

Oneida County Buildings & Grounds Committee Meeting  
Committee Room #1, Second Floor  
Oneida County Courthouse, 1 S. Oneida Avenue, Rhinelanders  
March 14, 2016 9:30 am

**Committee Members present:** Billy Fried, Bob Metropulos, Scott Holewinski, and Greg Oettinger.

**Department Staff:** LuAnn Brunette—Facilities Director/Buildings & Grounds.

**Others Present:** Alan Van Raalte, Mary Rideout and Dan Gleason.

**Call to order**

Chair Billy Fried called the meeting to order 9:33 a.m.

**Approve agenda**

Motion to approve the agenda with the ability of the chair to move around the agenda by Scott Holewinski, second by Bob Metropulos. All ayes; motion passed.

**Bills, vouchers, blanket purchase orders**

None

**Year end 2015 line item transfers**

LuAnn Brunette stated there was one additional line item transfer to move \$1,775 from the refuse collection account at the Department on Aging to the elevator repair maintenance account to finish out the line item transfers for 2015. Brunette explained the service contract for elevator maintenance has an escalating clause so the budget ran a little short for that line item. Motion to approve the line item transfer as presented by Holewinski, second by Metropulos. All ayes; motion passed.

**Review the WPSC resolution for an utility easement near the Health and Aging Facility**

Brunette stated resolution 18-2016 is the resolution on the easement and included not only WPS but also Frontier and Charter Communications. The legal description shows 3 points where there is potential for above ground equipment. The first is at the beginning of Courtney Street and would not impact the county's use of the property. The second would be used by a potential buyer if the lot was sold. The third is where they already have equipment located and has no impact on the property.

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

**a. Heating/cooling, dehumidifying Liebert Unit replacement – ITS data center**

Brunette stated Total Electric identified the requirements for the unit and determined the generator and transfer switch are rated at 400 amps but the panel is rated at 150 amps and requires upgrading before they can put the equipment in. The estimated cost to change out the panel is \$4,490 with an additional \$3,605 for wiring for a total of \$8,095 which can be included in the budgeted project cost of \$60,000.

**b. Video surveillance cameras**

Brunette stated the computer to run the system has been hooked up on a temporary cat 5 wire in their office but staff will run a permanent wire soon. She added they can review but cannot print a screen but a printer will be hooked up soon, however, they can send footage. The policy

being used for any requests for viewing goes through Corporation Counsel as an open record request. There is a new contract with Johnson Controls for the phase II cameras submitted to Corporation Counsel for review. They have agreed to changes and will proceed with the phase II purchase of cameras. Brunette invited the committee members to visit the office to view the clarity of the images.

**c. Law Enforcement Center retro-commissioning**

Brunette stated the contract with ALC has been forwarded to Corporation Counsel for review but have not received comments yet. The timeline proposed by Bob Bayne at the last meeting indicated the contract with ALC is something that should have been completed by March 9<sup>th</sup> and have now missed that deadline which will impact the rest of the schedule. Brunette stated she would ask Bayne to update the timeline.

**e. UW air quality concerns**

Brunette stated there will be a joint meeting on April 6<sup>th</sup> at 2 pm in the lower level of the airport to receive the results from the air quality study. Brunette noted the LRES Committee discussed sending a notice to the UW system that regionalization could impact the agent contract.

**d. Social Services waiting area renovation**

**I. Request for bullet-proof glass at new counter (send agendas to Alan Van Raalte & Mary R.)**

Brunette stated staff did a lot of the demo of the old hearing room bench to save cost. The electrical rough in is complete and the drywall is up. Staff salvaged the bullet-proof material from the hearing room bench and reinstalled around the new intake area. RCAD looked at HVAC system and ductwork but missed that the ceiling will need to be lowered to allow sufficient space for the ductwork. There are no estimates yet but Brunette said she would share that information when available but should primarily be for labor because many materials were recycled. Brunette stated she met with the Social Services Committee to update on the project; their committee was in agreement that bullet-proof glass should be used at the new counter. Cost figures were \$1,100 for the new glass which will also impact the counter top configuration; the counter top goes down to allow for document transfer at a cost between \$800 to \$900 putting the project over budget so the money will need to be found. Mary Rideout stated she brought up the idea and her committee was in favor to make it as secure as it could be for worker safety.

*Greg Oettinger joined the meeting at 9:55 am*

Brunette stated contingency would cover the additional cost if the funds were not found elsewhere. Rideout stated the existing glass at the receptionist desk was not bullet-proof and have talked about changing that too but that was not in the current remodeling project. Fried questioned if they should look at have the bullet-proof glass in both areas. Brunette stated they were in the process of getting quotes to replace the existing glass and will bring those prices back to the committee. Motion to approve the purchase of the bullet-proof glass of the new intake area and remodel the counter not to exceed \$2,000 by Holewinski; second by Metropulos. All ayes; motion passed.

**Non-budgeted item requests**

None

**Public comment**

None

**Items for next agenda**

Updates on all project as there is more information to report. Grumman/Butkus update at LEC.

**Future meeting date**

Wednesday, April 6, 2016 2:00 PM

Monday, April 11, 2016 9:30 AM

**Approve minutes from February 25, 2016 committee meeting**

Motion to approve the minutes from February 25, 2016 by Holewinski, second by Metropulos. All ayes; motion passed.

**Adjournment**

Motion to adjourn at 10:04 by Metropulos, second by Greg Oettinger. All ayes; motion passed.

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Billy Fried, Chairman

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Dan Gleason, Recording Secretary

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