



**COMMITTEE MEETING MINUTES**  
**BUILDING PROJECT**  
**September 29, 2020**

**BOARD MEMBERS PRESENT:**

Toni Wissestad, Chair  
Mary VonRuden, Vice Chair  
Alan McCoy, Member  
Adam Balz, Member

**ABSENT:**

Wally Habhegger, Member

**RESOURCE PERSONS:**

Linda Smith, Administrator  
Garlynn Brookshaw, Business Services Director  
Tina Osterberg, Monroe County Administrator  
Tom Martin, Community Living Solutions  
Duane Helwig, Community Living Solutions  
Aaron Klug, Community Living Solutions  
Cedric Schnitzler, Monroe County Board Chair  
Remy Gomez, Monroe County Supervisor  
Diane Erickson, Finance Director

1. **Call to Order/Roll Call** - The meeting called to order by T. Wissestad at 4:00 p.m. Roll call: T. Wissestad, here; M. VonRuden, here; A. McCoy, here; A. Balz, here; and W. Habhegger, absent.
2. **Building Project** – T. Wissestad introduced Duane Helwig from Community Living Solutions and invited him to discuss the agenda they had prepared for this meeting. D. Helwig introduced Aaron Klug who will be assisting with the project. D. Helwig organized who of the Rolling Hills Committee and staff will be involved at what meetings and contact information of pertinent staff and board members. T. Wissestad emphasized that the full county board will be kept informed continually through the project. T. Wissestad instructed L. Smith to be the contact person for details on specifics and will direct any issues or information as needed to other individuals. D. Helwig instructed two types of meetings will be held. One meeting will be exactly like this meeting and the other meeting would be with the staff of the nursing home and any board member who wishes to attend to discuss specific things related to nursing home regulations. D. Helwig informed a contact list will be put together by CLS and distributed at the next meeting.



D. Helwig went over overall design features and characteristics. R. Gomez stated for clarification that 50 skilled nursing bed and the 24 CBRF bed could be considered a total of 74 skilled beds if it was needed. L. Smith informed interpretation was requested regarding that ability to hold on to the excess beds not being used for up to 18 months without having to pay a bed tax on each bed. T. Martin affirmed decisions do not have to be made immediately in regards to this, there is time. T. Wissestad commended the idea of outpatient therapy is important especially now that one of the therapy companies in town has closed. R. Gomez inquired what the cost would be with the way the design is now. T. Martin replied with the RCAC apartments it would be approximately \$20 million and without it would be approximately \$16 million. L. Smith explained the reason the CBRF is split 12 and 12 is so we can specialize our services such as one wing being for memory care as these individuals may need memory care but do not have the need of a skilled nursing facility and, therefore, wouldn't be put in the nursing home when they can be accommodated in the CBRF.

D. Helwig distributed for review and discussion the Proposed Project Design Schedule. D. Helwig explained the three phases of design: schematic design, design development and construction design.

T. Martin educated a construction manager will need to be in place soon to allow for the plans to be ready to do a preliminary budget of the build. T. Martin stated a RFP will need to be outlined in October for full county board approval and he will confer with corporation counsel on the writing of this.

D. Helwig presented the proposed meeting dates. L. Smith requested having the staff meetings on Wednesday afternoons instead of Tuesdays. T. Wissestad inquired if Rolling Hills Committee Building Meeting times could be changed to accommodate A. Balz who is a teacher. It was agreed to move those meetings to 4 p.m. T. Martin questioned if the staff meetings and the committee meetings be held on the same day. Meeting times, dates, and locations were agreed upon. Tom suggested taking up the subject of bed types and numbers in January due to having more defined numbers by then.

M. VonRuden inquired the purpose of a construction manager. T. Martin explained the job of a construction manager as well as the difference between a construction manager and a project manager. T. Wissestad commented some Monroe County businesses have asked that they be allowed an opportunity to bid on project when it goes out for bid.

T. Osterberg informed a request to reserve the Assembly Room for the agreed upon meetings will be done.



- 3. Adjournment – Motion made by A. Balz, seconded by M. VonRuden, to adjourn the meeting at 3:20 p.m. Vote 4-0. Motion carried.**

Submitted by  
Garlynn Brookshaw