

Oneida County Buildings & Grounds Committee Meeting  
Monday January 12, 2015 9:00 a.m.  
Committee Room 1, Second Floor  
Oneida County Courthouse  
Rhinelander WI, 54501

**Committee Members present:** Billy Fried—Chairman, Greg Oettinger, Bob Metropulos and Lance Krolczyk.

**Department Staff:** LuAnn Brunette—Facilities Director/Buildings & Grounds, Bruce Stefonek—Assistant Director/Buildings & Grounds.

**Others Present:** Bill Freudenberg, Dan Gleason and Jonathan Anderson.

**Call to order:** Chairman Fried called the meeting to order 9:00 a.m. noting the meeting is in accordance with the Wisconsin Open Meetings Law.

**Approve agenda:** Motion to approve agenda by Oettinger, second by Metropulos. All ayes; motion carried.

**Approve minutes from committee meetings dated December 2, 2014:** Motion to approve the minutes by Metropulos, second by Krolczyk. All ayes; motion carried.

**Bills, vouchers, and blanket purchase orders and line item transfers:** Brunette stated the charges for Highway department are related to snow removal courthouse and grating at the Department on Aging building. Oettinger requested to see the billing from the highway. Motion to approve bills, vouchers, blanket purchase orders, line item transfers by Krolczyk, second by Oettinger. All ayes; motion carried.

**Year 2015 blanket purchase orders:** Brunette presented the list of vendors used for regular purchases so finance can generate checks on Brunettes signature that will then be presented to the committee rather than as individual vouchers for approval. Motion to approve year 2015 blanket purchase orders by Krolczyk, second by Metropulos. All ayes; motion carried.

**Cell phone/radio communication:** Brunette stated currently communication with Building and Grounds staff was via hand held radios that work in most but not all areas of county buildings, and pagers in the event of an emergency at the LEC which is a 24/7 building. The courthouse pager died a number of months earlier and the LEC pager is failing so they are now are relying on personal cell phones. Negotiations with Verizon for cell phone contracts were not finalized because of the Administration Committee requirement that the contracts go through the IT department. IT is aware and has a survey that is to be completed and feels that Buildings and Grounds will qualify to receive a couple of cell phones to use. Fried commented that a stipend for phone use might be considered, but Brunette stated that once a personal device is used it becomes subject to open records requests. Stefonek noted that pictures can be taken with the phone to diagnose problems and integrated with the Automated Logic software to help save money. Fried directed Brunette to do what was needed and Brunette indicated they would work with Ken Kortenhoff and IT.

**2015 budgeted furniture & equipment – committee room chairs:** Brunette stated that chairs were purchased for the LEC at \$179 each. Stefonek commented that the reason these particular chairs were purchased is because they do not lean back preventing damage to the walls. Brunette stated there are other chairs that the Minocqua Town Office purchased that are adjustable available for \$185. The first room to receive the new chairs is the 1<sup>st</sup> Floor Conference Room and then depending on how much money is left address the remaining rooms in order greatest number of failing chairs. Motion to approve purchase of the committee room chairs by Krolczyk, second by Metropulos. All ayes; motion carried.

**Updates and possible action on Buildings & Grounds projects/activities:**

- a. **Court video conferencing:** Brunette stated AVI would have their technicians on site on January 14<sup>th</sup> to assemble and configure the equipment. Once it is up and running they will begin placing the microphones and connecting the system and testing it on the 15<sup>th</sup> and 16<sup>th</sup>, then begin to train staff on the 19<sup>th</sup>. Fried requested the committee to be made aware of any problems.
- b. **Courthouse door numbering:** Brunette stated they now had the door numbers and will begin to install as the staff has time.
- c. **Video Surveillance:** Brunette discussed moving forward with researching video surveillance and getting information together to tie into the existing card system to save money.
- d. **Plow Truck:** Brunette stated the truck will be delivered this afternoon and investigated numerous places to obtain the plow. The cheapest was local at \$5,635 and will be attached tomorrow morning. Fried recommended that in the future to consider bidding the truck and plow as a package rather than separately. Oettinger questioned the need for a diesel engine given the higher purchase price and the additional fuel costs. Stefonek discussed the advantages of the diesel engine and Fried affirmed the bid out for the diesel was with the approval of the committee.
- e. **FOCUS on Energy grant assistance for assessment of current HVAC systems at county facilities and contract:** Brunette stated the contract was reviewed and approved by Corporation Counsel. Fried confirmed this was the contract with Grumman/Butkus Associates. Motion to approve Chairman Fried's signature on the contract by Oettinger, second by Krolczyk. All ayes; motion approved.
- f. **Contract UEEX exterior signs:** Brunette discussed the contract with Cleveland sign and the recommendation to wait to make signs pending the outcome of the NCRPC study at the end of the month. Fried stated that he supported moving forward with making and installing the signs. Brunette stated the total for the signs was \$1,186.45. Motion to approve (1) 3' x 5' and (1) 4' x 8' sign for the UW Extension for the contract as presented by Metropulos, second by Krolczyk. All ayes; motion approved.

**Bills, vouchers, and blanket purchase orders and line item transfers:** Brunette stated that there was 1 line item transfer that was sent out that was not specifically identified in the motion from a continuing appropriation account for HVAC computerization for \$4,671 for one quarter of an IT account for hardware for a server to address stability issues from the 2014 budget. Motion to approve transfer by Krolczyk, second by Metropulos. All ayes; motion approved.

**Non-budgeted item request:** None.

**Public comment:** None.

**Items for next agenda:** None.

**Scheduled future meeting date(s):** February 16, 2015 9:00 am

**Adjournment:** Motion to adjourn by Metropulos, second by Fried. All ayes; motion carried. Meeting adjourned.

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Billy Fried, Chairman

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Dan Gleason, Recording Secretary