

**Oneida County Buildings & Grounds Committee Meeting
January 23, 2017
Minutes**

Committee Members present: Billy Fried, Bob Metropulos, and Lance Krolczyk. Scott Holewinski and Greg Oettinger excused.

Department Staff: LuAnn Brunette (Facilities Director) and Troy Huber (Assistant Facilities Director).

Others Present: Dan Gleason (LRES) and Bob Mott (County Board) Lynn Feldman (UW Extension).

Call to order

Chairman Billy Fried called the meeting to order at 9:30 AM.

Approve agenda

Motion by Krolczyk/Metropulos to approve the amended agenda. All 'aye'; motion passed.

Minutes of the November 7, 2016, November 15, 2016, December 5, 2016 and December 19, 2016 committee meetings.

Motion by Fried/Metropulos to approve the minutes of the November 7, 2016, November 15, 2016, December 5, 2016 and December 19, 2016 committee meetings as presented. All 'aye'; motion passed.

Bills, vouchers, blanket purchase orders, line item transfers

Brunette reported part of the bill from Three Lakes Steel was for the new tele-visiting kiosks that are being installed for inmate visits. Huber added it was for a stainless panel in the lobby for the 2 kiosks that will be used for the families of the prisoners. Brunette reported it was paid for out of the Buildings & Grounds budget adding they knew it was coming and the Sheriff's Office will generate revenues from the use of the equipment. Brunette commented that this was something they wanted to put into place to allow easier access for family members that are located out of town. Motion by Metropulos/Krolczyk to approve the bills and vouchers. All 'ayes'; motion passed.

a. 2017 blanket purchase orders

Brunette provided a list of the vendors the department frequently deals with during the month to be preauthorized to submit to Finance. Motion by Fried/Krolczyk to approve the blanket purchase orders for 2017 as presented. All 'aye'; motion passed.

Bid process for condensing boiler and installation and demand controlled kitchen exhaust and installation, part of Law Enforcement Center retro-commissioning project

Brunette reported they had advertised for bids in December but only received 1 bid that came in at \$168,000 and then decided to rebid because they wanted more competitive bids and more bids. Those bids were due on January 16th and again they had only received 1 bid and this time in the amount of \$198,000. Brunette noted they only put \$138,100 into the project because that was the anticipated cost that Grumman/Butkus proposed and which was allowed for in budget. Brunette added they are now in the position to rebid to get more competitive bids otherwise the project will be over budget or they will need to ask for additional money. Brunette reported she contacted Bob Bayne, the consultant for the project and he felt Grumman/Butkus could provide stamp and submittal documents that will lower the cost the contractors charge for about \$1,000 in additional fees. Brunette stated they would contact Grumman/Butkus to see if there are other options for advertising to reach additional bidders and in addition allow more time to prepare bids. Brunette stated they would need to reject the previous bid;

however, it was not on the current agenda and therefore should be on the next agenda and added they anticipated awarding the contract at this meeting. Fried stated they would have a discussion today which should give latitude to contact the bidder and tell them the direction they are going. Huber stated they should be able to get the bids down since the bidders will not have to pay for submittal which costs a lot of money and time. Fried stated he felt this was a good deal and would expect that it should be included as part of the bid process for future projects. Fried confirmed the committee is in agreement they cannot afford the bid so they should verbally notify the bidder that it will be on next agenda to formally decline the bid. Brunette stated she thought they could advertise for mid-February and request bids by April 3rd with the award on April 17th which wouldn't require additional meetings.

Updates/action on Buildings & Grounds projects/activities

- a. **Law enforcement center retro-commissioning – lighting project**
Brunette reported up to 200 fixtures will be replaced and noted they previously determined the project did not have to be bid. They are working with a local firm and came in significantly under the anticipated cost; however, there had been a change in staffing but the new account rep is still honoring the previous quotes. Huber said he has been in contact and negotiating warranties and light bulbs. Brunette reported there is money in 2018 budget to be held for additional upgrades for the rest of lighting.
- b. **Courthouse exterior stone work**
Brunette stated she previously reported there was some tilting of the stone on the north side of the building. Quality Building Restoration was on sight and completed the work noting they have not received the bill, and the money was in a continuing appropriation account to cover the cost. The original quote was for \$6,400 and will not be more than that amount. Huber reported because of the cold they got everything done but did not caulk, but will come back to complete when the weather is warmer. Fried questioned if they would do a review of the building when they come back. Brunette reported there is a lot of repair that needs to be done on the front as well as the outside of her office where water is getting behind the facade.
- c. **Contract with SimplexGrinnell for repair of law enforcement center fire detection and suppression system**
Brunette reported some repairs that needed to be done were found and noted in the past the committee has opted to move forward with contracts even though SimplexGrinnell will not negotiate the terms of the tort clauses. Brunette requested to move forward with the repairs at total cost of \$781.28. Motion by Krolczyk/Metropulos to approve the SimplexGrinnell contract for repairs not to exceed \$781.28. All 'aye'; motion passed.
- d. **UW Workspace**
 - I & II. **Evaluation study issued by R.E. "Bear" Daniel, PE, ISG & Process for implementation of recommendations and possible funding**
Brunette stated they could address both agenda subtopics together. She referenced the report and the findings of ISG who did a walk-through of the space and checked the air handlers in the space utilized by the UW Extension and added she attended a meeting of the UW/Conservation committee on January 9th noting Joe Brauer was also in attendance. Brunette noted the report's recommendations:
 - Enclose three of the HVAC ducts at a cost of approximately \$3,000 to \$5,000
 - Installation of a pressurized curtain where the baggage conveyor enters the tunnel at a cost of about \$5,000
 - Installation of an air scrubber cleaning filtration system in the duct lineBrunette stated Stan Grys had also made the recommendation of the cleaning filtration system in the duct line. Brunette reported to do all of the fixes at one time would cost

up to \$20,000 and Joe Brauer would like to do all fixes as soon as possible since there would be no stone unturned and it is the time of year that is most affected by the fumes. However, he does not have \$20,000 in his budget and asked if she would consider splitting the cost, up to \$10,000. Brunette stated since she did not have the money in her budget she spoke with the finance director who said it was too small of an amount to go to the general fund and recommended asking the Administration Committee for money from contingency if that is how the committee wanted to proceed.

Bob Mott reviewed the history of the problems going back to the 1990's and noted there was more than one worker that was affected. He cited an earlier study from 2016 which noted 19 of 20 samples exceeded the RFC for diesel exhaust adding the report stated diesel particulate was a suspected carcinogen. The study concluded jet and diesel fuel exhaust was entering the workplace and noted low concentrations of NO₂ may cause respiratory and health effects. The recommendations to keep the baggage area under negative pressure and to build a wall were done, however, did not work. In the most recent study, the ISG report, the questions of where the fumes were coming in, what is the cost to solve the problem, the chance it would work, a timeline for the study, and a timeline for implementation. They did a site visit, prepared a report that documented existing conditions, made site observations, and made pragmatic recommendations for potential solutions recognizing Oneida County along with the airport may incrementally address. Mott confirmed Brauer indicated he would like to get it done. Mott reviewed the recommendations of the report. Fried confirmed the support of the committee but questioned how to properly address and where to get the money. Mott saw a lot of areas to address with a cost range of \$17,000 to \$20,000 noting Bear thought the chance of success to be quite good. Mott continued he felt the final cost was good, the cost sharing was good and it would be important to do it now because you would not know if it is working if was done in the summer months. Mott offered to speak at the Administration committee meeting about the benefits. Krolczyk expressed concern of putting more money in. Mott stated the problem needs to be addressed regardless of whether or not the UW Extension office is there. Metropulos noted it's less than the cost to move the office.

Feldman stated the negative pressure fan installed in the tug room was recognized as likely too small but if a larger fan was installed it would suck all the air out of the tug area making too cold of an area to work. The wall was based on the recommendations of the NIOSH report and did help; however, it kept the fumes on the side of wall where it would go to the vents in the rooms. Feldman explained the airflow in the ducts creates negative pressure that sucks the air into the seams from the conveyor area so sealing the seams makes sense. Feldman discussed the need to change the filters in the ducts annually and noting there will be a yearly cost to be considered. The air intake on the east wall at the top near the parking area was a potential source of fumes but was too expensive to address. The report concluded there still may be fumes on rare occasion. Feldman stated one employee expressed if the fix only took care of half of the problem he felt that would be ok so there is support and trust. Feldman expressed there is a good level of trust and to have this address what it will makes sense. Fried indicated he felt since Grys, Brauer and Bear agree this should be a step in the right direction. Fried commented the committee would support to start moving forward but questioned where the money would come from noting it is not a problem to justify but that is for a question for the Administration committee. Mott commented Brauer felt he would have

outside sources do the work. Brunette stated Brauer posed the question of using Stan Grys to Bear who felt that was a great solution because he knows the building. Fried commented he felt a motion to move forward to the Administration committee with the recommendation they work on the financing noting this committee feels it is a priority and it should move it forward as fast as they can. Fried added if they knew the UW Extension was on solid ground with the state he would like move ahead with the original plan from a few years ago but they can revisit those other issues if this is a success and the UW Extension is on secure ground. Motion by Fried/Metropulos to support the recommendations of the UW Extension airport air evaluation study and forward on to the Administration committee with the recommendation for implementation with a request for funding. Discussion of a completion date by the end of March and a tentative work schedule. All 'aye'; motion passed.

e. Review remaining year 2016 projects

Brunette report on the 2016 projects that were approved for Buildings & Grounds:

- ITS cooling and dehumidifier replacement was budgeted at a cost of \$60,000 but was completed at a cost \$44,579.87, so \$15,420 would be returned to the General fund.
- Radio room fire detection and suppression was budgeted at a cost of \$24,000 under contract with SimplexGrinnell. Troy Huber did the drawings so they are doing the calculation for the system with the quote coming in under the budgeted \$24,000. Brunette alerted the finance director the money was budgeted last year and will need to be carried forward to 2017 when the project is complete.
- Jail Shower recoating was budgeted at a cost of \$120,000. They are working with Corporation Counsel to develop a bid bundled with the holding cells and bull pen area with a budget of an additional \$64,000.
- The HVAC system had been discussed at a cost of \$200,000 but the Grumman/Butkus study identified they would be further ahead to change out the furnaces and air conditioners with more efficient models as they fail using funds from the Minor Renovations/Major Maintenance account.
- Replacement of the Steel frame doors was \$10,120 and came in at budget.
- Maintenance on the chiller at the LEC was complete.
- \$20,000 was set aside to create eyewash stations in the mezzanine and create a bathroom by the maintenance shop with most of the work being done in-house at a cost of \$10,624 so \$9,376 will go back to the General fund
- \$20,000 was set aside for flooring repair as part of the Minor Renovation/Major Maintenance account for the Health & Aging building to fix the areas under the carpet where the problems are taking place. They have not done a full tear out of the flooring adding they are not seeing any shifting at this time.
- The Social Services waiting area expansion was nearly complete but they asked for different paint and will be repainted. It was budgeted for \$22,000 is over budget by \$1,775.55.

f. Review year 2017 projects

- Brunette reported \$44,624 was approved with an additional \$15,000 for employee overtime to update the lighting at the courthouse. They will contract with a firm for the Historic portion of the courthouse because of the high ceilings and workers compensation liability reasons.
- Clerk of Courts counter area renovation to create a barrier between staff and the public with glass above and workstations below and to create the e-filing terminals approved at a

cost of \$35,000. Huber has plans drawn up to be taken the district court administrator for approval before preparing the bid documents.

- \$40,000 was approved for an additional booking station to be created at the LEC with \$20,000 coming from jail assessment fees.
- \$64,000 for treating the holding cells and bull pen which is being bundled with the jail showers will hopefully be bid during the first quarter.
- Treasurer counter renovation and splitting off of the copier room for storage is budgeted at \$30,000.
- \$120,000 in budget for courthouse exterior repair.
- Paving at the Health & Aging building with \$11,000 in the budget set aside from the Construction account for a total of \$60,000.

Brunette noted the changes to the contract review have not expedited things but gives a better view.

Public comment

None

Items for next agenda:

Rejection of bids received in January for LEC Retro-commissioning project

Future meeting date

Monday, February 20, 2017 at 9:30 AM

Monday, March 20, 2017 at 9:30 AM

Adjournment

Motion by Metropulos/Krolczyk to adjourn at 10:32 AM. All 'aye'; motion passed.



Billy Fried, Chair



Dan Gleason, Recording Secretary