

Oneida County Buildings & Grounds Committee Meeting
March 20, 2017
Minutes

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

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

Others Present: Dan Gleason (LRES), Michelle Sadauskas (Land & Water Conservation) and Karl Jennrich (Planning & Development).

Call to order

Committee Chair Fried called the meeting to order at 9:36 AM.

Approve agenda

Motion by Krolczyk/Metropulos to approve the agenda with the ability of the Chair to move around the agenda as needed. All 'aye'; motion passed.

Minutes of the February 20, 2017 committee meeting

Motion by Metropulos/Oettinger to approve the minutes of the February 20, 2017 committee meeting as presented. All 'aye'; motion passed.

Bills, vouchers, blanket purchase orders, line item transfers

The committee reviewed and discussed the bills and vouchers. Fried questioned and confirmed all bills and vouchers were within budget. Brunette reported the payment to Automated Logic was ongoing as part of the retro-commissioning project at the LEC noting payments are made with Grumman/Butkus signing off as work progresses and will see more bills in the future. Motion by Fried/Metropulos to accept and approve the bills and vouchers as presented. All 'aye'; motion passed.

a. 2017 Year end line-item transfers

Brunette reported at the last meeting she brought forward a copy of line-item transfers that was approved pending review by the finance director; the amount transferred was reduced from about \$84,000 to \$72,704 which is reflected in the paperwork which she requested the committee to sign. Motion by Fried/Krolczyk to accept the line-item transfers for year 2016.

Discussion of off-setting revenues from the LEC in the budget worksheet from finance that will not be seen as a line-item transfer. All 'aye'; motion passed.

Land & Water Conservation request for space for pollinator garden

Michelle Sadauskas, County Conservationist, reported they had done some pollinator work in the Three Lakes area with a grant from Lumberjack RC & D to restore 4 pollinator sites and started encouraging more habitats in back yards. Sadauskas stated she had approached Brunette about the possibility of adding habitat on the courthouse grounds adding she had talked to the master gardeners who maintain the gardens in the front of the courthouse; however, they felt that would not be the best location for a pollinator garden. Brunette reported there are a number of sites around the building, with 1 on the east and others on the southern side of the building. Brunette added she supported this noting staff would only need to water since Sadauskas would coordinate the initial planting and the garden would be maintained by master gardeners. Sadauskas stated there would be some type of signage that could go through committee to make sure everyone is happy with the look and feel of things. Krolczyk

questioned how concern for bee allergies would affect the location, and recommended it should be away from entrances. Sadauskas described of areas noting some concern from salt from the sidewalk but could be discussed with the committee. Sadauskas added they hoped to receive a \$5,000 grant and hoped to include a couple more sites, however, if the grant didn't go through they may have to wait a little longer.

Greg Oettinger joined the meeting at 9:42 AM

Motion by Fried/Krolczyk to approve the request by Land & Water Conservation and to direct Buildings & Grounds to work with Land & Water Conservation for the pollinator garden on the courthouse grounds. All 'aye'; motion passed.

Updates/action on Buildings & Grounds projects/activities

a. UW Workspace

Brunette reported she had received an email from Joe Brauer indicating RCAD had completed all 3 phases of the recommended changes of Bear Daniels. Since the first 2 phases have been completed the person who was most affected has not experience an issue. A support staff member that did smell fuel from a delivery truck on a day with 50 mph winds. Aside from getting in and out as quickly as possible there is nothing that could be done noting the study stated there may be conditions in which fuel could be smelled.

b. Contract with refuse hauler

Brunette reported she had previously reported contact from Eagle Waste to the committee and after corporation counsel's review noted the right of first refusal in the contract so their recommendation was contractors could not be changed unless for a lower price and Waste Management did not want to meet the lower price. Eagle Waste provided information regarding legislation enacted in 2009 but Tom Wiensch reviewed and discovered municipalities are exempt from that legislation and must still adhere to the provisions of the previous contract. After receiving the quotes from Eagle Waste they looked at overages that have been paid to Waste Management and how to address. Eagle Waste came in and provided options including different sizes of dumpsters size and frequency of pickups while factoring the increases at the LEC. Eagle Waste came in at \$15,624 versus Waste Management \$15,562.44 per year, \$51.56 lower than Eagle Waste and a projected saving of \$1,459 from 2016 including the increase of waste at the jail. The new contract for Waste Management is in the process of being rewritten omitting the right of first refusal so the next time the county will have the option of working with a local vendor, reviewed by corporation counsel and then brought back to the committee. Motion by Fried/Metropulos to allow Buildings & Grounds to enter into contract with Waste Management based upon the information provided and contingent upon final review. All 'aye'; motion passed.

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

Brunette reported this project was previously bid twice and now for third time. The bid was rewritten with an addendum to allow for the installation of 2 smaller modulating boilers for ease of access rather than 1 large boiler and with Grumman/Butkus, rather than the providers doing the state submittals. The ads were placed, a walk through scheduled for March 27th with bids due on April 10th and to be awarded on April 17th. Grumman/Butkus provided a list of providers they had worked with in the past, however, none are located in the Rhinelander area but Troy Huber has been contacting to see if there is any interest. Huber stated none have responded at this point but it had been less than a week.

d. Project list and projected timeline

Brunette reported at the last meeting the committee asked for a project list with a projected timeline so she created a draft document asked for the committees input. Brunette stated the document did not include some of the other work done to the County Clerk's Office, the ITS department, the workstations in both the Forestry and Finance departments, the changing out of the florescent tubes with LED's as light bulbs burned out, the filter changes and the work on the entryways. Fried commented he has heard a lot of positive comments on the work that had been done.

- Brunette and Huber reported until the jail hires more staff it would be difficult to move inmates around to complete the coating but it is not a health or safety concern for the inmates. Brunette offered to be present at the Public Safety Committee meeting or a joint meeting to discuss the coating of jail showers, holding cells and booking to be sure everything is in good working order adding they are good at communicating their needs but she would like the committee to know she is open to that. Fried agreed it would be a good idea to let their committee know what projects are pending and why.
- Huber reported plans for the Clerk of Courts counter area will hopefully be drawn up and submitted by the end of the month and then once approved begin the bid process. Metropulos questioned if it was anticipated that work would start on the Clerk's counter within 2 to 3 months. Huber commented he hoped so but they only have staff for a number of projects at a time and don't want to overwhelm with too many. Brunette and Huber confirmed it was first on the list at the Courthouse. Brunette added once the plans are approved by Susan Burns they will be taken back to corporation counsel. If the proposed changes come in at more than \$25,000 it will be required to be bid out, or by resolution taken to the full county board for approval to show the savings if done in-house. The committee discussed the effect on the cost of the project if ballistic barrier was used. Fried commented previously the committee supported going this direction to meet budget and enhance security while allowing for future upgrades. Huber commented the previous plans have been modified and are currently being drawn up. Brunette added this must go before the district court administrator before the specs can be put together.
- Brunette reported the LEC Radio Room fire protection and suppression was a holdover from 2016 and that money was carried forward to the 2017 budget. The plan has been developed, drawn up and is under review by the state and are ready to move once approved.
- Brunette reported the next project for the courthouse is the Treasurer's Office counter and the wall in copy room.
- Brunette reported they have been in contact with Quality Building Restoration to develop specifications for the work required on the outside of building while the weather permits along with the Heath and Aging parking lot paving and the lighting update at the courthouse.
- Brunette reported dates were included for the Retro-commissioning project because they are far enough along bid opening listed as April 10th, award of the bid on April 17th, she expected the contractor onsite by May 15th, and estimated completion by October 15th so they can do the application to Focus on Energy for reimbursement.

Fried asked the committee for requests on the layout of the document commenting this document would be something the committee would like to review monthly. Brunette stated if this was to remaining a working document she could highlight what has changed from one

meeting to the next so the committee can see what is being worked working on noting they are adding a dry erase board in the office so they can see what is in process. Krolczyk expressed concern there was no exit from the mail room area of the County Clerk's office. Brunette stated they could look at having the door locked from the outside and have a closer on it so it is closed and locked automatically. Brunette added she was planning on contacting the Historical Society regarding a request for adding a card reader on the outside of the door noting the door should be locked because there are sensitive materials kept in the mailroom.

Public comment

No public present

Items for next agenda:

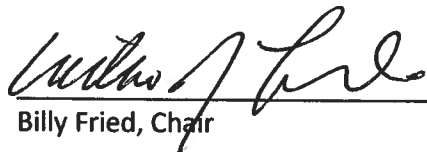
Award bid for condensing boiler and installation and demand controlled kitchen exhaust and installation, part of Law Enforcement Center retro-commissioning project

Future meeting date

Monday, April 17, 2017 at 9:30 AM

Adjournment

Motion by Metropulos/Oettinger to adjourn at 9:34 AM. All 'aye'; motion passed.


Billy Fried, Chair


Dan Gleason, Recording Secretary