that we will be saving with the new building. She stated wages was not really the issue, it was just describing where the efficiencies would be.

Guerndt suggested we show a topographical view of the shop, with how packed it is, and of what has to occur in order for the trucks to leave the building. He stated that most people can relate to seeing our packed garage, when thinking about their own packed garages. He stated you need to get into the mind of the consumer. He stated a person would have a full understanding if they could see what our crew deals with.

McBain questioned if we want to get into that level of detail right now, or just brush on safety and efficiency. Maloney stated maybe further down the road you touch on the garage and how packed it is.

Donner stated if we take FAQ No. 10 and move it to the front, we still elaborate on how this new facility compares to the current one.

Gau suggested in No. 10, to state "The proposed construction will replace an outdated, unsafe, and unsuitable main building, including the public works garage". Ermeling stated we do not want to use the term "unsafe". White feels this is all covered with the term "unsuitable".

Crowe stated this will be on our website, so we can put hyperlinks on the text to videos and pictures.

Guerndt stated we should not put this in the newsletter with a link, as now you have 4 pages that you will have to mail out also. He suggested to put a weblink that says "to review any questions and answers, go to this link". Then through that link you can get to all the details of the project.

Donner explained there will be a list of questions

Bushnell commented on how when he is out and about, he sees there are a lot of elderly residents. He stated that most may not have a computer and access to the internet, and is concerned if everything is just on the website. Bryan Ermeling and Guerndt commented on elderly people they know who are comfortable and utilize the internet and technology. Bryan Ermeling suggested we could offer to mail information to people by request. Zeyghami commented on how he used to see a group of elderly men who would hang out at the BP Station, and would notice them discussing Village issues from what they got out of our newsletter. He stated that he understands technology, but there are a lot of people in this Village who are not technology savvy. He recalls going into that station once and hearing those men complaining because they had not received their newsletter yet. Maloney commented that he would be willing to take printed copies of this and passing them out to people there. He also stated when this is ready, he plans to take some to the Log Cabin and meet and talk to people about this.

Donner stated we had discussed putting this out as a newsletter after the 1st of the year, or when our 1st regular newsletter goes out, to include information on this in there. Donner discussed the cost of a newsletter being about \$2,500 per issue.

Donner stated that his understanding was that we were going to keep the FAQ's short, and direct people to other places to learn more. Donner suggested to put together a project overview, and state to see FAQ's go to the Village's website. McBain stated the original intent was, every several weeks, to send out a newsletter flyer.

Guerndt stated that though he struggles with the price of the project, when looking at the scope of what this will cost, a link to a site that would have a bunch of information is a great idea, and if the group feels we want to have a 4-page mailer, he thinks for \$2,500, it is a small price which will help get information out. He feels we need to get our taxpayers educated to get them to be okay with this. McBain agrees that an investment in the communications is worth a lot, and that we should get something in the peoples' hands.

Guerndt questioned if the Village still has a public computer at the hall available for the public to use. It was stated we still have it, but not set up right now, due to COVID.

Donner stated we were trying to design these FAQ's to be placed on the website, the other part of this is the press release that went out today announcing that the Building Committee has recommended to the Board that

we proceed with the project, and that we will be available to talk to the press at 11:00 a.m. tomorrow. The next thing to happen is the post put on social media of the same variety, then this flyer is going to be put in the mail as early as Friday, depending on when printing completed. Once people receive this flyer, they will know they can go to the website for more information. Donner stated following all of this, we can talk about putting together a special newsletter of the project. Tonight, he wants us to discuss how the FAQ's should look. The links are being worked on in the background by the public relations team. He realized this is something that will be changed and updated as we go on. Donner stated the website is now live.

Zeyghami questioned if we will be placing on NextDoor. Donner stated we are getting the information out to the press first, and then as the flyer goes out, there will be social media (Facebook, Constant Contact, and NextDoor) posts at the same time. There was some discussion on these three platforms of social media.

Guerndt asked how you keep the negative feedback from the social media feeds? McBain asked who will monitor the posts and respond? Crowe stated that in the past the Clerk's team has monitored and responded to the posts on the sites. Maloney stated we should note that if people they want a conversation or if they have questions to reach out to this committee or call the hall. McBain stated if we start to see posts coming up that are inaccurate gossip and rumors, there needs to be a source that someone can go to in order to contact us. McBain feels it is okay to respond in certain conditions to certain comments to offer people accurate information. Wodalski stated that as far as Nextdoor or Facebook goes, we typically don't respond individually, but if we see a topic or subject where things are going a little off, we usually make a second post or new post that clarifies some of the misconceptions or inaccuracies that we are seeing. Crowe commented on how we do have the ability to delete people's messages on Facebook. He pointed out, for example, someone making negative posts about the aquatic center earlier this year, and how he sent that person a message informing them that since they are not adding value to the conversation, he was deleting their post. White clarified that we are talking about the Village's Facebook page. Guerndt commented, with how bad people have been impacted by 2020, we are going to get a lot of upset people saying "WTF, what else will the Village throw at us while we are down and hurting". He feels if you are talking to someone in person or on the phone, they would probably be okay, but social media gives them a way to hide behind their screen and put out their negativity. He stated not that we can stop it, but it will happen.

White feels we should respond to comments as an entity, not as an individual. He stated a general response to the post, not to each person's comment. Barb Ermeling agreed, that we would just be correcting the information as a group.

McBain stated we need to be responsible to provide accurate information, and encourage people if they want the facts here is the site to go to, or here is the list of contacts.

Bushnell stated if it was not for 2020, has anyone considered, setting up available times where 10 – 15 people can come in to obtain more information. Donner stated we were going to have an open house this past spring, which landed on the day the Governor's Order came in. Since then we had not offered any meetings. He stated we could offer a virtual meeting and tour. White stated that is all dependent on people having access to a computer. McBain stated we should prepare for this based on the reactions we start getting.

Gau commented that if we had a larger room, we could set up informational stations, manned by people, for taxpayers to stop at to hear more information, and then they rotate to other stations, allowing the groups to be smaller. He stated with a project like this, he sees informational meetings as being valuable.

Barb Ermeling stated she agrees with Gau, but unless people are here in person to see it all, people will not get the full picture. She feels to give people a tour of the building would be better than people coming into the bowling alley and listening to us talking. White stated it would have to be in the evening when all equipment is parked here. Maloney stated it could be an hour before regular meetings could work. Gau stated along with an open house for people to hear information, you could then schedule tours also. Guerndt stated for a tour, we would have to require people sign a waiver.

Guerndt commented how the dollar amount will be hard on a lot of people, especially during COVID, unless they can come and see in person. He realizes staff needs a new building, but at \$15 million, he is not sure if during this season of COVID is the right time. He stated maybe we push this back a year until things settle, which will give us opportunities to have these meetings with the taxpayers and show them our conditions.

Maloney commented with all the issues and expenses we have with our current building, he sees the value in doing the project now. However, once this project goes to bid, the costs may come in 25% higher, and then the project will not occur, and we will be forced to do something with this old building. He stated so for now, we are just getting this to go and get this to the bidding process. He stated there are some modules that we can take out, if we have to, but he does not know what will happen if we push this out a year or two.

Donner explained that no one knows when the right time is. He explained that our financial consultant stated there are a lot of projects still going on.

Maloney commented on the \$2 million safety building project going on, and no one has heard one comment or complaint. Barb Ermeling stated that is because no one knows about it. Guerndt asked how that project will impact the tax bill. Maloney stated it may impact peoples' bills by \$75.00.

Maloney went into discussion on how people should not refer to this proposed building as a "Taj Mahal", and those who do not support this project need to speak up. Maloney stated this will be an efficient, effective, and modern building. Maloney stated while the committee members may not fully agree on everything, a majority of this committee voted to move this building project forward. Guerndt stated as long as we can build a building that is expandable, even if it does cost that much more down the road, but we should deal with that down the road when we are out of room like every other business does. As long as we can have expansion walls, and the driveways are where they need to be, then we put an expansion in the budget at that time. He stated that the times can change in 5 years or so, and we can't predict when we will need to make changes.

McBain brought up and summarized **FAQ No. 2.**

McBain then brought up and summarized **FAQ No. 3.** Donner stated this one was modified based on recommendation from a committee member, to break out the building costs from other aspects (such as land purchase).

McBain brought up **FAQ No. 4.** He stated all we can do is estimate what it could costs, as we won't know until after bids come in. Donner pointed out the italicized language at the bottom of the page, which is there just for committee information. Donner stated we could include the average assessed value and median value of a home is. Bender feels to include that would be good, as the thing people are looking at is that people understand then where the majority of the dollars that the average person will be paying, even though their value may be higher or lower than that. Bryan Ermeling feels it was good as a committee member to see that editorial, but feels it would be too much for the taxpayers. If you put too much out there, it will increase the questions.

McBain brought up **FAQ No. 5.** He feels the last paragraph of this FAQ should move up. Bushnell agrees to have that last paragraph be the first paragraph in this FAQ.

McBain brought up **FAQ No. 6**, and questioned why we issued an initial recommendation and then changed our minds? He feels we should just drop that statement. We should start off with “According to our architect, there is no room to expand on our existing site...”.

Gau stated with **FAQ No. 7**, that he wonders if this should go before FAQ No. 6. McBain stated this is very similar to FAQ No. 6, and we could cut this one out, or answer with one sentence that “various sites were investigated, and the G&B Produce site turned out to be the most advantageous”. McBain does not think FAQ No. 7 adds any value. The committee was fine with removing this one.

McBain brought up **FAQ No. 8**, and asked if it would be reasonable to say when this site sells it will reduce the tax impact. Bender stated that may be with the Board looking at some of the alternatives, the Board may determine to add things into the new facility following the sale.

Gau questioned **FAQ No. 9**, as to why we need this in here. He does not think it is relative to this project. The members agreed to pull this one out.

McBain explained that **FAQ No. 10** has been moved above FAQ No. 1.

Guerndt commented that a while back he had looked at purchasing the G&B site to put in a gas station. He questioned, when talking efficiencies, why wouldn't we consider purchasing the vacant lot (owned by Carole Abitz) to the east of the G&B site to put our yard waste site on, and have everything here, rather than having our crew running out to Ryan Street every day. He commented on the work he sees going on at the Ryan Street site (across the home from his residence). He commented the Abitz site abuts the railroad tracks and no other neighborhoods to work around. He stated the Village does not have this purchased yet, but looking to expand and move. Maloney asked how many acres are on the Ryan Street site. There is about 23 acres, and the Abitz site has 7.2 acres. Gau agrees with the idea of moving everything to one site. McBain asked if there was anything that would hold us back from doing this? Donner stated it would be a zoning issue, as it abuts residential properties. Maloney stated we talked about that land a few months ago.

Gau commented on how the corner of Ross Avenue and Camp Phillips Road is kind of an expensive corner if we wanted to dispose of it. Maloney stated we are anticipating on it being used for a round-a-bout.

White commented on how some time back there were operators who wanted to do a biomass project processing site, and we were very restrictive on where we would allow those, which was just on AG land. White stated we would have to change our zoning code and rezone to AG. He agrees it is a good idea, but this would be considered heavy industrial due to noise and dust. He brought up the issue Vortex Tool had with Kings site. Guerndt stated that is because Vortex Tool has specialty equipment that could not take the dust or vibration. Guerndt stated with the existing trees here, we would have a great buffer. Gau agrees you could put a good yard waste site there with a lot of buffer. Guerndt commented on how Abitz Street could be terminated, as there are only two houses on the right side of that road, otherwise it is all open. He said the house (northeast corner of Abitz?) up there is very, very old.

McBain asked if there is a way to convey this to the Board for future consideration?

Guerndt suggested if the Village looks at this site, they should have someone privately buy it first.

McBain brought up **FAQ No. 11**. Bushnell stated on the website when we link to something, if Wallenkamp would be willing to do a recording and use his slide he did for us one night. Donner stated we could do that and suggested we could see about recording voice on that.

McBain brought up **FAQ No. 12**, suggesting the comma in the first sentence be moved to say “maybe, but there is no guarantee.” Bushnell suggested we not use that first sentence, as the two paragraphs following explains this.

McBain brought up **FAQ No. 13**, stating this could be tricky. Barb Ermeling stated her thought was just because you can, does not mean you should. She is not in favor of a referendum, as if it were voted down, then what is our alternative. She stated we can't stay in this building much longer, due to safety reasons, etc. She reminded of the bus service that was voted on and passed referendum, but then the funding was voted down. White asked about using direct legislation. Donner stated this does not apply in this case.

White stated the question instead could be “how is this getting financed”.

Maloney stated we could say “Does this project require a referendum, and if not how are we going to finance it”.

Gau suggested we state “Does this project require a referendum? No. The Village is not required to hold a referendum since the purpose of this project is for a public works facility.” Maloney clarified Gau is stating to skip down to the bottom, and that be it.

Maloney suggested we end this document on a positive note. Guerndt suggested to leave 13 there, and add a summary below the FAQ's. He suggested language like “Has the committee vetted this enough to see the significance. Yes, the Village has struggled with this for x-years, we have not other choice, and don't feel it is the proper thing to spend \$10 million on the existing facility, when we can't put all the staff and people together in one place, where it would be way more efficient. How it is way more efficient to relocate, and this is the best decision we came up with to relocate”.

Maloney commented to bring up the drive-up window – for added speed and added convenience. Maloney agrees with Guerndt's suggested language.

Maloney added to stated how the growth shows that in 25 years, we are going to have 50% of (the County's) growth here.

Bushnell stated, though we should not say anything specific about that yard side, but a comment could be that the site offers for potential growth and efficiencies. Guerndt suggested to state this site is conducive for future expansion.

Crowe stated an additional FAQ he added to the website, and asked if the committee wants to keep it. He read the FAQ and explained the tool used by the construction industry called RS Means Index, which monitors building cost fluctuations over time, and how when using this tool, it showed that the original 2016 estimate of \$12.5 million then would be \$14.4 million as of January, 2020. Bryan Ermeling feels this should not be included as 99% of people do not know what this was originally estimated at. Crowe stated he felt it was important to show that for every year you wait, the costs go up an additional \$1/2 million. Bryan Ermeling stated we could include Crowe's simplified explanation. Guerndt stated if we are going to keep FAQ No. 3 in here, we need to change it to be cohesive to Crowe's statement. Crowe stated he can take FAQ No. 3 and massage it to include some of this information in there.

Guerndt feels in the summary statement, we need to have some of FAQ No. 3 in there. He stated we can say how much this has been vetted and how we are looking to the taxpayer's best interest, and how the decision was not to renovate because then what do you do with the staff, he stated to then add the dollar amounts and say it was easier to start from scratch. Bender stated to add how every year we wait the costs go up.

Donner brought up the referendum question stating “No, this project does not require a referendum because much of the purpose of this project is for public works.”

Bushnell would really like the end with a positive summary, as to why it is done and the positives of it, to kind of wrap this up in the end on a positive note.

Donner brought up a question – “Has the needs of this project been adequately evaluated?” It was suggested that Donner draft something and send it to the committee for review. Donner stated the FAQ’s won’t be live until we get the go ahead.

5. Discussion of Progress on Public Communications

a) Project introduction mailer

Donner stated this is already at the printer and ready to go. Donner stated this will go in the mail Friday or Monday. McBain stated to get this out soon, like Friday.

b) Press Release

McBain stated the press release went out today and will have a brief press conference tomorrow at 11:00 a.m. for anyone who shows up.

7. Agenda for Next Meeting

McBain will call the next meeting as needed, sometime after the holidays.

8. Next Meeting Date:

a) Wednesday, December 16, 2020 @ 4:30 p.m.

b) To Be Determined?

9. Remarks from Meeting Participants

Guerndt questioned when these will go out. He would like Donner to send a final copy. McBain stated these will be e-mailed to the committee with a deadline of when to get comments back to Donner.

PUBLIC COMMENTS

None.

ADJOURN

Motion by Bryan Ermeling, second by Bender, to adjourn at 6:05 p.m.

Mark Maloney, Village President
Keith Donner, Village Administrator
Valerie Parker, Recording Secretary

