

Oneida County Buildings & Grounds Committee Meeting
Monday April 27, 2015 9:00 a.m.
Committee Room 1, Second Floor
Oneida County Courthouse
Rhinelander WI, 54501

Committee Members present: Billy Fried—Chairman, Scott Holewinski, Bob Metropulos and Lance Krolczyk.

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

Others Present: Lisa Charbarneau, Bill Freudenberg and Dan Gleason.

Call to order: Chairman Billy Fried called the meeting to order 9:00 a.m. welcoming Scott Holewinski to the committee noting he has been appointed to take Alex Young's seat.

Approve minutes from committee meetings dated March 9, 2015: Motion to approve the minutes by Bob Metropulos, second by Fried. All ayes; motion passed.

Bills, vouchers, and blanket purchase orders and line item transfers: LuAnn Brunette stated in addition to the bills there were two line item transfers that are related to agenda item 8 and 9. Motion to approve the bills and vouchers by Holewinski, second by Fried. All ayes; motion passed. Brunette discussed the line item transfer from the Contingency Fund for \$15,000 that went to Machinery & Equipment Repair at the LEC to help pay for new sprinkler heads that should have been replaced under a recall that has since expired, with the remaining balance of approximately \$1,600 to be absorbed by Machinery & Equipment Repair account. The committee discussed why the recall was not utilized and how to avoid similar problems in the future. Motion to approve the line item transfers as presented by Holewinski, second by Metropulos. All ayes; motion passed

Election of vice chair: Motion to nominate Bob Metropulos to replace Alex Young as vice chair, second by Holewinski with Metropulos accepting the nomination. All ayes; motion passed.

Review continuing appropriation fund justification and balances: Brunette provided details, reasons and processes related to the continuing appropriation fund at the request of the Finance director for departments to keep their committees informed and updated. Brunette explained the plans and balances from Public Property – Equipment in Excess of \$10,000, Major Renovation, Sidewalk/Blacktop, Ergonomic Equipment, B&G HVAC Computerization, Courthouse Remodeling, Courthouse Security, Storage Building Repair, B&G Flooring and B&G Equipment accounts.

Capital improvement program: Brunette provided a summary of all of the Capital Improvement Projects identified in 2014 to in order to plan not only for 2016 but for 5 years out into the future. She discussed money allocated for 2015 for the replacement of condenser coils, allocation of space and the recycling of chairs from the courthouse. Subsequent years' projects including cooling tower maintenance, chiller maintenance and roof replacement at the LEC, the updating of lighting at all facilities, Courthouse window repaving and striping of the River Street storage. Brunette added a request from UW Extension for \$100,000 for remodeling of their leased space and parking expansion paving of the Health & Aging

Facility parking that were previously denied would be added for 2016. Also discussed were updates of Social Services to be ADA accessible, renovation study of the third floor of the courthouse, the LEC's need for a plow truck, sealcoating of holding cells and bullpen area and LEC parking lot lighting. Additional items not included in the CIP for the LEC included shelving, garbage disposal, rewiring of lights in the Huber area, eyewash and utility sink and possibly a bathroom by the maintenance shop, striping of the garage, seed and fertilize area of the lawn, installation of faucets in the non-secure area, rebuilding shower valves, rebuilding the chiller, a/c for the jail pod, stainless steel around phones in the blocks, replace the plastic chairs in the visitation rooms and a pass through for the sharing of paperwork. There are requests for the commercial dryer to be replaced or rebuilt, a maintenance agreement on the washing machines, new cabinets in the radio room, an alternate form of heat in the sally port and new uninterrupted power supply batteries. Paint used for the jail has been supplied at a cost of over \$2,000. Brunette added that the requests would be limited by the amount of money remaining in those accounts and would need to be funded at a higher level in order to complete the request.

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

- a. **Professional services to assess third floor space reallocation:** Brunette stated she would like to talk to Venture Architects for insight to why its cost was so high that it was set aside adding she had an ad prepared if needed.
- b. **Health and Aging roof edge extension:** Work should begin on May 4th.
- c. **Health and Aging handicap access and possible funding:**
 - a. **Front entry:** Ongoing problems with ADA entry and had failed completely. Cost to replace is \$4,240 which will come from the account for maintenance.
 - b. **Bathroom doors:** There is a request for ADA assist doors in the first floor bathrooms at a cost of \$4,140 and will likely be included in the 2016 budget request.
- d. **Health and Aging floor deterioration:** Problems with the floor are a result of filler that was used requiring the replacement of the flooring. Additionally cracks in ceramic tiles in the kitchen appear to be caused by the shifting of the trusses and are being accessed.
- e. **UW leased space:** Proposed long term lease is at the Corporation Counsel and the issue with the fumes is still an issue. Joe Brauer is working with RCAD to create positive pressure within the office area to help with problem.
- f. **Court video conferencing:** Brunette state \$79,500 was budgeted completed with a total cost of \$58,523.51 adding they have a better understanding of this system than the previous.
- g. **Law enforcement center roof:** Johns Manville was on site April 13th to fix leaks during the spring thaw and they also went over additional areas of potential problems. They will be back in June or July as negotiated to address when the bubbling from the heat is more apparent.
- h. **Law enforcement center retro-commissioning project:** Grumman Butkus has provided feedback and possible solution indicating high expectations for significant savings. Feedback is being run by Stan Gryns of RCAD.
- i. **Law enforcement center - maintenance project:** Contracts for additional fire suppression sprinkler heads and another for deficiencies found in the FM 200 system in IT are coming.

Maintenance update: Stefonek stated daily logs of work are being kept so he can go in and review at the LEC adding he kept a record at the courthouse. The logs help in the tracking of cleaning of filters and the rotation of motors. Brunette added she has received unsolicited praise of the work that is being done by staff. Brunette added other interdepartmental projects included setting up for the Health & Aging rummage sale and Alive for Life.

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: Set Goals for Facilities Director): Motion to enter into closed session by Holewinski, 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 Holewinski, second by Metropulos 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: Request of courthouse for Nicolet College Choral presentation, Bruce Stefonek’s role as Assistant Facilities Director at the Human Service Center, flooring deterioration at Health & Aging Building, update on Video Surveillance, Closed Session – Director Goals.

Scheduled future meeting date(s): May 18th, 2015 9:00 am

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

Billy Fried, Chairman

Dan Gleason, Recording Secretary