

Oneida County Buildings & Grounds Committee Meeting  
Monday February 16, 2015 9:00 a.m.  
Committee Room 2, Second Floor  
Oneida County Courthouse  
Rhinelander WI, 54501

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

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

**Others Present:** Dan Gleason.

**Call to order:** Chairman Fried called the meeting to order 9:00 a.m.

**Approve agenda:** Motion to approve the amended agenda by Krolczyk, second by Metropulos. All ayes; motion passed.

**Approve minutes from committee meetings dated January 12, 2015:** Motion to approve the minutes by Krolczyk, second by Oettinger. All ayes; motion passed.

**Bills, vouchers, and blanket purchase orders and line item transfers:** The committee discussed the replacement of carpeting in the Branch II chamber office because it was a trip hazard, the plumbing contractor required by state code for the water conditioner at the LEC. Motion to approve bills and vouchers by Metropulos, second by Krolczyk. All ayes; motion passed.

**Year-end line item transfers:** Brunette explained the end-of-year process of using accounts with fund balances remaining to offset any overages within the budget including personnel expenses, courthouse expenses, machinery and equipment repair, elevator repair and maintenance, training conference fees, Health and Aging expenses, Law Enforcement Center expenses, diesel fuel for the generator, building maintenance and household and janitorial supplies. The budget did not have enough to cover all of the overages so they are asking for \$44,427 from contingency although there are some non-lapsing accounts that could be used to cover some of that amount. However, finance thought it would be best to use the Contingency Fund rather than take from the future. Under continuing appropriations applied money is set aside each year for the purchase of ergonomic equipment there was money to cover the account and applied funds to pay for HVAC computerized control upgrades with money remaining in the account. Brunette stated the courthouse remodel funds were used and have been exhausted to cover overages at the Hearing Room, Veterans Service and the Medical Examiners areas that have been renovated will require an additional \$13,140, noting the Continuing Appropriations Fund would be used to cover the cost of the copier for the Sheriff's Department. Motion to approve the line item transfers for 2014 as presented by Metropulos, Second by Oettinger. All ayes; motion passed.

**2015 budgeted furniture & equipment – committee room chairs:** Brunette stated there were 3 chairs brought for demonstration; the first at a cost of \$231, the second at a cost of \$224 and the third at a cost of \$185. The committee reviewed the chairs and discussed warranties and agreed the \$231 chair would be the best choice giving direction to move forward with the purchase of the chairs.

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

- a. **UW leased space:** Brunette stated a motion was made and passed at the January meeting of the Conservation & UW Extension Education Committee meeting regarding the concrete wall that was to be constructed stating that if the airport staff was not able to complete the wall by the end of January they would like Buildings & Grounds to intercede and get the wall completed. They have completed the concrete and are in the process of completing the wall.
- b. **Court video conferencing:** Brunette stated installation took place during the third and fourth weeks of January. AVI of Madison and will be back on site in a couple of weeks to address issues for split screen use that was supposed to be included but was not. AVI would be covering the cost since it was covered in the initial quote and any problems should be resolved by the end of the month. Brunette state she had spoken with Judge O'Melia whose courtroom has had the most problems interfacing with the sound system and he has indicated he is satisfied with the system. Staff was able to assist AVI and troubleshoot the some of the issue with interfacing.
- c. **Courthouse boiler project:** Boilers have been installed and tweaked. A total of \$150,000 was appropriated from the General Fund and this committee had approved professional services provided by Stan Grys from RCAD for the detailed specs of the project for up to 100 hours at a rate of \$70 an hour but only came in at \$730 so \$37,493 will be returned to the General Fund. System is working well and is integrated with the computerized controls and previously existing problems have been addressed.
- d. **Video Surveillance:** Brunette discussed a new system they were looking to install that would start with video surveillance of the exterior and some places on the interior of the building. They have been working with ComTech to develop a plan and obtain pricing since they installed the video surveillance at the LEC and the existing card system at the Courthouse and LEC to keep things consistent. In addition they will train staff in repairs of the system. Fried commented the committee would like to see competing estimates to ensure a reasonable price. Brunette continued they have been coordinating with ITS and Emergency Management.
- e. **Plow Truck:** Brunette stated the truck has been received and the plow installed and is being used.
- f. **Law enforcement center retro-commissioning project:** Stefonek provided an overview of the assessment provided by Bob Bayne, the majority of which would be paid for by FOCUS on Energy. The initial work will begin on March 5<sup>th</sup> and expect he will be working with Automated Logic since there is likely newer technology that could save money with an estimated pay back within five years. The last project he did was a school that spent \$65,000 and the payback was eighteen months.
- g. **Cell phone/radio communication:** Ken Kortenhof and the radio technician have been looking at the equipment in the building because they cannot transmit or receive any information over the radios with staff at the LEC do to equipment failure. Kortenhof will look into the cost of using radios similar to the deputies that clip onto their shirts. Cell phones that were purchased use older technology and do not work well for texting and pictures to communicate problems.
- h. **Training sessions:** Required upcoming training will be on March 25<sup>th</sup> for Wisconsin Hazardous Materials Disposal Awareness put on by the state here at the courthouse and blood born pathogen training at the Highway shop on April 16<sup>th</sup> with no charge for either.

**SimplexGrinnell fire suppression audit proposals for courthouse and law enforcement center:**

Stefonek stated there were three issues at the LEC; \$2,630 for replacement of annunciator, \$985 for strainer valve and potter flow switch and \$14,240 for 300 heads that need to be replaced. This has not been brought forward to the committee because Corporation Counsel and the insurance company

cannot meet on the terms and conditions of the contract. Motion to direct the Buildings and Grounds director to work with Corporation Counsel on moving forward with the contract as presented and to negotiate with Simplex to see if something can be done with the recalled heads that are past their expiration date, with the understanding the terms of the contract, which has been the issue at hand, will need to be dealt with as long as we are insured by insurance company by Fried, second by Krolczyk. All ayes; motion passed.

**Agreement between Oneida County and Human Services to allow renovation of county-owned facility located at E. Timber Drive, Rhinelander known as Human Service Center:** Brunette stated Corporation Counsel put together a document called the Work Authorization because the county is the owner of the building and they need to enter into a contract with Venture Architects to begin the bidding process. The contract between Oneida County and Human Services agrees that the County oks the \$400,000 plus the Human Services spends renovating the building as long it doesn't come out of our money. Motion to sign the Work Authorization for the Human Service Center by Krolczyk, second by Metropulos. All ayes; motion passed.

**Closed session – It is anticipated that a motion will be made, seconded and approved by roll call vote to enter into closed session pursuant to Section 19.85(1)(d), Wis. Stats., “Considering strategy for crime detection or prevention” (Topic: courthouse security):** Motion to enter into closed session by Krolczyk, second by Metropulos. Roll call vote; Metropulos aye, Krolczyk aye, Fried aye, Oettinger aye.

**Return to open session**

**Announcements from closed session (if any):** None

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

**Public comment:** None.

**Items for next agenda:**

- a. **Courthouse exterior maintenance:** Mortar caulking on south side of the courthouse will be completed in the spring and additional cracks discovered will need to be filled. The stones that were originally thought to be Indiana lime stone are terracotta and will require additional maintenance. The account to maintain the historic exterior has \$215,754.59 and the work so far has totaled about \$19,500.

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

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

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Billy Fried, Chairman

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Dan Gleason, Recording Secretary