

Oneida County Buildings & Grounds Committee Meeting
Committee Room #1, Second Floor
Oneida County Courthouse, 1 S. Oneida Avenue, Rhinelander
Monday July 13, 2015 9:00 a.m.

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

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

Others Present: Lynn Grube and Dan Gleason.

Call to order

Chairman Billy Fried called the meeting to order 9:00 a.m. noting that the meeting had properly posted in accordance with the Wisconsin Open Meeting Law.

Approve agenda

Motion to approve and move around the agenda as needed by Lance Krolczyk, second by Bob Metropulos. All ayes; motion passed.

Approve minutes from committee meetings dated June 22, 2015

Motion to approve the minutes by Scott Holewinski, second by Greg Oettinger. All ayes; motion passed.

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

LuAnn Brunette stated of the \$32,000, \$25,000 was the actual roof extension and the additional work was about \$7,000 for sidewalk repair. The \$15,000 for video conferencing is the final bill with \$79,500 budgeted and came in at about \$72,000 and everything is working. Motion to approve the line item transfer, bills and vouchers as presented by Holewinski. Second by Fried. All ayes; motion passed.

Review of 2015 accounts

Brunette referred to page 22 and 23 of the hand out and account 523208 Building Maintenance which is over by \$4,500. That is the account all of the paint the inmate has used to paint the interior of the jail but still have the rest of this years' worth of filters, belts and light bulbs to be replaced remaining and is overdrawn. If committee wants the painting stopped Brunette would relate that to the jail administrator, however, labor is as expensive as the paint. Holewinski suggested looking for funds from the jail assessment account. Brunette continued to account 532202 Machinery & Equipment repair which does not show the \$15,000 that has been transferred from the contingency for sprinkler head repair noting about 35 actuators for heating and ventilation needed replacement to open and close dampers which had been circumvented and manually controlled. Brunette stated the Gas account had seen a significant savings and she hoped there is enough to cover the overages. Fried commented he didn't want to get into the habit of spending money they didn't have and questioned Brunette where the money would come from if not from there. Brunette indicated possibly Household and Janitorial Supplies. Fried commented that it has been suggested in Capital Improvement meetings to create a Major Maintenance account which might prevent this in the future. Holewinski questioned who gave permission to go ahead with the painting when no money was budgeted for it. Brunette comment that

they didn't know this inmate would be here this long and do this much painting, however, the work needed to be done and is beautiful work.

Acquisition of truck from sheriff's department

Brunette discussed the 1987 plow truck that is being used at the Sheriff's Department but is not road ready. They have been using the old green truck that has not gone to auction yet to travel to the communication tower sites for maintenance, but do not want to put money into that vehicle. The Sheriff's Department radio person works on the electrical part but B&G still is responsible for cutting the grass and maintaining the generator sites. The truck recently purchased is used at courthouse and the Health & Aging building. The truck offered by the Sheriff can be used as a backup for plowing and is valued @ \$13,000. They are willing to accept \$3500 this year and \$3,500 next year which can come from the Capital Improvement Account which has a balance of \$5,000 leaving \$1,500 in the account for other replacement purchases. Stefonek stated he looked over the truck and it is in good shape but it will require repairs noting the current truck is not road worthy. Fried stated the committee would move to item 13 and return to the discussion.

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)(d), “considering strategy for crime detection or prevention” (Topic: Courthouse security) 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 Krolczyk, 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)

Motion to approve moving forward with line items 5 – 8 of the handout in regards to courthouse security and purchases and line items 1 -4 would come back to this committee a later date. Motion passed by roll call vote with all voting in the affirmative.

Acquisition of truck from sheriff's department

Fried stated the conversation was regarding the truck. Holewinski stated it would be worth it to have an extra truck. Brunette noted in his eyes the Sheriff, his department is absorbing half the cost. Stefonek commented that the truck would be used to travel to the towers sites. Brunette clarified is that B&G is doing the mechanical work; the radio technician is doing the electrical part. Stefonek stated they have been traveling once a week to perform maintenance at the sites and also the shooting range. Discussion followed on generator testing, frequency of staff visits to the sites, and distances traveled to the sites. Fried commented that the concern was that when this truck wears out they will be buying two new trucks every five years. Motion to approve that acquisition of the truck from the Sheriff's Department by Metropulos, second by Krolczyk all ayes. Motion passed.

Request for Labor Day weekend tour of courthouse

Brunette stated former County Clerk Bob Bruso requested to bring a group of antique car enthusiasts to tour the building over Labor Day Weekend. The tour would likely be an hour to an hour-and-a-half and would require staff to provide access to the building. The group is willing to pay for the staff time and

Mr. Bruso would lead the tour because he was doing tours before he retired. Fried commented he did not have a problem with it if the costs are paid for by group. Brunette stated that the group would be accompanied by staff. Motion to approve the request for Labor Day weekend tour of courthouse as outlined by LuAnn Brunette by Fried, second by Oettinger. All ayes; motion passed.

Updates and possible action on Buildings & Grounds projects/activities

- a. Health and Aging parking grading:** Brunette stated Bruce Stefonek met with Freeman Bennett, Mike Romportl, and Jerry Shidell to look at where the lot line are and create plans to develop the grade, fill the holes and create a berm to keep water runoff on the respective properties. Brunette provided quotes from the Highway Department to do the work and stated Finance told her some of the cost could be covered by construction account from the Department on Aging noting part of the account needs to be held as relocation fees. Stefonek stated there are 3 areas that need attention. Sand is coming up because the recycle wasn't put in heavy enough and by the addition, part of the sandy muddy portion needs to come out and needs recycle put in. Hard rains are causing erosion and deposits on Jerry Shidell's existing property adding the county can fix the spots that need more recycle, create a berm and the Highway Department will place rocks. Stefonek continued explaining the quotes on page 2 proposing to create a green area, slow the water down and redirect it to go around our storage shed rather than onto Jerry Shidell's property. To do correctly both the proposals on pages 1 and 2 should be done. Stefonek commented the water wasn't doing it after they regraded it but it happened over the last twelve months and that is why they need to do the items quoted on page 2. Oettinger added there are 2 or 3 times a year that it will happen regardless if recycle is used but still needs to be graded correctly. Fried commented there might be recourse from the Highway Department in the areas where it was not thick enough but his concern is the \$12,000 fix worth it if it is \$39,000 to pave it. Stefonek stated it will need to be regraded every year until it is paved. The committee discussed the options and costs noting paving was budgeted for 2017. Brunette stated \$4,800 is available from the Sidewalk & Asphalt account and \$7,000 in the account from the purchase of the building. Brunette added they took a \$2,000 in line item transfer from the Sidewalk repair account leaving \$33,900 remaining in the account. Brunette continued that if the paving was left until 2017 she would include a \$5,000 line item transfer for 2016 budget request for the grading of the lot in 2016. Motion to move forward with page 1 and page 2 of this project as presented by Holewinski, second by Metropulos. Fried questioned if they should get a bid in addition to the bid from the Highway Department. Metropulos stated you would have more recourse with private firm. Oettinger commented that the private firms are paving every day but the Highway should be able to take care of the grading. All ayes. Motion passed
- b. Health and Aging flooring:** Brunette commented they were told by Tom Poweleit, Venture Architects, the Gyp-Crete underlayment was probably used to provide stability and integrity to the building when it was built and the cracks appear to be in line with the area of separation of the slab-on-grade and the basement space below and are limited to areas where shifts are causing it to crack and deteriorate. Although it is not a serious problem it should be monitored and repair the areas that are most deteriorated using the Flooring account which has around \$10,000.
- c. Grumman/Butkus Associates/Law Enforcement Center retrocommissioning project:** Kurt Hilgard is no longer with the Grumman/Butkus and the county had been assigned a new representative. Brunette stated she met with the representative, Stan Grys and Troy Huber and they showed us fixes we can do for about \$30,000 that will have a short payback but didn't understand everything they provided so she was having Stan Grys review it. The \$30,000 fixes would have about a one year payback or less but does not include additional \$60,000 cost of

updating computerized controls in that building . An area of savings would be the administration area since the air is exchanged as though it is occupied 24 hours rather than 12 hours. Brunette added they will have a better idea as to payback and will have Stan Grys look at the information.

- d. **UW-leased space:** Joe Brauer left a message that the signs have been put up on the exterior and the fence as you approach the building. He has also contacted both RCAD and Northstar. RCAD has ordered the components for the ventilation change to push the air out rather than in and should start in 30 days when the components arrive. He has contacted Northstar on the request for monitoring for a longer term at the UW discretion but have not heard back. The last time they monitored for 3 days the cost was \$7,700 and the NIOSH report stated there were no air quality concerns. Brunette stated they were trying to schedule a meeting between the LRES and Conservation & UW-EX Education Committees for input on leased space as well as other issues. Holewinski commented he inspected the new wall and it is sealed. Brunette told the committee that the staff had stated the time the air quality was monitored was not the time of year that most odors are coming through.

Resolution on replacement of “Liebert Unit”

Brunette provided to the committee for their signatures a resolution drafted by Brian Desmond which would then be forwarded to the Administration Committee and then to County Board asking for the funds to replace the Liebert Unit because of the value and importance of the equipment in the data center. Motion to approve the resolution and forward to the Administration Committee and the County Board by Holewinski, second by Fried. All ayes; motion passed.

Oneida County Huber release program

Brunette provided the committee with an overview of the work completed noting at times it is problematic because it requires supervision but the Sheriff has lifted some of the requirements. Brunette stated they may be bringing some to the inmates to the courthouse for work that needs to be done.

Evaluation team’s recommendations on 2016 capital improvement projects

Brunette informed the committee she had met with Margie Sorenson to go over the recommendations of the evaluation team which was forwarded onto the Administration Committee as presented at the last B&G Committee meeting. However, it would be Sorenson’s recommendation to the Administration Committee to send back to the evaluation team and require them to further rate the projects in order to limit the number of projects coming forward. Brunette stated she explained the projects were rated and the projects for 2016 needed to be addressed. Fried commented that he is on the CIP committee noting Margie had felt the need to prioritize in case there wasn’t enough money to do all.

Contract with J.F. Ahern Co. for repair of fire suppression system (courthouse—data center)

Brunette stated that they have been negotiating a contract since about April with Ahern, the company that handles the fire suppression that covers the data center of the courthouse, but have come to an impasse. Corporation Counsel has review the contract and asked for 13 changes and Ahern has agreed to all but 2 areas; the country wants the contract to state “warranties” rather than “exclusive limited warranties” the county wants a paragraph removed related to warranties. Fried stated our lawyers recommend these changes need to be done, but they will not make the changes. Brunette stated the committee will have to decide whether or not to accept the contract and move forward without the recommended changes with understanding the building have insurance that will cover the county. Corporation Counsel also wanted a corporate resolution certified by the corporate secretary as being true and correct indicating that Daniel Lorch has the authority to enter into the contract on behalf of the

company. The company stated they did not have such a resolution nor would they provide it. Motion to move forward with Ahern company for repair of fire suppression in the data center recognizing 11 changes were made per Corporation Counsel recommendation but understanding other 2 had not been met but in order to get the work done concede to those by Fried, second by Holewinski. All ayes motion passed. Fried suggested the county investigate if there is a secondary insurance market to cover these types of cases.

Non-budgeted item request

None

Public comment

None

Items for next agenda

No additional items

Scheduled future meeting date(s)

Monday, August 3, 2015 9:00 am

Adjournment

Motion to adjourn by Metropulos, second by Oettinger. All ayes; motion passed. Meeting adjourned.
10:43 am

Billy Fried, Chairman

Dan Gleason, Recording Secretary