

VILLAGE OF GERMANTOWN  
N112 W17001 MEQUON ROAD  
GERMANTOWN, WI 53022

MEETING: **BUILDING CONSTRUCTION OVERSIGHT COMMITTEE**

DATE AND TIME: **MONDAY, March 27, 2017 5:30 p.m.**

LOCATION: **On Site: Germantown Police Department  
N112 W16877 Mequon Road**

- I. **CALL TO ORDER:** This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wisconsin Statutes, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.
- II. **ROLL CALL:** Chairperson Baum, Trustee Warren, Member Goetter
- III. **APPROVAL OF MINUTES:** February 8, 2017
- IV. **UNFINISHED BUSINESS:**
  - A. Discussion/Action on the Forensic/Evidence Garage Project for the Police Department
- V. **ADJOURNMENT:**

***UPON REASONABLE NOTICE,*** efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service please contact the Clerk's Office at (262)250-4740 at least 2 days prior to the meeting.

**NOTICE** is given that a majority of the Village Board may attend this meeting to gather information about an agenda item over which they have decision making responsibility. This may constitute a meeting of the Village Board per State ex. Rel. Badke v. Greendale Village Board, even though the Village Board will not take formal action at this meeting.

BUILDING CONSTRUCTION OVERSIGHT COMMITTEE MEETING  
MINUTES

February 8, 2017  
Village Board Room

**CALL:** Trustee Baum called the meeting to order at 5:30 p.m.

**ROLL CALL:** Chm. Baum, Trustee Member Warren, Member Ben Goetter and Secretary Wick.

**PREVIOUS MINUTES:**

**MOTION made by Trustee Warren, seconded by Member Goetter to approve the Minutes of October 7, 2015 & October 14, 2015.**

**Motion carried unanimously.**

**DISCUSSION/ACTION ON THE FORENSIC/EVIDENCE GARAGE PROJECT FOR THE POLICE DEPARTMENT :**

Police Chief Hoell explained they currently have an impound area outside at the Police Department where they keep vehicles and large items. Some of these items are stored for an extended period of time. Chief Hoell noted impact fees available to the Department, will be used toward the construction of a cold storage evidence area and looked to the Committee for their input on the exterior materials. Monches Construction Co. prepared a bid and design of the proposed impound area which included a garage door designed high enough for tow truck access, a service door and electrical service. The outside fenced area will be refurbished fencing from the existing impound area.

The following points were made:

- The dimensions of the building height may change due to the height of the tow trucks;
- The cold storage garage does not need to be attached to the police department building but should remain on the property suggesting near the current impound area;
- The propose location should allow for easy vehicular access;
- The exterior of the building should be masonry to match the Germanic theme of Village Hall;
- Is there any option to move the building further to the west to make it less noticeable to the residents across the street? Supt. Olszewski stated the area south of the P.D. would require a five foot property setback and ten feet from existing buildings. There was a possibility of putting the garage at the furthest southwest location with the opening facing east. There might be grading impacts due to elevation variations.
- Could leave the garage disconnected from the P.D. due to a potential future build of a new Police Station;
- Potential options for the building were; masonry exterior, pitched roof, not heated, no exhaust port, solid floor, no plumbing or mechanicals, electrical only, interior floor drain, no hose bibs;
- The storage building should be a design/bid/build project;
- There is \$180,000 budgeted for the building;
- Staff is allowed to go out for an RFP on the design of the building; The actual construction of the building has to go out for bid;
- The Public Works and Engineering Department will work with Chief Hoell in putting together the RFP; Chm Baum will draw up a floor plan with elevations to submit to the Plan Commission and the floor plan should be included with the RFP. The whole process should take 3-4 months with construction anticipated late summer.

- Acceptance of the construction contract will need to go to Village Board; Chm. Baum will check with Public Works Chairperson Kaminski to see if the construction contract needed to go to the Public Works Committee first;
- Chairperson Baum and Supt. Olszewski will work together to draft a RFP.
- Supt. Olszewski will provide the format of an RFP and a written description of the building project.
- Chm. Baum wanted to visit the building site to narrow down the location of the building prior to drafting a Request for Proposals. Three locations to be considered were: 1) south of the existing P.D.garage; 2) east of the existing garage to match up with the north/south driveway; 3) east of existing fenced impound yard;
- The Committee should meet next month on site, go over the sketches and decide where the Evidence Garage should go;

**DISCUSSION/ACTION ON THE DESIGN AND LOCATION OF THE KIWANIS PERFORMING ARTS PAVILLION WITHIN FIREMEN'S PARK:** Brad Kropp,

Prospective Design, provided the following updates;

- Met with the Committee twice last October, 2015;
- All had walked the site, chose a new location, addressed design elements;
- Attended Plan Commission February, 2016 and received approvals;
- Kiwanis has done extensive fundraising;
- Next step would be the bid process which Atty. Madden is working on;
- In the near future, Mr. Kropp looked to the Committee to critique the construction drawings; he added the structure was a low maintenance, precast metal building w/metal roof. Chm. Baum requested Mr. Kropp provide construction drawings and that he would email his review comments prior to going out to bid.
- Trustee Warren requested a summary of comments from the other Committees and if they were addressed or not. Mr. Kropp stated the Plan Commission took in a majority of the comments that occurred at previous meetings noting the structure is on the north side of the park, east of the Senior Center; the sidewalk was now accessible/functional and works into a master plan that Trustee Baum had put together when talking about a grand scheme for the park. Architectural materials had change somewhat on the precast wall panels; steel panels were modified to give the structure a more Germanic look; the dance area will now be a concrete pad vs. pavers; donor bricks will now be installed on the lower section of the stage front; Mr. Kropp is currently working with an electrical designer. WE Energies does not respond to an informal request until a formal application is submitted with associated fees paid.
- Chm. Baum explained the electrical designers were aware of the intent to come in from the north and place the electrical transformer as close to the building as possible. In speaking with the designer, they spoke of a transformer 25 feet away from the pavilion. The designer was working on what electrical systems would be in the building and because of the budget constraints there was a lot of prepping for future uses but not a lot of installing today. There were lights and outlets but no theatrical, multi colored lighting setup. There is a disconnect system and dmx (lighting control) system. The control box will be prepped for the next phase of electrical uses. The transformer was sized larger to accommodate future park uses such as sidewalk, basketball & picnic pavilion lighting.

- Three soil borings were done; Bedrock is approximately one and a half to two feet below surface.
- Security and rental of the pavilion will be handled under the Park and Recreation Department.
- Lighting to be set and determined for the dusk to dawn feature. There are wall packs on each end the structure, two on the back of the building and one in front of the stairs.
- A grading plan will be completed by Himalayan. The drainage will go in one direction.
- There will be no maintenance to the pavilion;
- Plans and specs are 90% complete. Construction estimate is \$500,000.
- The Fund Drive has collected \$350,000 to date by means of bank funds, pledges and in kind contributions.
- It was expected that the pavilion would be up and running before summer was over.
- This is the Kiwanis' building in which they will do all of the work and give the building to the Village. Since the Village will own it, the Kiwanis' wanted the Village's oversight and input.
- Supt. Olszewski questioned if there would be a pre-construction meeting. As the building site would be in an area of many activities and use, he wanted to know if there was a plan in place for control of active nuisance in the site area. Mr. Kropp stated this could be incorporated in the request for bidders. Recreation Dir. Mark Schroeder had not had any dialog with regards to the site design. He had received a plan but was unaware of any timeline for the project. He stated he would like to be involved in any preliminary preconstruction meetings and /or discussions.
- Based on the information Dir. Schroeder obtained at this meeting, he did not believe there would be any construction delays due to the numerous activities at the Park.
- Hwy./Parks/Bldg./Grnds. Supt. Olszewski and Recreation Director Schroeder will work with the contractor on the staging process.
- Restoration of the area will be incorporated in the plans.

**ANNOUNCEMENTS:** The next Building Construction Oversight Committee Meeting will be held Monday, March 13<sup>th</sup> at 5:30 p.m. on site at the Germantown Police Department Evidence Garage area.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:25 p.m.

Janice Wick  
Recording Secretary