

CITY OF MONONA
FACILITIES COMMITTEE
Wednesday, February 16, 2016
MINUTES – draft

1. The meeting was called to order at 5:30 pm
2. **Roll Call:** Committee present include: Staff – Brad Bruun, Chair - Jim Busse, Jim Beyer, Jim Lampe, Matt Aro, Nik Swartz, and Dan Eklof.
Excused Absent: NONE
Guest Staff: April Little
3. **Approval of Minutes:** September 16, 2015 approved with motion: First by Dan Eklof, Second by Nik Swartz
4. **Appearances:** Paul Ament
As it pertains to the committee’s role and responsibility, Paul comments on the history of the committee. States that Mayor Miller originally appointed Paul Ament chair of the committee as it was an Ad-Hoc committee to begin with. Stated that staff did not or has not historically adhered to advice from the committee. The committee is filled with experts in their fields and are serving as free consultants to the City. Commented on issues the committee reviewed that were associated with several projects including Firemen’s Park shelter , Oneida Park, Dream Park shelter, Monona Public Library, Public Works Cold Storage Facility, Lottes Park shelter, and Schluter Park restroom. Issues included punch list items that were not followed up on by staff, and that advice was not adhered to by staff or responsible committees. Commented that it was disheartening that advice from an individual with 40 years of architectural experience was not listened to. Monona staff should have followed up on advice from professional volunteers.
5. **Unfinished Business:**
 - A. **Review of Schluter Park Restroom Facility Project Manual**
There was nothing to review as the project is already in the bidding process.
6. **New Business**
 - A. **Review of Committee Role and Responsibilities**
Jim Busse requested information on the facilities list of procedures and how the flow of work is involved. Should committee recommendations be included in a document and should responsible staff and project leading committee’s comments be recorded and documented. Dan Eklof stated that the committee’s advice should be listened to. April Little states that it sounded like there was a processing problem and that a checklist may assist in the process. April little stated that council should be able to see opinions of different committees and documenting advice from facilities committee would be a way to share those comments with council. Jim Beyer stated that the original idea of the committee was to keep things like Dream Park shelter mistakes from happening again and that at some point in the planning process the facilities committee should review the project manual.
Matt Aro excused from the meeting at 6:00 PM.
Jim Beyer stated that committee should review process at 30%, 70%, and 100% design. Commented that department directors were not doing a good job at budgeting for projects and the City was guessing at costs and facilities committee should be able to offer advice on budget items as it pertains to projects for facilities. There should be a more efficient and intelligent approach to proposing projects and costs to council.
Jim Busse commented that council needs to hear committees feedback before final vote on a project. Asks who is the final authority on projects? Dan Eklof commented that facility committee opinion should be heard and captured. Jim Lampe asked why wouldn’t we be listened to? The committee agreed that punch lists should be completed prior to the final payment on a project for a facility. Asked who is the project manager on these types of projects? Department Staff or the Consultant? There should be a line item in the contract documents for a punch list. Said punch list should then be followed up on by staff. There should be communication or written verification of why OR why not the staff, consultant, or responsible committee did or did not adhere to advice from Facilities Committee. Brad suggested that on certain projects, prior to final design, the facilities committee should have a joint meeting with whatever committee is responsible for leading a project and design review.
Jim Busse asked whether or not the simple renovations actually needed to be reviewed by committee. Dan Eklof commented that nothing short of a major facility renovation should be brought to committee. Jim Busse comments that communications between staff and the chair of the committee needs to be established to aid in

the Facility Committee's review process. April Little asked whether or not the committee should be addressing facilities maintenance and establishing a schedule. Also, April commented on the committee's responsibility to perform a feasibility study for major renovations to existing facilities. Jim Busse stated that they may or may not be responsible for these tasks. Brad commented that it is written in the ordinance for responsibilities of the committee. Brad asked what happened with the Trane Study and Jim Beyer answered that it was tabled. April commented that preventative maintenance schedules should be established for different facilities. Jim Busse commented that before reviewing maintenance schedules the committee should be redeveloped and would need new expertise.

7. **Next Meeting:** April 13, 2016 at 5:30 PM

8. **Adjournment:** The Facility Committee adjourned at 6:45 pm. , first by Jim Lampe, and second by Nik Swartz

Questions, corrections, or additions – please notify Brad Bruun at 222-2525 or bbruun@ci.monona.wi.us