

**BUILDINGS & GROUNDS COMMITTEE MINUTES**  
**Committee Room #1, Second Floor, Oneida County Courthouse**  
**Tuesday, May 1<sup>st</sup>, 2018 9:30 a.m.**

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

**COMMITTEE MEMBERS ABSENT:** Lance Krolczyk (Excused)

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

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

Fried welcome Russ Fisher as the newest Building & Grounds committee member.

**APPROVE MINUTES**

Motion by Metropulos to approve the March 26<sup>th</sup>, 2018 committee meeting minutes. Second by Fried. Fried, Metropulos and Oettinger voting 'Aye'. Motion carried. Fisher abstained from voting as he was not present at the March 26<sup>th</sup>, 2018 meeting.

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

Burnette 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 blanket purchase orders as presented. Second by Oettinger. All members present voting 'Aye'. Motion carried.

**ELECTION OF VICE CHAIR**

Fried made a motion to elect Bob Metropulos as vice chair of the Buildings & Grounds Committee. Second by Oettinger. Fried asked if there were any other nominations, no other nominations made. Fried closed nominations. Fried, Oettinger and Fisher voting 'Aye'. Motion carried. Metropulos abstained from voting.

**CONTRACTS – PRESENT AND POTENTIAL FUTURE CONTRACTS WITH SPECIFIC VENDORS**

- a. Simplex-Grinnell-fire suppression systems-Any contracts that the Oneida County enters into must be reviewed by Corporation Counsel; they look at all the terms and conditions in the contracts and make suggestions for changing the contracts. Often the contracts favor the vendors and not the County so that is why they are reviewed by Corporation Counsel. Brunette presented an overview on the current fire suppression system in place at all Oneida County facilities. Brunette stated that the fire suppression systems are already in place so it is very difficult for the County to get the vendor to change anything as it is very proprietary and if the County were to get another

contractor it would cost the County a lot more money. The County currently has 3 contracts with Simplex-Grinnell Vendor which are: \$438.28 for the repair of the fire alarm in the Social Services Department at the courthouse, \$384 per year to continue the monitoring at the Health and Aging Building and one for annual inspections at the Health and Aging Building in the amount of \$1,642. Brunette has sent the 3 contracts to Tom Wiensch, Assistant Corporation Counsel, for review. Wiensch's recommendation was that unless the County wants to change contractors that the committee should make the decision to proceed with the contracts. Brief discussion held. Oettinger made a motion to allow Fried to sign off on the 3 contracts with Simplex-Grinnell as presented. Second by Fisher. All members voting 'Aye'. Motion carried.

- b. Emmons Business Interiors-ergonomic equipment purchases- Brunette presented overview on Oneida County's relationship with Emmons Business Interiors. Brunette stated that Emmons Business Interiors is now requiring a signature on all purchases which then makes it a contract. Brunette stated that she has discussed this issue with Tom Wiensch, Assistant Corporation Counsel, and they determined that there are 3 options. The options are the County will review each set of documents as a contract, the County can create and develop a standard purchase contract with Emmons Business Interiors (a signature would still be required) or bypass the review process with the committee and allow Brunette to initial it and move forward with ergonomic purchases. Brunette is requesting to bypass the review process with the committee and allow her to initial it and move forward with ergonomic purchases in order to expedite the orders in an attempt to avoid Workman's Compensation claims related to ergonomic issues. Brief discussion held. Brunette stated there is \$5,000 in the Ergonomic equipment budget. Motion by Fried to approve Brunette the ability to sign off on ergonomic purchases with Emmons Business Interiors as deemed appropriate by her committee but to review with the Building & Grounds committee any purchases that exceed the budget and would require monies from the Buildings & Grounds budget. Second by Metropulos. All members present voting 'Aye'. Motion carried.

### **REPORT ON UPDATE TO ADMINISTRATION COMMITTEE – COURTHOUSE SINGLE POINT ENTRY**

Brunette presented overview on the courthouse single point of entry and the secure entry/elevator study that is being completed by Venture Architects. Brunette met with the Administration committee on April 5<sup>th</sup> and they discussed the items to be addressed in the study. The items that the Administration committee would like to be included in the study are an estimated cost to enlarge the screening area to accommodate the 110 employees entering the building, cost estimates for ADA accessible drop off near the single point of entry and the cost to alarm any unmanned entry doors. Brunette has forwarded these requests to Cory Beyer, architect with Venture Architects, and he is going to include these cost estimates in the study that is to be presented to the Buildings & Grounds committee at the May 14<sup>th</sup> meeting. Brief discussion held.

### **RE-BID COURTHOUSE EXTERIOR STONE WORK**

Brunette presented overview on the exterior stone work of the courthouse. Brunette stated the County has bid this project twice now and the only bid received was more than twice the initial cost estimate that was obtained from Quality Building Restorations. Quality Building Restorations has been extremely busy and did not bid for the project. The Buildings & Grounds staff has been communicating with the new president of Quality Building Restorations and is trying to build relationships. Quality Building Restorations have agreed to bid if the work deadline is extended out so that if the work is not completed this year it can be completed in the future. Brunette stated that she feels this is the way to go as this is not an emergency and she would like Quality Building Restorations to do the project as they have done work for the County in the past and are familiar with the historical aspects of the courthouse. Brunette

would like to go back to Corporation Counsel to rewrite the bid packet to reflect the bids coming in on June 15<sup>th</sup> and being approved on June 18<sup>th</sup> by the Building & Grounds Committee. The bid would be good until November of 2020. Brief discussion held. The committee has given Brunette full support to proceed with re-bidding with an extended timeline.

**REPLACEMENT OF HEALTH & AGING FACILITY FURNACES/AIR CONDITIONERS**

Brunette has a quote from Mechanical Incorporated for the additional 2 furnaces/air conditioners at the Health & Aging Building that are not in working order and need to be replaced. The funds would come from the major maintenance/minor renovation fund in the amount of \$18,800. Brief discussion held on the necessity of the replacement of the furnaces/air conditioners. Building & Grounds solicited quotes and the only one they received was from Mechanical Incorporated. Huber stated that he would like to stay with this vendor as the other furnaces/air conditioners that were replaced were also from this same vendor. Motion by Fried to approve replacement of the addition Health and Aging facility's furnaces/air conditioners. Second by Oettinger. All members present voting 'Aye'. Motion carried.

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

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

Brunette reviewed the 2017 and 2018 Capital Improvement Project and Timelines listed on handouts provided to Committee for review. Brief discussion held.

**PER DIEM FOR SUPERVISOR HOLEWINSKI'S ATTENDANCE AT MEETING WITH ROOFING CONTRACTORS – LEC ROOF REPLACEMENT**

Fried stated that Holewinski was formerly on the Building & Grounds Committee and has a professional background as a contractor and based on this he has no problem making a motion to approve this per diem. Motion made by Fried to approve Per Diem for supervisor Holewinski's attendance at meeting with roofing contractors at the LEC on the afternoon of May 1<sup>st</sup>, 2018. Second by Metropulos. All members present voting 'Aye'. Motion carried.

**NON-BUDGETED ITEM REQUEST**

None

**PUBLIC COMMENT**

None

**ITEMS FOR NEXT AGENDA**

- a. Courthouse secure entrance/elevator study – Cory Beyer, Architect, Venture Architects

**FUTURE MEETING DATES**

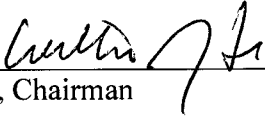
Monday, May 14<sup>th</sup>, 2018 at 9:30 am

Monday, June 18<sup>th</sup>, 2018 at 9:30 am

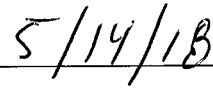
**ADJOURNMENT**

Motion by Oettinger to adjourn meeting. Second by Fisher. All members present voting 'Aye'. Motion carried. Meeting adjourned at 10:29 am.

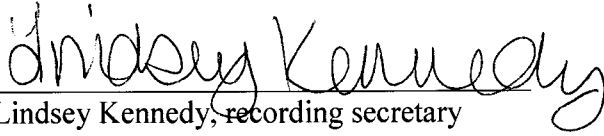
Buildings & Grounds Committee meeting  
May 1<sup>st</sup>, 2018



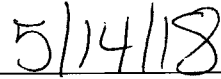
Billy Fried, Chairman



Date



Lindsey Kennedy, recording secretary



Date