

Oneida County Buildings & Grounds Committee Meeting
May 15, 2017
Minutes

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

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

Others Present: Dan Gleason (LRES) and Kevin Boneske (Star Journal).

Call to order

Committee Chair Fried called the meeting to order at 9:37 AM.

Approve agenda

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

Minutes of the April 17, 2017 committee meeting

Motion by Krolczyk/Metropulos to approve the minutes of the April 17, 2017. All 'aye'; motion passed.

Bills, vouchers, blanket purchase orders, line item transfers

- a. **Automated Logic request for payment for Law Enforcement Center retro-commissioning work completed:** Brunette reported she updated the bill list to include the Automated Logic bill of \$14,867.20 and \$9,307.92 for the County's share of the air quality fix for the leased space at the airport. Brunette stated Automated Logic completed their work and would normally submit the request to Grumman/Butkus who would then sign off on the bills. Grumman/Butkus will not sign off because they say Automated Logic is responsible for the testing and balancing of the system. Brunette stated in 2015 there was a letter from Grumman/Butkus highlighting the County's need to contract with a vendor to have balancing and testing performed; Brunette questioned if this is something that should be included now if the decision is made to request additional funds. Brunette stated Brian Desmond and Darcy Smith both agreed Automated Logic should be paid, but Smith requested the signatures of the committee on this particular bill. Huber commented the contract stated Oneida County is responsible for the hiring of a party to perform the airflow adjustments; however, the system is set to defaults and is working properly. Huber confirmed Automated Logic Controls completed the work for which contracted. Huber added testing would only check six or eight of fifty-seven dampers with a cost of \$10,000 to \$15,000 to balance.

Motion by Fried/Krolczyk to approve bills, vouchers, blanket purchase orders, line item transfers, and the Automated Logic request for payment for the Law Enforcement Retro-Commissioning project work that has been completed and presented by LuAnn Brunette. Huber stated he was monitoring the system and it appears balanced but the committee may want to consider including the cost to test and balance the system after the installation of the new boiler in the new request. Brunette stated she did not know if this was missed initially because it was not highlighted enough by Grumman/Butkus and noted this occurred during the transition period of the assistant director position. Huber added Grumman/Butkus assumed Automated Logic Control was responsible for the testing although the contract was written differently. All 'aye'; motion passed.

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

- a. **Re-submit project to Capital Improvement Project evaluation team:**
- b. **Seek additional funding for project via county board resolution:**
- c. **Re-bid the project:**
- d. **Decision on splitting project:**

Brunette reported the original assessment Grumman/Butkus made a four and one-third year payback projection based on the 2015 numbers, but with the additional cost of the boiler and the kitchen exhaust they have revised the projection to five and one-half years adding she thought it would make sense to get it done sooner rather than later. Brunette stated Robb Jensen, Chair of the CIP Evaluation Team, felt the most transparent way would be to return to the CIP Evaluation Team and ask for their support, then take to the entire board to ask for the additional funds. Brunette stated the new total to complete the project was approximately \$200,000, noting the most recent bid of \$197,540 up from the original projection of \$138,123. Brunette commented she wanted the CIP Committee to have confidence the numbers that are presented so that members of the public, other departments or members of the county board don't think the first numbers were bogus, Brunette noted everything they had indicated they could do the work for what was asked for. Brunette recommended they should come up to the level Grumman/Butkus has indicated and look at including additional funds for testing and balancing that were not previously included. Fried questioned if it would be best to bid out the exhaust fan for this year and seek the additional funding for the other. Huber stated it would be best to have the work completed between November and January therefore bids would be needed by August or September. Brunette stated Grumman/Butkus indicated the boiler was the priority and that was where the county would see the biggest savings and the kitchen exhaust could be done at a later date if they didn't have the money. Metropulos commented if they split the project, it could cost more and he would like to see it kept packaged. The committee agreed it would be best to keep together as a package and include the request for additional money for testing and balancing, then taken back as one package to be bid in August after the county board's approval for the financing. Huber stated the additional \$70,000 would include approximately \$10,000 for balancing if required. Brunette added Grumman/Butkus will come back when completed to test to confirm the projected efficiencies.

Motion by Fried/Metropulos to direct the Buildings & Grounds director to proceed with the communication with the CIP committee of the request they would like to take to the county board in the next month or two requesting additional funds to complete the project of the boiler and exhaust fan at the Law Enforcement Center to included balancing and testing. All 'aye'; motion passed.

Updates/action on Buildings & Grounds projects/activities

- a. **UW workspace:** Brunette reported the work was complete. Lynn Feldman reported to her committee since the completion of the work there have been no air issues in last month.
- b. **Cost of labor and equipment to address airport leased space air environment:** The airport direct purchased some of the components and RCAD performed the installation of components at a cost of \$9,307.92 for the County's share of the air quality fix.
- c. **Sealcoat and stripe courthouse lots:** Brunette reported Troy Huber obtained quotes for the lots at the courthouse coming in just under \$5,000 and will proceed as weather permits. Huber reported the lowest bid was from a vendor they used the previous year at the LEC and were happy with the work.

- d. Review/discuss and take action on bid specification for paving health and aging facility parking area:** The bid specifications were reviewed and are ready to advertise if approved with a projected bid opening of June 14th with an award on the 19th and expected completion by end the of September. Brunette reported she research bundling the project with either the city or county, but their projects are scheduled and there was nothing to be gained. Fried questioned if the county's chip sealer was considered as an option. Brunette stated it had not been considered but they could look into it. Brunette stated they could always reject bids but they would like to get the bid out. Fried questioned if the bid package was specific to drainage. Huber stated he discussed it with both Musson's and Pitlik's and was assured it would be set up and pitched right. Fried noted the packet needed to be specific to guaranteeing that the water would go to where it is expected.
- Motion by Fried/Krolczyk to approve the bid packet to be use to put out bid for paving the Health & Aging Facility parking area. Brunette added she would check on the chip sealing. All 'aye'; motion passed.
- e. Project list and projected timeline:**
- Retro-commissioning project: Return to the CIP Evaluation Team and then to the county board for additional funding
 - LEC Radio Room Fire Protection and Suppression: Complete
 - Clerk of Courts Counter Area: Have received approval from the District Court so they will begin work on the bid packet shortly
 - Have not heard back from Pukall of Quality Building Restoration but they would begin working on a bid packet based upon the information they received last summer in anticipation of the project in order to submit the plan to the Historical Society for approval
 - Health & Aging Facility parking area per committee approval will put forward to advertise
 - Additional booking station in the jail booking area: Have reevaluated the scope of work and what would be needed to do the work with staff and determined it will come in at a lower price noting they would need to have a person with a contractor at all times
 - Brunette reported she was invited to attend the May 24th LRES Committee meeting regarding discussion of security measures that may affect the plans for prosed physical barriers for some offices noting the money may need to be used in another manner

Public comment

No public comment

Items for next agenda:

Continue to update on projects and outgoing bids

Future meeting date

Monday, June 19, 2017 at 9:30 AM

Adjournment

Motion by Krolczyk/Metropulos to adjourn at 10:13 AM. All 'aye'; motion passed.

Billy Fried, Chair

Dan Gleason, Recording Secretary