

**AGING / ADRC KITCHEN FACILITY COMMITTEE**  
**Tuesday, August 29, 2023 – 11:00 a.m.**  
**Government Center – Room 2151**  
**335 East Monroe Avenue – Barron, Wisconsin 54812**

**AGENDA**

1. Call to Order
2. Public Meeting Notification
3. Special Matters and Announcements
4. Approve Agenda
5. Approve Minutes of 7-24-23, 8-18-23 and 8-22-23
6. Public Comment
7. Project Update
  - a. Scope & Scope Changes
  - b. Timeline
  - c. Project Concerns & Questions
8. Approval of Change Orders
9. Approve Pay Applications
10. Project Financials & Cash Flow
11. Project Walk-Through
12. Future Agenda Items
13. Set Next Meeting Date
14. Adjourn

cc: P. Anderson, B. Anderson, Buchanan, Turcott, Okey, Fall, Banks, French, Busch, Muench webmaster & 3 public postings

Any person who has a qualifying disability under the Americans with Disabilities Act and requires the meeting or materials at the meeting to be in an accessible format must contact the County Clerk's office at 715-537-6200 at least 24 hours prior to the meeting so that arrangements can be made to accommodate your request.

# Minutes

Aging/ADRC Kitchen Facility Committee  
Monday July 24th, 11am  
Barron County Government Center, RM 2151  
335 East Monroe Avenue, Barron, WI 54812

Minutes taken by CA French



**County Board Supervisors in-person,** Buchanan, R., Anderson, Okey, Turcott, Supervisors P. Anderson and John Banks arrived at 11.04am

**Virtual Attendance:** None

**County Staff in attendance:** French, Olson, Smith, Busch

**#1. Call To Order:** CA French called the meeting to order at 11.00am, Introductions by those in attendance.

**#2. Public Meeting Notification:** CA French provide the Public Meeting Notification Document as prepared by Executive Assistant Coleman

**#3. Election of Committee Chair:** CA French opened the meeting for nominations. Motion Okey/B. Anderson to nominate Supervisor Buchanan as Chair. CA French asked for additional nominations, none received. CA French declared the nominations closed with no dissension. CA French asked for a voice vote confirming Supervisor Buchanan as Chair, carried.

**#4. Election of Vice Chair:** Chair Buchanan opened nominations, Motion Okey/B. Anderson to nominate Supervisor Turcott as Vice-Chair, Carried. Chair Buchanan asked for other nominations, none received. Chair Buchanan closed nominations and a "white-ballot", unanimous ballot, was cast of Supervisor Turcott as Vice-Chair, carried.

**#5. Approve Agenda:** Motion Okey/Turcott to approve Agenda, carried.

**#6. Public Comment:** None

**#7. Project Update:**

Demolition is in progress and doing well

Steel demolition is almost complete

Block walls have been removed

Some concern, floor top, whether it is through the wall, or under the wall, there could be some fill-in

Approximately one more week for demolition, then possibly floor layout and roof layout for intrusions through the floor and roof

Color schemes are being gathered, given to Steve, Darby and Jen, to make this decision  
Waiting-on, working-on PO for kitchen equipment, kitchen equipment is within budget  
Discussion on timeline  
14 week lead time - kitchen equipment.

**#8. Approval of Change Orders:**

None at this time. Committee to approve all change orders in excess of \$2,500.00.

**#9. Approve Pay Applications:**

None at this time, next time - review by committee, copy to committee at next meeting, if available.

Committee discussed pay application process, i.e. Bill, Steve, Jodi and payment by County if pay application is correct, unchanged, and, "in-the-lane" for what the application is meant for.

**#10. Project Financials and Cash Flows:**

Jodi presented, cash on hand of \$2,209,787

**#11. Project Walk-Through:**

Did not occur at request of Dell Construction and concern for safety.

**#12. Future Agenda Items:**

Walk-through of project site.

CA French noted that Agenda items will be consistent with this Agenda absent the election of officers

**#13. Set Next Meeting Date:**

Friday August 18th, 8.30am. RM 2151 B/C Government Center

**#14. Adjourn:**

Declare adjourned by unanimous consent, Chair Buchanan, 11.27am

# Minutes

Aging/ADRC Kitchen Facility Committee  
Friday August 18th, 8.30am  
Barron County Government Center, RM 2151  
335 East Monroe Avenue, Barron, WI 54812

Minutes taken by CA French



**County Board Supervisors in person,** Buchanan, Okey, P. Anderson, B. Anderson, Banks.

**Virtual Attendance:** None

**County Staff in attendance:** French, Olson, Smith, Jako, Muench

**Others in attendance:** Bill Halgren

**#1. Call To Order:** Chair Buchanan called the meeting to order at 8am.

**#2. Public Meeting Notification:** CA French provide the Public Meeting Notification Document as prepared by Executive Assistant Coleman

**#3. Special Matters and Announcements:**

French mentioned his email earlier in the day regarding State HI increases.

**#4. Approve Agenda:** Motion P. Anderson/B. Anderson carried.

**#5. Public Comment:** None

**#6. Project Update:**

Mr. Bill Halgren provided update

Scope and Scope Changes:

Layouts for equipment occurring, plumber drilling holes, HVAC demo is done, layout for holes in roof being laid out, for HVAC,, electrical working on panel, working on floor demo, and laying out the new walls, equipment lead times, good so far, both expected mid-October, kitchen equipment, vendor states that some stuff is being warehoused,

Timeline:

No concerns at this point in the project.

Project Concerns:

CV#1: hydronic slab heating, cement slab in front of building, pricing.

CV#2, westside plugging a window, matching pre-cast panel and fill wall, exploring price of metal insert

CV#3., south wall storage room, wood stud furring, not to state code, \$9,300.00 quote, could be considered grandfathered in

CV#4., floors, proposal to do leveling, (future agenda item), Mr. Halgren drew a schematic on the white board and explained.

CV#5., door, serve janitor room, issue, frame, couldn't adapt

CV#6., Null entry, exhaust fan, general exhaust for the jail, might need fan to ventilate space because of compressors for freezers and refrigerators

CV#7., extra concrete work, front entry, hydronic heated slab.

**#7. Floor Repair/Floating Floor:**

Discussed, no action taken, Future Agenda item

**#8. Approval of Change Orders:**

Kitchen equipment - drain underneath braising pan, need larger drain, 36X24 drain, change order amount amount: \$1,815.94.

Motion to approve change order Okey/P. Anderson, Carried

**#9. Approve Pay Applications:**

Information only. Documentation included with packet

**#10. Project Financials and Cash Flows:**

CA French presented, cash on hand of \$ 2,026,222.00

Olson has found small patches/amounts of asbestos, in the flooring, this will be paid for from the general operating account, maintenance account(s), in the general fund.

**#11. Project Walk-Through:**

8.50am committee left for the project walk-through.

No action taken while on the walk-through, questions and discussions only.

Committee was back in rm2151 at 9.35am

**#12. Future Agenda Items:**

Approve minutes from prior two meetings

Discuss/review/approve change order for floor repair/floating floor.

**#13. Set Next Meeting Date:**

8-29 11am

**#14. Adjourn:**

9.41am declared adjourned by unanimous consent, Chair Buchanan

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# Minutes

Aging/ADRC Kitchen Facility Committee  
Tuesday August 22nd, 4pm  
Barron County Government Center, RM 2151  
335 East Monroe Avenue, Barron, WI 54812

Minutes taken by CA French

**County Board Supervisors in-person,** Okey, P. Anderson, Banks, Fall, Turcott

**Virtual Attendance:** None

**County Staff in attendance:** French, Olson, Smith, Jako,

**Others in attendance:** Bill Halgren

**#1. Call To Order:** Vice Chair Turcott called the meeting to order at 4pm.

**#2. Public Meeting Notification:** CA French provide the Public Meeting Notification document as prepared by Executive Assistant Coleman

**#3. Special Matters and Announcements:**  
None

**#4. Approve Agenda:**  
Banks/P. Anderson, Carried

**#5. Public Comment:**  
None

**#6. Change Order Floor Repair/Floating Floor:**  
CB #4: Floor repair in the amount of \$36,911.00 Motion to approve CB#4, P. Anderson/Banks, Carried

**#7. Approval of Change Orders:**  
CB#2. Dishwasher Window, Credit of \$4,700.00  
CB#13, Patch floor at removed panel. \$725.00  
Motion to approve Okey/Fall, Carried.

Note: today's CB's to be paid from Contingency Fund

**#8. Approve Pay Applications:**

None today

**#9. Project Financials and Cash Flows:**

French handed out financials and reviewed.

Discussion on South wall and bars/screened windows, no action taken

**#10 Future Agenda Items:**

CB's and Pay applications

**#11. Set Next Meeting Date:**

Tuesday the 29th, 11am

**#12. Adjourn:**

4.49 declared adjourned by unanimous consent

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