

**BUILDINGS & GROUNDS COMMITTEE MINUTES**  
**Committee Room #1, Second Floor, Oneida County Courthouse**  
**Monday, August 6<sup>th</sup>, 2018 9:30 a.m.**

**COMMITTEE MEMBERS PRESENT:** Billy Fried/Chairman, Lance Krolczyk, Bob Metropulos and Russ Fisher

**COMMITTEE MEMBERS ABSENT:** Greg Oettinger (excused)

**ALSO PRESENT:** LuAnn Brunette, Troy Huber (Buildings & Grounds); Lindsey Kennedy (Labor Relations/Employee Services)

**CALL TO ORDER**

Chairman Fried called the Buildings & Grounds Committee to order at 9:30 a.m. in Committee Room #1 of the Oneida County Courthouse. This meeting has been properly posted in accordance with the Wisconsin Open Meeting Law and complies with the Americans with Disabilities Act.

**APPROVE AGENDA**

Motion by Krolczyk to approve the agenda. Second by Fisher. All members present voting 'Aye'. Motion carried.

**APPROVE MINUTES**

Motion by Fisher to approve the July 9<sup>th</sup>, 2018 committee meeting minutes. Second by Metropulos. All members present voting 'Aye'. Motion carried.

**BILLS, VOUCHERS, BLANKET PURCHASE ORDERS, LINE ITEM TRANSFERS**

Brunette presented overview on the bills, vouchers, blanket purchase orders, line item transfers. Overview handout presented to committee members present for review. Brief discussion held on the higher than expected water bill at the LEC. Motion by Metropulos to approve the bills, vouchers, blanket purchase orders, line item transfers as presented. Second by Krolczyk. All members present voting 'Aye'. Motion carried.

**2019 CAPITAL IMPROVEMENT PROJECTS AND PROCESS**

Brunette presented a handout with an overview of the Capital Improvement requests that have been made for years 2019-2023. Brunette stated the CIP committee would like the Buildings and Grounds Committee to rate the projects in the order they recommend the projects be completed. Brunette discussed each project on the list and the disadvantages if the project is not done. The projects on the list include: Law Enforcement Center roof replacement, Courthouse elevator update, Courthouse security, LEC video surveillance system update, Courthouse 3<sup>rd</sup> floor renovation, LEC/911 Center furniture and flooring, Courthouse annex roof replacement, Courthouse replacement of HVAC system in historic courthouse, Courthouse window replacement and LEC Chiller. Brief discussion held.

Fried asked which of the projects on the list were not on the list last year, Brunette stated that only project that wasn't on the list last year was the LEC video surveillance system update. The current video surveillance system used in the facility is outdated to the point that there are no replacement parts or similar type models with which to replace when things fail, nor does the system meet the standards of PREA (Prison Rape Elimination Act) in that there are not camera located in areas where they should be located; The state requires that any facility housing state inmates meet this federal law. Additionally, the

recorded video will provide documentation for court and future liability if there is an incident or complain in the facility.

Brunette presented an overview on the Courthouse 3<sup>rd</sup> floor renovation and details on the proposed changes which include moving the Register in Probate office and law library.

Fried asked for input from the committee members on which projects they feel should be priority. Fisher stated that the LEC Center roof and the elevator update and both top priority. Krolczyk, Fisher, Huber and Brunette agree that the Courthouse elevator update is the top priority. If the courthouse elevator is shut down due to oil leaking into the reservoir or other failure, there is no back up to transport courthouse visitors or staff to the third floor of the courthouse; there is no ADA compliant access to the elevator that would transport users to the second floor. Planned replacement is essential to provide accessibility to all floors; there is no back-up.

Fried stated that he feels that both the LEC Roof and the Courthouse elevator update are top priorities and would like to recommend that both projects be done in 2019; but if only one of these high budget renovations can be done that it should be the Courthouse elevator update.

Metropulos clarified with Brunette that the proposed project list is as follows:

- 1) Courthouse elevator update (include single point of entry project)
- 2) LEC roof
- 3) LEC video surveillance
- 4) Courthouse security (include single point of entry project)
- 5) Courthouse 3<sup>rd</sup> floor renovation

Brunette concurred. Motion by Fried to approved the proposed recommended project list as presented and discussed by committee members and allow Brunette to present recommendations to the CIP committee. Second by Krolczyk. Brief discussion held. Clarification made to include single point of entry to numbers 1 and 4 on the project list. All members present voting 'Aye'. Motion carried.

\* Update (Monday, August 06, 2018 12:04 PM) – Brunette received a call from Chief Deputy Dan Hess indicating that the LEC video surveillance camera system should be a year 2020 request, Brunette will make that change and the numbering of priorities will reflect that as well.

### **2019 FURNITURE AND EQUIPMENT REQUESTS**

Brunette stated that the deadline has passed for the department heads to submit 2019 Furniture and equipment requests. There has been only 2 requests made which include an air conditioner and dehumidification on the Courthouse exercise room and conference room furniture for UW Extension office at the airport. The total combined for the 2 requests is just under \$20,000. Brief discussion held.

For the UW Extension- 30 chairs and 14 tables are being requested. UW Extension staff stated that the current conference room furniture is "falling apart".

For the air conditioner and dehumidification of the Courthouse exercise room- Brunette stated there could be a possible 65% saving with the update of the air conditioner and dehumidification of the Courthouse exercise room due to the area being removed from current air exchange system.

Motion by Fried to approve the 2019 furniture and equipment requests as presented and have the requests move forward to the budget hearings. Second by Metropulos. All members present voting 'Aye'. Motion carried.

### **2019 BUILDINGS & GROUNDS BUDGET**

Brunette stated that she is waiting on additional information from the finance department and requested that this information be presented at the next committee meeting.

### **LEC KITCHEN EQUIPMENT PURCHASE CONTRACT WITH BOELTER EQUIPMENT**

Brunette presented an overview on the contract and recommendations that have been made by Corporation Counsel in regards to the LEC Kitchen equipment purchase contract with Boelter Equipment. The contract was reviewed by the committee members. Brief discussion held. Motion by Fried to approve the LEC Kitchen equipment purchase contract with Boelter equipment as presented. Second by Fisher. All members present voting 'Aye'. Motion carried.

### **UPDATE/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES**

- a. **Law enforcement center roof:** No Update
  
- b. **River Street storage building renovation spec's:** Brunette distributed the spec sheet summary on the River Street Storage Building Renovation to committee members for review. The renovation project is of the back storage building located at 1819 River Street, Rhinelander, WI shall include making application for and obtaining all necessary permits and the following repair/contraction:
  - Roof:**
    - Power wash entire roof
    - Prep roof – secure existing roof fasteners and provide and replace all missing/broken rook fasteners
    - Provide and install RC2000 Roof Coating or comparable
    - Provide 10-year service warranty
  
  - Interior:**
    - Provide and replace purlins that have rot (contractor to provide materials)
    - Provide materials and frame interior wall, 2 X 8 construction; provide and install all 2" X 8" wall studs and treated bottom plates
    - Provide materials and insulate 3 exterior and 1 interior wall (to be installed), and ceiling all to code
    - Provide and install white steel panels on ceiling and all walls.
    - Provide and install two steel insulated 36" service doors (no glass)
    - Provide and install two insulated garage doors (1 – 12'W X 13'H) (1 – 10'W X 13"H) no glass fixtures and wiring to be coordinated separately.

Motion by Fried to approve the River Street project as presented. Second by Metropulos. All members presenting voting "Aye". Motion carried.
  
- c. **Project list and projected timeline:** Brunette presented a brief overview on the current project list and distributed the Year 2017 and Year 2018 handouts outlining the projects to committee members for review. Brief discussion held.

**NON-BUDGETED ITEM REQUEST**

None

**PUBLIC COMMENT**

None

**ITEMS FOR NEXT AGENDA**

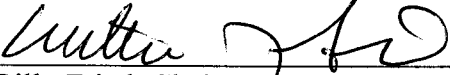
- a. September 10<sup>th</sup> – bid for River Street storage building renovation

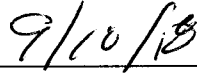
**FUTURE MEETING DATES**

Monday, September 10<sup>th</sup>, 2018 at 2:00 pm

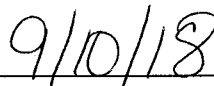
**ADJOURNMENT**

Motion by Krolczyk to adjourn meeting. Second by Fisher. All members present voting 'Aye'.  
Motion carried. Meeting adjourned at 10:58 am.

  
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Billy Fried, Chairman

  
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Date

  
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Lindsey Kennedy, recording secretary

  
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Date