

Oneida County Buildings & Grounds Committee Meeting
Committee Room #1, Second Floor
Oneida County Courthouse, 1 S. Oneida Avenue, Rhinelanders
April 11, 2016 9:30 am

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

Department Staff: LuAnn Brunette—Facilities Director and Bruce Stefonek—Assistant Facilities Director.

Others Present: Dan Gleason and Brian Desmond

Call to order

Chair Billy Fried called the meeting to order 9:30 a.m.

Approve agenda

Motion to approve the agenda by Scott Holewinski, second by Bob Metropulos. All ayes; motion passed.

Approve minutes from March 14, 2016 committee meeting

Motion to approve the minutes from March 14, 2016 by Holewinski, second by Metropulos. All ayes; motion passed.

Bills, vouchers, blanket purchase orders, line item transfers

LuAnn Brunette presented the vouchers and bills to the committee. Holewinski questioned the higher amount for gas; Brunette stated the reason for the higher amounts were because of about two months of bills being included. Motion to approve bills, vouchers and purchase orders as presented by Holewinski, second by Greg Oettinger. Fried questioned if they were at a point to compare the Courthouse heating to the past before the new boilers. Bruce Stefonek stated they were saving almost a third by comparing the therms used. All ayes; motion passed.

Courthouse fire detection/suppression system

Brunette stated they started having problems with part of the system last fall but the cost to replace was significant so the plan was to include it as part of the 2017 Capital Improvement Program because it was more than \$10,000. The current Edwards panel goes to the historic part of the building and is the oldest part of the system. It is operating by circumventing a relay but is having problems and will not pass the upcoming inspection in the second part of the year. Brunette added it is a legacy piece of equipment with no replacement parts so it will need to be replaced. The newer 4005 panel goes to the addition and the panel that needed to be replaced couldn't interface the two systems requiring the replacement of all of the devices of the old system. When the older system alarms it only provides the zone and staff must check each of the specific locations but the newer panel provides the precise location. There is a new panel that could replace the Edwards and the 4005 panel but requires new wiring from the old panels. Staff can do the actual installation on the wall and pull the wire but Simplex and an electrician are still needed. The new panel will not require new devices and will cost \$4,338 with about \$2,000 in wiring for a total of \$6,338. The new panel will be compatible with both types of devices, has addressable channels and will accommodate the specific locations required, and devices may be changed zone by zone. Holewinski questioned the cost of changing the devices at the same time.

Stefonek stated if they went with the new panel as is then it will be put in the budget for 2017 to go floor by floor because they do not have the manpower to do it all at once. Brunette stated funds could come from building maintenance or capital improvement. Holewinski question why not go to the general fund rather than drain the other funds. Brunette stated there could be a good case made to go to the contingency fund adding they could replace the panel as soon as possible and sensors later to meet the fire code for a commercial building. Stefonek added add alarms must be hard wired and run on battery with alarms on all floors. Fried questioned why it is important the alarms are zoned. Brunette stated if it is something as simple as burnt toast in the break room it eliminates the need to evacuate the entire building. The old panel only shows zones but the new panel indicates addresses so it can then be addressed immediately. Brunette added it would make sense to hook both into the new panel since the panel is 20 years old. Stefonek commented it might be better to put it in the budget so they can pull the wire and replace the devices zone by zone, rather than fail the inspection and create an emergency case that would cost more. Fried asked if there are options other than Simplex. Brunette stated there are others but would cost more since everything that Simplex has done would need to be recertified and the system is proprietarily based. Motion that the Buildings and Grounds Director work with the Finance Director for funding and to move ahead as presented by Holewinski, second by Metropulos. All ayes; motion passed.

Courthouse video conferencing contract versus pre-paid block

Brunette stated the system was put in over a year ago to both Branch I and Branch II which allows for video conferencing with the jail and other facilities across the state. When installed everything was under warranty and receiving updates from Polycom as they came through the system.

The committee moved onto agenda item 7(f)(II) at 9:47 a.m. returning to agenda item 6 at 9:59 a.m.

Brunette continued Polycom would update the system if there was a glitch but they are now at the point where that has been lost. They have looked into the cost of a service maintenance agreement because it is so critical to the courts; if the system goes down it shuts the court proceeding down until they can physically bring the person or get the system back up. There are two ways: A service contract allows the system to be recertified with Polycom and would cover the equipment and support with help desk support or remote access to the system to help make changes including the updates from Polycom at a cost of \$8,127.44 annually. The prepaid block uses money from the budget. There is a \$680 recertification fee and maintenance from Polycom at \$1,200 for each of the 2 units for a total of \$3,080 plus whatever would be put in, maybe \$2,000 that would allow to continue to get the upgrades and a person here when we need. Stefonek added companies with these systems will put forward a prepaid block from \$1,000 to \$5,000 noting the system is fairly new so couldn't see \$5,000 but it's still less expensive than the service contract. Currently the system upgrades are at about 417.0 and their upgrades are at approximately 500.0. The system is experiencing glitches in Branch 1 with the presets for the cameras and since there is no contract they won't upgrade the system which would likely fix the problem. Fried questioned why this is this committee's issue and not IT or the Courts. Brunette recapped the process noting the Sheriff's Office did the research because part of the system is in the jail as well. The original system was purchased by Buildings & Grounds as part of the LEC being built so the Sheriff's Office sees this as Buildings and Grounds item. When it was originally spec'd out and installed there were problems and was a collaborative effort including IT and the Sheriff's. Fried stated it seems like an IT issue noting the frustration of purchasing the system and after a year it's no longer warrantied. Fried continued adding when originally presented it needed to work with the state over Badger Net. Fried questioned if it was your business wouldn't you ask for the system to be tweaked if the software was never set up for the current needs? Fried questioned why it's not an IT issue adding Buildings and

Grounds installs but why are we maintaining it. Brunette stated they tried to negotiate with Polycom as to a time and materials but that will not provide us with the recertification to get the updates to keep the system functioning. Brunette stated they could talk to IT or ask the director to meet with the committee at a future date. Fried commented he thought it needs IT's involvement and the IT Director should be kept up to date. Motion to direct the B & G director to have discussions with IT to see if this can fall under their jurisdiction but continue the maintenance to keep the program functioning while the discussion is happening authorizing funds from the capital improvement budget not to exceed \$6,000 by Fried, second by Holewinski. Fried asked if there had ever been a discussion as to why they are not receiving updates for the time the system is owned. Stefonek stated they have to deal with AVI who installed the Polycom units and Polycom creates the updates through research and problems so the recertification and updates come from Polycom. All ayes; motion passed.

Updates and possible action on Buildings & Grounds projects/activities

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

Brunette stated they discussed at the last meeting upgrading the panel that connects with the generator to have it brought up to same level as the generator holds. The preliminary work was done by Total Electric with assistance from the B & G maintenance technicians ahead of time so staff could be paid straight time rather than time-and-a-half at the time of the switchover. Leonard Allen will be onsite and IT will be on stand-by in case there is a problem bringing the system back up. They will get the unit installed as soon as possible afterword and they are working to coordinate with Stan Grys.

b. Law Enforcement Center high-speed garage door

Brunette stated the replacement panels were shipped but damaged in transit, so new panels will be new shipped and installed when they are on site to correct the situation with the rails. At this point the bill has not been paid yet; once fixed and operational will be paid.

c. Social Services waiting area renovation

Brunette stated Teschendorf & Shrock had finished the bulk of the work in the area. They are waiting for the ballistic barrier glass and counter with the pass through arrive and then be installed. The chairs will be moved from the hallway to the other side of the wall after new plastic floor protector can be installed and are looking for options to install metal protection for the wall.

d. UW air quality concerns

Brunette stated the results of the air quality study were in and there is no danger to the occupants of the rental space at the airport and it was the State's feeling there is no need for further testing. Jet and diesel fumes are still offensive to employees but will continue to work with the airport management and RCAD.

e. Sign contract with Per Mar Security/monitoring vaccine refrigerators and sump pumps at Health and Aging facility (previously approved)

Brunette stated the contract has been reviewed and approved by Corporation Counsel and needs to be signed. Part is paid for by the Health Department and part from the Building Maintenance account at that building.

f. Law Enforcement Center retro-commissioning

I. Eyewash stations and bathroom project

Brunette stated as part of the CIP a bathroom and eyewash station in the maintenance shop and another eyewash station and utility sink were put in the mezzanine.

II. Corporation Counsel options on bid requirements for computerized control system and additional project costs

Brunette stated as part of the Grumman/Butkus plan to update the computerized controls at the law enforcement center, the contract from ALC was submitted to Brian Desmond for review. Once reviewed, Desmond felt it should go to bids. Of the six responses from other counties surveyed, about half did and half did not. Those that did not felt the cost to bid outweighed the benefits. Desmond explained that the law says when you have any kind of public works contract over \$25,000, the work shall be bid, however, the county ordinance has language that says that it can be waived by the committee, in writing, if sufficiently unique that they can only be provided or serviced by one supplier. Desmond explained that he was not able to find support as to the legal basis for such an exception, but there is an exception for the State in their procurement manual through the Department of Administration but cannot find how this applies to counties or municipalities. Desmond added this is an interesting situation because part of the system can only be supplied by ALC. Desmond noted that they are at a crossroads where the project seems to meet the requirements money wise but there is the sole source exception in the County's ordinance and the exception the State gives it to itself. Brunette stated it would cost an additional \$10,000 to \$12,000 for the engineering and for ALC to draw up the bid specifications, another vendor may require a different server to run the computer program which could require a different computer to run, additional training to learn the new program, and a delay the timeline affecting the projected \$6,000 to \$8,000 a month in energy savings. Motion pursuant to county ordinance section 3.09 (3)(d)(1), the materials, equipment or services set forth in the specifications are sufficiently unique that they can only be reasonably provided or serviced by one supplier, therefore we are going to go with Automated Logic to do this project as presented by Holewinski, second by Metropulos. Fried asked for Desmond's recommendation. Desmond stated bidding it would probably be the safest route but questioned who would object to the sole source exception if you are hiring ALC to put in ALC components into the ALC system. Responding to Fried Desmond confirmed the ordinance is a logical and defensible position. All ayes; motion passes. The Committee returned to agenda item 6 at 9:59 AM.

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)(c), Considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility” (Topic: Facility Director Goals)

Motion to enter into closed session at 10:30 a.m. by Holewinski, second by Oettinger. Roll call vote: All voting in the affirmative.

Return to open session

The meeting returned to open session at 10:42 a.m.

Announcements from open session

None

Non-budgeted item requests

None

Public comment

None

Items for next agenda

Updates on projects

Future meeting date

May 2, 2016 9:30 am

Adjournment

Motion to adjourn at 10:46 by Holewinski, second by Oettinger. All ayes; motion passed.



Billy Fried, Chairman



Dan Gleason, Recording Secretary