

Oneida County Buildings & Grounds Committee Meeting  
April 17, 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), Brian Desmond (Corporation Counsel), Kevin Boneske (Star Journal), Nick Sabato (River News).

**Call to order**

Committee Chair Fried called the meeting to order at 9:30 AM

**Approve agenda**

Motion by Metropulos/Fried to approve the amended agenda. All 'aye'; motion passed.

Greg Oettinger joined the meeting at 9:31 AM

**Minutes of the March 20, 2017 committee meeting**

Motion by Krolczyk/Metropulos to approve the minutes of the March 20, 2017. All 'aye'; motion passed.

**Bills, vouchers, blanket purchase orders, line item transfers**

Brunette reported all were within budget. Motion by Metropulos/Oettinger to approve the updated list of bills and vouchers as presented. All 'aye'; motion passed.

**Review and award or reject bid for condensing boiler and installation and demand controlled kitchen exhaust and installation, part of Law Enforcement Center retro-commissioning project**

**a. Re-bid the project**

Brunette reported bids were due on Monday, April 10<sup>th</sup> with only one bid received in the amount of \$197,540, however, the amount originally budgeted was \$138,100. Brunette stated the original amount budgeted was based on information received from Grumman/Butkus from August 2015 as part of the CIP noting the entire project was estimated at a cost of \$301,636 with projected incentives of \$58,938.80. In establishing the budget for the project the previous finance director budgeted \$254,000 for the project. The project was delayed with the anticipation the loss of the prevailing wage rate would reduce cost, however, there was an increase in demand and the original estimate did not include any escalation for inflation. Grumman/Butkus revised the projected cost for the new boiler installation from \$115,000 to \$150,000. The cost of the variable flow hot water was originally included in that cost but is now broken out so what was \$115,000 is now \$170,000. The kitchen exhaust portion was revised from \$23,100 to \$30,000. Of the \$254,000 originally appropriated, less what was spent and the amount owed to Automated Logic and the anticipated incentives, \$142,018.55 remained which Brunette noted was not enough to complete project at the cost of \$197,000. Brunette stated in addition to advertising for bids they contacted previous bidders as well as contacts provided by Grumman/Butkus. Huber stated many big providers were busy with large projects with schools over the summer months. Brunette stated this appears to be a large project for the local vendors yet a small project for big providers. Desmond advised it would be fair to reject the bid

since there is not enough money in the budget to complete the project at that cost. Fried questioned if they would have the ability to negotiate. Desmond commented he hadn't researched the issue but it would likely be difficult to find the savings necessary. And, if the project was broken apart it would need to be rebid since it is over the \$25,000 threshold based on the estimates by Grumman/Butkus. Motion by Fried/Krolczyk to reject the only bid submitted based on the lack of funding. All 'aye'; motion passed.

**b. Seek additional funding for project**

**c. Cost projections to split base bids/projects:**

**Boiler addition**

**Kitchen ventilation**

**Variable speed pumping**

Brunette reported they considered completing other parts of the project such as the kitchen exhaust, however, referencing the recommendations of Grumman/Butkus the new boiler installation should be given the highest priority. Based on those recommendations Brunette stated they could put the project on hold rolling the current funding forward and request the additional funding from 2018. Brunette stated the project could be broken apart. Desmond commented since the kitchen exhaust was a smaller project it might be bid on by local providers but the boiler was still a big project. Desmond advised since the boiler upgrade is the highest priority they should seek additional funding through the CIP and then talk to Grumman/Butkus regarding splitting the project. Regarding the boiler and variable flow hot water pumping, Brunette asked if the committee would rather look at it as a project for 2018 or go back to County Board and ask for additional money. Fried stated his concern was to head off any failure questioning Desmond if this could be bid separately to get the cost and then ask for funding. Desmond stated his concern was that the cost would increase unless the bid was good for six to nine months. Brunette noted one of the earlier bids came in \$30,000 less than now but they have not rebid adding they were too busy and it was likely there was not enough a profit.

**d. Decision on splitting project**

Fried directed Brunette to research splitting the project and return with a recommendation at the next meeting.

**Contract with SimplexGrinnell for repair of fire suppression system at law enforcement center**

Brunette reported there is a butterfly valve that would not close, and as required the contract was forwarded to Corporation Counsel for review. Since SimplexGrinnell will not change the contract in regard to the liability clauses, Tom Wiensch's recommendation was to return the contract to the committee and make a business decision to go ahead with contract. Motion by Krolczyk/Oettinger to approve the signing of the repair order with SimplexGrinnell in the amount of \$1,012.70. All 'aye'; motion passed. Brunette stated she would check with the County Clerk regarding a rider to bridge the gap of Corporation Counsel recommendation and the vendor's contract as discussed at an Administration Committee meeting.

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

**a. UW Workspace**

Brunette reported Joe Brauer had not received any complaints. Lynn Feldman reported since the installation of the equipment there was one incident on April 8<sup>th</sup> in a meeting room but indicated there were no odors in the rooms where air flow was provided by the filters, nor were there any problems for the employee with odor sensitivities.

- b. Modifications to plans for Treasurer's office/relocation of centralized copy machine**  
Brunette reported the County Clerk had requested to have the copier moved into the Clerk's office to the area where the marriage licenses were being completed since they are responsible for maintaining the copier and the allowing the Treasurer to utilize the space without a wall being built substantially reducing the cost of the remodel of the Treasurer's Office.  
Motion by Metropulos/Fried to approve the remodel as presented. All 'aye'; motion passed.
- c. Project list and projected timeline**  
Brunette provided an update to the committee on the following projects:
- LEC Retro-Commissioning: Per earlier discussion to be updated at the next meeting.
  - LEC Radio Room Fire Protection & Suppression: Received state approval on March 29<sup>th</sup> and SimplexGrinnell will be onsite to perform the installation on April 19<sup>th</sup>.
  - LEC Jail Shower Recoating: No change.
  - Clerk of Courts Counter Area: Have received preliminary approval by Susan Byrnes; however, are still awaiting review of the District Chief Judge and will make any necessary changes then develop the bid spec.
  - Courthouse Repair of Historic Exterior: Have emailed a request of resume of experience as required to work on building and requested to be scheduled to complete the caulking from 2016.
  - Health & Aging Parking Paving: Bid specs developed based on quotes from last year and submitted to Corporation Counsel for addition of legal language before being bid.

**Public comment**

No public comment

**Items for next agenda:**

Information on the Retro-commission project

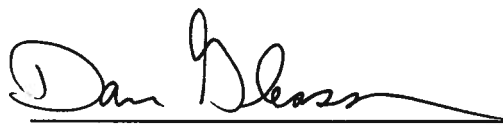
**Future meeting date**

Monday, May 15, 2017 at 9:30 AM

**Adjournment**

Motion by Metropulos/Oettinger to adjourn at 10:05 AM. All 'aye'; motion passed.

  
\_\_\_\_\_  
Billy Fried, Chair

  
\_\_\_\_\_  
Dan Gleason, Recording Secretary