

BUILDINGS & GROUNDS COMMITTEE MINUTES
Committee Room #1, Second Floor, Oneida County Courthouse
Monday, June 18th, 2018 9:30 a.m.

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

ALSO PRESENT: LuAnn Brunette, Troy Huber (Buildings & Grounds); Lindsey Kennedy (Labor Relations/Employee Services); Fred Williston (Lakeland Times); Cory Beyer (Venture Architects)

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 AMENDED AGENDA

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

APPROVE MINUTES

Motion by Oettinger to approve the May 14th, 2018 committee meeting minutes. Second by Fisher. All members present voting 'Aye'. Motion carried.

BILLS, VOUCHERS, BLANKET PURCHASE ORDERS, LINE ITEM TRANSFERS

Brunette provided overview of the bills vouchers, blanket purchase orders, line item transfers and handout passed out to committee members for review. Brief discussion held. Motion by Fried to approve the bills and vouchers as presented. Second by Oettinger. All members present voting 'Aye'. Motion carried.

AWARD OF COURTHOUSE EXTERIOR STONE REPAIR BID

Brunette stated the Courthouse exterior stone repair project was rebid, one bid was received from Quality Building Restoration for \$47,500. Brunette provided the committee with a background and list of references/previous projects for Quality Building Restoration. Fried asked Brunette for her input on this contractor. Brunette stated Quality Building Construction has worked on the Courthouse in the past and has done good work. The original budget for this project was \$125,000 and was based off a bid received from a company that did not bid for this project this time around; Brunette recommends the County accept the bid from Quality Building Restoration. Motion by Fried to approve the award of courthouse exterior stone repair bid as presented. Second by Metropulos. All members present voting 'Aye'. Motion carried.

PRESENTATION ON SINGLE POINT ENTRY/ELEVATOR STUDY BY CORY BEYER, VENTURE ARCHITECTS AND COMMITTEE RECOMMENDATION TO ADMINISTRATION COMMITTEE AND/OR COUNTY BOARD

Fried introduced Cory Beyer from Venture Architects. Beyer provided committee members a copy of the Report of Feasibility Study packet for the single point of entry/elevator for the courthouse. Beyer presented an overview on the packet starting with a background on the study that Oneida County hired Venture to prepare including input from Committee members and discovery from his walkthrough/review of the current building. The purpose and scope of the project was Venture shall evaluate the reasonable means of establishing a single secure public entrance to the courthouse.

Beyer reviewed the options that were originally presented to the committee at the last Buildings & Grounds meeting. Including an overview and the construction budget for each option.

Option #3 was the recommended option to move forward with per committee's direction. This option includes installation of a new elevator and the corridor to be widened in front of Family Court entrance. This could be accomplished by eliminating the existing janitor closet and interior vestibule door then installing a new exterior door in order to create a new vestibule.

Brief discussion concerning a handicap accessible drop-off area; recommendations are that it be constructed in front of the Courthouse along Oneida Avenue. Huber stated that he consulted with the City of Rhineland and there is no issue with creating the drop off area off of Oneida Avenue. He also got a quote from Musson's Brothers on the concrete costs to create the drop off cul-de-sac. Venture Architects construction budget does not include the cul-de-sac construction; this would be an additional \$50,000 estimated budget cost.

Beyer review the basic design requirements for the proposed single point of entry (Option #3 – front main entrance). The construction budget for recommended option is \$898,700, the total estimate project budget is \$1,023,700 and this will include Design and Supervision fees, geotechnical investigation, site survey, plan review fees and equipment for security x-ray machine, metal detector and miscellaneous items such as table and chairs.

Beyer reviewed the construction budget assumptions and stated that the proposed budget assumes existing utilities are current on site and no additional costs should come up due to utility installation. Additional head-end equipment and cable to building is not provided in Construction Budget; Cable/fiber for security monitoring to outside monitoring station is not included in construction Budget.

Beyer reviewed all three floor plans of the recommended option for the committee members and answered their questions. There was a discussion on whether the wall next to the new elevator construction should be pushed back to be level with the elevator on the north side of the building. Huber asked Beyer how difficult it would be to keep the windows on the East side of the building on the 3rd floor, Beyer stated this is something that can be accommodated.

Beyer presented 3 different schemes for the outside of the building on the north side where the elevator will be installed. Beyer stated that all 3 schemes cost the same so it is more of an esthetic option. Brunette stated that the Scheme B with the arch detail has in the past been preferred by the historically society.

Brief discussion held on the information presented by Beyer and minor adjustments to the north wall/entrance placement discussed. It was discovered that the schemes presented by Beyer only show addition to the 2nd floor of the courthouse –Beyer stated that the final plan presented will have the scheme go to the 3rd floor and will be proportionally corrected.

Fried questions what the next step is for the Buildings & Grounds Committee, Brunette stated that the next step will be to take the recommendation to the Administration Committee and possibly directly to the entire County Board for approval.

Beyer stated that he will make all the recommended changes to the plans and get the digital copies to Brunette and she can present the information to the Administration committee. If the Committee would like Beyer to present the recommendations to the committee there will be additional charges as he has already fulfilled his 3 site visit as outlined in his contract with Oneida County.

Fried clarified with Beyer that he requested at the last meeting to separate the single point of entry and elevator construction in 2 phases as another option to present the Administration Committee. Beyer stated that he will also provide Brunette with those numbers when he sends the other information.

CONTRACT WITH VENTURE ARCHITECTS FOR SINGLE POINT ENTRY/ELEVATOR STUDY

Brunette presented overview on the contract between Oneida County and Venture Architects. Motion by Metropulos to approve the contract with Venture Architects. Second by Fisher. All members present voting 'Aye'. Motion carried.

2019 CAPITAL IMPROVEMENT PROJECTS AND PROCESS

Brunette presented overview of the 2019 Capital Improvement projects and process. Brunette stated that all 2019 capital improvements need to be approved by the Building and Grounds committee prior to the August 2018 County Board meeting. The Buildings & Grounds committee will review/approve all 2019 Capital Improvement projects at the next Buildings & Grounds Committee meeting in July.

2019 FURNITURE AND EQUIPMENT REQUEST PROCESS

Brunette requested the committee's approval to send a memorandum to all department heads asking that all emergency and ergonomic request get approved by their committee of jurisdiction and then to Brunette no later than July 31st, 2018, to allow the Buildings & Grounds Committee to meet the deadlines of the budget process. Motion by Fisher to allow Brunette's request to send the memorandum to all department heads on behalf of the Buildings & Grounds Committee. Second by Oettinger. All members present voting 'Aye'. Motion carried.

RECALL OF INSTITUTIONAL SPRINKLER HEADS – ONEIDA COUNTY LAW ENFORCEMENT CENTER

- a. **Cost of replacement heads:** Brunette stated that there is a recall on the sprinkler heads that are installed at the Law Enforcement Center. Brunette stated that the recall was issued in 2002 and that there are no recollection of the original recall information being provided to Oneida County. Both Hooper and Simplex Grinnel stated that the other should have notified Oneida County. Simplex sub-contracted the last inspection of the sprinkler system at the LEC and that is the only reason that the out of date heads/recall was discovered. There is a back-up plan in place and at this time no one is in danger regarding this recall.
- b. **Funding:** TBD

UPDATE/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

- c. **Law enforcement center roof:** Brunette stated we are waiting for pricing from vendors on the LEC roof.
- d. **Project list and projected timeline:**
Brunette presented a brief overview on the current project list and projected timelines.

NON-BUDGETED ITEM REQUEST

None

PUBLIC COMMENT

Fred Williston, Lakeland Times, asked, "Is there still anything that was originally installed at the LEC from its construction 19 years ago that is still in working condition?" Huber stated there are quite a few items that are still in use including the back-up generator.

ITEMS FOR NEXT AGENDA

- a. Year 2019 furniture and equipment requests
- b. Year 2019 CIP's
- c. Request for air conditioning and dehumidification of courthouse exercise room
- d. Request for additional security measures at Oneida County Health and Aging facility
- e. Contracting process review

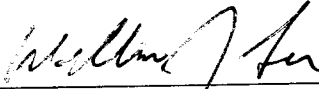
Buildings & Grounds Committee meeting
June 18th, 2018

FUTURE MEETING DATES

Monday, July 9th, 2018 at 9:30 am
Monday, August 21st, 2018 at 9:30 am

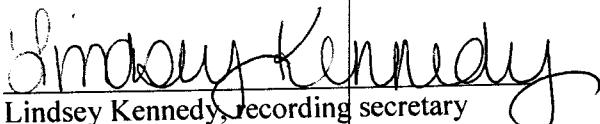
ADJOURNMENT

Motion by Krolczyk to adjourn meeting. Second by Oettinger. All members present voting 'Aye'.
Motion carried. Meeting adjourned at 11:04 am.



Billy Fried, Chairman

7-9-18
Date



Lindsey Kennedy, recording secretary

7/9/18
Date