

**BUILDINGS & GROUNDS COMMITTEE MINUTES**  
**Committee Room #1, Second Floor, Oneida County Courthouse**  
**Monday, November 20<sup>th</sup>, 2017 9:30 a.m.**

**COMMITTEE MEMBERS PRESENT:** Billy Fried/Chairman, Scott Holewinski and Lance Krolczyk.

**COMMITTEE MEMBERS ABSENT:** Bob Metropulos (excused), Greg Oettinger (excused)

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

**CALL TO ORDER**

Chairman Fried called the Buildings & Grounds Committee to order at 9:32 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 Holewinski. All members present voting 'Aye'. Motion carried.

**HUMAN SERVICE CENTER BUILDING MAINTENANCE**

Tamara Feest introduced as Executive Director of the Human Service Center. Brunette presents overview of Human Service Center (HSC) and Koinonia (35 bed drug and alcohol rehabilitation facility) buildings. The Human Service Center services Oneida, Vilas and Forest Counties; the funding breakdown for each county is Oneida is 54%, Vilas is 31% and Forest is 15%. Brief discussion held. Feest is requesting assistance and recommendations on finding a replacement for the individual that is currently overseeing the maintenance of the HCS and Koinonia buildings. The current individual is also the Human Resources Director with the HSC and is going to be retiring soon. Feest states that it will be difficult to find a new Human Resources Director that also has the skills to oversee the maintenance administrative role. They currently employ a full time staff person that does janitorial and medial maintenance work such as lawn care, snow removal, changing lightbulbs, etc. but are looking for assistance with more of an administrative maintenance role – someone to maintain contracts with vendors, write scope of work documents, obtaining bids, develop spec sheets, meet with contractors, do walkthroughs, etc.

Fried stated that the concern for Oneida County to provide this service is the financial impact and resources. Building & Grounds have gone in the past when there have been concerns with the maintenance of the buildings and are willing to offer input and recommendations. The committee feels that they cannot commit to permanently staffing this role at the time but are willing to offer assistance from the Oneida County Building and Grounds staff.

Fried identified the county has a housing authority committee that has a management company that manages buildings in a number of area counties – this was offered as another maintenance administrative options for the HSC and Koinonia. Fried provided Feest with the contact information to the maintenance company, A&M Services, Jason Gruett. A&M Services check in the facilities weekly and coordinates basic maintenance care of buildings. Krolczyk said that he would contact A&M Services and let them know that Feest will be contacting them to get a quote on services that are needed at the HSC and Koinonia buildings to see if this is a feasible financial option. The Building & Grounds staff reiterated to Feest that they are willing to help in any way they can until other arrangements are made.

### **APPROVE MINUTES**

Motion by Holewinski to approve the October 16<sup>th</sup>, 2017 minutes. Second by Fried. Holewinski stated that the county board approved the Veteran's Outreach and Recovery Program (VORP) to use Oneida County office space for 3 years instead of 1 year as originally proposed because the length of the grant is 3 years. Holewinski inquired with Brunette if that would be a concern; Brunette confirmed that was not an issue. All members present voting 'Aye'. Motion carried.

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

Brunette presented information for the Committee's review. Motion by Holewinski to approve the bills and blanket purchase orders as presented. Second by Krolczyk. Brief discussion held. All members present voting 'Aye'. Motion carried.

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

#### **a) Repair of storm damage to part of the Courthouse roof:**

- **Damage to sidewalk, lawn and masonry wall** –The roofers used a lift when repairing the roof and damaged some sidewalks, the masonry wall by door #3, and parts of the lawn. All the sidewalks and lawn have been fixed by the roofer already, he has given a promissory note taking responsibility for the damages and assumed responsibility to have them fixed. Unfortunately it is too late in the season to have the repairs done this year.

#### **b) Law Enforcement center Retrocommissioning:**

- **Replace failed boiler controls by Automated Logic and funding source** – When installing the new boiler it was discovered that the controls that hook into the computerized control are not in working condition. It will cost \$7,341 to replace the controls, this needs to be done in order to receive the remainder of the Focus on Energy incentives and have the system work efficiently like it is supposed to. This cost was not built into the bid because it was not known that the controls were not in operating condition. Brunette suggests that the cost for the replacements be taken from the major renovation/minor repairs account. For the repair to take place Automated Logic System requires a contract and in the past they have not been willing to honor contracts drawn up by Corporation Counsel due the extensive legal terminology used in the contracts. Brief discussion held. Fried made a motion to give County Board chair and committee board chair the ability to sign the contract with Automated Logic System to replace boiler controls without going through corporation counsel, Second by Holewinski. Brief discussion held and clarification on where the funds for the project will be taken from. The cost will be taken from the major renovation/minor repairs account and the funds are available in that account to be used for this project. All members present voting 'Aye'. Motion carried.

#### **c) Law Enforcement Center Roof:**

- Brunette presented overview of roof repair history. Representatives from the county met with Crafts roofing representative and did a walk through on the roof to see what the current condition was. Current warranty on the roof through Johns Mannsville is valid until June 2018. There is a leak in jail roof and a discussion took place as to where the repair falls on the CIP schedule, it is currently scheduled for 2020 and plans to purchase material in 2018. After the walk-through it was the discussed to move up the new roof installation to 2019. Johns Mannsville representatives have agreed to assist in writing the contract for the roof replacement. Brief discussion held on benefits of roof replacement and what standard of material should be used for the new roof to be most financially

beneficial for the county. Discussion on the cost of having someone examine the roof to determine which R value would be best. Brunette stated that she has resources available to review and find out which material would be most beneficial and offer the largest savings for the county.

d) **Law Enforcement Center hot water heaters:**

- Brunette presents overview of the Law Enforcement hot water heaters. After review, maintenance and draining of the hot water heaters it was determined that was the source of the leak in the holding center. Two options were presented as option for repair:
  - i. Option 1A: (Jail/inmate area hot water heating system) Total for this option: \$116,900.00. Scope of work:
    - Isolation of existing hot water heater and removal of units and disposal of the units (2)
    - Furnish and install of (3) new PVI Conquest HWH's (130 gallon, 600,000 btuh)
    - Reconnections of gas piping as required
    - Gas regulators required
    - Venting of new hot water as required
    - All rigging and rentals required
    - Lin voltage electrical reconnections as required
    - Roofing required
    - Start up
    - Owner training
    - Warranty
  - ii. Option 2A: (Kitchen area HWH replacement options) Total for this option: \$74,400.00. Scope of work:
    - Isolation of existing hot water heater and removal of units and disposal of the units (1)
    - Furnish and install of (2) new PVI Conquest HWH's (130 gallon, 600,000 btuh)
    - Reconnections of gas piping as required
    - Gas regulators required
    - Reconnections of water piping as required
    - Venting of new hot water as required
    - All rigging and rentals required
    - Piping insulation patch as required
    - Line voltage electrical reconnections as required
    - Roofing required
    - Start up
    - Owner training
    - Warranty

Funds to come from general fund for these repairs. Will have to go to County Board for approval – discussion that this might be considered an emergency and that it would not have to go through Board. Motion by Holewinski to move ahead with option 1A and find out procedure for funding

and pursue alternate pricing for all four hot water heaters; Brief discussion held. Second by Fried. All members present voting 'Aye'. Motion carried.

e) **Project list and projection timeline:**

- Brunette reviewed current projects listed on handout provided to Committee. Brief discussion held.

**REIMBURSE PER DIEM AND TRAVEL EXPENSES TO COMMITTEE MEMBERS WHO ATTENDED OCTOBER 24<sup>TH</sup> MEETING WITH CRAFTS ROOF AT LAW ENFORCEMENT CENTER**

Motion to approve by Krolczyk to approve reimbursement per diem and travel expenses to committee members who attended October 24<sup>th</sup> meeting with Crafts roof at Law Enforcement Center, second by Holewinski. All members present voted 'Aye'. Motion passed

**BUILDING & GROUNDS LONG RANGE PLAN**

Brunette presents overview and discusses handout of Building & Grounds long range department goals. Motion by Holewinski to approve the long range Building & Grounds goals and submit to ALLShare (Oneida County's online computer system) and the Labor Relations/Employee Services department. Second by Fried. All members present voted 'Aye'

**NON-BUDGETED ITEM REQUEST**

None

**PUBLIC COMMENT**

None

**ITEMS FOR NEXT AGENDA**

None

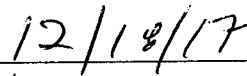
**FUTURE MEETING DATES**

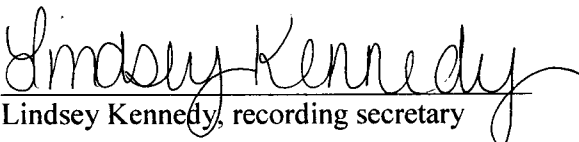
December 18, 2017 at 9:30 a.m.  
January 15, 2018 at 9:30 a.m.

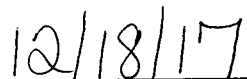
**ADJOURNMENT**

Motion by Holewinski to adjourn meeting. Second by Fried. All members present voting 'Aye'. Motion carried. Meeting adjourned at 10:56 a.m.

  
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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