

**AGENDA
CITY OF MONONA
FACILITIES COMMITTEE
City Hall
Tuesday, April 20, 2016
5:30 PM**

1. Call to Order
2. Roll Call
3. Approval of Minutes from the **2/16/2016** meeting.
4. Appearances
 - A. None
5. Unfinished Business
 - A. Review of Updated Facilities Committee Project Review Document
6. New Business
 - A. Discussion Regarding Facilities Maintenance and Renovation Planning
7. Next Meeting: TBD
8. Adjournment

Please notify Brad Bruun at 222-2525 or bbruun@ci.monona.wi.us if you cannot make it.

NOTE:

Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at (608) 222-2525 (not a TDD telephone number), FAX: (608) 222-9225, or through the City Police Department TDD telephone number 441-0399. The public is notified that any final action taken at a previous meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New Business. It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

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

City of Monona – Department of Public Works



5211 Schluter Road
Monona, Wisconsin 53716
Phone: 608-222-2525
Fax: 608-222-9225
Website: www.mymonona.com

Facilities Report for Proposed Structures

Date _____

Project title _____

Project manager _____

Architect/engineer _____

Project Milestones for review: *(circle one)*

- A. Concept Introduction 0%
- B. Preliminary Design 30%
- C. Design Development 65%
- D. Final Design 100%

Type of Project:

1. Project Description: _____

2. Authorized Budget and Funding Source: _____

3. Space Summary:
Per Program: _____
Gross Area: _____

Per Design: _____
Gross Area: _____

4. Schedule:
Submission of Bid Documents for Final Review: _____
Bid Opening: _____
Start of Construction: _____
Substantial Completion and Occupancy: _____
Final Acceptance: _____

5. Budget Summary:
Construction Contingency: _____
A/E Design Fee: _____
Furnishings & Fixtures: _____
Survey, Geotechnical, Permits, Plan Review: _____
Moveable & Special Equip: _____

Total:
Construction Cost / GSF Total _____
Cost / GSF _____

Budget Notes:
Alternate No. 1 _____
Alternate No. 2 _____

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Facilities Development Process

1. Generate “Idea” for project , proposed by board or department (Requesting Body)
2. Review of project concept feasibility by Facility Committee, proposing board to complete and submit a **“Facilities Report for Proposed Structures.”** (*see attached report form*)
3. Conduct study of similar projects by Internal Staff or Consultant & develop concept program & budget
4. Send notifications to neighborhood of proposed construction site
5. Complete internal review with requesting body
6. 30% or Preliminary Design - Review of design and confirm preliminary budget by Facility Committee
7. Continue forward with design development – review by appropriate committees
8. Review of 65% design and reaffirm budget by Facility Committee / consultant
9. Complete second internal review with requesting body & appropriate committees
10. Review of 100% design and development of detailed estimate by Facility Committee/consultant
11. Final Review/approval of project design and budget by City Council – project goes out for bid.
12. Review of bid and construction contracts by Facility Committee
13. Coordinate Construction Administration and assist with one year punch list, if requested – Staff/Facility Committee/ Consultant

PROJECT:

MANAGER:

30 PERCENT DESIGN REVIEW						
	ITEM	FACILITIES COMMITTEE COMMENTS	MEETING DATE	ACCEPTED?	PUBLIC WORKS OR PARKS BOARD RESPONSE / JUSTIFICATION	MEETING DATE
1	LIGHTING			Yes No		
2	HVAC			Yes No		
3	ELECTRICAL			Yes No		
4	PLUMBING			Yes No		
5	ARCHITECTURE			Yes No		
6	SITE WORK / GRADING			Yes No		
7	LANDSCAPING			Yes No		
8	EFFICIENCY			Yes No		
9	OTHER:			Yes No		

PROJECT:

MANAGER:

65 PERCENT DESIGN REVIEW						
	ITEM	FACILITIES COMMITTEE COMMENTS	MEETING DATE	ACCEPTED?	PUBLIC WORKS OR PARKS BOARD RESPONSE / JUSTIFICATION	MEETING DATE
1	LIGHTING			Yes No		
2	HVAC			Yes No		
3	ELECTRICAL			Yes No		
4	PLUMBING			Yes No		
5	ARCHITECTURE			Yes No		
6	SITE WORK / GRADING			Yes No		
7	LANDSCAPING			Yes No		
8	EFFICIENCY			Yes No		
9	OTHER:			Yes No		

Sec. 2-4-25 Committee on Sustainability

(This section added per Ordinance 8-10-616, adopted September 20, 2010.)

- (a) **Composition.** The Committee on Sustainability shall consist of two (2) Council members and ten (10) citizen members. The Mayor and City Administrator shall be ex-officio non-voting members of the Committee.
- (b) **Appointments.**
 - (1) Council Members. The Council members of the Committee shall be appointed by the Mayor, subject to confirmation by the Council. The Council members shall serve for a one (1) year term commencing May 1 of each year, or until their successors are appointed and confirmed by the Council. One (1) of the Council members shall be designated by the Mayor to serve as Chairperson of the Committee.
 - (2) Citizen Members. The ten (10) citizen members of the Committee shall be appointed by the Mayor, subject to confirmation by the Council. The terms of the citizen members shall be three (3) years beginning May 1st and shall be staggered so that not more than three (3) such appointments are made annually.
- (c) **Duties and Responsibilities.** The Committee shall have the following duties and responsibilities which shall be advisory except as otherwise provided:
 - (1) To review and recommend to the Council policies and programs relating to sustainability.
 - (2) To review and recommend to the Finance Committee all budgetary, revenue and expenditure proposals relating to such policies and programs.
 - (3) To perform such duties and have such responsibilities as the Council shall from time to time, by ordinance, resolution, or by law, direct.

Sec. 2-4-26 Facilities Committee.

(This section added per Ordinance 11-12-640, adopted December 3, 2012.)

- (a) **Composition.** The Facilities Committee shall consist of one (1) Council member, one (1) staff member, and six (6) citizen members, consisting of members with experience in HVAC, electrical, plumbing, construction, architecture, civil, or landscape work. The Council member shall serve as chair and shall not vote except in the event of a tie breaker. The Mayor and City Administrator shall be ex-officio non-voting members of the Committee.
- (b) **Appointments.**
 - (1) Council Member. The Council member of the Committee shall be appointed by the Mayor, subject to confirmation by the Council. The Council member shall serve for a one (1) year term commencing May 1 of each year, or until his/her successor is appointed and confirmed by the Council.
 - (2) Citizen Members. The six (6) citizen members of the Committee shall be appointed by the Mayor, subject to confirmation by the Council. The terms of the citizen members shall be three (3) years, beginning May 1 and staggered each year.
- (c) **Duties and Responsibilities.** The Committee shall have the following duties and responsibilities which shall be advisory except as otherwise provided:
 - (1) To provide direction and support, from inception to completion, to all City committees and departments involved in facility-related projects.
 - (2) To use design and construction experience to assist in the completion of the final design and budget.
 - (3) To monitor projects through bidding, construction, project closeout, and assist with one-year punch if requested.
 - (4) To review projects for energy efficiency.
 - (5) To ensure that each project follows the "Facility Development Process".

(6) To assist in the creation of a preventive maintenance program and maintenance cost control.