

Administrative Committee

Wednesday, March 10, 2021
3:00 p.m.

The administrative Committee was held on Wednesday, March 10, 2021 at 3:00 p.m. via Zoom at <https://us02web.zoom.us/j/81767989618>

I. Call to Order

The meeting was called to order by Alderman Nemeth.

II. Roll Call

Present at Roll Call: Alderman Adams, Alderman Nemeth, Alderman Stotler

Others present: Director Kopp, Administrator Roth, Deputy Clerk Hayden, Inspector Waggoner

III. New Business

A. Red Cedar Update

Alderman Nemeth asked Director Kopp for an update on the construction document and where we stand on the timeline for the end of the month. Director Kopp stated nothing has changed since the last Board meeting. Patterhn Ives gave us our 75% construction bid set and they are still on schedule to complete by March 31. The intent of the process is that they are ready to go out to bid as soon as we receive them. Alderman Adams stated that the sooner we can get this out to bid, the better. Director Kopp stated they were working through the review of Sections 00 and 01. They appear comprehensive with no edits or additions, so they are proceeding forward and on schedule. Everything should be on track. We filtered through code questions earlier in this phase. The intent is that once we have the construction documents, in theory, they should be bid ready and ready for the next Administrative Meeting on April 14. The construction documents are 75% complete. Alderman Adams stated the documents are consistent with what the public has decided. Director Kopp stated he has asked Inspector Waggoner, Plans Examiner and Building Inspector, to be a part of these meetings as he is an integral part of the inspections. Alderman Adams wants to stress the importance that we stay on track at this particular moment, the renovation of Red Cedar, actually put it out for bid and put the shovels in the ground. We are at the moment of reality. **Motion made by Alderman Adams that the City Administrator have the authority put this out to bid, with any assistance he would need from staff, when he receives it. Seconded by Alderman Stotler. A voice vote was taken with an affirmative result.** Alderman Adams stated this should be on the next agenda so the full Board knows what is going on. Discussion followed on bid opening timeframes. Alderman Nemeth stated we want this to come back properly bid and not rush through it. He would like to have the bidders who are in the running at the Administrative meeting on May 12 so the Administrative Committee can ask questions before presenting to the full Board of Alderman then making their recommendation. **Motion made by Alderman Adams, seconded by Alderman Stotler to have bid openings on May 11, 2021. Have**

Administrative Committee meeting with the bidders present on May 12, 2021. Then present final bid to the full Board of Alderman on May 18, 2021. A voice vote was taken with an affirmative result.

Administrator Roth stated that he, Patterhn Ives and Director Kopp have not met on the bidding timeframe procedures. Typically there is a pre-bid conference and he certainly would recommend one with this type of project. He also recommends that it be held at the project site of Red Cedar. This is a technical meeting between the architect and the bidders. It is a public session and invites anyone who wishes to be there. Will not be an actual committee meeting.

Administrator Roth wanted to update everyone on the finance questions. This is very likely to be an agenda item next Tuesday night at the BOA meeting. The project cost is in the \$1.5-\$1.7M range. Obviously this needs to be financed. Looking at different options. Have had discussion with 1st State Community Bank primarily and Gilmore Bell who is our bond council and consultant in other areas of City operation. We also have our NID bonds which are eligible for refinance. We could also go out nationally for financing. Discussion followed. Administrator Roth's recommendation is to engage Gilmore Bell as the bond council and negotiate with 1st State Community Bank directly for the financing to keep local. This will become a Board decision in the end. Alderman Nemeth believes that all the local banks in town should have an opportunity with this also. **Motion made by Alderman Adams to accept Administrator Roth's recommendation starting with Gilmore Bell as the bond counselor. As far as the selections of banks, would like to have recommendation as we continue with this process. Would like to put on the next BOA agenda, the recommendation from this Committee as far as the recommendation that will be coming from Administrator Roth in regard to handling the finance. Seconded by Alderman Stotler. A voice vote was taken with an affirmative result.**

Alderman Adams asked Administrator Roth when he is prepared to make a clear recommendation as far as a bank or banks and to make clear to the people who voted for this, that he is not singling out for one bank or for multiple banks, he is narrowing it down to the recommendation. So, if Administrator Roth comes back with the recommendations of just using one of those banks, he is all for that. If he comes back with 3 or 4 banks having a bidding process, he's ok with that. If Administrator Roth can be prepared and clearly make a recommendation at the next Board meeting, what Alderman Adams is going to ask for is a resolution instead of a report. Administrator Roth stated he will have to get a little more information on what the capabilities of the individual banks are and will be reaching out to the local banks. What we are talking about here is packaging the existing NID issue together with the Red Cedar issue into one package which amounts to a lease purchase. Gilmore Bell will handle that part of it. The actual financing would be done by the banks. Alderman Adams stated if we come down to a point where we only had one bank that could service us, then he feels we are ready for a resolution. If you talk to the banks and we have 2 or 3 banks that are miles apart on this and we only have one bank that is clear and will service it best, then that is when we are ready for a resolution. That's when Alderman Adams is proposing to leave it in the hands of the City Administrator, if we are ready for a resolution or not. If we are ready for a resolution to make a clear firm recommendation, then that should be in the form of a resolution. Administrator Roth stated he could have that together by the April 6 BOA meeting. Alderman Adams stated if not ready by next meeting then put off until **prepared to present a resolution. Motion made by Alderman Adams to amend his previous motion. Seconded by Alderman Stotler. A voice vote was taken with an affirmative result.**

B. Emailed Questions

Alderman Nemeth stated there were some questions sent over. The first two questions were more about operating costs, revenue sources. Those conversations are going to start in June or July. Once we have bids out, once we have construction going, and once the building is moving forward, then we are going to transition the discussions to how we are going to operate the building, what it cost, who does it, etc. Those discussions will absolutely be had. They are just not going to be started until we get the building moving.

Is the current design plan flexible for renovations regarding food/drink sales, rent/lease opportunities? We haven't gotten there yet. Have planned on a small kitchenette potentially that will be part of the bids that will allow food storage, fridge, sinks, etc. We have not talked about rental leasing the outdoor spaces yet. This is yet to be determined.

There are no line items yet for museum quality set up? Alderman Nemeth stated that is the goal to for display cases, lighting, Wi-Fi, all that kind of stuff. Those are questions to be asked once we get building moving.

Is there security and maintenance of the existing building? Alderman Nemeth stated there are no security cameras at this time. Director Kopp stated we have had staff in the building and are currently occupying the Winchester Building. So, yes, we have staff close by. Once we start construction, security will be determined. Administrator Roth stated once it is under contract, it is the contractor's job to be responsible for protecting the job site. When we move forward, we will definitely have security. Roughed in in the project already.

Alderman Adams says a lot of these things are going to be discussed in the Park Board. The Park Board has a budget. Right now, the Red Cedar is not completed and not operational, there is no budget. The Red Cedar, when complete, will have new line items in the Park budget. When that happens, some of these things could be addressed. Because then there will be funding available. As far as the leasing of different parts of the site, food and things, again, this will fall under the Park Board. He does not see it being handled any differently as the soccer fields and pavilions are now.

Motion made by Alderman Stotler, seconded by Alderman Adams to adjourn. Meeting adjourned at 3:55 p.m.