

Village of Weston, Wisconsin
OFFICIAL PROCEEDINGS OF THE BUILDING COMMITTEE

held on Wednesday, November 4, 2020, at 4:30 p.m., in the Community Room, at the Municipal Court

AGENDA ITEMS

Maloney noted that Chair McBain and Vice Chair Gau are excused from today's meeting. He asked for a nomination for someone to chair tonight's meeting.

[Clerk's Note: Since Theiss is no longer able to participate in the BC meeting, Gary Guerndt is now a member of this committee in Theiss' place.]

**Motion by Meinel, Second by Guerndt to nominate White to chair tonight's meeting.
Committee nominated White to chair the meeting.**

Yes Vote: 8 No Votes: 0 Abstain: 0 Not Voting: 4 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 | NOT VOTING |
| Guerndt, Gary – PC Member/Citizen | YES |
| Jordan, Joe – PC Member/Citizen | YES |
| McBain, Mort – Citizen | NOT VOTING |
| Meinel, Steve – Trustee/PC Member | YES |
| Nelson, Aaron – Citizen | NOT VOTING |
| White, Loren – Trustee/PC Member | YES |
| Zeyghami, Hooshang – Citizen | NOT VOTING |

1. Meeting called to order by Committee Acting Chair, Trustee White, at 4:30 p.m.

2. Roll Call by Secretary Parker

Roll Call indicated 8 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 | CALLED IN AT 4:50 PM |
| Guerndt, Gary – PC Member/Citizen | YES |
| Jordan, Joe – PC Member/Citizen | YES |
| McBain, Mort – Citizen | EXCUSED |
| Meinel, Steve – Trustee/PC Member | YES |
| Nelson, Aaron – Citizen | EXCUSED |
| White, Loren – Trustee/PC Member | YES |
| Zeyghami, Hooshang – Citizen | EXCUSED |

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

Others present: President Maloney, Trustee Ziegler, and Jon Wallenkamp

3. Approve Minutes of Meeting of October 28, 2020

Motion by Ermeling, second by Bender, to approve the October 28, 2020 minutes.

Yes Vote: 8 No Votes: 0 Abstain: 0 Not Voting: 4 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 | NOT VOTING |
| Guerndt, Gary – PC Member/Citizen | YES |
| Jordan, Joe – PC Member/Citizen | YES |
| McBain, Mort – Citizen | NOT VOTING |
| Meinel, Steve – Trustee/PC Member | YES |
| Nelson, Aaron – Citizen | NOT VOTING |
| White, Loren – Trustee/PC Member | YES |
| Zeyghami, Hooshang – Citizen | NOT VOTING |

4. Facilities Design Review

White offered members to comment individually their points on the design plan.

Wallenkamp gave an overview of the plans before them. He discussed the color coding and what each color represented.

He then showed a plan that laid out the existing municipal facilities over the new proposed facility, to give a visual perspective of how much current and additional area is being proposed. He commented on how our current facility does not give much room for vehicle circulation.

White asked about the Ryan Street shed. Wallenkamp stated that shed is remaining there.

Wallenkamp discussed with the building, staff can access from all sides of the building, where the public can only access through the main public entrance. He explained how the first-floor main entrance is as far through the building as the public can go. They cannot get into the offices on either floor, without being allowed in by staff. Anyone accessing the second floor can be seen by the employees downstairs. He pointed out the conference rooms and the large voting room. There is a large conference room by the administrator's office, which will also be open to other staff to use. There will be a drive-thru window at the Utility Clerk's office. He commented the field staff will have full-size lockers, and the office and seasonal staff will have small lockers. The kitchen is located so all staff will use it (not segregated as it is now).

Gau called in and announced he was present at about 4:50 p.m.

There was discussion on the shared locker rooms (office and field staff) and the size of the locker rooms. Wallenkamp commented he can look at those and take 1,000 square feet out to make them smaller. White commented on how the utility staff need to have a way to change clothes and take showers. Wallenkamp stated there is a breakdown area for decontamination.

There was discussion on the large lunch/training room. Wallenkamp commented on how during closed session meetings, there is a secondary door that the Board can use to access/exit.

Wodalski commented on the large new lunch/training, which can be used for elections also. Donner commented we were in mindset that we would have to provide space for voting in our own facility going forward. He does not think we can count on Weston Lanes in the future. It has become less of a thing to be able to use the School District facilities, and we have had to get away from that.

Maloney commented on our being on lock down, and now we will open up this building during elections. Maloney questions the size of the lunch room. Maloney wants to represent all those that will be paying for this and people who don't have this kind of amenity.

Wallenkamp stated a lot of municipalities are looking to create amenities to attract employees. With the number of showers, it is good for employees to know those are available. Maloney stated he runs home and then takes a shower if he needs to, and employees can do the same.

Wallenkamp asked if the committee will be voting on if showers should stay in or not. White stated we are making recommendations to the Board, who can approve or override. White stated he sees this as a resolution coming from committee, which will be a resolution to reduce or eliminate certain rooms.

There was further discussion on the size of the two kitchen rooms. There was also discussion that the field staff should have a separate break room from the administrative staff, as they will be dirty from working out in the field and bringing mud into the break room the administrative staff also uses. Wallenkamp stated how most communities are trying to bring all of their staff together in a common area. He stated you would need to just promote that employees clean up after themselves. Donner stated this comes up in the current kitchen the administrative staff uses. Wallenkamp stated that double kitchens will increase the cost.

Questions were raised on the solid wall between the two kitchen rooms. Wallenkamp stated this division will allow for staff to still access the main kitchen area, when there are trainings occurring in the other area. Wallenkamp will add tables to these rooms to give a visual of how much space will be utilized. White gets the idea that committee does not feel large lunch/training is necessary.

Donner asked Guerndt about his facility, and how he has it set up. Guerndt commented his field staff typically eat in their vehicles. He stated there is a shower, wash bay, break room, and small kitchen for employees to use. Guerndt feels there should be a separate area between field staff and administration.

There was discussion on the location of the field crew workstations. Wodalski stated they will have iPads to plug in and will be close to the lockers. Wallenkamp stated the location for equipment storage is the most ideal place. There was clarification of where the fleet crew enters the building.

Guerndt questioned the large open space in the men's locker room. Wallenkamp explained that area is not usable space for the vehicles, so incorporated it into the locker room.

There was a discussion on the need for the size of locker rooms. It was stated how administration staff could keep their belongings in their offices. Higgins stated how currently, as an example, there is no (secure) place for her to put her purse, how it is sitting out in the open. She thinks having a place for administration staff to store their belongings is needed. She commented on how several employees run during their lunch, and are stuck having try to clean up in the bathroom sink. We have a Wellness Committee and continue to try to get employees active. She feels employees look for these kind of amenities when looking for a job.

Donner brought up a comment Ermeling previously made on how in the banking industry, records are being imaged and not stored as paper files. Donner stated there are certain types of records that we have to keep in paper form, until those are superseded. We have stored documents at the Public Safety Building and at one of the wellhouses. We can't go to the level of some private businesses with file storage. He commented on in our Ordinances, Chapter 2 Administration – there are 5-6 pages that address our records retention requirements from the Wisconsin Historical Society, Public Service Commission, and others.

Meinel questioned the required types of storage for our records, as far as if they are fire protected, etc. Wallenkamp stated no special fire suppression requirements for storage; though, 911 back-up is a different system. Crowe stated with our digital files, we have a really good back-up, which is backed up every hour and stored off-site.

White confirmed this (proposed) building is sprinkled.

Barb Ermeling questioned utility payment drive-thru window. Wallenkamp stated will also be a drop-box for other things (taxes, permits, elections, etc.). Meinel questioned if this drive-thru window should be situated in the front of the building, as far as accessing it for vehicles. It was stated that side of the building will have a circular drive. It was also discussed that curb and gutter will be installed.

Bryan Ermeling commented on the driveway if there will be issues getting in and out. Wodalski stated he could see a median coming through from Bernard Avenue. Trucks would stay on the north side of the property.

Maloney questioned the 30 interior stalls for small vehicles. Wodalski explained all the different vehicles and equipment for all departments that will be parked there. Wodalski stated this interior area will allow for two-way traffic. Maloney commented on staff using the shop on the weekends for personal uses, and how it should not be allowed. Wallenkamp will populate a map showing all the equipment parked in the stalls. There was further discussion on the shop area.

White questioned if there will be a sediment bason for the washbays. Wallenkamp stated there will be a baffle system for solids to settle for the drains, and will go through an oil separator. He stated there will be ¾" PEX line with a drain on wall to flush out equipment. We would sewer vac out the sand. Wallenkamp stated the automated wash bay will have underbody flushing. Wallenkamp stated the wash bays need movement of air so there is minimum exhaust.

Bushnell commented on the water from wash bays, and asked if there is the availability to reuse the water. Wallenkamp stated the wash water is reclaimed but, there will be a fresh-water bypass to operate during the winter so high salt content water is not used for washing during the snow season.

Jordan questioned the overall building height. Wallenkamp stated the height ranges from 22' to 28'.

Guerndt stated the inside open storage has railing and stairway to mezzanine. Maloney confirmed all were okay with the men/women shower area for field/front-line staff. Maloney commented on the utility locations in the bathrooms, and how usually you would keep the water lines all in one area close together. Wallenkamp stated the proposed layout is the most functional layout.

Bushnell confirmed we are adjusting street foreman office into open area. There was discussion on squaring off the training area and men's locker room area, which now will allow for windows into the shop.

There was discussion on saferooms, in the event of emergency weather. White pointed out to keep in mind for armed intruders.

Guerndt questioned if the location for fleet crew to check in flows well. Guerndt commented on how employees may congregate there during work hours. Wodalski stated the location should be fine and he doesn't foresee any issues. Wodalski stated they will need to come in and plug in tablets and check the board for their next duties.

Wallenkamp commented on the back-up generator for shop lights, garage doors, and minimum lighting for minimal operation. Wallenkamp stated we are looking at a diesel fueled generator.

White commented on the IT room and equipment. Wallenkamp stated that will have its own heating/cooling, and back-up generator.

White commented on exhaust from vehicles. The main shop will have overhead air exchangers that will turn on based on carbon monoxide sensors. In the maintenance bay, there will be drop down connections to plug into vehicles. White is concerned employees will leave without remembering to disconnect.

Wallenkamp stated overflow drains will daylight out of building. Roof drains will have an overflow drain.

Bushnell asked if there is a plan to have future electric vehicle charging stations incorporated into the site design. Maloney asked if there would be gasoline pumps then too. Bushnell commented how some companies will install electric vehicle plug-ins and will work with communities on payment arrangements. It was stated how employers are offering employees to plug in up to 2 hours per day with a charge per user. Donner asked Wallenkamp what the impact of a charging station might have on the electric service requirements. Wallenkamp thought the entire building might require a 2,000 amp service.

There was discussion on the parking lot and large amount of parking spaces. Wallenkamp stated this is based on Zoning Code requirements. White stated if we reduce the occupancy area of the building, we can reduce the parking stalls. Maloney questioned if we have enough parking stalls at our current location. Donner stated we don't. There was discussion on snow storage, and how we may need to move some of our landscaping for the storage. There was also some discussion on hauling the snow storage off site. Donner commented a lot of retail business have snow trucked off site, and how a lot of snow from our streets are getting trucked out. Donner stated we can point out where on the plan it will be stored. Wallenkamp stated the County may want more right-of-way, and we need to take that into account. Wodalski stated the County envisions the same wider corridor from north of this area down to Ross Avenue. Marathon County has informally asked us if we would agree to dedicate right-of-way. Staff stated it is still to be decided.

Bryan Ermeling questioned the width of the drive, and how we need it to be wide enough for someone going to drive-up. It was stated most are 24', others are 27' or 30' wide. Wallenkamp stated typically the drives are 27-feet. Wodalski pointed out gates on south and north sides of the building. Wallenkamp stated the gates could stay open if needed.

Bryan Ermeling questioned if snow storage will be onsite. Wodalski stated the intent is to store snow onsite and hot haul it off whereas at our current site, we end up having to remove snow once or twice per winter, but we would try to make it so we wouldn't have to do that with the new site.

Wallenkamp then directed the committees' attention to the second floor and discussed the upstairs check-in window. There is an accessible conference room the public can access to meet with staff. He mentioned the blue areas represent the future areas not in the current facilities. The Public Works administration staff can see over the garage area. Wallenkamp pointed out the access to the shop mezzanine.

White commented with the number of offices in upper level, that if we were to get rid of the upper level, we would need to increase the lower level to fit everything. White commented on the size of offices. Directors have larger offices.

Maloney commented on the 8 new offices, which amounts to 42% of increase, and then additional offices about 64% increase. It was stated there are 20 new offices. White commented on Room 234 being one big room with cubicles. Wallenkamp stated those are open office spaces not private offices.

Higgins stated the open area with workstations is for future flexibility. Over the years we have had access to students from UWSP, but we don't have space for them. That area would be for those people or others on temporary/seasonal assignments.

Wallenkamp stated the chart with positions can be modified. Barb Ermeling commented on the attorney office. Donner stated the perspective was not to bring in a fulltime attorney, it was more for a space for when the attorney comes in. Donner stated we also need a place for auditors and other people working on-site for short term projects. White commented we should be careful how we label offices for "people" as that may shock residents.

Wallenkamp stated how we have cut down the spaces during the planning. White suggested to have Department Directors come and explain what they envisioned. Meinel stated to explain why those offices are there. There was discussion on the workstation for our assessor, which our assessor does have desk space here now.

Wallenkamp went through the list of offices. Tatro stated if Weston is going to go into commercial building inspections, then we need to think of future commercial inspectors and where those positions will be located. Tatro stated the goal is for better service to community, which if we can do commercial inspections locally (not depending on the State to come in), it will save time and possibly money. Wallenkamp stated we could become a certified municipality. Tatro stated Wausau, and Stevens Point do this currently. Wallenkamp stated this could also serve as a revenue source. Donner stated this is an unfunded mandate, a service we are required to perform but, are not paid for unless it is passed on to the developer/builder.

Bushnell stated the existing building is 65 years old. No one back then knew what we needed today, and now we are asked what the projection is for this new building.

Maloney commented on his observation on 1st & 2nd floors, where it is just the Clerk's department on the 1st floor, everyone else is upstairs. He questioned if we should put a lunch area upstairs. Bender commented on the number of conference rooms and extra offices there that could make into a break room. Bender commented if people are able to make a short break in a.m. and p.m., their productivity will make up for it. Maloney commented on making this easier and more flexible for staff.

White asked staff's opinion on a break room. Wodalski commented how in the current facility, the refrigerator is on far side of the Board Room staff is accustomed to having the kitchen far from offices and the location of the break room in the future facility hasn't been a point of discussion with staff. Maloney stated we should not have heaters all over (in reference to our current facility). White commented on how we should make employees walk to get to other areas of the building, and not sit all day. Donner stated under the employment law we are required to offer breaks for certain time of work. We need a place for them to go to take that break. Bender stated an individual cannot take their break at their desk. Maloney commented this did not apply to salaried (meaning exempt) employees.

Guerndt questioned what is our goal and our budget? Wallenkamp then gave the history of where we started and where we are at now with this project. Our goal is to have a larger group of individuals to answer

questions that will come up and provide details to the public. White stated how Kueny Architects has sized our building by the size of the community we serve. He reminded that all departments will be in this building. He explained how we at one time looked into including a library and bringing the Municipal Court over, but those went away. He stated we also planned for a community room that could be rented out, but that is out of the plan now.

Guerndt asked if the \$1 million is included in property value, and \$14 million is rest. Guerndt stated if we have to sell this to the community, we need to be able to sell this to ourselves.

Donner stated this is why we have to look at our needs out to 2040. Guerndt commented maybe the 1st floor gets finished and only about 1/4 of the 2nd floor gets done.

Wodalski stated a topic that came up last week, was to get the shell done, but not finish all of the inside for some time. Wallenkamp stated he could condense the 2nd floor. We could get all plumbing in and fill in the offices later.

Wallenkamp stated his goal is to give as much information on what he has seen in past. He has never had someone wish they made a building smaller.

Guerndt stated it makes sense to construct the whole building at once and then finish the interior as needed. Barb Ermeling feels the "future" areas will be a hard sell.

Wodalski confirmed to bring all future areas to the far side of building for a future build-out. Guerndt commented we will need to look at access.

Donner commented the financial part of this is something we need to address. We are trying to go through this planning in a sequential manner. The Village has capacity to take on debt, and the Village has not borrowed money for some time. He stated when the group toured our facility (at the first meeting), there seemed to be a consensus that our current situation is not suitable for us.

Bushnell stated the lower right would be open for future growth.

Wallenkamp stated he could show a 3-D rendering. White commented how Donner is working with Ehlers on the financing for this project.

White questioned what happens if the project takes longer to start. White stated it is important to have all our ducks in a row. White is more than happy to pay his fair share of taxes to see this done. If we do this correctly, most people will be fine. White commented at the last meeting we talked about hiring a marketing firm.

Wallenkamp stated he has a good idea of what the committee wants to see for the next meeting.

White suggested for the members to direct comments to Donner only to prevent a walking quorum.

6. Discussion and recommendation to Board of Trustees to proceed with demolition of the building on the new site (former G&B Produce building).

Donner stated this was a request from Gau that the committee go forward on demolishing the existing G&B building. Donner stated we are already going forward with that, and how Wallenkamp has put together a bid invitation on the demo. He stated the bid opening is set for November 30th.

Donner stated the committee can endorse the previous Board of Trustee's action on this.

Gau stated the minutes of last meeting indicated this was to be brought to the Board of Trustees. Maloney stated there has already been action by the Board, with a November 30th bid opening. It was stated that a sign be put up at the request of Barb Ermeling. Donner is working with a marketer for designing a sign.

Maloney stated we don't need action. White feels we should endorse action #6.

Motion by Ermeling, second by Meinel to endorse the Board's approval to demolish the G&B Produce Building.

Yes Vote: 9 No Votes: 0 Abstain: 0 Not Voting: 3 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 |
| Guernndt, Gary – PC Member/Citizen | YES |
| Jordan, Joe – PC Member/Citizen | YES |
| McBain, Mort – Citizen | NOT VOTING |
| Meinel, Steve – Trustee/PC Member | YES |
| Nelson, Aaron – Citizen | NOT VOTING |
| White, Loren – Trustee/PC Member | YES |
| Zeyghami, Hooshang – Citizen | NOT VOTING |

7. Discussion and Recommendation to Board of Trustees to place a sign on the new building site announcing the new facility project.

Motion by Gau, second by Bender to approve having a sign placed on the new building site announcing the project. Question: Donner questioned the timing of the placement of the sign. Should this be done concurrently with the building demo or just after? Maloney stated as we begin the demo and tree removal, a week prior to that. Maloney stated this should be done by a marketing group and should show a rendition of the building. Motion carried.

Yes Vote: 9 No Votes: 0 Abstain: 0 Not Voting: 3 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 |
| Guernndt, Gary – PC Member/Citizen | YES |
| Jordan, Joe – PC Member/Citizen | YES |
| McBain, Mort – Citizen | NOT VOTING |
| Meinel, Steve – Trustee/PC Member | YES |
| Nelson, Aaron – Citizen | NOT VOTING |
| White, Loren – Trustee/PC Member | YES |

5. Discussion of Progress on Public Communications

a) Develop list of FAQ's

b) Public Information Strategy

Donner brought up we missed Agenda #5. This was to give the committee a sense of where we are going with marketing. He explained how after the last meeting, he, Crowe, and McBain met with Village resident Jeff Busha, a former DCE School employee, who was involved in their public communications and website development. He explained how they developed an outline of how we would proceed with public information and Busha is able and willing to help us out. He stated a thought is to get out communication that explains what we are doing and the cost. Donner stated he contacted a marketing firm to help also.

Donner stated our strategy now is to get more information on the Village website, Constant Contact, Nextdoor, Facebook, etc., to get the word out. He stated how Crowe will be involved in this with Busha. Donner expects to have more information on the public relations firm at the end of the week, and will update the committee on the strategy.

Donner brought up the need to develop FAQ's, and asked the members if they had any thoughts on what those should be? He asked the members to funnel them to him so he can put a list together. If there are any questions or comments to let him know directly. We want to develop a website link for FAQ's from this committee.

Guerndt asked if there has been any cost analysis modeling done, which Wallenkamp stated yes.

White stated each member should send Donner 2 ideas, and to be sure to send them only to Donner directly.

8. Agenda for Next Meeting.

Maloney questioned what topics should be on next week's agenda.

White stated to bring back the FAQ's. Bushnell suggested an overview by staff on the financial projections. We should explain what the financial impact will be and why it is important to bond now? What rates will go up? We should get this information out now, not later. White stated to condense the information down, so that it is not too lengthy – should be bullet points. Maloney stated Trautman or Ehlers can get the financial information for us.

Wallenkamp will try to bring new floor plans to the next meeting.

It was confirmed the next meeting will have financial walk-through projections, FAQ list, and updated floor plan. Someone stated to include the office and truck area tour in the public information.

9. Next Meeting Date:

Donner stated the next meeting is Wednesday, November 11th, and we will move back to the Municipal Center at next meeting.

Guerndt stated he will be late at the next meeting.

10. Remarks from Meeting Participants

None.

PUBLIC COMMENTS

ADJOURN

Motion by Bryan Ermeling, second by Barb Ermeling to adjourn at 7:16 p.m.

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

DRAFT