



JOINT ANIMAL CONTROL BOARD MEETING AGENDA

DATE: Thursday, October 19, 2023

TIME: 8:30 a.m.

PLACE: Rusk County Government Center – 1st Floor Small Conference Room

Call to Order

Approval of Minutes – September 21, 2023

Public Comment - Limited to five minutes per person

FRCAS

Discussion and Possible Motion

- Select Architect for Cat Room Addition
- Approve Revised Full-Time Job Description
- Phone Stipend/Reimbursement for on-call staff
- Discuss Animal and Citation Policy's
- On-call schedule and pay
- Increase animal adoption fee's

Monthly Animal Shelter Report

- Shelter Operation

Budget Review

Review Bills

Next Meeting Date – November 16, 2023

Adjourn

At any time, a quorum of another County Committee or of the County Board may be present at the meeting to observe the proceedings, but no action will be taken except by those Committee Members for the stated Committee meeting and only on noticed agenda items.

Please Note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information, or to request this service, contact the Rusk County Clerk's Office; phone (715)532-2100.

JOINT ANIMAL CONTROL BOARD MEETING MINUTES

Thursday September 21, 2023 at 8:30 a.m.
Rusk County Government Center – 1st Floor Small Conference Room

Present: Terry Wedwick, Tom Hanson, Gordon Pedersen, Nancy Christianson and Tom Cudo.
Others Present: J. Buchholz-Jones, D. Fischer, J. Spooner and M. Mendleski.

Call to Order

Meeting called to order by Chair Wedwick at 8:30 a.m.

Approval of Minutes

Motion by Hanson, seconded by Christianson to approve the August 17, 2023 minutes as presented. Motion carried.

Public Comment – Public member spoke about agenda items.

FRACAS – Working on Fundraiser.

Discussion and Possible Motion

Open and Discuss Bids for Cat Room Addition

1. Plunkett Raysich Architects, LLP – \$15,000.00
2. Dimension Madison Design Group - \$11,500.00. We will provide \$5,000 as an in-kind donation to Rusk County Animal Shelter, with \$6,500 as our remaining fee for this project
3. CxS Design and Engineering - \$3,792.00

Discussed each bid received and will be discussed next month.

Approve Out of County Travel and Training

Motion by Cudo, seconded by Hanson to approve Dawn Fleming, Human Officer and Animal Shelter Manager for Out of County Travel and Training for up to the amount of \$1,300.00. Motion carried.

Approve Full-Time Employee Job Description

Motion by Christianson, seconded by Pedersen to approve job description with the addition to add under other requirements 3. Possess valid driver's license and insurance. Motion carried.

Approve Full-Time Employee

Motion by Cudo, seconded by Christianson to approve an additional Full-Time Employee. Motion carried.

Discuss and Approve which expenses could be paid from gift fund

Motion by Christianson, seconded by Hanson to transfer \$3,167.52 from gift funds to pay for emergency, critical care and special needs.

Motion carried.

See below for attached list.

Approve Live Traps and Transport Kennels for Feral Cats

Motion by Christianson, seconded by Hanson to approve live traps and transport kennels to be paid out of gift fund for the amount of \$1,191.55. Motion carried.

Approve Air Conditioner

Motion by Christianson, seconded by Pedersen to approve paying the air conditioner from the regular animal shelter fund for an amount of \$5,600.00. Motion carried.

Monthly Animal Shelter Report

Shelter count: 55 cats and 8 dogs in shelter. 2 cats in foster. As of 9/15/2023.

Budget Review

Reviewed and discussed areas over and under budget.

Review Bills

Reviewed and discussed bills.

Motion by Hanson, seconded by Cudo to approve the bills. Motion carried.

Next meeting date: October 19, 2023

Adjourn

Chair Wedwick adjourned at 10:07 a.m.

Dog Shelter

From: Marcy Patrick

To: Tony Hauser

Date: Thu, Oct 12, 2023, 8:15 PM

Dear Mr Hauser,

I am writing to you this evening with concerns at the Rusk County Animal Shelter. I have had personal dealings with the same dog on two different occasions and nothing has been done. The first circumstance was about two weeks ago. Tony Nuerhing JR has a black lab that the shelter lady knows by name. He is out and about constantly. This dog and another with it, arrived at my residence in the middle of the night setting off my outside lights, alarmed my two dogs and woke me in the middle of my sleep. Later that a.m. the dog "Dumdum" came back. I called the shelter, the shelter knew who the dog belonged to. The owner of the dog called me, told me it would jump in the back of a truck and if I could run it home. I kindly stated "Oh no sister, we are not starting this". After I hung up with the owner I called the shelter back. By this time the dog had run off and did not return. The lady at the shelter told me that they have had for some time 2 other dogs from this home. She did not want to get him, would if she had too, but knew that the owner- Tony- did not have money to pay to get the dog back so she hated to pick it up. I let her know what a person chooses to or not to spend money on is their choice. There are consequences for those choices.

I let her know that it was due diligence to control your dog. I have 2- they have shots-registered-and contained in a fence. I expect others to control their dogs at whatever necessary to abide by the county's ordinances. I explained to the lady at the shelter, if a loose dog is at my business and causes harm to someone, it shall not fall upon my fault and insurance to cover the lack of protocol that is not being followed.

Today was the second circumstance. I had a couple stop by asking if anyone was out looking for a dog. They showed me a picture and explained where the dog was. They called the shelter on speaker phone and the lady there gave them the same sad story. She actually knew immediately the name of the dog from the description. She has no room for more dogs, already has 2 from this owner from months ago and he has no money to pay to pick them up. The shelter lady called the owner- Tony- then called back the couple that stopped in at my business to see if I could be of any help. The owner went to the couple's house and from what I understand was to pick him up in two hours when the couple was returning home. I am not using their name at this time as I don't have their permission. I would give it if needed be and then they could add any information about pick up if needed.

have some important taxpayer concerns:

- 1) How long are animals to be kept and why are we keeping them so long?
- 2) Why aren't fines being given out to EVERYONE and employees are deciding who gets them and who does not?
- 3) How does the animal shelter get its money? Is this why it is needing money and space if the rules are not being followed?
- 4) How many other times are citations warranted and money not collected that we do not know about?

Thank you for taking the time to read my concerns. I definitely have the county's best interest in fairness in mind.

Sincerely,
Marcy R Patrick

Budget Year: 2023 Date: 10/16/2023 12/31/2023 3325

Account Number	Name of Account	Budget	Year to Date	Unexpended (Over Budget)	Projected 2023	Projected Unexp. (Over Budget)
100-41-54165-115	ANIMAL SHEL-T-EX-HELP-OVERTIME	37,234.00	25,095.87	12,138.13	0.00	37,234.00
100-41-54165-121	ANIMAL SHEL-T-MANAGER WAGES	53,136.00	37,797.68	15,338.32	0.00	53,136.00
100-41-54165-133	ANIMAL SHEL-T-LONGEVITY	0.00	0.00	0.00	0.00	0.00
100-41-54165-151	ANIMAL SHEL-T-SOCIAL SECURITY	6,913.00	4,579.87	2,333.13	0.00	6,913.00
100-41-54165-152	ANIMAL SHEL-T-RETIREMENT	3,613.00	2,577.69	1,035.31	0.00	3,613.00
100-41-54165-154	ANIMAL SHEL-T-HEALTH INSURANCE	21,195.00	12,405.57	8,789.43	0.00	21,195.00
100-41-54165-156	ANIMAL SHEL-T-WORKMANS COMP	2,910.00	0.00	2,910.00	0.00	2,910.00
100-41-54165-158	ANIMAL SHEL-T-UNEMPLOY COMP	0.00	0.00	0.00	0.00	0.00
100-41-54165-159	ANIMAL SHEL-T-SECT 125	0.00	0.00	0.00	0.00	0.00
100-41-54165-216	ANIMAL SHEL-T-CONTRACTED SERV	0.00	2,214.95	(2,214.95)	0.00	0.00
100-41-54165-217	ANIMAL SHEL-T-STRAY PICKUP	0.00	0.00	0.00	0.00	0.00
100-41-54165-225	ANIMAL SHEL-T-TELEPHONE	1,500.00	1,210.52	289.48	0.00	1,500.00
100-41-54165-226	ANIMAL SHEL-T-INTERNET	0.00	63.85	(63.85)	0.00	0.00
100-41-54165-229	ANIMAL SHEL-T-UTILITIES	8,000.00	6,135.37	1,864.63	0.00	8,000.00
100-41-54165-240	ANIMAL SHEL-T-INS CLAIM	0.00	0.00	0.00	0.00	0.00
100-41-54165-249	ANIMAL SHEL-T-BUILDING MAINT.	2,500.00	1,001.84	1,498.36	0.00	2,500.00
100-41-54165-260	ANIMAL SHEL-T-RABIES CLINIC EXP	0.00	0.00	0.00	0.00	0.00
100-41-54165-311	ANIMAL SHEL-T-POSTAGE	100.00	4.02	95.98	0.00	100.00
100-41-54165-313	ANIMAL SHEL-T-DUPLICATING	500.00	224.16	275.84	0.00	500.00
100-41-54165-316	ANIMAL SHEL-T-RADIO ADS	0.00	0.00	0.00	0.00	0.00
100-41-54165-319	ANIMAL SHEL-T-OFFICE SUPPLIES	750.00	986.13	(236.13)	0.00	750.00
100-41-54165-324	ANIMAL SHEL-T-MEMBER/SUBSCRIPT	250.00	154.50	95.50	0.00	250.00
100-41-54165-339	ANIMAL SHEL-T-TRAINING	1,000.00	575.00	425.00	0.00	1,000.00
100-41-54165-340	ANIMAL SHEL-T-EQUIP <\$5,000	0.00	5,600.00	(5,600.00)	0.00	0.00
100-41-54165-341	ANIMAL SHEL-T-MADDIES GRANT EXP	0.00	0.00	0.00	0.00	0.00
100-41-54165-343	ANIMAL SHEL-T-ANIMAL FOOD	2,000.00	1,417.08	582.92	0.00	2,000.00
100-41-54165-347	ANIMAL SHEL-T-AN SHTR SUPPLIES	2,500.00	1,880.39	619.61	0.00	2,500.00
100-41-54165-348	ANIMAL SHEL-T-ANIMAL SUPPLIES	2,500.00	6,007.25	(3,507.25)	0.00	2,500.00
100-41-54165-349	ANIMAL SHEL-T-CLEANING SUPPLI	500.00	21.45	478.55	0.00	500.00
100-41-54165-360	ANIMAL SHEL-T-AN EXP-REIMBURSED	0.00	0.00	0.00	0.00	0.00
100-41-54165-366	ANIMAL SHEL-T-AUTO MAINT GAS/OI	1,000.00	2,509.31	(1,509.31)	0.00	1,000.00
100-41-54165-367	ANIMAL SHEL-T-MAJOR AUTO REPAIR	0.00	0.00	0.00	0.00	0.00
100-41-54165-368	ANIMAL SHEL-T-SPAYNEUTER/REF	1,500.00	25.00	1,475.00	0.00	1,500.00
100-41-54165-391	ANIMAL SHEL-T-RADIO ADS-OLD #	0.00	0.00	0.00	0.00	0.00
100-41-54165-393	AN SHEL-T-TRANS TO HUMANE	0.00	0.00	0.00	0.00	0.00
100-41-54165-400	ANIMAL SHEL-T-COOKBOOK EXPENSE	0.00	0.00	0.00	0.00	0.00
100-41-54165-512	ANIMAL SHEL-T-INSURANCE	700.00	650.35	49.65	0.00	700.00
100-41-54165-700	ANIMAL SHEL-T-FUND RAISER EXP	0.00	0.00	0.00	0.00	0.00
100-41-54165-810	ANIMAL SHEL-T-TRUCK	0.00	0.00	0.00	0.00	0.00
100-41-54165-811	ANIMAL SHEL-T-COMPUTER	0.00	0.00	0.00	0.00	0.00
100-41-54165-820	ANIMAL SHEL-T-BUILDING EXPANS	0.00	0.00	0.00	0.00	0.00
100-41-54165-920	AN-SHEL-T-TRANS TO GIFT FUND	0.00	0.00	0.00	0.00	0.00

100-41-54165-930	AN SHLTR-MAINTENANCE TRANSF	1,000.00	0.00	0.00	1,000.00
100-41-54165-931	AN SHLTR-INDIRECT COSTS	0.00	0.00	0.00	0.00
100-41-54165-992	AS-PYFUNDS AVAIL-TRUCK	0.00	0.00	0.00	0.00
100-41-54165-995	AS-PYFUNDS AVAIL-COMPUTER/DOGS	0.00	0.00	0.00	0.00
100-41-54166-346	AS-FUND RAISER-HEATHER EXPENSE	0.00	0.00	0.00	0.00
100-41-54166-992	AS-FND RAISR/HTR-PY AVAILABLE	0.00	0.00	0.00	0.00
100-41-54167-000	AS-GIFT/DONATION FUND	0.00	0.00	0.00	0.00
100-41-54167-992	AS-GIFT/DONAT-PY FUNDS AVAILB	0.00	0.00	0.00	0.00
	Total Expenditures	151,301.00	113,137.65		151,301.00

100-41-44601-000	ANIMAL SHEL-T-KENNEL PERMIT	200.00	0.00	0.00	200.00
100-41-46517-000	ANIMAL SHEL-T-RABIES CLINIC REV	0.00	0.00	0.00	0.00
100-41-46527-000	ANIMAL SHEL-T-RABIES TEST RECPS	0.00	0.00	0.00	0.00
100-41-46590-000	ANIMAL SHEL-T-RECEIPTS	10,000.00	10,113.54	(113.54)	10,000.00
100-41-47340-000	ANIMAL SHEL-T-CITY SHARE	56,430.00	41,205.64	15,224.36	56,430.00
100-41-47340-100	ANIM SHEL-T-TRANSPORTATION FUND	0.00	0.00	0.00	0.00
100-41-47390-000	AN SHEL-T-CHIPP CO REIMB	0.00	0.00	0.00	0.00
100-41-48301-000	ANIMAL SHEL-T-SALE OF EQUIP	0.00	0.00	0.00	0.00
100-41-48420-000	ANIMAL SHEL-T-INS CLAIMS	0.00	0.00	0.00	0.00
100-41-48421-000	ANIMAL SHEL-T-WC INS CLAIMS	0.00	0.00	0.00	0.00
100-41-48501-000	AN SHEL-T-REIMB FOR TRANSFERS	0.00	0.00	0.00	0.00
100-41-48500-000	ANIMAL SHELTER-DONATIONS	0.00	0.00	0.00	0.00
100-41-48502-000	AN SHEL-T-MADDIE'S FUND GRANT	0.00	0.00	0.00	0.00
100-41-48550-000	ANIMAL SHEL-T-FUND RAISER	0.00	0.00	0.00	0.00
100-41-48555-000	AS-FUND RAIS-HEATHER FUND	0.00	0.00	0.00	0.00
100-41-48560-000	ANML SHEL-T-COOKBOOKS	0.00	0.00	0.00	0.00
100-41-48565-000	ANIMAL SHEL-T-GIFT FUND	0.00	0.00	0.00	0.00
100-41-48570-000	ASHEL-T-BLDG PROJ DONATIONS	0.00	0.00	0.00	0.00
100-41-48900-000	ANIMAL SHEL-T-ENGRAVED TAG REV	25.00	10.00	15.00	25.00
100-41-48901-000	ANIMAL SHEL-T-SAMBOO PET TOYS	0.00	0.00	0.00	0.00
100-41-49200-000	ANIMAL SHEL-T-TRANS GIFT FUND	5,000.00	0.00	5,000.00	5,000.00
100-41-49210-000	ANIMAL SHELTER-TRANS FRM EQUIP	0.00	0.00	0.00	0.00
100-41-49260-000	ANIMAL SHEL-T-TRANS/DOG TAXES	23,415.00	0.00	23,415.00	23,415.00
100-41-49990-000	AN SHLTR-PY OPER FUNDS BUDGETD	0.00	0.00	0.00	0.00
100-41-49999-000	ANIM SHEL-T-PY AVAIL-TRUCK	0.00	0.00	0.00	0.00
100-41-49990-100	AS-FUND RAIS/DONAT PY BUDGETED	0.00	0.00	0.00	0.00
100-41-49990-200	AS-FD RAISR/HTR-PY BUDGETED	0.00	0.00	0.00	0.00
100-41-49990-500	AS-PY COMP FUNDS BUDGETED	0.00	0.00	0.00	0.00
100-41-49999-000	ANIM SHEL-T-PY AVAIL-TRUCK	0.00	0.00	0.00	0.00
100-41-49999-100	AS-GIFT/DONAT-PY AVAILABLE	0.00	0.00	0.00	0.00
100-41-49999-200	AS-FD RAISR/HTR PY AVAILABLE	0.00	0.00	0.00	0.00
100-41-49999-500	AS-PYFUNDS AVAIL-COMPUTER	0.00	0.00	0.00	0.00
	Total Revenues	95,070.00	51,329.18	43,740.82	95,070.00
	LEVY	56,231.00	61,808.47	(5,577.47)	56,231.00

40% Due from City 41,205.64

Budget Year: 2023

Date: 10/16/2023 12/31/2023 1323

Account Number	Name of Account	Budget	Year to Date	Unexpended (Over Budget)	Projected 2023	Projected Unexp. (Over Budget)
100-94-54163-313	A/S BLDG PROJ-COPY COSTS	0.00	0.00	0.00	0.00	0.00
100-94-54163-340	AS-PETSMART-EQUIP < \$5,000	0.00	0.00	0.00	0.00	0.00
100-94-54163-341	AS-PETSMART-TAG EXP	0.00	0.00	0.00	0.00	0.00
100-94-54163-342	AS-PETSMART-CAGES	0.00	0.00	0.00	0.00	0.00
100-94-54163-395	A/S BUILDING-FUND RAISER EXP	0.00	0.00	0.00	0.00	0.00
100-94-54163-810	A/S-BUILDING EXPENSE	0.00	0.00	0.00	0.00	0.00
100-94-54163-910	A/S-TRANSF TO AN SHELTER TRUCK	0.00	0.00	0.00	0.00	0.00
	Total Expenditures	0.00	0.00	0.00	0.00	0.00
100-94-47310-000	A/S BUILDING FUND - CITY REIMB	0.00	0.00	0.00	0.00	0.00
100-94-48101-000	A/S BLDG FUND - INTEREST	0.00	0.00	0.00	0.00	0.00
100-94-48570-000	A/S BUILDING-BLDG PROJ DONAT	0.00	6,508.99	(6,508.99)	0.00	0.00
100-94-48500-000	AS-PETSMART GRANT	0.00	0.00	0.00	0.00	0.00
100-94-48900-000	A/S BLDG-FRIENDS OF A/S FUNDS	0.00	0.00	0.00	0.00	0.00
100-94-49210-000	A/S BLDG FUND-TRANS FROM ENDOW	0.00	0.00	0.00	0.00	0.00
100-94-49990-000	A/S BLDG PROJ-PR YR FUNDS	0.00	0.00	0.00	0.00	0.00
100-94-49100-000	A/S BLDG-TRANS FROM DEBT SERV	0.00	0.00	0.00	0.00	0.00
	Total Revenues	0.00	6,508.99	(6,508.99)	0.00	0.00
	LEVY	0.00	0.00	0.00	0.00	0.00

Percent of Budget Left YTD #DIV/0!

12-31-2022 fund balance 3,842.75

Budget Year: 2023
 Date: 10/16/2023 12/31/2023
 1323

Account Number	Name of Account	Budget	Year to Date	Unexpended (Over Budget)
100-98-54166-365	AS-FUND RAISER HEATHER EXPENSE	3,000.00	13,452.46	(10,452.46)
100-98-54166-992	AS-FND RSR/HTHR PY AVAILABLE	0.00	0.00	0.00
	Total Expenditures	3,000.00	13,452.46	(10,452.46)
100-98-48500-000	AS-SPAY/NEUTER DONATIONS	2,000.00	8,777.07	(6,777.07)
100-98-48555-000	AS-HEATHER FUND ALUM CANS	500.00	1,229.04	(729.04)
100-98-49990-000	AS-FD RAISR/HTHR- PY BUDGET	500.00	0.00	500.00
100-98-49999-000	AS-FD RASR/HTHR PY AVAILABLE	0.00	0.00	0.00
	Total Revenues	3,000.00	10,006.11	(7,006.11)
	LEVY	0.00	0.00	0.00

Projected 2023	Projected Unexp. (Over Budget)
0.00	3,000.00
0.00	0.00
0.00	3,000.00
0.00	
0.00	
0.00	2,000.00
0.00	500.00
0.00	500.00
0.00	0.00
0.00	3,000.00
0.00	
0.00	0.00

Percent of Budget Left YTD #DIV/0!
 12-31-2022 fund balance 36,430.59

Budget Year 2023

Date: 10/16/2023 12/31/2023
1323

Account Number	Name of Account	Budget	Year to Date	Unexpended (Over Budget)
100-99-54167-216	AS GIFT/DONATION BANK FEES	90.00	42.26	47.74
100-99-54167-700	AS GIFT/DONATION EXPENSES	1,500.00	0.00	1,500.00
100-99-54167-810	AS GIFT/DONATION EXPENSES	0.00	0.00	0.00
100-99-54167-920	AS-GIFT-TRANS TO ENDOWMENT	0.00	0.00	0.00
100-99-54167-990	AS-GIFT-TRANS TO AN SHELTER	5,000.00	0.00	5,000.00
100-99-54167-992	AS-GIFT/DONATION-PY FUNDS AVAL	0.00	0.00	0.00
	Total Expenditures	6,590.00	42.26	6,547.74
100-99-48565-000	ANIM SHELTER-GIFT FUND	7,500.00	5,247.00	2,253.00
100-99-49210-000	A/S GIFT FUND-TRANS FROM A/S	0.00	0.00	0.00
100-99-49990-000	AS-GIFT FUND- PY BUDGETED	(910.00)	0.00	(910.00)
100-99-49999-000	AS-GIFT DONAT PY AVAILABLE	0.00	0.00	0.00
	Total Revenues	6,590.00	5,247.00	1,343.00
	LEVY	0.00	0.00	0.00

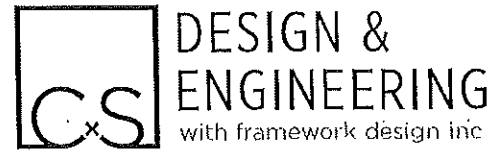
Projected 2023	Projected Unexp. (Over Budget)
0.00	90.00
0.00	1,500.00
0.00	0.00
0.00	0.00
0.00	5,000.00
0.00	0.00
0.00	6,590.00
0.00	7,500.00
0.00	0.00
0.00	(910.00)
0.00	0.00
0.00	6,590.00
0.00	0.00

Percent of Budget Left YTD #DIV/0!

12-31-2022 fund balance 78,053.49



PROPOSED FEES SCHEDULE



RUSK COUNTY ANIMAL SHELTER			9/19/2023
Phase Title	Est. Hours**	Est. Fee	Deliverables/Description
Pre-Design (PD), As-Builts, Feasibility	9	\$792.00	<ol style="list-style-type: none"> 1. As-builts - verify and document any existing conditions specifically related to the addition to create a digital plan set. This can be completed based on as-builts provided by the client and/or by verifying them on site. 2. Provide input regarding project feasibility and/or any code related concerns for the proposed work. 3. Collect input from client(s), financial, circumstance and/or details of the project type. 4. Complete programming that is not just a listing of the number and size of spaces, but a written and graphic depiction of how these spaces should be arranged and the characteristics each should embody.
Schematic Design (SD)	30	\$2,500.00	<ol style="list-style-type: none"> 1. Schedule charrettes with the team to further discuss programming elements of the project. 2. Create and provide typically up to two design options including: Title Sheet, Draft Floor Plan(s) and one Interior Section, Exterior Elevation, and Site Plan 3. The goal of this phase is to create a set of documents suitable to illustrate a potential design concept(s) that can be used to create a budget cost estimate. 4. Coordination as needed with the client to develop the design and create a plan moving forward.
Cost Estimate and Timeline	5	\$500.00	<ol style="list-style-type: none"> 1. Create a line item budget cost estimate. 2. Cost estimate will be formatted in the 16 CSI Divisions and will include a low and high range. 3. See additional T&C for further clarifications 4. Assist in the creation of a project timeline.
Total	35	\$3,792.00	See Clarifications, Item #2 regarding potential reduction in fee



Hourly Rates Effective January 2023

Principal/Expert Witness	\$150.00
Senior Registered Architect	\$145.00
Professional Engineer (Structural, Mechanical and Civil)	\$145.00
Senior Plumbing Designer	\$115.00
Cost Estimating	\$100.00
Architect	\$95.00
Architectural Designer	\$82.00
Graphics/Renderings	\$77.00
Interior Designer	\$77.00
Drafter	\$72.50
Admin	\$62.50
Intern	\$50.00

Vehicle Mileage

All vehicle mileage is at the published IRS rate

\$0.585/ mile

Reimbursable Expenses

These include room & board, travel, postage, copies, consultant fees, etc.

Cost + 10%

Copies/ Miscellaneous

Standard Format - Color (11" x 17" & smaller)	\$0.50/sq. ft.
Standard Format - B/W (11" x 17" & smaller)	\$0.25/sq. ft.
Large Format - Color (18" x 24" & larger)	\$1.00/sq. ft.
Large Format - B/W (18" x 24" & larger)	\$0.50/sq. ft.
Foam Board (24" x 36")	\$6.00/sheet
Foam Board (24" x 36" with sheet mounting)	\$30.00/panel
Flash Drive (including all requested files)	\$25.00 ea. + shipping
Printing/Scanning Admin Fee*	\$57.50/hr (30 minute minimum)

*this fee is in addition to printing costs above

Project Approach, Schedule & Fee

We have familiarity with animal shelters and public buildings, and we understand how to effectively combine functional spaces within these areas. We have worked with communities, boards, and committees to provide successful projects.

In general, our project approach will include:

- An Agendized kick-off meeting for orientation, familiarization and discussion for the new addition, in-person or virtually.
- Information gathering/site assessment of the existing facility and site for the addition.
- Schematic design of floor plans, site plan, building elevations, selected building sections to indicate key interior heights as indicated, and other drawings as needed.
- Construction and project cost estimate.
- Meeting(s) to review the schematic design concept and cost estimate with the Owners, Rusk County and City of Ladysmith.
- The approved final schematic design package, provided in electronic format.

Schedule

Per the tentative selection schedule in the RFQ, assuming County Board/City Council approval takes place in October or November of 2023, we estimate this project to take 3-4 months, and complete by March of 2024.

Fee

Our fee proposal is \$11,500. We will provide \$5,000 as an in-kind donation to the Rusk County Animal Shelter, with \$6,500 as our remaining fee for this project.

We have vast experience and expertise in space needs and additions with counties within the State of Wisconsin. With several team members located in Wausau, Wisconsin, we are near the project location. We grasp the scope and the desired results of the Rusk County Animal Shelter Addition, and with our knowledgeable team we are prepared to give our full commitment if chosen to take on your project. Thank you for the opportunity.

Sincerely,

Dimension IV Madison Design Group



Jim Gersich
Architect/Principal
jgersich@dimensionivmadison.com
608-829-4453



PROPOSED FEE



Based on our review of the materials and information in the RFP and our work on similar projects, we are proposing the following scope of services and fee:

1. VIRTUAL KICK OFF MEETING

This meeting will be to review goals, develop a design schedule, and determine timing and participants in the planning session.

2. SITE VISIT AND PLANNING SESSION

One day in person planning session to further understand the existing building, review the existing conditions, review the site, and accurately understand space needs for the addition.

3. INITIAL DESIGN

PRA will take the information included in the RFP and information gathered to develop an initial schematic design for the addition. Initial design drawings will include site plan, floor plan, exterior elevations, sections, and any necessary details.

4. DESIGN MEETING

Virtual or in person meeting to review the developed schematic design.

5. BUDGETING

Develop a budget cost for the addition.

6. CONSTRUCTION AND PROJECT SCHEDULE

Develop a project schedule including timing for both the completion of design and the construction of the addition.

7. REFINE DESIGN

Potentially revise the addition design after budget cost information has been developed.

8. COMPLETE DESIGN

Our final product will consist of a site plan, floor plan, exterior elevations, sections, and details along with the project schedule. Design documents will be presented in an electronic format. PRA includes one presentation of this information to a group, county board, or other committee.

Our total fee for this scope of work will be a fixed sum of \$15,000.00 to be invoiced monthly as we progress thru this initial design process. In addition to our fixed fee for time spent, we will incur reimbursable expenses associated with this work. We are proposing a fixed cost of \$800.00 for our reimbursable expenses such as mileage, travel costs, printing, etc.

We would propose to use our simplified, short form contract for this planning services.

Please also note that our fee is based on the use of existing electronic building drawings and Google Earth type imagery. We have not included any time of costs associated with obtaining a current survey of the site.

