

## **BUILDINGS & GROUNDS COMMITTEE MEETING**

**November 5, 2007 – 3:30 p.m.**

PRESENT: Chairman M. Johnson; Supervisors Connors, Hunter, Lucia, Raymond; Sausville; David Wickerham, Co. Administrator; Mark Rider, Co. Attorney; Joe Ritchey, Rick Gardner, Tom Speziale, DPW; Paul Lent, Emergency Services; Dan Butler, Animal Shelter; Dale Angstadt, Mental Health; Jim Jackson, BBL Construction; David Pacheco, Pacheco Ross Architects

Chairman Johnson called the meeting to order.

Mr. Lucia moved to approve the minutes of the meetings of September 10 and 24, 2007. Mr. Hunter seconded. Unanimous.

Ms. Raymond gave a status report on the Airport Request for Proposals stating that the RFP was issued about two weeks ago. She said last Thursday, people interested were given a site tour. Today, written questions are due by 5:00 p.m., and the answers will be given to each of those who have picked up the RFP, she said. She stated the RFP is due back November 16<sup>th</sup>. She said she believes two formally picked it up, and several others expressed interest. Mr. Speziale said he mailed it to many interested parties.

Ms. Raymond said we have had feedback that the minimum we are requesting is too high. She said if there are no bids, marketing will suggest we will need to go lower. Chairman Johnson appointed a Selection Committee consisting of herself, Supervisor Jean Raymond, Tom Speziale, Mark Rider, and Steve Berardo. Ms. Raymond thanked Dick Hunter, Dick Lucia, Tom Speziale, Mark Rider and the rest of the staff for what was a bigger and more complicated job than what was anticipated. She said we will be working with Richmor on a 90-day extension, and similar terms in the RFP have been sent out to North American relative to their renewal. Hopefully, this will all be done by December 31<sup>st</sup>, she said. Chairman Johnson said Ms. Raymond has done an amazing job on this. Ms. Raymond said our consultant has been fabulous.

**Mr. Connors moved to approve the lease for Judge Ferradino's Chambers at Stewarts for \$12.00/s.f. and a pass through charge for**

**utilities, cleaning, snowplowing, trash removal not to exceed \$7.50/s.f. with a 5 year cap at \$10.88/s.f. Current lease expires January 31, 2008. Proposed 5-year lease for 2,110/s.f. (Annual cost = \$41,145.00). Mr. Lucia seconded. Unanimous.**

**Ms. Raymond moved to approve the lease for Judge Williams' Chambers at Roohan Building for \$21.29/s.f. including utilities and \$1.37/s.f. for cleaning services. Current lease expires March 31, 2008. Proposed 5-year lease with 3% increase per year for 1,666 s.f. (Annual cost = \$37,749.54). Mr. Lucia seconded. Unanimous.**

Chairman Johnson said Judge Williams' lease has a 6 months termination notice in it. I do not think Judge Ferradino's does, and that should be included in his lease. Mr. Rider said he will see that gets in there.

**Ms. Raymond moved to adjourn to executive session to discuss lease negotiations for Mental Health at Saratoga Hospital. Mr. Connors seconded. Unanimous.**

The meeting returned to open session.

Mr. Ritchey gave an update on the courtyard reconstruction. He said hopefully, the concrete will be started the 15<sup>th</sup>. All of the interior structural repairs have been completed. Ryan & Biggs are inspecting those repairs, he said. Ms. Raymond asked where do we stand money-wise. Mr. Ritchey stated we are still within the budget that was laid out. He mentioned there were no leaks in the water test that was done with about 10,000 gallons of water.

Mr. Ritchey gave an update on the roof replacement projects for Buildings 1 and 3. He said we have a good contractor. All ballasts have been removed from both buildings. The new membrane should be completed by the middle of next week on Bldg. 1, he said. For Bldg. 3, they will start removing the skylight tomorrow. The removal of the large skylight will be on the 19<sup>th</sup>, he said. The existing membrane will be removed in about two weeks. He said the contractor does not do anything more than they can patch up that day. These roofs are both on schedule, he added.

In discussing the proposed Public Safety Building, Chairman Johnson said Committee members should have received the Feasibility Study and Schematic Design. She requested a **resolution to proceed with the Schematic Design at a cost of \$127,000 with reimbursable expenses of \$2,540.** She said this will help us decide the ultimate scope of what this project should be, and we cannot get to that point until we proceed with this. She said the money is in the Emergency Services' budget for 2007, and this will be a four-month project. She said all questions have to be answered, and this Committee will have to make decisions and bring them forward. Mr. Connors asked if the contract for the drawings had a date certain for completion. Mr. Pacheco said three to four months dependent on the feedback from the County. You will have a set of drawings at the end of the four months, he said.

Chairman Johnson said there has been concern about the Sheriff's Department moving into that building, and the Committee has to decide what it wants. The Sheriff needs to explain to us why he wants to move into that building, she said. Ms. Raymond suggested that the Sheriff write a report to this Committee and also let us know what will happen with all of the empty space. Mr. Connors agreed that a narrative is needed from the Sheriff. Chairman Johnson asked who would request that of the Sheriff, and Mr. Wickerham advised her that she should as Chairman of the Committee. Ms. Raymond said there may be a perfectly logical answer, but we need to keep in mind what it will cost to take care of the vacated space. **Mr. Connors moved to go forward with the project on the terms and conditions discussed today with the understanding a request will be made to the Sheriff relative to a narrative report explaining why he intends to relocate to the new building and what will be done with the space left behind. Mr. Lucia seconded. Unanimous.** Ms. Raymond said we should also have some idea what will be going on with the space that will be vacated by Emergency Services.

Mr. Sausville said what concerns him is this Committee is recommending a \$130,000 study. I am assuming there is some kind of an overall budget the Board is committing to, he said. Chairman Johnson said next year, we have a budget of \$1 million, and that will take us through the construction bids. Mr. Sausville said we are making decisions now on this spending, so why spend the money on studies unless we know we are going forward with this project conceptually? Chairman Johnson said this resolution will have to go to Law & Finance and the full Board. Ms. Raymond said she would like to

know what is going into this building for X amount of square feet. Mr. Sausville said why spend this money until we really know we want this building. Chairman Johnson said we do not know what we will commit to until we have the design work. Mr. Sausville said in his mind, conceptual work comes first then you move into the more detailed stuff down the road. Can we afford this, he asked. Chairman Johnson said she wants Mr. Pacheco to check with those departments to see why they need to be in this building. Mr. Pacheco said they want a construction estimate and get a number that's really refined. Mr. Connors stated he does not have enough technical information in front of him to see how much of a building we can afford. Ms. Raymond said there is a feeling we want to build this, but the reality is we do not want to spend \$18 million. Chairman Johnson asked if this money is grant money. Mr. Lent stated yes, we had a one-time allotment from SEMO for improvements and planning.

Chairman Johnson stated the Berkshire Animal Shelter's facility was done by the Bacon Group at \$4.2 million which is the same square footage we are looking at. Mr. Butler said he checked with John of that facility, and they will put off a three-hour block for us to tour the facility on either Wednesday, November 28<sup>th</sup> or Thursday, November 29<sup>th</sup>. He mentioned it takes at least 1 ½ hours to get there. It was the consensus of the Committee to schedule this tour for Wednesday, November 28<sup>th</sup>. Mr. Butler said DPW has a van that we could probably take with a driver. Chairman Johnson said between now and next month's meeting, we will be talking about design work for an RFP for the Animal Shelter.

On a motion by Mr. Hunter, seconded by Mr. Lucia, the meeting was adjourned.

Respectfully submitted,

Elaine M. Sodemann