

Oneida County Buildings & Grounds Meeting
Wednesday, June 18, 2014, 8:30 a.m.
Oneida County Courthouse, Committee Room #1
1 S. Oneida, Avenue
Rhinelander WI, 54501

Members present: Billy Fried—Chairman, Lance Krolczyk, Bob Metropulos, and Greg Oettinger. Excused: Alex Young.

Department Staff: LuAnn Brunette—Facilities Director/Buildings and Grounds

Others Present: Dan Gleason—recording secretary

Call to order: Chairman Fried called the meeting to order at 8:30 a.m. in accordance with the Wisconsin Open Meetings Law.

Approve agenda: Motion by Krolczyk to approve the agenda, seconded by Metropulos. All ayes; motion carried.

Approve minutes from April 28, 2014, May 12, 2014, June 3, 2014 committee meeting: Motion by Metropulos to approve the minutes, seconded by Krolczyk. All ayes; motion carried.

Closed session: Motion by Krolczyk seconded by Metropulos to enter into closed session pursuant to Wisconsin Stats. Section 19.85(1)(e), “Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session” (Topic: Fire suppression contract negotiations and law enforcement center roof warranty); and Section 19.85(1)(d), “Considering strategy for crime detection or prevention” (Topic: Courthouse security). Roll call vote: Metropulos-aye; Oettinger-aye; Krolczyk-aye; Fried-aye. Excused: Young. Motion carried.

Staff present during closed session: LuAnn Brunette and Dan Gleason

Return to open session: Motion by Krolczyk, seconded by Oettinger to return to open session at 9:02 a.m. Roll call vote: Metropulos-aye; Oettinger-aye; Krolczyk-aye; Fried-aye. Excused: Young. Motion carried.

Announcements from closed session: none

Bills, vouchers, blanket purchase orders, line item transfers: Brunette noted the list of bills in need of signatures and approval that were mailed out with their packets. Fried questioned why a sink was purchased by the Sheriff’s Department. Brunette stated that the Sheriff’s Department has easier access to the county’s credit card. The purchase was preapproved and is a line item transfer. Fried questioned why purchase was made online and inquired if a business in the county had an opportunity to provide pricing. Brunette stated that pricing was the issue and they always check locally. Motion to approve bills, vouchers, blanket purchase orders, and line item transfers by Metropulos, seconded by Krolczyk. All ayes; motion carried.

Request waiver of vacancy review process to fill Maintenance Technician—Plumbing position:

Brunette discussed county's policy of six month waiting period to see if there is any other way to get the work done without filing the position and to increase the savings that the county experiences while there is a vacancy. Brunette requested that the committee ask Labor Relations to wave that vacancy review process and fill the position immediately, since the Law Enforcement Center is a 24 hours a day, 7 days a week, 365 days a year operation with Building and Grounds Department staff there 7 days a week to handle unpredictable problems that require immediate attention. The Electrical Maintenance Technician from the Courthouse has been moved to the Law Enforcement Center to become more familiar with the building which has left both the Courthouse and the Health and Aging building shorthanded. Brunette additionally noted if approved, the process of hiring a new Maintenance Technician would likely take into August given the extensive background check that is required. Motion to move forward with the request to waive the vacancy review for the Maintenance Technician to LRES by Metropulos, second by Oettinger. All ayes; motion carried.

Courthouse boiler project: Brunette discussed the 73 page technical document prepared by Stan Gryns and the Request for Bids (RFB) document she drafted and sent on to Brian Desmond in Corporation Counsel. Desmond then sent the RFB onto the county's insurance carrier to ensure adequate insurance amounts are in place. Brunette provided a synopsis of the document including the removal of existing equipment and replacement with new equipment, explanation of what is needed back in regard to the RFB, specifics to bid disclosure, the county's right to reject any/all bids, how and when bids must be submitted, project completion dates, the direct-purchase of the equipment, and prevailing wage rates apply to this project. Bids would then be evaluated with the help of Stan Gryns. It was Brunette's understanding that Stan would not be bidding the project because of his involvement overseeing the project and his current work load, but Fried stated he was under the impression that was going to bid the project. Brunette has been contacted by Johnson Controls that expressed interest. Brunette proposed the idea of publishing the project in trade publications to generate interest. Brunette indicated the second page dealt with bond and insurance requirements. Fried questioned the requirement for all questions to be in written form. Brunette stated that the policy is to ensure the same responses were available to all parties and to avoid the possibility of someone receiving more information than someone else. Fried expressed concern for the timeline and asked if it could be moved up. Brunette stated that any motion to approve would include any changes to the timeline any recommendations of Corporation Counsel. Motion by Fried to approve the request for bids as outlined, contingent on recommendations of Corporation Counsel and any change of timeline, seconded by Metropulos. All ayes; motion carried.

Update on leased office space at the Rhinelander-Oneida County Airport: Brunette discussed a voice mail received from the representative from National Institute of Safety and Health (NIOSH) that was contacted by the UW staff in January. NIOSH is a non-regulatory agency that gives technical advice and does not have any enforcement capabilities. He indicated the county would have a closeout letter from NIOSH in the next 10 -14 days. To Brunette's knowledge, NIOSH indicated the wall around the conveyor belt as well as utilizing positive pressure in the office space could be used to keep the smell of diesel fuel from seeping into the office space. Brunette stated she had a call into the airport and would have an update on the cleaning of the ductwork at the next meeting. Another issue brought up on the prioritized list was the need for signage. The former sign was damaged during last year's road construction. Brunette said she would order a new sign and the Highway Department would install the new sign once they have a copy of the DOT permit. Fried discussed the possibility of additional signage. Brunette stated they are working on wording for additional signs indicating parking, entrances, and UW Extension offices.

Update on health and aging facility parking expansion: Brunette stated that she had spoken with Mike Romportl, and he was starting to work with the city and adjacent land owner to work up the lot line proposals. He thought it could take until September, however, if the anticipated cost of paving the lot could move forward there could be a resolution at the next County Board meeting. The quote given by the Highway Department from last year not including curb or gutter was \$46,000 and there was \$30,800 remaining in the account. Surveying could add several thousand dollars in additional costs as it is completed, so the account will be short. Brunette stated she would report the Health and Aging Committee on the following day regarding the progress of both the paving of the lot as well as the extension of the roof edge. Fried questioned the quote from the Highway Department and suggested the project should be bid. Discussion about the paving and curb and gutter followed as well as the possibility of creating a lot that could later be swapped for a different lot with closer proximity to the building. The need to increase the size of the lot was discussed. Currently, there is not enough parking for staff and clients on a daily basis as well as the issue of snow removal. Fried recommended the next meeting be held at the Health and Aging building.

Agreement with Automated Logic (HVAC computerization controls): Brunette discussed the computerized control system that operates both the temperature and amount of airflow at both the courthouse and the law enforcement center. Brunette stated that current system is antiquated and not functioning properly so it doesn't allow for reductions in air exchanges when the space is unoccupied. Brunette requested that the computerized control be updated. The contract is currently under review with Corporation Counsel and there is money in the budget to cover it. Reducing the number of air exchanges while space is not occupied will greatly reduce the cost of heating and cooling.

Non-budgeted item request:

Health and aging facility—request for extension of roof edge over back entry: Brunette stated that the roof extension will not require state submittals, but professional drawings and load calculations will be required. Brunette added that there is a line item in the budget of \$4,000 that should be adequate to cover professional services. Brunette discussed requesting quotes and time frame from the three firms from the hearing room process. Brunette discussed the purpose and size of the extension with an estimated cost of \$10,000. Brunette stated that their committee questioned extending the roof even farther to provide shelter for meals-on-wheels volunteers, however, it might increase cost to the \$50,000 range. Fried discussed the size of both projects could be a factor in deciding what can get done this year. Brunette stated that the heating system would need to be addressed in 2015 since it is currently overworked resulting regularly blown motors and high maintenance costs. Krolczyk questioned if programmable thermostats were in use; Brunette stated that it might work in the future when a new system is in place and temperature can be properly zoned out. Fried asked Brunette to let the Health and Aging committee know it has the full support of this committee to complete the projects the way they want, but if the price tag gets too large it might be necessary to prioritize the projects. Brunette stated she would look further into the difference in cost if the roof were extended farther.

Public comment: None

Items for next agenda: Exterior stonework on the courthouse balcony, parking expansion, leased airport space, law enforcement center roof warranty, ALC contract, Health and Aging parking and roof expansion, courthouse boiler project, review security project, discuss capital projects, budget items for

next year-new chairs, address the need for Building and Grounds to make purchases more easily, timetable to make vacant office usable space.

Scheduled future meeting date(s):

July 2, 2014 at 8:30 a.m.

Adjournment: Motion by Oettinger to adjourn, second by Metropulos. Motion carried. Meeting adjourned at 9:57 a.m.

Billy Fried, Chairman

Dan Gleason, Recording Secretary