

**CITY OF MONONA
FACILITIES COMMITTEE
Wednesday, April 20, 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, Matt Aro, Nik Swartz, and Dan Eklof.
Excused Absent: Jim Lampe
Guests: April Little and Mayor Bob Miller
3. **Approval of Minutes:** February 16th, 2016 approved with motion: First by Dan Eklof, Second by Nik Swartz
4. **Appearances:**
None

5. **Unfinished Business:**

A. Review of Updated Facilities Committee Project Review Document

Jim Busse gave a background to the topic. Brad updated the committee on the progress into revising the facilities review checklist and process/procedures documents. Jim Busse stated that there is seemingly a need for a tie breaker when it comes to a difference of opinion between the Facilities committee and other committees or department heads. Jim Beyer stated that the underlying issue is that projects have routinely been advanced without proper committee review or without advice from the committee being considered by other committees or department heads. There needs to be better oversight and accountability. Jim Busse stated what we are responsible for and not responsible for needs to be clear to this committee and the others. This committee is not to decide on budget items or what money is spent on, but according to the process and procedures checklist there should be facilities committee review at the necessary stages as well as a request to assist with the 1 year punch list if warranted or needed. Dan stated that in the past at some projects the members of the committee were asked to come down to the project site. However, this isn't what the original intent was. Matt stated that because the committee is advisory only that topics of concern should be voice but in reason due to the potential that advice being considered, if not timed correctly, could involve added costs to the project for consultants. Jim Busse stated that the way that the committee reviewed and how many times the committee reviewed parts of a project would be dependent at times on the project type itself, but either way the committee should have a review prior to the bidding of the project. Matt stated that the committee shouldn't be involved in the contract document review of a project and these documents, if there are questions, should fall in the realm of the city attorney. The committee should be aware of the responsibilities of services of hired consultants and that reviews of bids should stay in the purview of the committee. Nik: How does advice get to other committees? April: Who is the keeper of the process? April or Brad to oversee, Brad to relay the given advice of the committee. Recording advice during discussion in the minutes needs to be improved from the past.

Revisions to Checklist:

Jim Busse stated that at 30% review – committee to give feedback, this is passed on to the Dept. Head and associated committee. Edit number 12 on checklist – Review Bid Documents, Before and not after it goes to bid. Jim asked what the value of the checklist item for the punch list is?

Jim Beyer stated that the value is reviewing that what we paid for is or is not installed, to protect against anything being missed. Jim Busse stated that the concern of the committee should lie in the pre-final pay request punch list items.

Revision to Checklist:

#13 on checklist should read Pre-Final Pay Request Punch List Review

Mayor Bob Miller stated that advice and knowledge given by the committee is invaluable and is more professionally educated in the way of facilities design and construction than most of the staff the City currently has that may be working on a project. The committee is here to mitigate the mistakes that may happen from simple oversight and lack of knowledge or experience. The battles and misunderstandings of the past should be eliminated and that the committee is necessary.

Summary of Changes:

#12 on Checklist – Review of bid documents by facility committee prior to pre-distribution

#13 on Checklist -- Pre- Final Pay Request Punch List Review

A final concern was raised as to whether or not the committee should assist with preliminary budget proposals for a facility. Savings could be found and that preliminary design could be sent to the committee for review via email. A concern was raised on the issue based on timing of projects. April suggested possibility of placing facilities report in the budget process for said facilities.

6. New Business

A. Discussion Regarding Facilities Maintenance and Renovation Planning

Brad: “Preventative maintenance as necessary for prolonged use and efficiency of existing buildings”

April: New list of items to be inspected and what needs to be done to keep functionality and maintenance up to date. Project examples upcoming include, office move and storage upgrades and possible energy efficiency upgrades. Jim Busse asked would these types of project be brought to committee? Committee does not know this building but could review the proposed design. That for simple fixes advice given on feedback via email could suffice. That committee time is sparse so there would not be much availability for feedback except for on larger projects where there is a need for a quorum for discussion. Warned against not having meetings for meeting sake.

Matt state that to have an RFP to look at for extended maintenance plan would be helpful. Then the plan can go through the review process by the committee.

7. Next Meeting: TBD

8. Adjournment: The Facility Committee adjourned at 6:45 pm. , first by Matt, and second by Dan

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