

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

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

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

Others Present: Lisa Charbarneau and Dan Gleason.

Call to order: Chairman Fried called the meeting to order 9:00 a.m. noting Alex Young has asked to resign from the committee because of other commitments.

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

Approve minutes from committee meetings dated February 16, 2015: Motion to approve the minutes by Metropulos, second by Krolczyk. All ayes; motion passed.

Bills, vouchers, and blanket purchase orders and line item transfers: Brunette discussed work performed and parts required for the steamer at the LEC at a cost of approximately \$4,000. Brunette informed the committee the Machinery and Repair line item budget is \$10,000 and the account was to be used in part to fund the replacement of the sprinkler heads so overages would be likely for that account. Motion to approve bills and vouchers by Krolczyk, second by Metropulos. All ayes; motion passed.

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

- a. **UW leased space:** Brunette stated the concrete wall has been completed and insulated around ductwork as well as hung a door, but there are still complaints about the air quality. In a conversation with Brunette, Joe Brauer stated the airport has spent about \$16,000 to address the complaints. The 2014 NIOSH report did not recommend any additional testing or changes that have not already been done so Joe Brauer has written up a lease that has gone to Corporation Counsel for review.
- b. **Court video conferencing:** Brunette stated the installation that took place in January did not include all of the components that are required. AVI agreed to provide the hardware and would be here March 11th to complete the installation and train staff.
- c. **Committee Room Chairs:** Brunette stated at the last meeting she told the committee that there was \$3,000 in the budget for purchase of chairs, however, there is actually \$6,000 and have ordered 25 chairs noting the old chairs would be used in other locations.
- d. **Law enforcement center retro-commissioning project:** Representatives from Grumman Butkus were on site March 5th. They were able to meet with staff, establish a timeline, perform an initial walk through of the building and give some expectation of good cost saving with low cost fixes.

- e. **Cell phone/radio communication:** Brunette stated that a part has been purchased for the repeater and the radio technician will install the part as soon as he has time. Cell phones that were purchased did not get the necessary reception so the phones were returned. Brunette stated she has been working with LRES and IT to develop a policy under the electronic use policy to provide a stipend for personal cell phone use.
- f. **Capital improvement Program—Jail pod equipment desks:** The Jail Administrator, Mark Newman, requested replacement of the jail pod equipment desks because they have replaced some of the computerized door controls and they no longer fit in those pods. The Administration Committee took action and indicated that if there was money was to be returned to the General Fund then that money should be used to pay for the new equipment desks. Since there is sufficient money they are going to go ahead with the replacement at a cost of \$17,500.

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)(f), “considering financial, medical, social or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public, would likely have a substantial adverse effect on the reputation of the person referred to in such data” (Topic: buildings & grounds staff—potential medical concern) and Section 19.85(1)(c), “considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility” (Topic: Review of Facilities Director Performance): Motion to enter into closed session by Krolczyk, second by Metropulos. Roll call vote taken with all voting in the affirmative. Motion passed.

Return to open session: Motion to return to open session by Metropulos, second by Krolczyk to return to open session. Roll call vote taken with all voting in the affirmative. Motion passed.

Announcements from closed session (if any): None

Non-budgeted item request: None.

Public comment: None.

Items for next agenda: Retro-commissioning project update.

Scheduled future meeting date(s): April 6, 2015 9:00 am

Adjournment: Motion to adjourn by Metropulos, second by Krolczyk. All ayes; motion passed. Meeting adjourned.

Billy Fried, Chairman

Dan Gleason, Recording Secretary