

PUBLIC SAFETY BUILDING TASK FORCE
Minutes

November 11, 2019

Brillion City Center

4:00 pm

CALL TO ORDER:

Chairperson Sonnabend called the meeting to order at 4:02pm.

ROLL CALL:

Present were Chairperson Gerry Sonnabend, Coree Wallander, Mark Evel, Police Captain Kirk Schend, Fire Chief Joey Diener, Public Works Director Andy Geiger, City Administrator/Clerk-Treasurer Lori Gosz and Alderperson Joe Levash. Absent was Mark Olsen.

APPROVAL OF MINUTES – September 23, 2019 and October 23, 2019

Motion – Diener moved to approve the September 23, 2019 and October 23, 2019 Public Safety Building Task Force minutes. Seconded by Evel. Motion carried.

DETERMINE NEXT STEPS OF STUDY:

The Task Force discussed the tour of the Mt. Horeb and Lake Delton facilities. It was suggested to design a facility with the size to meet future needs. Diener suggested designing the building to have rooms that can be used for multi-purposes.

A space needs analysis was suggested. Gosz suggested sending out a Request for Qualification (RFQ) to firms to do a space needs analysis. The RFQ would determine the firm best qualified to complete an analysis. Gosz asked the Task Force what they would like to ask firms to provide in the RFQ. The following items were suggested:

- Experience in space needs analysis for public safety facilities.
- Time from for space needs analysis to be complete.
- Cost of completing the space needs analysis.
- References.
- Develop a budget for construction to include grant opportunities.

The following time frame was established for the Request for Qualification:

- Task Force to review and make changes to the RFQ and determine the firms to send the RFQ to at the next meeting on Wednesday, December 4, 2019 at 4:00 pm.
- Request for Qualification to be sent to selected firm on December 6, 2019.
- Request for Qualifications to be returned by firms by December 18, 2019.
- Task Force to meet to review and make final selection of firm on December 19, 2019 at 4:00 pm.
- Recommendation to City Council for approval on December 23, 2019.

Gosz will have the draft RFQ for the Task Force to review at the December 4, 2019 meeting.

FUTURE AGENDA ITEMS:

Request for Qualification – Space Needs Analysis

SET NEXT MEETING DATE:

Wednesday, December 4, 2019 at 4:00 pm at Brillion City Center.

ADJOURNMENT:

The meeting adjourned at 4:45 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer