

**APPROVED MINUTES OF THE AD HOC JAIL PLANNING &
SPECIFICATIONS DEVELOPMENT COMMITTEE MEETING HELD
December 19, 2017 – 5:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**County Board Room; Courthouse
414 W. Main St., ELLSWORTH, WI**

2017 – 13

1) Meeting Convened

The Pierce County Ad Hoc Jail Planning & Specifications Development Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chair Jon Aubart called the meeting to order at 4:00 p.m.

1a) Those Present

A quorum was established acknowledging 5 members present.

Members present:

Jon Aubart	District #3
Mike Kahlow	District #6
Scott Bjork	District #7
Neil Gulbranson	District #11
Brian O’Connell	Citizen Member

Absent/Excused:

Also Present: JoAnn Miller-Administrative Coordinator, Nancy Hove-Sheriff, Jason Matthys-Chief Deputy Sheriff, Steve Albarado-Jail Administrator, Brad Lawrence-Corp. Counsel, Jamie Feuerhelm-County Clerk, Randy LaFaive-Market & Johnson.

1b) Agenda Approved

Motion by B. O’Connell/S. Bjork to approve agenda as presented; motion carried unanimously.

2) Minutes Approved

Motion by N. Gulbranson/S. Bjork to approve the minutes of Oct. 12, 2017 as presented; motion carried unanimously.

3) Public Comment

None.

4) Discuss/Take action on PR#129 regarding lighting in day report vestibule area

J. Matthys explained the issue was the lighting in this area was adjusted by master control & needed to be on a separate circuit. The work was completed & functioning as desired. Motion by B. O’Connell/N. Gulbranson to approve PR#129 in the amount of \$257; motion carried unanimously.

5) Discuss/Take action on PR#130 regarding Schlage Electrified Lock Set and a Schlage Interchangeable Core for Opening 1130E

J. Matthys explained that one of the doors had a card reader but no handle. This request was to remedy that situation. Motion by S. Bjork/M. Kahlow to approve PR#130 in the amount of \$949; motion carried unanimously.

6) Discuss/Take action to approve Change Order #16 regarding various changes including additional electrical panel and breakers, chiller heat tape, additional electrical items, and

additional drainage tile

AC J. Miller explained that these items were previously discussed & approved to include items addressed prior to this agenda item. Motion by M. Kahlow/S. Bjork to approve Change Order #16 in the amount of \$44,476; motion carried unanimously.

7) Discuss/Take action regarding erosion control issue and corrective action

R. LaFaive explained some erosion issues he felt would need to be addressed. Sheriff N. Hove indicated that she felt there was an issue but would be more prudent to wait until spring to realize the full extent it. Committee discussed estimates to remedy the issue. They expressed an interest in speaking to Highway Commissioner Chad Johnson to get further information & another opinion on what may need to be done to fix the issue. No action taken.

8) Discuss/Take action regarding additional charges from B&B Electric

R. LaFaive explained that B&B Electric was called to the site for various issues that was not included in their initial scope of work. He added that they were requesting to be compensated for the additional time. He further explained that some of the issues had to do with trouble shooting for other vendors & their equipment. He indicated that M&J would attempt to recoup those costs from the vendors involved. Motion by M. Kahlow/S. Bjork to approve payment to B&B Electric in the amount of \$1,200 for the additional work provided; motion carried unanimously.

9) Closed Session

Motion by S. Bjork/B. O'Connell to convene into closed session at 5:16 p.m. pursuant to §19.85(1)(e)Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and pursuant to Sec. 19.85(1)(g) Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: for the purpose of discussing caulking contract / Waumandee Creek. Motion carried unanimously by roll call vote.

10) Open Session

Motion by S. Bjork/B. O'Connell to return to open session at 5:39 p.m.; motion carried unanimously by roll call vote. No action taken.

11) Discuss/Take action regarding additional parking at the law enforcement center site

Supervisor S. Bjork informed Committee that there is a parking shortage issue at the new facility & he felt this Committee could address the issue. Sheriff Hove elaborated on areas she felt needed additional parking. Motion by M. Kahlow/S. Bjork to authorize AC J. Miller to speak with civil engineers to begin gathering information & cost estimates to add additional parking at new jail facility; motion carried unanimously.

12) Review project budget

AC JoAnn Miller distributed document with project budget numbers in draft form. Bond proceeds were \$18,500,000; total costs to date \$18,294,504. She stated that there was an additional \$185,000 authorized for the project from the Jail Assessment Fund. Draft estimate balance to date was \$390,496. No action taken.

13) Update on Jail Project progress

Lt. S. Albarado gave review of issues staff has been dealing with at the new site. He indicated the most crucial issue currently was with TurnKey which operates systems vital to safe operation of the jail facility. He stated that they are working with the vendor to try & remedy all the issues but at some point if things continue not working correctly the County would have to consider another alternative. Concluding he stated that operationally with staff & other officials involved the operation of the new facility was going very well. No action taken.

14) **Future Agenda Items**

- Erosion control
- Additional parking information & estimates
- Review project budget & balances, to include balance in Jail Assessment Fund
- Updates on operations

15) **Next Meeting Date**

Committee discussed when to schedule next meeting. With few things left to address a meeting date was not scheduled at this time but would be determined later based on when information could be obtained.

16) **Adjournment**

Meeting adjourned at 6:22 p.m. by motion of S. Bjork/M. Kahlow; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

**AD HOC JAIL PLANNING AND SPECIFICATIONS DEVELOPMENT COMMITTEE
MEETING AGENDA**

Tuesday, December 19, 2017 – 5:00 p.m.

Courthouse - County Board Room

414 W. Main St. – Ellsworth, WI

#	Action	Presenter
1	Call to order 1a. Establish quorum 1b. Approve agenda	Chair
2	Discuss/take action on minutes of 10/12/2017	Members
3	Committee will receive public comment not related to agenda items	Members
4	Discuss/Take action on PR#129 regarding lighting in day report vestibule area	Randy LaFaive
5	Discuss/Take action on PR#130 regarding Schlage Electrified Lock Set and a Schlage Interchangeable Core for Opening 1130E	Randy LaFaive
6	Discuss/Take action to approve Change Order #16 regarding various changes including additional electrical panel and breakers, chiller heat tape, additional electrical items, and additional drainage tile.	Randy LaFaive
7	Discuss/Take action regarding erosion control issue and corrective action	Randy LaFaive
8	Discuss/Take action regarding additional charges from B&B Electric	Randy LaFaive
9	Committee will convene into closed session pursuant to Sec. 19.85(1)(e)Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and pursuant to Sec. 19.85(1)(g) Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: for the purpose of discussing caulking contract / Waumandee Creek	Members
10	Committee will return to open session and take action on closed session items, if required	Members
11	Discuss/Take action regarding additional parking at the law enforcement center site	Scott Bjork Jo Ann Miller
12	Review project budget	Jo Ann Miller
13	Update on operations at new jail facility	Sheriff Office
14	Future agenda items	Members
15	Next meeting date	Members
16	Adjourn	Members

Questions regarding this agenda may be made to Jo Ann Miller at 715-273-6851, Ext. 6429.

Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.

A quorum of County Board supervisors may be present.

(12/13/17)

**AD HOC JAIL PLANNING AND SPECIFICATIONS DEVELOPMENT COMMITTEE
MEETING AGENDA**

**Thursday, November 9, 2017 – 4:00 p.m.
Law Enforcement Center – EOC Room – Lower Level
555 W. Overlook Drive. – Ellsworth, WI**

#	Action	Presenter
1	Call to order 1a. Establish quorum 1b. Approve agenda	Chair
2	Discuss/take action on minutes of 10/12/2017	Members
3	Committee will receive public comment not related to agenda items	Members
4	Discuss/Take action to approve Change Order #17 regarding various changes including additional electrical panel and breakers, chiller heat tape, additional electrical items, and re-caulking.	Randy LaFaive
5	Discuss/Take action on PR#129 regarding lighting in day report vestibule area	Randy LaFaive
6	Discuss/Take action on PR#130 regarding Schlage Electrified Lock Set and a Schlage Interchangeable Core for Opening 1130E	Randy LaFaive
7	Review project budget	Jo Ann Miller
8	Update on jail project progress	Randy LaFaive
9	Future agenda items	Members
10	Next meeting date	Members
11	Adjourn	Members

Questions regarding this agenda may be made to Jo Ann Miller at 715-273-6851, Ext. 6429.

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A quorum of County Board supervisors may be present.

(11/6/17)

**AD HOC JAIL PLANNING AND SPECIFICATIONS DEVELOPMENT COMMITTEE
MEETING AGENDA**

**Thursday, October 12, 2017 – 4:00 p.m.
Law Enforcement Center – EOC Room – Lower Level
555 W. Overlook Drive. – Ellsworth, WI**

#	Action	Presenter
1	Call to order 1a. Establish quorum 1b. Approve agenda	Chair
2	Discuss/take action on minutes of 9/14/2017	Members
3	Committee will receive public comment not related to agenda items	Members
4	Discuss/Take action to approve Change Order #16 regarding various changes including additional circuits, drain tile along building, relocated conduit, change to door 1130E, signage, door sweeps and narrow strips of mirror from below existing mirror to the backsplash in the restrooms	Randy LaFaive
5	Discuss/Take action on PR #114 regarding furnish and install additional panel and breaker	Randy LaFaive
6	Discuss/Take action on PR #119 regarding chiller heat tape	Randy LaFaive
7	Discuss/Take action on PR #121 regarding baby station replacement	Randy LaFaive
8	Discuss/Take action on PR #124 regarding signage corrections due to signage issues	Randy LaFaive
9	Discuss/Take action on PR #126 regarding additional electrical items	Randy LaFaive
10	Discuss/Take action on PR #094 regarding re-painting five pod doors for caulking	Randy LaFaive
11	Discuss/Take action regarding possible changes to monument sign	Members
12	Review project budget	Jo Ann Miller
13	Update on jail project progress	Randy LaFaive
14	Transition team update	Sheriff Staff
15	Future agenda items	Members
16	Next meeting date	Members
17	Adjourn	Members

Questions regarding this agenda may be made to Jo Ann Miller at 715-273-6851, Ext. 6429.

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A quorum of County Board supervisors may be present.

(10/9/17)

**APPROVED MINUTES OF THE AD HOC JAIL PLANNING &
SPECIFICATIONS DEVELOPMENT COMMITTEE MEETING HELD
September 14, 2017 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**County Board Room; Courthouse
414 W. Main St., ELLSWORTH, WI**

2017 - 11

1) Meeting Convened

The Pierce County Ad Hoc Jail Planning & Specifications Development Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman J. Aubart called the meeting to order at 4:01 p.m.

1a) Those Present

A quorum was established acknowledging 4 members present; 1 absent.

Members present:

Jon Aubart	District #3
Scott Bjork	District #7
Neil Gulbranson	District #11
Brian O'Connell	Citizen Member

Absent/Excused:

Mike Kahlow	District #6
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Also Present: Jason Matthys-Chief Deputy Sheriff, Steve Albarado-Jail Administrator, Brad Lawrence-Corp Counsel, & Jamie Feuerhelm-County Clerk.

1b) Agenda Approved

Motion by B. O'Connell/N. Gulbranson to move items #21 & #22 after item #3 & approve agenda as amended; motion carried unanimously.

2) Minutes Approved

Motion by N. Gulbranson/B. O'Connell to approve the minutes of Aug. 17, 2017 as presented; motion carried unanimously.

3) Public Comment

None.

21) CLOSED SESSION

Motion by S. Bjork/N. Gulbranson to convene in closed session at 4:03 p.m. pursuant to Sec. 19.85(1)(e)Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and pursuant to Sec. 19.85(1)(g) Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: for the purpose of discussing caulking contract / Waumandee Creek. Motion carried unanimously by roll call vote.

22) OPEN SESSION

Committee returned to open session at 4:40 p.m. by motion of N. Gulbranson/S. Bjork; motion carried unanimously by roll call vote. No action taken.

- B. Lawrence exited meeting.

4) Discuss/Take action to approve Change Order #15 regarding various changes including

additional electrical circuits and outlets, wiring adds, extra carpeting, add exit light, and door changes

J. Aubart gave brief explanation regarding items previously approved by Committee incorporated in the present CO #15. Motion by N. Gulbranson/B. O'Connell to approve Change Order #15 in the amount of \$7,500; motion carried unanimously.

5) Discuss/Take action on PR #99 regarding fireproofing contract out of project contingency

Brief explanation given for additional fireproofing. Motion by N. Gulbranson/S. Bjork to approve PR#099 in the amount of \$25,097 from project contingency funds; motion carried unanimously.

6) Discuss/Take action on PR #112 regarding additional circuits to room 2201

Chief J. Matthys explained that once all electronic gear had arrived it was determined that additional electrical circuits would be needed to operate the equipment efficiently & within manufacturers' specifications. Motion by B. O'Connell/S. Bjork to approve PR#112 in the amount of \$4,336; motion carried unanimously.

7) Discuss/Take action on PR #113 regarding additional circuits in room 1316

Chief J. Matthys gave brief explanation for purpose of additional circuitry. Motion by N. Gulbranson/S. Bjork to approve PR#113 in the amount of \$608; motion carried unanimously.

8) Discuss/Take action on PR #114 regarding furnish and install additional panel and breaker

Little information was available to the Committee to consider, in addition no one present to offer further explanation. Committee did not take action on Item #8.

9) Discuss/Take action on PR #115 regarding drain tile along building

Item previously discussed as something that needed to be done to ensure proper drainage. Lt. S. Albarado offered summary detail. Motion by N. Gulbranson/B. O'Connell to approve PR#115 in the amount of \$2,615; motion carried unanimously.

10) Discuss/Take action on PR #116 regarding relocated conduit for Ham radio antenna

J. Matthys offered brief explanation. Motion by N. Gulbranson/B. O'Connell to approve PR#116 in the amount of \$306; motion carried unanimously.

11) Discuss/Take action on PR #120 regarding change to door 1130E

J. Matthys offered brief explanation. Motion by N. Gulbranson/B. O'Connell to approve PR#120 in the amount of \$1,011; motion carried unanimously.

12) Discuss/Take action on PR #122 regarding additional Motorola circuits

J. Matthys offered brief explanation. Motion by B. O'Connell/S. Bjork to approve PR#122 in the amount of \$694 from Undesignated Reserve funds; motion carried unanimously.

13) Discuss/Take action on PR #117 regarding signage

J. Matthys explained additional handicap signage was needed. Motion by N. Gulbranson/B. O'Connell to approve PR#117 in the amount of \$569; motion carried with 3 in favor & S. Bjork abstaining.

14) Discuss/Take action on PR #118 regarding door sweeps

J. Matthys explained door sweeps were needed to help regulate air flow. Motion by N. Gulbranson/B. O'Connell to approve PR#118 in the amount of \$659; motion carried unanimously.

15) Discuss/Take action on PR #119 regarding chiller heat tape

Little information was available to the Committee to consider, in addition no one present to offer further

explanation. Committee did not take action on Item #15.

16) Discuss/Take action on PR #123R regarding install arrow strip of mirror from below the existing mirror to the backsplash in the restrooms

J. Matthys explained additional narrow strips of mirror needed to be added to backsplash in restrooms to accommodate handicap compliance issues. Motion by N. Gulbranson/S. Bjork to approve PR#123R in the amount of \$204; motion carried unanimously.

17) Discuss/Take action regarding possible changes to monument sign

Committee discussed changes previously suggested. Common consensus was to wait on this issue & pursue other possible options as well. No action taken.

18) Review project budget

AC JoAnn Miller not present to offer review, no updated submitted.

19) Update on Jail Project progress

J. Matthys indicated that the facility is now being occupied by Sheriff's Office staff. Also department is working through punch lists with contractors on the finishing touches. Lt. S. Albarado working to gather all necessary documents & certificates from contractors/manufacturers preparing for final inspections.

20) Transition team update

Lt. S. Albarado stated that team is primarily involved in training staff on procedures & operations in the new facility. Also installing required equipment & cleaning.

23) Future Agenda Items

- Items 8, 15, & 17 above
- Proposal Requests
- Review project budget
- Updates on project

24) Next Meeting Date

Committee discussed when to schedule next meeting. Next meeting set for Oct. 12th at 4:00 p.m., to be held at the EOC Room in the new facility located at 555 W. Overlook Dr., Ellsworth.

25) Adjournment

Meeting adjourned at 5:32 p.m. by motion of S. Bjork/N. Gulbranson; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

**AD HOC JAIL PLANNING AND SPECIFICATIONS DEVELOPMENT COMMITTEE
MEETING AGENDA**

**Thursday, September 14, 2017 – 4:00 p.m.
Law Enforcement Center – EOC Room – Lower Level
555 W. Overlook Drive. – Ellsworth, WI**

#	Action	Presenter
1	Call to order 1a. Establish quorum 1b. Approve agenda	Chair
2	Discuss/take action on minutes of 8/17/2017	Members
3	Committee will receive public comment not related to agenda items	Members
4	Discuss/Take action to approve Change Order #15 regarding various changes including additional electrical circuits and outlets, wiring adds, extra carpeting, add exit light, and door changes	Randy LaFaive
5	Discuss/Take action on PR #99 regarding fireproofing contract out of project contingency	Randy LaFaive
6	Discuss/Take action on PR #112 regarding additional circuits to room 2201	Randy LaFaive
7	Discuss/Take action on PR #113 regarding additional circuits in room 1316	Randy LaFaive
8	Discuss/Take action on PR #114 regarding furnish and install additional panel and breaker	Randy LaFaive
9	Discuss/Take action on PR #115 regarding drain tile along building	Randy LaFaive
10	Discuss/Take action on PR #116 regarding relocated conduit for Ham radio antenna	Randy LaFaive
11	Discuss/Take action on PR #120 regarding change to door 1130E	Randy LaFaive
12	Discuss/Take action on PR #122 regarding additional Motorola circuits	Randy LaFaive
13	Discuss/Take action on PR #117 regarding signage	Randy LaFaive
14	Discuss/Take action on PR #118 regarding door sweeps	Randy LaFaive
15	Discuss/Take action on PR #119 regarding chiller heat tape	Randy LaFaive
16	Discuss/Take action on PR #123R regarding install arrow strip of mirror from below the existing mirror to the backsplash in the restrooms	Randy LaFaive
17	Discuss/Take action regarding possible changes to monument sign	Members
18	Review project budget	Jo Ann Miller
19	Update on jail project progress	Randy LaFaive
20	Transition team update	Sheriff Staff
21	Committee will convene into closed session pursuant to Sec. 19.85(1)(e)Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and pursuant to Sec. 19.85(1)(g) Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: for the purpose of discussing caulking contract / Waumandee Creek	Members
22	Committee will return to open session and take action on closed session items, if required	Members
23	Future agenda items	Members
24	Next meeting date	Members
25	Adjourn	Members

Questions regarding this agenda may be made to Jo Ann Miller at 715-273-6851, Ext. 6429.

Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.

A quorum of County Board supervisors may be present.

(9/8/17)

**APPROVED MINUTES OF THE AD HOC JAIL PLANNING &
SPECIFICATIONS DEVELOPMENT COMMITTEE MEETING HELD
August 17, 2017 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**County Board Room; Courthouse
414 W. Main St., ELLSWORTH, WI**

2017 - 10

1) Meeting Convened

The Pierce County Ad Hoc Jail Planning & Specifications Development Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman J. Aubart called the meeting to order at 4:01 p.m.

1a) Those Present

A quorum was established acknowledging 4 members present; 1 absent.

Members present:

Jon Aubart	District #3
Mike Kahlow	District #6
Neil Gulbranson	District #11
Brian O’Connell	Citizen Member

Absent/Excused:

Scott Bjork	District #7
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Also Present: JoAnn Miller-Administrative Coordinator, Jason Matthys-Chief Deputy Sheriff, Steve Albarado-Jail Administrator, Jamie Feuerhelm-County Clerk, Matt Faulkner-Market & Johnson, & Jordan Lieffring-Market & Johnson.

1b) Agenda Approved

Motion by S. Bjork/M. Kahlow to move item #21 to after item #3 & approve agenda as amended; motion carried unanimously.

2) Minutes Approved

Motion by N. Gulbranson/B. O’Connell to approve the minutes of July 20, 2017 as presented; motion carried with S. Bjork & M. Kahlow abstaining.

3) Public Comment

None.

21) Review project budget

AC J. Miller presented an updated list of expenditures & fund balances which was reviewed by the Committee. She indicated that they were approx. \$150,000 away from completion of the project. She explained various items on the report to include remaining expected costs. No action taken.

4) Discuss/Take action to approve Change Order #14 regarding various changes including day report and dispatch buildout, louvers, generator, fire alarms, boiler control panel, and signage

J. Miller indicated that CO #14 was regarding a number of changes previously approved by the Committee. Motion by B. O’Connell/M. Kahlow to approve Change Order #14 in the amount of \$60,789; motion carried unanimously.

5) Discuss/Take action on PR #83 regarding pipe concealment sprinkler lines

J. Lieftring explained the request. M. Faulkner to review situation to determine if this item was included in the original bid. Motion by N. Gulbranson/B. O'Connell to approve PR#083 in the amount of \$6,905; motion carried unanimously.

6) **Discuss/Take action on PR #92 regarding replacement bollards**

J. Lieftring explained the request. Motion by B. O'Connell/M. Kahlow to approve PR#092 in the amount of \$1,148; motion carried unanimously.

7) **Discuss/Take action on PR #95 regarding bond costs for changes to dispatch buildout**

J. Lieftring explained the request. Motion by N. Gulbranson/M. Kahlow to approve PR#095 in the amount of \$306; motion carried unanimously.

8) **Discuss/Take action on PR #96 regarding credit for changes to kitchen carts**

J. Lieftring explained the request would amount to a credit for five kitchen carts not needed. Motion by M. Kahlow/B. O'Connell to approve PR#096 for a credit in the amount of \$3,428; motion carried unanimously.

9) **Discuss/Take action on PR #98 regarding change in door opening 2139**

J. Lieftring explained this request should be withdrawn at this time. No action taken.

10) **Discuss/Take action on PR #100 regarding additional circuits to room 1233**

J. Lieftring explained request. Motion by N. Gulbranson/B. O'Connell to approve PR#100 in the amount of \$1,790; motion carried unanimously.

11) **Discuss/Take action on PR #101 regarding additional electrical outlets for dispatch**

J. Lieftring explained request. Motion by N. Gulbranson/M. Kahlow to approve PR#101 in the amount of \$468; motion carried unanimously.

12) **Discuss/Take action on PR #102 regarding additional exit light in lobby**

J. Lieftring explained request. Motion by M. Kahlow/B. O'Connell to approve PR#102 in the amount of \$869; motion carried unanimously.

13) **Discuss/Take action on PR #104 regarding key switch for door 1261**

J. Lieftring explained request. Motion by B. O'Connell/M. Kahlow to approve PR#104 in the amount of \$1,516; motion carried unanimously.

14) **Discuss/Take action on PR #105 regarding door wiring adds**

J. Lieftring explained request. Motion by N. Gulbranson/M. Kahlow to approve PR#105 in the amount of \$888; motion carried unanimously.

15) **Discuss/Take action on PR #106 regarding additional vinyl base**

J. Lieftring explained request. Motion by B. O'Connell/M. Kahlow to approve PR#106 in the amount of \$662 with funds from Jail Assessment Fund; motion carried unanimously.

16) **Discuss/Take action on PR #107 regarding extra carpet for stairwell 1000**

J. Lieftring explained request. Motion by N. Gulbranson/M. Kahlow to approve PR#107 in the amount of \$1,269; motion carried unanimously.

17) **Discuss/Take action on PR #108 regarding credit for video visitation stools**

J. Lieftring explained request consisted of a credit for 8 video visitation stools that were replaced with owner provided removable stools. Motion by M. Kahlow/B. O'Connell to approve PR#108 for a credit in the amount of \$1,836; motion carried unanimously.

18) Discuss/Take action on PR #109 regarding GWB ceiling in day reporting

J. Lieffring explained request. Motion by B. O'Connell/N. Gulbranson to approve PR#109 in the amount of \$1,244; motion carried unanimously.

19) Discuss/Take action on PR #111 regarding clean agent monitoring modules

J. Lieffring explained request. Motion by M. Kahlow/B. O'Connell to approve PR#111 in the amount of \$2,756; motion carried unanimously.

Supervisor M. Kahlow exited meeting at 4:56 p.m.

20) Discuss/Take action regarding possible changes to monument sign

AC J. Miller explained two other options for the monument sign that would use larger letters & in the case of option 3 a larger monument altogether. Committee expressed reluctance to expend additional funds on the issue at this time. Chairman J. Aubart acknowledged he felt it was a problem, but that it could be addressed after other final expenses are known. No action taken.

22) Update on Jail Project progress

J. Lieffring gave brief review of activities to include final inspections & punch-lists. Getting very near the end with some personnel beginning to move in next week.

23) Transition team update

Lt. S. Albarado stated that the State DOC approved moving forward with the new policies & procedures submitted as such. He indicated that the DOC would be present when it opens on the 19th & 26th of September. He added that thus far things are going smoothly.

24) Future Agenda Items

- Proposal Requests
- Review project budget
- Updates on project

25) Next Meeting Date

Committee discussed when to schedule next meeting. Next meeting set for Sept. 14th at 4:00 p.m., to be held at the EOC Room in the new facility located at 555 W. Overlook Dr., Ellsworth.

26) Adjournment

Meeting adjourned at 5:01 p.m. by motion of N. Gulbranson/B. O'Connell; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

**AD HOC JAIL PLANNING AND SPECIFICATIONS DEVELOPMENT COMMITTEE
MEETING AGENDA**

Thursday, August 17, 2017 – 4:00 p.m.

Courthouse - County Board Room

414 W. Main St. – Ellsworth, WI

#	Action	Presenter
1	Call to order 1a. Establish quorum 1b. Approve agenda	Chair
2	Discuss/take action on minutes of 7/20/2017	Members
3	Committee will receive public comment not related to agenda items	Members
4	Discuss/Take action to approve Change Order #14 regarding various changes including day report and dispatch buildout, louvers, generator, fire alarms, boiler control panel, and signage	Randy LaFaive
5	Discuss/Take action on PR #83 regarding pipe concealment sprinkler lines	Randy LaFaive
6	Discuss/Take action on PR #92 regarding replacement bollards	Randy LaFaive
7	Discuss/Take action on PR #95 regarding bond costs for changes to dispatch buildout	Randy LaFaive
8	Discuss/Take action on PR #96 regarding credit for changes to kitchen carts	Randy LaFaive
9	Discuss/Take action on PR #98 regarding change in door opening 2139	Randy LaFaive
10	Discuss/Take action on PR #100 regarding additional circuits to room 1233	Randy LaFaive
11	Discuss/Take action on PR #101 regarding additional electrical outlets for dispatch	Randy LaFaive
12	Discuss/Take action on PR #102 regarding additional exit light in lobby	Randy LaFaive
13	Discuss/Take action on PR #104 regarding key switch for door 1261	Randy LaFaive
14	Discuss/Take action on PR #105 regarding door wiring adds	Randy LaFaive
15	Discuss/Take action on PR #106 regarding additional vinyl base	Randy LaFaive
16	Discuss/Take action on PR #107 regarding extra carpet for stairwell 1000	Randy LaFaive
17	Discuss/Take action on PR #108 regarding credit for video visitation stools	Randy LaFaive
18	Discuss/Take action on PR #109 regarding GWB ceiling in day reporting	Randy LaFaive
19	Discuss/Take action on PR #111 regarding clean agent monitoring modules	Randy LaFaive
20	Discuss/Take action regarding possible changes to monument sign	Jo Ann Miller
21	Review project budget	Jo Ann Miller
22	Update on jail project progress	Randy LaFaive
23	Transition team update	Sheriff Staff
24	Future agenda items	Members
25	Next meeting date	Members
26	Adjourn	Members

Questions regarding this agenda may be made to Jo Ann Miller at 715-273-6851, Ext. 6429.

Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.

A quorum of County Board supervisors may be present.

(8/11/17)

**APPROVED MINUTES OF THE AD HOC JAIL PLANNING &
SPECIFICATIONS DEVELOPMENT COMMITTEE MEETING HELD
July 20, 2017 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**County Board Room; Courthouse
414 W. Main St., ELLSWORTH, WI**

2017 - 09

1) Meeting Convened

The Pierce County Ad Hoc Jail Planning & Specifications Development Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman J. Aubart called the meeting to order at 4:01 p.m.

1a) Those Present

A quorum was established acknowledging all 5 members present.

Members present:

Absent/Excused:

Jon Aubart	District #3
Mike Kahlow	District #6
Scott Bjork	District #7
Neil Gulbranson	District #11
Brian O'Connell	Citizen Member

Also Present: Dale Auckland-Dist. #12, JoAnn Miller-Administrative Coordinator, Jason Matthys-Chief Deputy Sheriff, Jamie Feuerhelm-County Clerk, Randy LaFaive-Market & Johnson (via conference phone), & Jordan Lieffring-Market & Johnson.

1b) Agenda Approved

Motion by S. Bjork/M. Kahlow to approve agenda as presented; motion carried unanimously.

2) Minutes Approved

Motion by B. O'Connell/N. Gulbranson to approve the minutes of June 15, 2017 as presented; motion carried with S. Bjork & M. Kahlow abstaining.

3) Public Comment

None.

4) Discuss/Take action to approve Change Order #13 regarding various changes including dispatch build-out, jail pod tables and chairs, various credits

J. Miller indicated that CO #13 was regarding a number of changes previously approved by the Committee to include various credits. Motion by N. Gulbranson/B. O'Connell to approve Change Order #13 in the amount of \$75,196; motion carried unanimously.

5) Discuss/Take action on PR #57 regarding flashed louvers on south side of building and cleaned ice and water material off of metal

J. Lieffring explained that this PR was regarding the louvers on south side of building discussed previously as well as cleaning ice/water off the metal. Motion by N. Gulbranson/S. Bjork to approve PR#057 in the amount of \$1,561; motion carried unanimously.

6) Discuss/Take action on PR #31 regarding toilet partition supports

J. Lieftring explained that this was primarily a labor cost to add supports for the restroom partitions. Motion by B. O'Connell/N. Gulbranson to approve PR#031 in the amount of \$1,265; motion carried unanimously.

7) Discuss/Take action on PR #45R regarding temporary opening to jail pod

R. LaFaive explained that this was regarding leaving a temporary opening to access the jail pod area with larger equipment & materials. The cost associated with this PR was to remobilize a crane to set the precast panels & install miscellaneous framing to enclose those openings. Motion by N. Gulbranson/S. Bjork to approve PR#045R in the amount of \$9,919; motion carried unanimously.

8) Discuss/Take action on PR #82 regarding day reporting bathroom accessories

J. Lieftring explained that accessories such as paper towel dispensers, grab bars, etc. for the restrooms in the day reporting area were not part of the original bid & this was the cost to add these items. Motion by M. Kahlow/B. O'Connell to approve PR#082 in the amount of \$1,030 with funds from Jail Assessment Fund; motion carried unanimously.

9) Discuss/Take action on PR #84 regarding furnish drip edge & flashing under precast

J. Lieftring explained this was to furnish & install drip edge under wet cast veneer on south & east sides of Sheriff's Office portion of the building. Committee questioned why this was not done initially. R. LaFaive explained that it was not listed in the bid documents. Motion by S. Bjork/N. Gulbranson to approve PR#084 in the amount of \$12,380; motion carried unanimously.

10) Discuss/Take action on PR #86 regarding additional generator power

J. Lieftring explained this was to provide the additional power needed to a generator. Motion by N. Gulbranson/B. O'Connell to approve PR#086 in the amount of \$1,526; motion carried unanimously.

11) Discuss/Take action on PR #87 regarding additional fire alarm devices

J. Lieftring explained this request was to add & install additional fire alarm devices primarily in the day reporting area. Motion by M. Kahlow/B. O'Connell to approve PR#087 in the amount of \$1,722 with funds from Jail Assessment Fund; motion carried unanimously.

12) Discuss/Take action on PR #88 regarding 1st level mitigation complete

R. LaFaive explained that this item addresses changes in adhesives that needed to be made due to moisture content in the cement to meet specifications of the manufacturers in order to ensure parameters of the warranties involved. Motion by N. Gulbranson/M. Kahlow to approve PR#088 in the amount of \$22,696; motion carried unanimously.

13) Discuss/Take action on PR #89 regarding boiler control panel

J. Lieftring explained an electrical control panel needed to be added for a boiler. Motion by M. Kahlow/S. Bjork to approve PR#089 in the amount of \$343; motion carried unanimously.

14) Discuss/Take action on PR #90 regarding armor plates for openings 1212A and 1213

Chief J. Matthys explained that stainless steel plates were recommended to be added to these door openings to prevent damage to the doors & frames in medical area when personnel move carts in & out of the pharmacy area. Motion by M. Kahlow/S. Bjork to approve PR#090 in the amount of \$412; motion carried unanimously.

15) Discuss/Take action on PR #91 regarding additional exit light

J. Lieftring explained that it was determined that an additional exit light was needed near the day reporting area. This cost was for the purchase & installation of such. Motion by M. Kahlow/S. Bjork to approve PR#091 in the amount of \$493; motion carried unanimously.

16) Discuss/Take action on PR #93 regarding power and data for dispatch

Chief J. Matthys explained that the dispatch area needed to be supplied with adequate power & data capabilities to properly operate this area & was not included at the beginning of the project because it was yet undetermined whether the space would be finished. This cost was to provide the necessary power & cabling to this area. Motion by B. O'Connell/S. Bjork to approve PR#093 in the amount of \$6,493 with funds from Project Contingency; motion carried unanimously.

17) Discuss/Take action regarding addition of two 90 degree door stops in jail pod

Chief J. Matthys explained that they discovered two doors that may slam into each other if opened at the same time & floor stops would not be feasible as it would obstruct the walking area & present a trip hazard. This particular style of door stop is installed near the top of the doors. Motion by N. Gulbranson/B. O'Connell to approve purchase & installation of 90° door stops in the amount of \$949; motion carried unanimously.

18) Discuss/Take action regarding additional signage in jail pod area

AC J. Miller explained that after further review it was determined that additional signage would be beneficial for safe operations in this area. Motion by M. Kahlow/B. O'Connell to approve purchase & installation of additional signage in the amount of \$355; motion carried unanimously.

19) Review project budget

AC J. Miller presented an updated list of expenditures & fund balances which was reviewed by the Committee.

20) Update on Jail Project progress

J. Lieffring gave brief review of activities to include landscaping, the completion of asphalt installation, elevator inspection & approved, & punch-list provided by Potter/Lawson. R. LaFaive stated he anticipated a credit being awarded to the County concerning the number of carts needed in the kitchen area.

21) Transition team update

Chief J. Matthys indicated that the team's primary focus currently is on training staff. He also indicated that the hope was tentatively to have the Sheriff's Office administration & investigation move to the new site August 23rd with patrol moving later that week. Also tentatively an open house is set for Sept. 19th, late afternoon or evening. Inmates are projected to be moved in the first two weeks of October, followed by Emergency Management likely in November.

22) Future Agenda Items

- Possible project credits
- Review project budget
- Updates on project

23) Next Meeting Date

Committee discussed when to schedule next meeting. Next meeting set for August 17th at 4:00 p.m., in County Board Room, Courthouse.

24) Adjournment

Meeting adjourned at 4:53 p.m. by motion of S. Bjork/N. Gulbranson; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

**AD HOC JAIL PLANNING AND SPECIFICATIONS DEVELOPMENT COMMITTEE
MEETING AGENDA**

**Thursday, July 20, 2017 – 4:00 p.m.
Courthouse - County Board Room
414 W. Main St. – Ellsworth, WI**

#	Action	Presenter
1	Call to order 1a. Establish quorum 1b. Approve agenda	Chair
2	Discuss/take action on minutes of 6/15/2017	Members
3	Committee will receive public comment not related to agenda items	Members
4	Discuss/Take action to approve Change Order #13 regarding various changes including dispatch buildout, jail pod tables and chairs, various credits	Randy LaFaive
5	Discuss/Take action on PR #57 regarding flashed louvers on south side of building and cleaned ice and water material off of metal	Randy LaFaive
6	Discuss/Take action on PR #31 regarding toilet partition supports	Randy LaFaive
7	Discuss/Take action on PR #45R regarding temporary opening to jail pod	Randy LaFaive
8	Discuss/Take action on PR #82 regarding day reporting bathroom accessories	Randy LaFaive
9	Discuss/Take action on PR #84 regarding furnish drip edge & flashing under precast	Randy LaFaive
10	Discuss/Take action on PR #86 regarding additional generator power	Randy LaFaive
11	Discuss/Take action on PR #87 regarding additional fire alarm devices	Randy LaFaive
12	Discuss/Take action on PR #88 regarding 1 st level mitigation complete	Randy LaFaive
13	Discuss/Take action on PR #89 regarding boiler control panel	Randy LaFaive
14	Discuss/Take action on PR #90 regarding armor plates for openings 1212A and 1213	Randy LaFaive
15	Discuss/Take action on PR #91 regarding additional exit light	Randy LaFaive
16	Discuss/Take action on PR #93 regarding power and data for dispatch	Randy LaFaive
17	Discuss/Take action regarding addition of two 90 degree door stops in jail pod	Randy LaFaive
18	Discuss/Take action regarding additional signage in jail pod area	Jo Ann Miller
19	Review project budget	Jo Ann Miller
20	Update on jail project progress	Randy LaFaive
21	Transition team update	Sheriff Staff
22	Future agenda items	Members
23	Next meeting date	Members
24	Adjourn	Members

Questions regarding this agenda may be made to Jo Ann Miller at 715-273-6851, Ext. 6429.

Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.

A quorum of County Board supervisors may be present.

(7/13/17)

**APPROVED MINUTES OF THE AD HOC JAIL PLANNING &
SPECIFICATIONS DEVELOPMENT COMMITTEE MEETING HELD
June 15, 2017 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**County Board Room; Courthouse
414 W. Main St., ELLSWORTH, WI**

2017 - 08

1) Meeting Convened

The Pierce County Ad Hoc Jail Planning & Specifications Development Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman J. Aubart called the meeting to order at 4:01 p.m.

1a) Those Present

A quorum was established acknowledging 3 members present; 2 excused.

Members present:

Jon Aubart	District #3
Neil Gulbranson	District #11
Brian O'Connell	Citizen Member

Absent/Excused:

Mike Kahlow	District #6
Scott Bjork	District #7

Also Present JoAnn Miller-Administrative Coordinator, Jason Matthys-Chief Deputy Sheriff, Jamie Feuerhelm-County Clerk, Randy LaFaive-Market & Johnson, Steve Albarado-Lt. Jail Administrator.

1b) Agenda Approved

Motion by B. O'Connell/ N. Gulbranson to approve agenda as presented; motion carried unanimously.

2) Minutes Approved

Motion by N. Gulbranson/B. O'Connell to approve the minutes of May 25, 2017 as presented; motion carried unanimously.

3) Public Comment

None.

4) Discuss/Take action to approve Change Order #12 regarding various changes including masonry changes, elevator clearance, tech room floors, precast flashing, ceiling changes, access panels, terrazzo treads, coax cable, additional bunks, completing dispatch and items in the day reporting area

R. LaFaive gave brief review of the items listed indicating it addressed 15 items. AC J. Miller stated these items were detailed at previous meetings. Motion by N. Gulbranson/B. O'Connell to approve Change Order #12 in the amount of \$43,787; motion carried unanimously.

5) Discuss/Take action on PR #57 regarding flashed louvers on south side of building and cleaned ice and water material off of metal

R. LaFaive indicated that he was still in discussions with sub-contractors on this issue & didn't have final numbers. No action taken.

6) Discuss/Take action on PR #60 regarding baby changing unit credit

R. LaFaive explained that one unit was returned & he was still dealing with the shipper of another one, but was bringing this forward as a credit. Motion by B. O'Connell/N. Gulbranson to approve PR#060 for a credit

of \$561; motion carried unanimously.

7) Discuss/Take action on PR #61 anti-static flooring credit

R. LaFaive explained that the change in flooring on this item allowed for a credit for some of the material & labor costs. Motion by N. Gulbranson/B. O'Connell to approve PR#061 for a credit of \$1,568; motion carried unanimously.

8) Discuss/Take action on PR #69 regarding second level floor adhesive change

R. LaFaive explained that a higher grade adhesive was necessary because of moisture content in the cement for some of the rooms. Motion by N. Gulbranson/B. O'Connell to approve PR#069 in the amount of \$2,484; motion carried unanimously.

9) Discuss/Take action on PR #70 regarding unused allowances from contracts

R. LaFaive gave brief explanation of some of the unused allowances contained in the contracts that the County would realize as a credit. Motion by B. O'Connell/N. Gulbranson to approve PR#070 for a credit of \$15,500; motion carried unanimously.

10) Discuss/Take action on PR #71 regarding power and data lines for vending machine

Chief J. Matthys explained that as a means to be more efficient with employee time an area was located to place vending machines but was not in original plan so electrical & data lines were not installed at this location. Estimates were provided. Motion by B. O'Connell/N. Gulbranson to approve PR#071 in the amount of \$1,160; motion carried unanimously.

11) Discuss/Take action on PR #72 regarding shower room plates

R. LaFaive explained that there were a few angles near the showers that allow open spaces & suggested they be covered by stainless steel plates. Supervisor N. Gulbranson stated that he thought once inspected by the DOJ these would need to be covered regardless. Motion by N. Gulbranson/B. O'Connell to approve PR#072 in the amount of \$1,403; motion carried unanimously.

12) Discuss/Take action on PR #73 regarding door position switches

R. LaFaive explained that longer electrical leads were needed to complete this item concerning the magnetic opening doors. Motion by N. Gulbranson/B. O'Connell to approve PR#073 in the amount of \$1,010; motion carried unanimously.

13) Discuss/Take action on PR #74 regarding day reporting door J3A

R. LaFaive explained that a door was changed out to make area more secure but didn't have the appropriate lockset. Motion by N. Gulbranson/B. O'Connell to approve PR#074 in the amount of \$200 with funds from Jail Assessment Fund; motion carried unanimously.

14) Discuss/Take action on PR #75 regarding dispatch buildout

R. LaFaive explained that this was an updated estimate to complete the construction part of the dispatch area. He added that it amounted to \$12,235 more than the previous, older estimate. Motion by N. Gulbranson/B. O'Connell to approve PR#075 in the amount of \$12,235 with funds from Owners' Soft Cost Contingency; motion carried unanimously.

15) Discuss/Take action on PR #76 regarding paint in janitor closets

Chief J. Matthys explained that some of the janitor closets were apparently not included to be painted in the specifications. He indicated that the Dept. plans to address this matter internally as they felt the cost estimates from the painter were too high. No action taken.

16) Discuss/Take action on PR #77 regarding additional door protection

R. LaFaive indicated that he was still gathering information & estimates on this item. No action taken.

17) Discuss/Take action on PR #78 regarding extra tables and chairs in jail pod

Chief J. Matthys explained that when the additional beds were approved to be installed they did not initially anticipate that they would also need additional tables & chairs to keep inmates from being too crowded as well as avoiding potential conflicts over these items. Motion by N. Gulbranson/B. O'Connell to approve PR#078 in the amount of \$9,539 with funds from Jail Assessment Fund; motion carried unanimously.

18) Discuss/Take action on PR #79 regarding EOC carpeting change

R. LaFaive explained that it was determined to be beneficial to replace a prior hard surface product with carpeting in the EOC area & would amount to a credit for the County. Motion by B. O'Connell/N. Gulbranson to approve PR#079 for a credit of \$766; motion carried unanimously.

19) Discuss/Take action on PR #80 regarding first level adhesive change/mitigation

R. LaFaive explained that this item addresses changes in adhesives that needed to be made due to moisture content in the cement & amounted to a credit for the County. Motion by N. Gulbranson/B. O'Connell to approve PR#080 in the amount of \$627; motion carried unanimously.

20) Discuss/Take action on PR #81 regarding retaining wall changes/transformer move

R. LaFaive explained that changes were made where transformer was located which allowed the removal of a retaining wall. Motion by B. O'Connell/N. Gulbranson to approve PR#081 for a credit of \$77; motion carried unanimously.

21) Discuss/Take action to approve additional services agreement with Potter Lawson for additional site visits

AC J. Miller stated additional visits by architects Potter/Lawson would be beneficial & suggested that two more visits should be adequate. Motion by N. Gulbranson/B. O'Connell to approve authorization to accommodate two additional visits to Pierce County by Potter/Lawson not to exceed \$2,520; motion carried unanimously.

22) Discuss/Take action to approve proposal for new dispatch furniture to be installed at new facility

Chief J. Matthys stated that estimates were obtained to furnish the new dispatch area. He added that the Law Enforcement Committee addressed this item & approved it suggesting the use of Owners' Contingency funds to cover the cost. Committee discussed balances in various funds & felt fund balance in Owners' Contingency should be reserved for other things at this time. Motion by N. Gulbranson/B. O'Connell to approve purchase of dispatch furniture in the amount of \$69,130.04 contingent upon approval of funds from Undesignated General Fund Reserves by County Board; motion carried unanimously.

23) Review project budget

AC J. Miller presented an updated list of expenditures & fund balances which was reviewed by the Committee. She went on to explain the numbers presented with the fund balances.

24) Update on Jail Project progress

Project on track to be completed by end of June with first inspections beginning the first week in July.

25) Transition team update

No report.

26) Future Agenda Items

- Items 5 & 16

- Review project budget
- Updates on project

27) **Next Meeting Date**

Committee discussed when to schedule next meeting. Next meeting set for July 20th at 4:00 p.m., in County Board Room, Courthouse.

28) **Adjournment**

Meeting adjourned at 4:54 p.m. by motion of B. O'Connell/N. Gulbranson; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

**AD HOC JAIL PLANNING AND SPECIFICATIONS DEVELOPMENT COMMITTEE
MEETING AGENDA**

Thursday, June 15, 2017 – 4:00 p.m.

Courthouse - County Board Room

414 W. Main St. – Ellsworth, WI

#	Action	Presenter
1	Call to order 1a. Establish quorum 1b. Approve agenda	Chair
2	Discuss/take action on minutes of 5/25/2017	Members
3	Committee will receive public comment not related to agenda items	Members
4	Discuss/Take action to approve Change Order #12 regarding various changes including masonry changes, elevator clearance, tech room floors, precast flashing, ceiling changes, access panels, terrazzo treads, coax cable, additional bunks, completing dispatch and items in the day reporting area	Randy LaFaive
5	Discuss/Take action on PR #57 regarding flashed louvers on south side of building and cleaned ice and water material off of metal	Randy LaFaive
6	Discuss/Take action on PR #60 regarding baby changing unit credit	Randy LaFaive
7	Discuss/Take action on PR #61 anti-static flooring credit	Randy LaFaive
8	Discuss/Take action on PR #69 regarding second level floor adhesive change	Randy LaFaive
9	Discuss/Take action on PR #70 regarding unused allowances from contracts	Randy LaFaive
10	Discuss/Take action on PR #71 regarding power and data lines for vending machine	Randy LaFaive
11	Discuss/Take action on PR #72 regarding shower room plates	Randy LaFaive
12	Discuss/Take action on PR #73 regarding door position switches	Randy LaFaive
13	Discuss/Take action on PR #74 regarding day reporting door J3A	Randy LaFaive
14	Discuss/Take action on PR #75 regarding dispatch buildout	Randy LaFaive
15	Discuss/Take action on PR #76 regarding paint in janitor closets	Randy LaFaive
16	Discuss/Take action on PR #77 regarding additional door protection	Randy LaFaive
17	Discuss/Take action on PR #78 regarding extra tables and chairs in jail pod	Randy LaFaive
18	Discuss/Take action on PR #79 regarding EOC carpeting change	Randy LaFaive
19	Discuss/Take action on PR #80 regarding first level adhesive change/mitigation	Randy LaFaive
20	Discuss/Take action on PR #81 regarding retaining wall changes/transformer move	Randy LaFaive
21	Discuss/Take action to approve additional services agreement with Potter Lawson for additional site visits	Jo Ann Miller
22	Discuss/Take action to approve proposal for new dispatch furniture to be installed at new facility	Jason Matthys
23	Review project budget	Jo Ann Miller
24	Update on jail project progress	Randy LaFaive
25	Transition team update	Sheriff Staff
26	Future agenda items	Members
27	Next meeting date	Members
28	Adjourn	Members

Questions regarding this agenda may be made to Jo Ann Miller at 715-273-6851, Ext. 6429.

Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.

A quorum of County Board supervisors may be present.

(6/8/17)

**APPROVED MINUTES OF THE AD HOC JAIL PLANNING &
SPECIFICATIONS DEVELOPMENT COMMITTEE MEETING HELD
May 25, 2017 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**County Board Room; Courthouse
414 W. Main St., ELLSWORTH, WI**

2017 - 07

1) Meeting Convened

The Pierce County Ad Hoc Jail Planning & Specifications Development Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman J. Aubart called the meeting to order at 4:02 p.m.

1a) Those Present

A quorum was established acknowledging 3 members present; 2 excused.

Members present:

Jon Aubart District #3
Scott Bjork District #7
Neil Gulbranson District #11

Absent/Excused:

Mike Kahlow District #6
Brian O'Connell Citizen Member

Also Present JoAnn Miller-Administrative Coordinator, Jason Matthys-Chief Deputy Sheriff, Jamie Feuerhelm-County Clerk, Randy LaFaive-Market & Johnson, Steve Albarado-Lt. Jail Administrator.

1b) Agenda Approved

Motion by S. Bjork/ N. Gulbranson to approve agenda as presented; motion carried unanimously.

2) Minutes Approved

Motion by S. Bjork/ N. Gulbranson to approve the minutes of Apr.27, 2017 as presented; motion carried unanimously.

3) Public Comment

None.

4) Discuss/Take action to approve Change Order #11 regarding various changes including plumbing and electric, sump pump, and fireproofing of beams

AC J. Miller stated these items were detailed at the last meeting. Motion by S. Bjork/N. Gulbranson to approve Change Order #11; motion carried unanimously.

5) Discuss/Take action on PR #52 regarding various masonry changes

R. LaFaive explained areas that required additional masonry work discovered as the project progressed. Motion by N. Gulbranson/S. Bjork to approve PR#52 regarding additional masonry work in the amount of \$2,537; motion carried unanimously.

6) Discuss/Take action on PR #014 regarding additional clearance in elevator shaft

R. LaFaive explained that elevator shaft had to be extended to meet code clearance requirements. Motion by S. Bjork/N. Gulbranson to approve PR#014 in the amount of \$1,995; motion carried unanimously.

7) Discuss/Take action on CB#11 regarding smoke control state review

R. LaFaive explained that smoke control plans were submitted to the State for review. This item was to

inform the Committee of the progress of this subject matter only. No action taken.

8) **Discuss/Take action on RFI #183 regarding generator capacity**

J. Matthys explained that this item has been addressed without further cost to the County & no action was requested. No action taken.

9) **Discuss/Take action on CB #13R addressing flooring finishes in tech rooms**

R. LaFaive explained that this item addressed flooring changes in some of the tech rooms identified & explained at the last meeting. Motion by N. Gulbranson/S. Bjork to approve CB#13R in the amount of \$3,323; motion carried unanimously.

10) **Discuss/Take action on PR #61 anti-static flooring credit**

R. LaFaive explained that there would be a credit forthcoming for changes determined on some of the flooring but he was in the process of confirming some of the numbers with the vendors & would bring the item back once he was able to confirm those numbers. No action taken.

11) **Discuss/Take action on RFI#163 regarding flashing at precast wall**

R. LaFaive explained that this item was further identified at previous meetings. He added that he now had a cost to remedy the issue of water & moisture setting along this seam on one of the precast walls. Motion by S. Bjork/N. Gulbranson to approve RFI#163 in the amount of \$4,487; motion carried unanimously.

12) **Discuss/Take action on PR #56 piping in elevator sump**

R. LaFaive explained that this item would allow for a credit for changing from PVC piping to galvanized for the elevator sump. Motion by N. Gulbranson/S. Bjork to approve PR#56 for a credit in the amount of \$341; motion carried unanimously.

13) **Discuss/Take action on PR #30 regarding GWB ceiling**

R. LaFaive explained that the plan showed an open ceiling in room 1227 but a ceiling was installed. The result would require additional HVAC work. Motion by N. Gulbranson/S. Bjork to approve PR#30 in the amount of \$966; motion carried unanimously.

14) **Discuss/Take action on PR #62 regarding additional access panels for detention level C ceilings**

R. LaFaive explained that there were 25 additional detention grade access panels needed that were missed in Construction Bulletin #02. Motion by S. Bjork/N. Gulbranson to approve PR#62 in the amount of \$2,423; motion carried unanimously.

15) **Discuss/Take action on PR #57 regarding flashed louvers on south side of building and cleaned ice and water material off of metal**

R. LaFaive informed Committee that he was still gathering information on this item & that no action needed to be taken at this time. No action taken.

16) **Discuss/Take action on PR #63 regarding elevations in day reporting**

R. LaFaive explained that additional HVAC work needed to be done in the day reporting area because the ceiling height was lowered. Motion by N. Gulbranson/S. Bjork to approve PR#63 in the amount of \$3,318 with funds from Jail Assessment Fund; motion carried unanimously.

17) **Discuss/Take action regarding transaction window at Day Reporting**

R. LaFaive explained that an additional transaction window was requested in the day reporting area. The suggestion was to use similar detention grade glass as used in other areas of the jail. This would increase the cost for this part of the project. Motion by N. Gulbranson/S. Bjork to approve PR#66 regarding the

transaction window in the day reporting area in the amount of \$4,951 with funds from Jail Assessment Fund; motion carried unanimously.

18) Discuss/Take action regarding door changes at Day Reporting

R. LaFaive explained that a couple doors in the day reporting area needed changes to the hinges & strike jambs. Motion by S. Bjork/N. Gulbranson to approve PR#068 regarding doors in the day reporting area in the amount of \$204 with funds from Jail Assessment Fund; motion carried unanimously.

19) Discuss/Take action to award bid on signage for the new facility

R. LaFaive explained that four bids were received for this part of the project but one was disqualified (incomplete bid). AC J. Miller provided further details on bids received. Low bidder was Design Signs in the amount of \$21,452. Motion by S. Bjork/N. Gulbranson to approve bid from Design Signs in the amount of \$21,452 contingent upon contract review by Corporation Counsel; motion carried unanimously.

20) Discuss/Take action regarding final cleaning bid package

R. LaFaive indicated that four bids were received for final cleaning bid. Bids ranged from \$13,841 to \$66,000. Prime Solutions was lowest bid at \$13,841. He added that the cost for final cleaning was included as part of the contract with Market & Johnson & not an additional cost to the County. No action taken.

21) Discuss/Take action on PR #55 regarding correction to contract contingency

R. LaFaive explained that an error was made when calculating one of the change orders. His conjecture was that a simple keying error was made & not discovered when proofing the final document. Motion by N. Gulbranson/S. Bjork to approve PR#055 in the amount of \$1,000; motion carried unanimously.

22) Discuss/Take action on PR #58 regarding stair 1000 concrete infill credit

R. LaFaive explained that infamous stair 1000 with the terrazzo treads was complete & a credit for the concrete infill was realized as part of some time saving on the project. Motion by S. Bjork/N. Gulbranson to approve PR#058 for a credit in the amount of \$654; motion carried unanimously.

23) Discuss/Take action on PR #60 regarding baby changing unit credit

R. LaFaive indicated that he was still gathering information on this item but anticipated that the County would receive a credit for this particular item. No action taken.

24) Discuss/Take action to review Bid Alternate #1 regarding completion of dispatch space

Chief J. Matthys explained that the initial cost estimate was presented as a bid alternate at the beginning of the project & was estimated at that time to be approx. \$67,462. Current estimates were obtained in March 2017 at \$68,070. He further explained finishing the space now would be far less costly than after the entire project is completed. It would also allow dispatch to be under the same roof as the rest of the jail & Sheriff's Dept. making operations far more efficient. Motion by S. Bjork/N. Gulbranson to approve completion of dispatch space at the new facility with funds from Project (Owners') Contingency; motion carried unanimously.

25) Discuss/Take action regarding providing additional bunks in jail pod

Chief J. Matthys explained that there are currently 63 beds in the facility. He indicated based on current population in the jail occupancy would be very close to that number. He added that the facility was designed as an 80 bed facility that included double bunking. Installation of 17 of those beds was delayed as a cost saving measure near the beginning of the project. He stated it would be prudent to have these beds installed now when contractors are still on location rather than after completed. Motion by N. Gulbranson/S. Bjork to approve installing additional bunks in jail pod at a cost of \$21,766 using funds from contingency to be reimbursed from the Jail Assessment fund; motion carried unanimously.

26) Discuss/Take action regarding coax cable to rooms 2114 and 2116

Chief J. Matthys explained that he discovered that coax cable had not been installed to these two rooms & was integral that they have it. He added that he simply missed it in earlier inspections. Motion by S. Bjork/N. Gulbranson to approve PR#065 regarding installation of additional coax cabling to rooms 2114 & 2116 in the amount of \$820; motion carried unanimously.

27) Discuss use of Jail Assessment funds for day reporting furnishings & equipment

Chief J. Matthys explained that other furnishings & equipment would be needed to complete the day reporting area & make it functional. He added that AC J. Miller had obtained prices for the items needed during bid process for the other furnishings in the facility. The cost was stated to be \$2,288 & he inquired whether Jail Assessment funds could be used to purchase these items. Motion by N. Gulbranson/S. Bjork to approve purchase of furnishings & equipment with funds from Jail Assessment Fund; motion carried unanimously.

28) Review project budget

AC J. Miller presented an updated list of expenditures & fund balances which was reviewed by the Committee. She went on to explain the numbers presented with the fund balances.

29) Update on Jail Project progress

R. LaFaive stated that overall the project was on track to be completed near the end of June of this year. He added asphalt was installed, final cleaning would likely happen around second week in June with Potter/Lawson going through their punch list during the third week of June. Construction trailers would likely be moved out the third week as well.

30) Transition team update

Chief J. Matthys stated the team brought in the Jail Nurse & was working with her on operational procedures in the new facility.

31) Future Agenda Items

- Items 10, 15, & 23
- Review project budget
- Updates on project

32) Next Meeting Date

Committee discussed when to schedule next meeting. Next meeting set for June 15th at 4:00 p.m., in County Board Room, Courthouse.

33) Adjournment

Meeting adjourned at 5:04 p.m. by motion of S. Bjork/N. Gulbranson; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

AD HOC JAIL PLANNING AND SPECIFICATIONS DEVELOPMENT COMMITTEE
****AMENDED**MEETING AGENDA**
Thursday, May 25, 2017 – 4:00 p.m.
Courthouse - County Board Room
414 W. Main St. – Ellsworth, WI

#	Action	Presenter
1	Call to order 1a. Establish quorum 1b. Approve agenda	Chair
2	Discuss/take action on minutes of 4/27/2017	Members
3	Committee will receive public comment not related to agenda items	Members
4	Discuss/Take action to approve Change Order #11 regarding various changes including plumbing and electric, sump pump, and fireproofing of beams	Randy LaFaive
5	Discuss/Take action on PR #52 regarding various masonry changes	Randy LaFaive
6	Discuss/Take action on PR #014 regarding additional clearance in elevator shaft	Randy LaFaive
7	Discuss/Take action on CB#11 regarding smoke control state review	Randy LaFaive
8	Discuss/Take action on RFI #183 regarding generator capacity	Randy LaFaive
9	Discuss/Take action on CB #13R addressing flooring finishes in tech rooms	Randy LaFaive
10	Discuss/Take action on PR #61 anti-static flooring credit	Randy LaFaive
11	Discuss/Take action on RFI#163 regarding flashing at precast wall	Randy LaFaive
12	Discuss/Take action on PR #56 piping in elevator sump	Randy LaFaive
13	Discuss/Take action on PR #30 regarding GWB ceiling	Randy LaFaive
14	Discuss/Take action on PR #62 regarding additional access panels for detention level C ceilings	Randy LaFaive
15	Discuss/Take action on PR #57 regarding flashed louvers on south side of building and cleaned ice and water material off of metal	Randy LaFaive
16	Discuss/Take action on PR #63 regarding elevations in day reporting	Randy LaFaive
17	Discuss/Take action regarding transaction window at Day Reporting	Jason Matthys
18	Discuss/Take action regarding door changes at Day Reporting	Jason Matthys
19	Discuss/Take action to award bid on signage for the new facility	Randy LaFaive
20	Discuss/Take action regarding final cleaning bid package	Randy LaFaive
21	Discuss/Take action on PR #55 regarding correction to contract contingency	Randy LaFaive
22	Discuss/Take action on PR #58 regarding stair 1000 concrete infill credit	Randy LaFaive
23	Discuss/Take action on PR #60 regarding baby changing unit credit	Randy LaFaive
24	Discuss/Take action to review Bid Alternate #1 regarding completion of dispatch space	Jason Matthys Randy LaFaive
25	Discuss/Take action regarding providing additional bunks in jail pod	Jason Matthys
*26	Discuss/Take action regarding coax cable to rooms 2114 and 2116	Jason Matthys
27	Discuss use of Jail Assessment funds for day reporting furnishings & equipment	Jason Matthys Jo Ann Miller
28	Review project budget	Jo Ann Miller
29	Update on jail project progress	Randy LaFaive
30	Transition team update	Sheriff Staff
31	Future agenda items	Members
32	Next meeting date	Members
33	Adjourn	Members

Questions regarding this agenda may be made to Jo Ann Miller at 715-273-6851, Ext. 6429.

Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.

A quorum of County Board supervisors may be present.

(5/19/17)

(5/23/17) *amended jm

*****CANCELLED*****

**AD HOC JAIL PLANNING AND SPECIFICATIONS DEVELOPMENT COMMITTEE
MEETING AGENDA
Thursday, May 18, 2017 – 4:00 p.m.
Courthouse - County Board Room
414 W. Main St. – Ellsworth, WI**

#	Action	Presenter
1	Call to order 1a. Establish quorum 1b. Approve agenda	Chair
2	Discuss/take action on minutes of 4/27/2017	Members
3	Committee will receive public comment not related to agenda items	Members
4	Discuss/Take action to approve Change Order #11 regarding various changes including plumbing and electric, sump pump, and fireproofing of beams	Randy LaFaive
5	Discuss/Take action on PR #52 regarding various masonry changes	Randy LaFaive
6	Discuss/Take action on PR #014 regarding additional clearance in elevator shaft	Randy LaFaive
7	Discuss/Take action regarding CB#11 regarding smoke control state review	Randy LaFaive
8	Discuss/Take action on RFI #183 regarding generator capacity	Randy LaFaive
9	Discuss/Take action regarding CB #13R addressing flooring finishes in tech rooms	Randy LaFaive
10	Discuss/Take action regarding RFI#163 regarding flashing at precast wall	Randy LaFaive
11	Discuss/Take action on signage bid packet	Randy LaFaive
12	Discuss/Take action regarding final cleaning bid package	Randy LaFaive
13	Review project budget	Jo Ann Miller
14	Update on jail project progress	Randy LaFaive
15	Transition team update	Sheriff Staff
16	Future agenda items	Members
17	Next meeting date	Members
18	Adjourn	Members

Questions regarding this agenda may be made to Jo Ann Miller at 715-273-6851, Ext. 6429.

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A quorum of County Board supervisors may be present.

(5/11/17)

**APPROVED MINUTES OF THE AD HOC JAIL PLANNING &
SPECIFICATIONS DEVELOPMENT COMMITTEE MEETING HELD**

April 27, 2017 – 4:00 p.m.

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**County Board Room; Courthouse
414 W. Main St., ELLSWORTH, WI**

2017 - 06

1) Meeting Convened

The Pierce County Ad Hoc Jail Planning & Specifications Development Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman J. Aubart called the meeting to order at 4:02 p.m.

1a) Those Present

A quorum was established acknowledging 5 members present.

Members present:

Jon Aubart	District #3
Mike Kahlow	District #6
Scott Bjork	District #7
Neil Gulbranson	District #11
Brian O'Connell	Citizen Member

Absent/Excused:

Also Present JoAnn Miller-Administrative Coordinator, Jason Matthys-Chief Deputy Sheriff, Jamie Feuerhelm-County Clerk, Randy LaFaive-Market & Johnson, Steve Albarado-Lt. Jail Administrator, Andy Pichotta-Land Management Director.

1b) Agenda Approved

Motion by S. Bjork/M. Kahlow to approve agenda as presented; motion carried/passed unanimously.

2) Minutes Approved

Motion by M. Kahlow/N. Gulbranson to approve the minutes of Apr. 6, 2017 as presented; motion carried, M. Kahlow abstained.

3) Public Comment

Chief J. Matthys informed Committee that current inmate count was 51. The new facility will accommodate 63 inmates as is, plus 17 more for a total of 80 if additional bunks are added. He added that the information was just to make the Committee aware & at some point someone would need to determine when the additional bunks would be added. Chairman J. Aubart felt that the current count was a spike in population due to an number of varying factors & may not necessarily indicate a long term trend.

4) Discuss/Take action to approve Change Order #9 regarding the fit out of a day reporting center

R. LaFaive indicated that this change order was for the day reporting area previously discussed. Motion by N. Gulbranson/B. O'Connell to approve Change Order #9 in the amount of \$177,404.00; motion carried unanimously.

5) Discuss/Take action to approve Change Order #10 including CB #9 including prime coat in shower, CB #10 including modifications to stair 1002 and 1000 to meet code, CB #12 including parking lots, RFI #159 regarding heat in stair 1003, and the terrazzo stairs

R. LaFaive explained that CB #9 addressed bathroom tile changes, changing room finishes, & wood slat wall insulation in the amount of \$9,412. CB #10 addressed paint changes, modifications to stairs & wood paneling in amount of \$2,176. CB #12 addressed moving parking lot west & removing a tree for a credit of \$258. RFI #159 addressed heat for sprinklers in stair 1003 for \$1,448 & precast terrazzo treads for \$12,158. Motion by B. O'Connell/S. Bjork to approve Change Order #10 to include all the above changes in the amount of \$24,936; motion carried unanimously.

6) Discuss/Take action on PR #49 regarding a credit to eliminate painting of a high ceiling

R. LaFaive explained that it was determined the same stairwell where a heater was added would not need to have ceiling painted & thus a credit could be realized. Motion by M. Kahlow/N. Gulbranson to approve Proposal Request #049 for a credit of \$1,377; motion carried unanimously.

7) Discuss/Take action on PR #51 regarding costs for winter conditions to be paid from general conditions

R. LaFaive explained that this was concerning the heating while installing exterior brick & that the cost for such was covered in the contract from general conditions so no additional funds were being requested. Motion by N. Gulbranson/M. Kahlow to approve Proposal Request #51; motion carried unanimously.

8) Discuss/Take action on RFI #187 regarding detention bunk welding

J. Matthys explained that this item could be withdrawn as the issue was being addressed via other means. No action taken.

9) Discuss/Take action on RFI #183 regarding generator capacity

R. LaFaive explained that after further research there would be no further cost for this item so it could be withdrawn from agenda. No action taken.

10) Discuss/Take action on RFI #188 sump pumps for the elevator and the EOC storage

R. LaFaive explained that the pumps included in original bid were different then what was needed for this particular area. Committee questioned how & why the correct pump wasn't bid appropriately. Mr. LaFaive attempted to explain. Motion by M. Kahlow/B. O'Connell to approve RFI #188 as presented; motion carried unanimously.

11) Discuss/Take action regarding options for fireproofing beams and fire separation

R. LaFaive explained that there are six beams above a mason wall that were identified as needing fireproofing. He further explained that they considered multiple ways to address the issue to include masonry, drywall, fire retardant spray, & a specific type of incandescent paint. He added that the incandescent paint would likely be the best cost & time efficient method to use & was getting further estimates & costs. Motion by M. Kahlow/N. Gulbranson to approve using paint method for fireproofing; motion carried unanimously.

12) Discuss/Take action regarding furniture bid

J. Miller indicated that bids for furnishing the new facility were opened the past Friday. Miller reviewed with the Committee three responses to the request for bids on the furniture package for the new jail/sheriff department facility. Several items on two of the bid responses did not conform to the specifications in the bid package, including, but not limited to, office furniture specified as metal and laminate was bid all laminate, and several filing cabinets were bid at sizes other than what was specified, etc. The bid specifications clearly state that all bids must be submitted in accordance with the specifications and the right of the Owner to reject bids that are incomplete or irregular. To add to the concern, there are multiple quantities of each item. The Committee expressed concern about accepting a nonconforming bid when one of the bidders had met all specifications. B. O'Connell questioned the possibility of rebidding the package, but the Committee was concerned with the delay that would cause. Motion by S. Bjork/M. Kahlow that bids submitted by Eau Claire Business Interiors and Northern Business Products were materially and substantially nonconforming and thus

not responsive to the bid specifications, and that the bid be awarded to Staples subject to the execution of a contract. Motion carried unanimously.

13) Discuss/Take action on PR #45 regarding jail pod temporary opening

R. LaFaive stated this item as well could be withdrawn as it was being addressed internally by Market & Johnson & the contractors. No action taken.

14) Discuss/Take action on signage bid packet

J. Miller informed Committee that assistance was being sought from a vendor to assist in drafting a bid package for this part of the project. Motion by B. O'Connell/M. Kahlow to approve such assistance in the amount of \$1,020 subject to review & execution of a contract by Pierce County Corp Counsel; motion carried unanimously.

15) Discuss/Take action regarding CB#11 regarding smoke control state review

R. LaFaive informed Committee that items were identified in a state review but further information would be forthcoming & that no action needed to be taken at this time. No action taken.

16) Discuss/Take action regarding CB #13R addressing plumbing changes

R. LaFaive explained plumbing changes being proposed as well as floor finishes in technology rooms. He added that applying anti-static type flooring could be costly but all factors regarding this issue have not been determined. Motion by N. Gulbranson/B. O'Connell to approve the portions of Construction Bulletin #13R that address the plumbing & electrical changes only; motion carried unanimously.

17) Discuss/Take action regarding RF#163 regarding flashing at precast wall

R. LaFaive indicated that there was nothing further to report on this issue at this time. No action taken.

18) Discuss/Take action regarding final cleaning bid package

R. LaFaive informed Committee that the cleaning bid package would be sent out with the signage bid package in the near future. This item would address the cleaning of the facility after all construction is complete. No action taken.

19) Review project budget

AC J. Miller presented an updated list of expenditures & fund balances through the mid-April which was reviewed by the Committee. She went on to explain the numbers presented with the fund balances.

20) Update on Jail Project progress

R. LaFaive stated they were in the latter stages of the project. He added that curb & gutter were being completed this week with sidewalks to follow, & next week they may begin installing the asphalt.

21) Transition team update

Lt. S. Albarado stated that the team has been spending a significant amount of time with the new jail nurse to acquaint her with operations, etc. as well as working with IT personnel to address technology needs & concerns. Chief J. Matthys added that the team has been absolutely instrumental in identifying significant issues & concerns during the construction process & curbing the costs that would have been realized if those issues were missed & had to be remedied after the fact.

22) Future Agenda Items

- Signage & cleaning contracts
- Future of dispatch
- Review project budget
- Updates on project

23) **Next Meeting Date**

Committee discussed when to schedule next meeting. Next meeting set for May 18th at 4:00 p.m., in County Board Room, Courthouse.

24) **Adjournment**

Meeting adjourned at 5:28 p.m. by motion of N. Gulbranson/M. Kahlow; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

**AD HOC JAIL PLANNING AND SPECIFICATIONS DEVELOPMENT COMMITTEE
MEETING AGENDA**

Thursday, April 27, 2017 – 4:00 p.m.

Courthouse - County Board Room

414 W. Main St. – Ellsworth, WI

#	Action	Presenter
1	Call to order 1a. Establish quorum 1b. Approve agenda	Chair
2	Discuss/take action on minutes of 4/6/2017	Members
3	Committee will receive public comment not related to agenda items	Members
4	Discuss/Take action to approve Change Order #9 regarding the fit out of a day reporting center	Randy LaFaive
5	Discuss/Take action to approve Change Order #10 including CB #9 including prime coat in shower, CB #10 including modifications to stair 1002 and 1000 to meet code, CB #12 including parking lots, RFI #159 regarding heat in stair 1003, and the terrazzo stairs	Randy LaFaive and Jo Ann Miller
6	Discuss/Take action on PR #49 regarding a credit to eliminate painting of a high ceiling	Randy LaFaive
7	Discuss/Take action on PR #51 regarding costs for winter conditions to be paid from general conditions	Randy LaFaive
8	Discuss/Take action on RFI #187 regarding detention bunk welding	Jason Matthys
9	Discuss/Take action on RFI #183 regarding generator capacity	Randy LaFaive
	Discuss/Take action on RFI #188 sump pumps for the elevator and the EOC storage	Randy LaFaive
10	Discuss/Take action regarding options for fireproofing beams and fire separation	Randy LaFaive
11	Discuss/Take action regarding furniture bid	Randy LaFaive
12	Discuss/Take action on PR #45 regarding jail pod temporary opening	Randy LaFaive
13	Discuss/Take action on signage bid packet	Randy LaFaive
14	Discuss/Take action regarding CB#11 regarding smoke control state review	Randy LaFaive
15	Discuss/Take action regarding CB #13R addressing plumbing changes	Randy LaFaive
16	Discuss/Take action regarding RFI#163 regarding flashing at precast wall	Randy LaFaive
17	Discuss/Take action regarding final cleaning bid package	Randy LaFaive
18	Review project budget	Jo Ann Miller
19	Update on jail project progress	Randy LaFaive
20	Transition team update	Sheriff Staff
21	Future agenda items	Members
22	Next meeting date	Members
23	Adjourn	Members

Questions regarding this agenda may be made to Jo Ann Miller at 715-273-6851, Ext. 6429.

Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.

A quorum of County Board supervisors may be present.

(4/24/17)

**APPROVED MINUTES OF THE AD HOC JAIL PLANNING &
SPECIFICATIONS DEVELOPMENT COMMITTEE MEETING HELD
April 6, 2017 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**County Board Room; Courthouse
414 W. Main St., ELLSWORTH, WI**

2017 - 05

1) Meeting Convened

The Pierce County Ad Hoc Jail Planning & Specifications Development Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman J. Aubart called the meeting to order at 4:00 p.m.

1a) Those Present

A quorum was established acknowledging 5 members present.

Members present:

Jon Aubart	District #3
Mike Kahlow	District #6 (3:48)
Scott Bjork	District #7
Neil Gulbranson	District #11
Brian O'Connell	Citizen Member

Absent/Excused:

Also Present: Dale Auckland-Dist. #12, JoAnn Miller-Administrative Coordinator, Brad Lawrence-Corporation Counsel, Jason Matthys-Chief Deputy Sheriff, Jamie Feuerhelm-County Clerk, Randy LaFaive-Market & Johnson, Steve Albarado-Lt. Jail Administrator.

1b) Agenda Approved

Motion by N. Gulbranson/S. Bjork to approve agenda as presented; motion carried/passed unanimously.

2) Minutes Approved

Motion by N. Gulbranson/S. Bjork to approve the minutes of Mar. 23, 2017 as presented; motion carried unanimously.

3) Public Comment

None.

4) Discuss/Take action to accept and award bids subject to execution of contracts for the completion of a day reporting center in the unfinished shell space portion of the jail project

Chief J. Matthys stated that this item has been explained & discussed through many meetings & now a firm cost has been established to complete the project for \$177,404. R. LaFaive added that the proposal includes the additional sidewalks, parking stalls, & asphalt. Motion by N. Gulbranson/B. O'Connell to approve Proposal Request #22R in the amount of \$177,404.00; motion carried unanimously.

5) Discuss/Take action on CB#9 items including modified insulation at wood panel wall in stair 1000, tile in shower rooms 1122 and 1123, high performance paint in showers, and revisions to electrical for smoke control panel

R. LaFaive explained that CB #9 addresses bathroom tile changes, changing room finishes, wood slat wall insulation, as well as two credits for items that were no longer being done. They credits were for labor to install FRP in corridor 1202 for \$240 & removal of panels, glue & trim pieces for \$615. Committee

questioned paint finishes proposed in stairwell & one of the showers. Motion by S. Bjork/M. Kahlow to approve a portion of CB #9 to include the tile changes, electrical work, & receiving the credits proposed; motion carried unanimously. The remaining items of CB #9 were not approved & no further action taken at this time on those particular items.

6) Discuss/Take action regarding CB#10 regarding finish changes in pre-booking and padded cell, and revised stair landings to address code issues in stair 1002 and 1000

R. LaFaive explained these items as changes to a few painted walls, modifications to stairs to meet code requirements, & wood paneling. Motion by M. Kahlow/B. O'Connell to approve Construction Bulletin #10 in the amount of \$2,176; motion carried unanimously.

7) Discuss/Take action regarding CB#11 regarding smoke control state review

R. LaFaive explained that some modifications may need to be done but not sure at this point. Engineers are reviewing & should respond by April 18th. No action taken.

8) Discuss/Take action regarding CB#12 regarding a parking lot for the day reporting center, modify the upper parking lot to accommodate fiber optic main, and relocation of monument sign

R. LaFaive explained that some changes were needed to accommodate these things but amounted to a deduction for the County. Motion by N. Gulbranson/S. Bjork to approve Construction Bulletin #12 as presented; motion carried unanimously.

9) Discuss/Take action regarding RFI#159 regarding heat in stair 1003

R. LaFaive explained that some modifications may need to be done to ensure proper functioning of sprinklers in one of the stairwell areas. He added that adding a heat source in the area should address the issue. Motion by N. Gulbranson/S. Bjork to approve RFI #159 in the amount of \$1,448; motion carried unanimously.

10) Discuss/Take action regarding RFI#163 regarding flashing at precast wall

R. LaFaive provided brief explanation about a ledge along north side of jail pod area that is being looked at to make sure it is properly protected from moisture. Options are still being investigated; no action taken.

11) Discuss/Take action regarding options for fireproofing beams and fire separation

R. LaFaive provided brief explanation as to areas & beams that were being researched to identify if additional fireproofing/separation is needed. He indicated Potter/Lawson is working on solutions to the issue. No action taken.

12) Discuss/Take action regarding finishing options including terrazzo in stair 1000

R. LaFaive explained that he received estimates to add terrazzo to stair 1000 as discussed in previous meetings. He provided photos of examples of style & type of finish that would be included within the estimates. Motion by N. Gulbranson/S. Bjork to approve PR #T-2 for terrazzo in stair 1000 in the amount of \$12,158; motion carried unanimously.

13) Update on furniture bid process, signage bid packet and final cleaning bid packet

R. LaFaive explained that Staples has sent out bid package & RFPs are being advertised with a deadline of Friday, April 21st. He added that he also had discussions with a vendor to help assist with an RFP for any signage that may be needed in or around the new facility. AC J. Miller informed Committee that these costs were part of the budget for the project. No action taken.

14) Review project budget

AC J. Miller indicated that there was no updated project budget at this time.

15) **Update on Jail Project progress**

R. LaFaive indicated overall the project was going well & will certainly finish ahead of the original schedule. He added that excavators were due to begin work outside the facility next week preparing for landscaping, roads & parking lots.

16) **Transition team update**

Chief J. Matthys stated the team has been very busy as the project becomes more finished. He added that they are drafting training programs not only for staff but for visitors, attorneys, etc. to help people work in & navigate the new facility.

17) **Future Agenda Items**

- Items 7, 10, 11 & 13
- Review project budget
- Updates on project

18) **Next Meeting Date**

Committee had discussion about when to schedule next meeting. Next meeting set for Apr. 27th at 4:00 p.m., in County Board Room, Courthouse.

19) **Adjournment**

Meeting adjourned at 5:12 p.m. by motion of B. O'Connell/N. Gulbranson; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

**AD HOC JAIL PLANNING AND SPECIFICATIONS DEVELOPMENT COMMITTEE
MEETING AGENDA**

**Thursday, April 6, 2017 – 4:00 p.m.
Courthouse - County Board Room
414 W. Main St. – Ellsworth, WI**

#	Action	Presenter
1	Call to order 1a. Establish quorum 1b. Approve agenda	Chair
2	Discuss/take action on minutes of 3/23/2017	Members
3	Committee will receive public comment not related to agenda items	Members
4	Discuss/Take action to accept and award bids subject to execution of contracts for the completion of a day reporting center in the unfinished shell space portion of the jail project.	Jason Matthys and Jo Ann Miller
5	Discuss/Take action on CB#9 items including modified insulation at wood panel wall in stair 1000, tile in shower rooms 1122 and 1123, high performance paint in showers, and revisions to electrical for smoke control panel	Randy LaFaive
6	Discuss/Take action regarding CB#10 regarding finish changes in pre-booking and padded cell, and revised stair landings to address code issues in stair 1002 and 1000	Randy LaFaive
7	Discuss/Take action regarding CB#11 regarding smoke control state review	Randy LaFaive
8	Discuss/Take action regarding CB#12 regarding a parking lot for the day reporting center, modify the upper parking lot to accommodate fiber optic main, and relocation of monument sign	Randy LaFaive
9	Discuss/Take action regarding RFI#159 regarding heat in stair 1003	Randy LaFaive
10	Discuss/Take action regarding RFI#163 regarding flashing at precast wall	Randy LaFaive
11	Discuss/Take action regarding options for fireproofing beams and fire separation	Randy LaFaive
12	Discuss/Take action regarding finishing options including terrazzo in stair 1000	Randy LaFaive
13	Update on furniture bid process, signage bid packet and final cleaning bid packet	Randy LaFaive
14	Review project budget	Jo Ann Miller
15	Update on jail project progress	Randy LaFaive and Jo Ann Miller
16	Transition team update	Sheriff Staff
17	Future agenda items	Members
18	Next meeting date	Members
19	Adjourn	Members

Questions regarding this agenda may be made to Jo Ann Miller at 715-273-6851, Ext. 6429.

Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.

A quorum of County Board supervisors may be present.

(3/30/17)

**APPROVED MINUTES OF THE AD HOC JAIL PLANNING &
SPECIFICATIONS DEVELOPMENT COMMITTEE MEETING HELD
March 23, 2017 – 3:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**County Board Room; Courthouse
414 W. Main St., ELLSWORTH, WI**

2017 - 04

1) Meeting Convened

The Pierce County Ad Hoc Jail Planning & Specifications Development Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman J. Aubart called the meeting to order at 3:01 p.m.

1a) Those Present

A quorum was established acknowledging 5 members present.

Members present:

Jon Aubart	District #3
Mike Kahlow	District #6 (3:48)
Scott Bjork	District #7
Neil Gulbranson	District #11
Brian O'Connell	Citizen Member

Absent/Excused:

Also Present: Ken Snow-Dist. #9 (3:43), Jerry Kosin-Dist. #15 (3:21), Jeff Holst-Dist. #16, JoAnn Miller-Administrative Coordinator, Brad Lawrence-Corporation Counsel, Jason Matthys-Chief Deputy Sheriff, Jamie Feuerhelm-County Clerk, Randy LaFaive-Market & Johnson, Matt Faulkner-Market & Johnson, Nancy Hove-Sheriff, Steve Albarado-Lt. Jail Administrator, Jeremy Lewis-Transition Team.

1b) Agenda Approved

Motion by N. Gulbranson/S. Bjork to approve agenda as presented; motion carried/passed unanimously.

2) Minutes Approved

Motion by N. Gulbranson/S. Bjork to approve the minutes of Mar. 2, 2017 as presented; motion carried, B. O'Connell abstained.

3) Public Comment

None.

4) Discuss/Take action on Change Order #8 regarding changes in PR #28, #32, #034, #35, and #036 covering various changes including glass at transaction windows, beam placement in precast wall, door 1117C card reader and emergency lights, access panels in jail pod, and louver wall panels

R. LaFaive explained that these Proposal Requests were discussed in detail at previous meetings & were combined into Change Order #8. In summary they were as follows: PR#028 Add for glass at transaction windows for \$8545; PR#032 Beam placement in precast wall for \$4487; PR#034 Change card reader location, adjust emergency lighting/egress route for \$1067; PR#035 Access panels in jail pod for \$1433; & PR#036 Metal panels add at mechanical room 2112 for \$57,743. Motion by S. Bjork/N. Gulbranson to approve Change Order #8 in the amount of \$73,275.00; motion carried/passed unanimously.

5) Discuss/Take action regarding floor finishing options for stair 1000

R. LaFaive explained that this was the main stairwell near main public entrance. He indicated that the

drawings didn't include or specify terrazzo on the stair treads, but the finish specifications did include it, & are part of the total bid specifications package which include both the drawings & finish specifications. Sheriff N. Hove stated that the Department made it clear that terrazzo is what they wanted from the beginning. R. LaFaive stated that he was not looking for action on this item but wanted to inform the Committee that they are looking into options & pricing. No action taken.

6) Discuss/Take action regarding bids received for the unfinished space to convert it to a day reporting center and action to proceed/award contract

R. LaFaive presented cost estimates to complete the unfinished space into a day reporting center. He added that estimate did not include cost for dry wall which he estimated to be about \$15-16 thousand. Motion by B. O'Connell/S. Bjork to approve the contract & proceeding with project, contingent upon action of the County Board; motion carried/passed unanimously.

7) Discuss/Take action regarding CB#9 and CB#10 regarding various items including tile showers, modified insulation at wood panel wall in stair 1000, finish changes at corridor and room 1216, electrical changes with smoke control, revised stair railing to address code issues in stair 1002 and 1000, and paint color changes in various locations

R. LaFaive explained that this item had to do with various changes & was for informational purposes only at this time. Cost estimates & more detail would be coming at a later date. No action taken.

8) Discuss/Take action regarding additional civil engineering services in the amount of \$2350 to move the monument sign due to the change in the gas line easement, to add parking for the day reporting center, and to adjust the parking lot to avoid an AT&T fiber line

AC J. Miller explained that this was primarily for civil engineering to draft &/or modify plans to accommodate the moving of gas monument sign & the addition of parking stalls for day reporting center. Motion by N. Gulbranson/S. Bjork to approve civil engineering services in the amount of \$2,350; motion carried/passed unanimously.

9) Review project budget

AC J. Miller provided summary document & gave brief explanation of current budget numbers. No action taken.

10) Update on Jail Project progress

R. LaFaive indicated overall the project was going well & likely will finish ahead of schedule. B. Lawrence indicated that the gas line was removed after testing on pipe returned negative for asbestos.

11) Transition team update

J. Lewis gave brief review of the activities of the team & issues they are currently working on.

12) Future Agenda Items

- Construction Bulletins #009 & #010
- Finishing options for stair 1000
- Finance report

13) Next Meeting Date

Next meeting set for Apr. 6th at 4:00 p.m., in County Board Room, Courthouse.

14) Adjournment

Meeting adjourned at 3:59 p.m. by motion of S. Bjork/B. O'Connell; motion carried/passed unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

**AD HOC JAIL PLANNING AND SPECIFICATIONS DEVELOPMENT COMMITTEE
MEETING AGENDA**

Thursday, March 23, 2017 – 3:00 p.m.

Courthouse - County Board Room

414 W. Main St. – Ellsworth, WI

#	Action	Presenter
1	Call to order 1a. Establish quorum 1b. Approve agenda	Chair
2	Discuss/take action on minutes of 3/2/2017	Members
3	Committee will receive public comment not related to agenda items	Members
4	Discuss/Take action on Change Order #8 regarding changes in PR #28, #32, #034, #35, and #036 covering various changes including glass at transaction windows, beam placement in precast wall, door 1117C card reader and emergency lights, access panels in jail pod, and louver wall panels	Randy LaFaive
5	Discuss/Take action regarding floor finishing options for stair 1000	Eric Lawson and Randy LaFaive
6	Discuss/Take action regarding bids received for the unfinished space to convert it to a day reporting center and action to proceed/award contract	Randy LaFaive
7	Discuss/Take action regarding CB#9 and CB#10 regarding various items including tile showers, modified insulation at wood panel wall in stair 1000, finish changes at corridor and room 1216, electrical changes with smoke control, revised stair railing to address code issues in stair 1002 and 1000, and paint color changes in various locations	Randy LaFaive
8	Discuss/Take action regarding additional civil engineering services in the amount of \$2350 to move the monument sign due to the change in the gas line easement, to add parking for the day reporting center, and to adjust the parking lot to avoid an AT&T fiber line	Jo Ann Miller
9	Review project budget	Jo Ann Miller
10	Update on jail project progress	Randy LaFaive and Jo Ann Miller
11	Transition team update	Sheriff Staff
12	Future agenda items	Members
13	Next meeting date	Members
14	Adjourn	Members

Questions regarding this agenda may be made to Jo Ann Miller at 715-273-6851, Ext. 6429.

Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.

A quorum of County Board supervisors may be present.

(3/17/17)

**APPROVED MINUTES OF THE AD HOC JAIL PLANNING &
SPECIFICATIONS DEVELOPMENT COMMITTEE MEETING HELD
March 2, 2017 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**County Board Room; Courthouse
414 W. Main St., ELLSWORTH, WI**

2017 - 03

1) Meeting Convened

The Pierce County Ad Hoc Jail Planning & Specifications Development Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman J. Aubart called the meeting to order at 4:02 p.m.

1a) Those Present

A quorum was established acknowledging 4 members present, 1 absent.

Members present:

Jon Aubart District #3
Mike Kahlow District #6
Scott Bjork District #7
Neil Gulbranson District #11

Absent/Excused:

Brian O'Connell Citizen Member

Also Present: Dale Auckland-Dist. #12, JoAnn Miller-Administrative Coordinator, Brad Lawrence-Corporation Counsel, Jason Matthys-Chief Deputy Sheriff, Jamie Feuerhelm-County Clerk, Randy LaFaive-Market & Johnson (4:30), Andy Pichotta-Land Management Director, John Worsing-Medical Examiner, Jordan Lieffring-Market & Johnson.

1b) Agenda Approved

Motion by N. Gulbranson/S. Bjork to approve agenda as presented; motion carried/passed unanimously.

2) Minutes Approved

Motion by S. Bjork/M. Kahlow to approve the minutes of Feb. 2, 2017 as presented; motion carried/passed unanimously.

3) Public Comment

None.

4) Discuss/Take action on Change Order #7 regarding changes in PR #006, #016, #017, #021R, #024, and #025 covering various changes including security glass for detention windows, framing and sheathing at south parapet of room 2202, cabling and antenna array, clean agent deduct, and flashing at metal wall panels

Committee reviewed Change Order request. Motion by M. Kahlow/S. Bjork to approve Change Order #7 in the amount of \$58,562; motion carried/passed unanimously.

5) Discuss/Take action regarding contract with Staples concerning furniture and furnishings for the new facility

AC J. Miller informed Committee that contract proposals were received by two companies willing to provide services requested to draft RFP for office furniture, etc. for new jail facility. Potter/Lawson bid \$12,000 & Staples bid \$4400. Chairman J. Aubart stated that the offices of Medical Examiner & Emergency Management should be included at a minimum as an add option. Motion by N. Gulbranson/S. Bjork to

approve/authorize contract with Staples in the amount of \$4400 with funds to come from bond funds (soft costs); motion carried/passed unanimously.

6) Discuss/Take action on PR #36 regarding louver wall panels

Corp Counsel B. Lawrence reviewed with the Committee that this item had to be rebid & was back for consideration with one bid being submitted. Motion by N. Gulbranson/S. Bjork to approve Proposal Request #36 & award bid to APW (\$56,600) for a total cost of \$57,743; motion carried/passed unanimously.

7) Discuss/Take action on PR #22 regarding changes to unfinished space to convert it to a day reporting center and updated related costs

Chief J. Matthys explained how the space would be used & material proposed to finish the space, as well as ideas used to save costs. Motion by N. Gulbranson/S. Bjork to approve Proposal Request #022; to approve & authorized using the previous unfinished space as a space for day reporting activities & completing construction of that area; to recommend approval of the same to Finance & personnel Committee with funds to come from Jail Assessment Fund not to exceed \$185,000; also directive given to proceed with bidding process; motion carried/passed unanimously.

8) Discuss/Take action regarding options for stairwell #1000

R. LaFaive explained that they were still looking at a couple options for type of tread to be used on main stairwell. No action taken.

9) Discuss/Take action on PR #28 regarding glass not included in bid package

R. LaFaive explained that two transaction windows were not assigned to a specific trade in the bidding process, possibly having to do with the architectural drawings. Committee members expressed growing concern over the number of issues that were seemingly “missed” either in the initial drawings &/or the initial bid process. Motion by N. Gulbranson/M. Kahlow to approve Proposal Request #028 for additional glass for transaction windows in the amount of \$8,545; motion carried/passed unanimously.

10) Discuss/Take action on PR #32 regarding beam placement in precast wall

R. LaFaive explained that Market & Johnson directed precast beam pockets to be filled with CMU. The design was to have precast contractors address, however this was excluded from their bids. Committee again expressed deep concern over the number of issues &/or items missed in the initial drawings & bid documents. Motion by M. Kahlow/S. Bjork to approve Proposal Request #032 to have cement contractor fill beam pockets in the amount of \$4,487; motion carried/passed unanimously.

11) Discuss/Take action on PR#34 regarding door 1117C card reader and emergency lighting

Chief J. Matthys explained that the way the card reader was initially indicated for placement would allow any person in this particular area access to secured areas. The reader would need to be moved to the other side of the door & emergency lighting changed to allow for egress fire escape route. Motion by M. Kahlow/N. Gulbranson to approve Proposal Request #034 as presented in the amount of \$1,067; motion carried/passed unanimously.

12) Discuss/Take action on PR#35 regarding access panels in jail pod

R. LaFaive explained that access panels were needed to reach utility areas in jail pod area. Access points located high from floor & secured with detention grade metal panels. Motion by N. Gulbranson/M. Kahlow to approve Proposal Request #035 as presented in the amount of \$2,433; motion carried/passed unanimously.

13) Review project budget

AC J. Miller provided summary document & gave brief explanation of current budget numbers. No action taken.

14) **Update on Jail Project progress**

R. LaFaive gave brief review of progress indicating that they were working a little more with IT groups as well as other trades in coordinating work efforts in multiple areas of the facility. J. Lieffring indicated that jail pod area is progressing well, security ceilings beginning to be installed, tile in the kitchen area within the next few weeks, dry wall in Emergency Management area, as well as ceilings completed on the second level & tile in restrooms beginning.

15) **Transition team update**

Chief J. Matthys gave brief review of the activities of the team. He indicated they were instrumental in discovering the possible problem issues with Item #10 & bringing attention to them.

16) **Future Agenda Items**

- Construction Bulletins #009 & #010
- Construction update
- Finance report

17) **Next Meeting Date**

Next meeting set for Mar. 23rd at 3:00 p.m., in County Board Room, Courthouse.

18) **Adjournment**

Meeting adjourned at 5:26 p.m. by motion of M. Kahlow/S. Bjork; motion carried/passed unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

**AD HOC JAIL PLANNING AND SPECIFICATIONS DEVELOPMENT COMMITTEE
MEETING AGENDA**

Thursday, March 2, 2017 – 4:00 p.m.

Courthouse - County Board Room

414 W. Main St. – Ellsworth, WI

#	Action	Presenter
1	Call to order 1a. Establish quorum 1b. Approve agenda	Chair
2	Discuss/take action on minutes of 2/2/2017	Members
3	Committee will receive public comment not related to agenda items	Members
4	Discuss/Take action on Change Order #7 regarding changes in PR #006, #016, #017, #021R, #024, and #025 covering various changes including security glass for detention windows, framing and sheathing at south parapet of room 2202, cabling and antenna array, clean agent deduct, and flashing at metal wall panels	Randy LaFaive
5	Discuss/Take action regarding contract with Staples concerning furniture and furnishings for the new facility	Jo Ann Miller
6	Discuss/Take action on PR #36 regarding louver wall panels	Randy LaFaive
7	Discuss/Take action on PR #22 regarding changes to unfinished space to convert it to a day reporting center and updated related costs	Randy LaFaive and Jason Matthys
8	Discuss/Take action regarding options for stairwell #1000	Randy LaFaive
9	Discuss/Take action on PR #28 regarding glass not included in bid package	Randy LaFaive
10	Discuss/Take action on PR #32 regarding beam placement in precast wall	Randy LaFaive
11	Discuss/Take action on PR#34 regarding door 1117C card reader and emergency lighting	Randy LaFaive
12	Discuss/Take action on PR#35 regarding access panels in jail pod	Randy LaFaive
13	Review project budget	Jo Ann Miller
14	Update on jail project progress	Randy LaFaive and Jo Ann Miller
15	Transition team update	Sheriff Staff
16	Future agenda items	Members
17	Next meeting date	Members
18	Adjourn	Members

Questions regarding this agenda may be made to Jo Ann Miller at 715-273-6851, Ext. 6429.

Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.

A quorum of County Board supervisors may be present.

(2/24/17)

**AD HOC JAIL PLANNING AND SPECIFICATIONS DEVELOPMENT COMMITTEE
MEETING AGENDA**

Thursday, February 16, 2017 – 4:00 p.m.

Courthouse - County Board Room

414 W. Main St. – Ellsworth, WI

#	Action	Presenter
1	Call to order 1a. Establish quorum 1b. Approve agenda	Chair
2	Discuss/take action on minutes of 2/02/2017	Members
3	Committee will receive public comment not related to agenda items	Members
4	Review project budget	Jo Ann Miller
5	Update on jail project progress including updated project schedule	Randy LaFaive and Jo Ann Miller
6	Transition team update	Sheriff Staff
7	Future agenda items:	Members
8	Next meeting date	Members
9	Adjourn	Members

Questions regarding this agenda may be made to Jo Ann Miller at 715-273-6800 Ext. 6429.

Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.

A quorum of County Board supervisors may be present.

BDL (2/13/17)

CANCELLED

**APPROVED MINUTES OF THE AD HOC JAIL PLANNING &
SPECIFICATIONS DEVELOPMENT COMMITTEE MEETING HELD
February 2, 2017 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**County Board Room; Courthouse
414 W. Main St., ELLSWORTH, WI**

2017 - 02

1) Meeting Convened

The Pierce County Ad Hoc Jail Planning & Specifications Development Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman J. Aubart called the meeting to order at 4:00 p.m.

1a) Those Present

A quorum was established acknowledging 4 members present, 1 excused.

Members present:

Jon Aubart District #3
Mike Kahlow District #6
Scott Bjork District #7
Neil Gulbranson District #11

Absent/Excused:

Brian O'Connell Citizen Member

Also Present: Dale Auckland-Dist. #12, JoAnn Miller-Administrative Coordinator, Brad Lawrence-Corporation Counsel, Jason Matthys-Chief Deputy Sheriff, Jamie Feuerhelm-County Clerk, Randy LaFaive-Market & Johnson, Andy Pichotta-Land Management Director.

1b) Agenda Approved

Motion by S. Bjork/M. Kahlow to approve agenda as presented; motion carried/passed unanimously.

2) Minutes Approved

Motion by N. Gulbranson/M. Kahlow to approve the minutes of Jan. 19, 2017 as presented; motion carried/passed unanimously.

3) Public Comment

None.

4) Discuss/Take action on Change Order regarding changes in CB#6 and #7 in jail administration hardware and panic buttons

R. LaFaive explained that changes outlined in Construction Bulletins #6 & 7 were incorporated into Change Order #6 & were previously discussed. Motion by N. Gulbranson/S. Bjork to approve; motion carried/passed unanimously.

5) Discuss/Take action on PR #021R regarding modifications for installation of Motorola communications equipment

R. LaFaive explained that these were modifications to accommodate the Motorola communications equipment, to include cabling & antenna arrays. AC J. Miller suggested that funds needed to pay for this item could come from sources such as the bond (owners' contingency), General Fund, Jail Assessment Fund, or the Sheriff's Dept. budget. Motion by M. Kahlow/N. Gulbranson to approve Proposal Request #021 in amount of \$6402.00 with funds from owners' contingency, & keep option open to seek reimbursement of those funds from another source (i.e. General Fund or Jail Assessment Fund) with approval of County Board; motion

carried/passed unanimously.

6) Discuss/Take action on PR# 25, #26 and RFI #134 regarding flashing at metal panel walls, coil door at opening 1217B, and water line for cart wash area

R. LaFaive summarized each item. PR #25 refers to flexible flashing not addressed by roofing or metal panel contractor; assigned to roofer due to sequence of work; cost estimate \$4487.00. PR #26 refers to supplying & installing a coiling garage door at opening 1217B; cost estimate \$1811.00. He added that this request has been withdrawn at this time because he was seeking more information from the contractor. RFI #134 refers to water lines to be installed to the 1243 cart wash area not initially shown on architectural plans; cost estimate \$1449.00. Motion by M. Kahlow/S. Bjork to approve Proposal Request #25 & reject Request for Information #134; motion carried/passed unanimously.

7) Discuss/Take action on PR #024 regarding changes and potential savings on waterless fire suppression system

R. LaFaive explained that PR #024 refers to eliminating three spare clean agent tanks contained in the initial bid. He added that the County would realize a savings of \$9,910.00. Motion by N. Gulbranson/S. Bjork to approve Proposal Request #024; motion carried/passed unanimously.

8) Discuss/Take action on Construction Bulletin #8 regarding changes to unfinished space to convert to a day reporting center and related costs

R. LaFaive explained & Chief J. Matthys provided details to how & what the unfinished space would need to be completed & function as a day reporting center. Cost estimate was approx. \$203,006.00. Committee discussed that this item was not part of the initial project & would need to identify a source in which to fund the additional costs. Motion by S. Bjork/M. Kahlow to approve the concept of the project & additional work recommending funds from the Jail Assessment Fund to be used for additional costs; motion carried/passed unanimously.

9) Discuss/Take action regarding product choice for louver wall panels

R. LaFaive explained that there were two choices for type of product to use for the wall panels on outside walls of maintenance space. One being a louver wall panel at a cost of approx. \$80,000; & the other a metal wall panel at a cost of approx. \$57,000.00. He expressed that both were good products & would be sufficient for the purpose needed. Motion by N. Gulbranson/S. Bjork to approve use of metal panels in area described at a cost of approx. \$57,000; motion carried/passed unanimously.

10) Discuss/Take action regarding process for producing a bid package for the furniture and furnishings for the new facility

AC J. Miller explained process for drafting a RFP to furnish the new facility. She indicated that Potter/Lawson could provide such service at a cost. She added that Staples office supply company could also supply such expertise & has more experience with Pierce County in providing this specific kind of service. Motion by M. Kahlow/N. Gulbranson to move forward with directing AC Miller to gather more information regarding obtaining a consultant to draft RFP for furniture & furnishings for new facility; motion carried/passed unanimously.

11) Review project budget and PR #006, #016 and #017

R. LaFaive summarized the items. PR #006 refers to contract changes that the County made primarily to security ceilings. This amounted to a cost savings of \$65,808.00. PR #016 refers to three additional insulated security glass units for exterior detention windows; cost estimate \$3943.00. PR #017 refers to adding framing & sheathing at south parapet of Mechanical Room 2202; cost estimate \$1141.00. He added that the total impact of changes identified in PR #006, #016, #017, #021R, #024, & #025 would amount to a credit or savings of \$59,745.00. This amount would be added to the owners' contingency. These items will be incorporated into a future change order.

12) **Update on Jail Project progress**

R. LaFaive gave brief review of progress indicating that floors in jail pod area have been poured, Sheriff's Dept./Administration area have been painted, brick being installed on north side & will take approx. 5 weeks to complete. Also that jail area roof was nearly completed. Overall, project on schedule as designed.

13) **Transition team update**

Chief J. Matthys gave a review of the activities of the team. Team is onsite every day during the week & makes visits to the complex several times a day.

14) **Future Agenda Items**

- CO on #006, #016, #017, & #025
- Contract consultant for furniture & furnishings
- Construction update
- Finance report

15) **Next Meeting Date**

Next meeting set for Feb. 16th at 4:00 p.m., in County Board Room, Courthouse.

16) **Adjournment**

Meeting adjourned at 5:21 p.m. by motion of S. Bjork/M. Kahlow; motion carried/passed unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

**AD HOC JAIL PLANNING AND SPECIFICATIONS DEVELOPMENT COMMITTEE
MEETING AGENDA**

Thursday, February 2, 2017 – 4:00 p.m.

Courthouse - County Board Room

414 W. Main St. – Ellsworth, WI

#	Action	Presenter
1	Call to order 1a. Establish quorum 1b. Approve agenda	Chair
2	Discuss/take action on minutes of 1/19/2017	Members
3	Committee will receive public comment not related to agenda items	Members
4	Discuss/Take action on Change Order regarding changes in CB#6 and #7 in jail administration hardware and panic buttons	Randy LaFaive
5	Discuss/Take action on PR #021R regarding modifications for installation of Motorola communications equipment	Jason Matthys and Randy LaFaive
6	Discuss/Take action on PR# 25, #26 and RFI #134 regarding flashing at metal panel walls, coil door at opening 1217B, and water line for cart wash area	Randy LaFaive
7	Discuss/Take action on PR #024 regarding changes and potential savings on waterless fire suppression system	Randy LaFaive
8	Discuss/Take action on Construction Bulletin #8 regarding changes to unfinished space to convert to a day reporting center and related costs	Jason Matthys and Randy LaFaive
9	Discuss/Take action regarding product choice for louver wall panels	Randy LaFaive
10	Discuss/Take action regarding process for producing a bid package for the furniture and furnishings for the new facility	Jo Ann Miller and Randy LaFaive
11	Review project budget and PR #006, #016 and #017	Jo Ann Miller and Randy LaFaive
12	Update on jail project progress	Randy LaFaive and Jo Ann Miller
13	Transition team update	Sheriff Staff
14	Future agenda items:	Members
15	Next meeting date	Members
16	Adjourn	Members

Questions regarding this agenda may be made to Jo Ann Miller at 715-273-6851, Ext. 6429.

Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.

A quorum of County Board supervisors may be present.

(1/30/17)

**APPROVED MINUTES OF THE AD HOC JAIL PLANNING &
SPECIFICATIONS DEVELOPMENT COMMITTEE MEETING HELD
January 19, 2017 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**County Board Room; Courthouse
414 W. Main St., ELLSWORTH, WI**

2017 - 01

1) Meeting Convened

The Pierce County Ad Hoc Jail Planning & Specifications Development Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman J. Aubart called the meeting to order at 4:01 p.m.

1a) Those Present

A quorum was established acknowledging 5 members present.

Members present:

Jon Aubart	District #3
Mike Kahlow	District #6
Scott Bjork	District #7
Neil Gulbranson	District #11
Brian O'Connell	Citizen Member

Absent/Excused:

Also Present: JoAnn Miller-Administrative Coordinator, Brad Lawrence-Corporation Counsel, Jason Matthys-Chief Deputy Sheriff, Jamie Feuerhelm-County Clerk, Randy LaFaive-Market & Johnson, Andy Pichotta-Land Management Director.

1b) Agenda Approved

Motion by B. O'Connell/S. Bjork to approve agenda as presented; motion carried/passed unanimously.

2) Minutes Approved

Motion by N. Gulbranson/M. Kahlow to approve the minutes of Dec. 17, 2016 as presented; motion carried/passed unanimously.

3) Public Comment

None.

4) Discuss/Take action on Change Order #5 regarding changes to opening 1230

R. LaFaive of Market & Johnson explained that this Change Order had to do with changes to certain cell doors as discussed previously. Motion by M. Kahlow/S. Bjork to approve Change Order #5 in amount of \$2112.00; motion carried/passed unanimously.

5) Discuss/Take action on Construction Bulletin #6 and #7 regarding changes in jail administration area and panic buttons

R. LaFaive explained that these CBs had to do with changes to duress buttons & door hardware in jail administration area. Motion by M. Kahlow/N. Gulbranson to approve Construction Bulletin #6 in amount of \$938.00, & Construction Bulletin #7 in amount of \$1943.00; motion carried/passed unanimously.

6) Discuss/Take action on Construction Bulletin #8 regarding changes to unfinished space to convert to a day reporting center

Chief J. Matthys explained that he received final drawings & sent to Market & Johnson for pricing. R. LaFaive indicated that he thought cost report would be completed by next meeting. No action taken.

7) Discuss/Take action to accept bid and award contract for louver wall panels

R. LaFaive stated that no bids were received for the louver wall panel contract & may need to be bid again. Corp Counsel B. Lawrence indicated that the project would indeed have to be bid again & that, if necessary, additional steps should be considered to encourage contractors to bid on the project. R. LaFaive indicated that the project would be bid again once the Committee determines which louvers to specify in the bid. Drawings from Potter/Lawson will be completed by next meeting so the Committee can provide direction. No action taken.

8) Discuss/Take action regarding potential savings on waterless fire suppression system

R. LaFaive explained that if number of reserve tanks was reduced there would be some definite cost savings with this part of the project, estimated at approx. \$9000. Committee directed Mr. LaFaive to pursue this option & move forward. This would be created into a Construction Bulletin & brought back to the Committee for further consideration. No action taken.

9) Update on jail/sheriff's department communications/Motorola

Chief J. Matthys gave further detail with regard to cabling needed in conjunction with communications equipment from Motorola. Costs were projected at \$6710.00 for cabling & antenna arrays. No action taken.

10) Review project budget

AC J. Miller reviewed project budget & provided estimate of funds expended thus far.

11) Update on Jail Project progress including updated project schedule

R. LaFaive gave brief review of components of the project stating that the Sheriff's Dept. & administration area was running a little ahead of schedule. The jail pod area a little behind because of weather delays but the overall project was on track to meet the scheduled deadline. Last of the jail pod area roof to be installed this week, also installation of the outside brick on the structure was beginning.

12) Transition team update

Chief J. Matthys gave a review of the activities of the team. Team is onsite every day during the week & makes visits to the complex 2 – 3 times a week. Team is equipped with WI-FI at their construction trailer & communication is going well.

13) Future Agenda Items

- Cost projections on space to be used for day reporting
- Communication equipment/Motorola
- Construction update
- Finance report

14) Next Meeting Date

Next meeting set for Feb. 2nd at 4:00 p.m., in County Board Room, Courthouse.

15) Adjournment

Meeting adjourned at 4:59 p.m. by motion of S. Bjork/B. O'Connell; motion carried/passed unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

**AD HOC JAIL PLANNING AND SPECIFICATIONS DEVELOPMENT COMMITTEE
MEETING AGENDA**

Thursday, January 19, 2017 – 4:00 p.m.

Courthouse - County Board Room

414 W. Main St. – Ellsworth, WI

#	Action	Presenter
1	Call to order 1a. Establish quorum 1b. Approve agenda	Chair
2	Discuss/take action on minutes of 12/15/2016	Members
3	Committee will receive public comment not related to agenda items	Members
4	Discuss/Take action on Change Order #5 regarding changes to opening 1230	Randy LaFaive
5	Discuss/Take action on Construction Bulletin #6 and #7 regarding changes in jail administration area and panic buttons	Randy LaFaive
6	Discuss/Take action on Construction Bulletin #8 regarding changes to unfinished space to convert to a day reporting center	Jason Matthys and Randy LaFaive
7	Discuss/Take action to accept bid and award contract for louver wall panels	Randy LaFaive
8	Discuss/Take action regarding potential savings on waterless fire suppression system	Randy LaFaive
9	Update on jail/sheriff department communications/Motorola	Jason Matthys
10	Review project budget	Jo Ann Miller
11	Update on jail project progress including updated project schedule	Randy LaFaive and Jo Ann Miller
12	Transition team update	Sheriff Staff
13	Future agenda items:	Members
14	Next meeting date	Members
15	Adjourn	Members

Questions regarding this agenda may be made to Jo Ann Miller at 715-273-6851, Ext. 6429.

Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.

A quorum of County Board supervisors may be present.

(1/13/17)