

Oneida County Buildings & Grounds Committee Meeting
August 1, 2016
Minutes

Committee Members present: Bob Metropulos, Lance Krolczyk and Greg Oettinger.

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

Others Present: Dan Gleason (LRES), Kevin Boneske (Star Journal), Daleth Mountjoy (Northwoods River News).

Call to order

Vice Chairman Krolczyk called the meeting to order at 9:30 a.m. and noted the meeting was properly posted.

Approve agenda

Motion to approve the agenda Oettinger, second by Metropulos. All ayes; motion passed.

Approve minutes from the June 6, June 29, and July 12, 2016 committee meeting

Motion to approve minutes from the June 6, June 29, and July 12, 2016 committee meeting by Metropulos, second by Oettinger. All ayes; motion passed.

Bills, vouchers, blanket purchase orders, line item transfers

Brunette stated the bills included two months of charges for Public Service and therefore may appear higher than usual. Motion to approve the bills and vouchers by Metropulos, second by Oettinger. All ayes; motion passed.

Contract with SimplexGrinnell for Edwards panel replacement (courthouse fire suppression)

Brunette referred back to a previous meeting where she explained the need for replacement of the Edwards Panel. Brunette reported the contract was signed by Billy Fried and Dave Hintz since SimplexGrinnell would not negotiate the contract terms. Brunette noted the Committee needed to approve as an after fact in the amount \$4,338. Motion to approve the contract with SimplexGrinnell for Edwards panel replacement by Oettinger, Second by Metropulos. All ayes; motion passed.

Contract with Eagle Waste & Recycling (refuse service)

Brunette reported by switching to Eagle Waste form Waste Management for the garbage pickup at the Courthouse, LEC and the Health & Aging buildings, they would save about \$4,000 annually. Corporation Counsel reviewed the contract documents and noted Waste Management has right of first refusal and may retain the contract if price was the same as Eagle Waste.

Contract with Mavo systems (lead paint abatement)

Brunette reported significant loosening of the plaster from the wall in the area inside door 2 with the plaster and lead paint crumbling onto the floor. They have received a quote and the contract is being reviewed by Corporation Counsel. Brunette requested approval of the contract pending Corporation Counsel's approval noting the cost of \$1,600 to do the removal and encapsulate the area to protect the public and employees while the work is completed. Motion to approve the contract with Mavo systems pending review by Corporation Counsel by Metropulos, second by Krolczyk. All ayes, motion passed.

Request for contingency funds for emergency replacement of high-speed garage door at law enforcement center

a. Resolution to county board August 2016

Brunette stated they were planning on replacing this door as part of the 2017 CIP but the door has failed. Brunette reported the quote for the door was \$23,899 with the additional wiring it should come in just under \$25,000 but stated she did not have the money in the budget and was directed by Fired to transfer the funds from Contingency. Brunette added Corporation Counsel found wording in the county code requiring county board's approval since it is over \$5,000. The resolution was being drafted and needed approval by Corporation Counsel before going to the County Board. Motion to approve the line-item transfer for \$25,000 from Contingency to the Machinery and Equipment account at the Law Enforcement Center by Metropulos, second by Krolczyk. All ayes; motion passed.

Updates and possible action on Buildings & Grounds projects/activities

a. Video surveillance cameras

Brunette reported the light poles donated by the city are installed and cameras will soon be installed. Johnson Controls sent quotes for 1, 3, and 5 year service agreements. Huber explained the how the pricing of the agreements was structured and the benefits of the 5 year service agreement over the 1 and 3 year agreements. Brunette added this is an amount that would need to be budgeted.

b. UW leased space/workplace environment

No updates

c. Law Enforcement Center Retro-Commissioning

Brunette reported staff met with representatives from Grumman/Butkus and Automated Logic for the kick-off of the Retro-Commissioning Project and provided the committee with an expected time-line with an expected project completion of mid-to-late October with additional testing and tweaking taking place with a date of November 30th for FOCUS on Energy. The specs for the new boiler will be specified and forward to Corporation Counsel for any required additional legal language with bids following so the time-line will vary. The lighting portion contains funds to replace up to 200 lamps in high-burn areas (where lights are on 24 hours a day) with LED lights without ballasts, which will be submitted for legal language and then put out on bid. Security precautions were reviewed. The large industrial beam lights in the garage are not part of the project; however, Huber is looking into replacement LED lights from a firm in Rhinelander and will be on the next agenda.

d. Warranty date on law enforcement center roof

Brunette reported she researched and the date of warranty is June 1, 2018 and added they have responded and been on site within 24- 48 hours of a call.

Vacancy: Maintenance Technician LEC (Law Enforcement Center)

Brunette reported the job description was tweaked and reviewed, the position was advertised and applications due back August 9th, LRES will screen then will be reviewed. Interviews will be conducted by Huber, Neuman, Brunette and someone from LRES on August 18, 19, and 22. Based on the interviews an offer will be made contingent upon a background check and is at least a month away. Staff has been moved to LEC as needed in addition to taking care of needs of the courthouse.

Capital Improvement Projects updates

Current 2016

- ITS cooling & dehumidifier replacement: Leibert unit installed and working, condensers outside of building will be fenced and paid for out of the project funds; staff will install this summer.

- LEC Radio Room fire detection and suppression system: Some quotes were old so Huber is checking to see if quotes prices are still good; will proceed with having dry system installed.
 - LEC Jail recoating of showers: Problems with chipping will be ground down and recoated; specs put together and going to Corporation Counsel for language but now in holding pattern since there is no room with the additional state inmates.
 - HVAC Systems for Health and Aging Facility: The Grumman/Butkus report stated the same type of commercial grade system should continue to be used; Brunette will speak to the Finance Director about keeping money in the budget to replace the units as they fail.
 - Courthouse replacement of deteriorating steel-frame doors: Doors 4 and 8 replaced but have not received billed, 2 doors at the LEC replaced but there was a problem with installation with 1 door requiring additional work; work was paid for with funds from the Major Maintenance/Minor Renovation account with funds set aside for chiller maintenance which had already been done.
 - LEC eye wash stations and bathroom: Complete
 - Health & Aging flooring repair: Moving forward with repairing some of the carpeted areas, the break area has tile and needs to be stripped; the shifting was not as bad this year. Huber will be working on the project.
 - Social Services waiting area expansion: Complete; money not used will roll back to the department budget.
 - County Clerk expansion: Door added to access the old Veterans Service office area for mail system, ballet storage and area for the supervisors. They will use workstations in the County Clerks area from the public terminal area and will likely come in under budget. Mary Bartelt will not be running for reelection so they plan on meeting with the presumptive County Clerk after the August 9th primary to be sure it meets with their approval and try to complete before the November election.
 - UW-Extension renovation: Have done nothing with earmarked funds; pending outcome of reorganization and their decision to look for other space.
- Potential Capital Improvements for 2017
- LEC: Add additional booking station in the booking area; obtaining pricing.
 - LEC: UPS replacement behind dispatch; obtaining pricing.
 - Courthouse: Facade will not be done this year; no time with other projects.
 - Courthouse: Maintenance elevator requires updates; will look to Major maintenance/Minor renovation account to cover cost.
 - Clerk of Courts: Request to modify front counter for e-file requirement and public terminals; will request \$35,000 for CIP for 2017.
 - Veterans Service: Request to modify front counter/entry; obtaining pricing likely Major Maintenance/Minor renovation account.
 - Health Department: Request for 3 stall carport; obtaining pricing. Discussed possibility of a garage otherwise snow will blow in and there are security concerns for staff; garage may be better option although more expensive.
 - Health & Aging Facility: Would like to do the paving and striping but was put off for 2016 and are working at obtaining current pricing. Will look at where the garage would be located and not pave that area. The Transit Commission is slowly taking over routes which will provide the opportunity to rent storage for the busses at the River Street storage or for county needs.
 - LEC: Jail Shower recoating will need to wait and see based the possibility of moving inmates.
 - LEC: Re-coating of jail holding cell and bullpen; change order to do bullpen first then showers with remaining.

- LEC: Work required on the cooling tower; incorporated Major Maintenance/Minor Renovation account.
- LEC: Sealcoat and stripe parking lot; possible Major Maintenance/Minor Renovation account as well as the Asphalt and Sidewalk Repair account
- Courthouse: Historic - HVAC replacement, Annex - roof and window replacement, update lighting at the courthouse and LEC; getting pricing and FOCUS on Energy recoup of cost. Based on not having all prices available Brunette requested an additional meeting prior to August 26 to evaluate and put in order of priority per the CIP team requirement.

2017 Buildings & Grounds budget

a. Furniture & Equipment requests

Brunette requested permission to disseminate to department heads and elected officials a memo outlining the process for ergonomic assessments and for furniture and equipment requests. Brunette reported she put the request for the jury room chairs back as one of the priorities. In addition, the need for a commercial grade document shredder for courthouse use at a cost of \$11,500, the Forestry Department will require a workstation if their request for an additional full-time employee is granted, and Public Health had requested for a ballistic barrier at their front counter for next years' budget.

Non-budgeted item requests

none

Public comment

none

Items for next agenda

Budget reviewed, CIP project reviewed, furniture and equipment request, and updates to the retro-commissioning project.

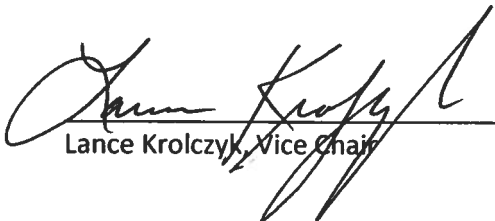
Future meeting date

Monday, August 15, 2016 9:30 a.m.

Tuesday, September 6, 2016 9:30 a.m.

Adjournment

Motion to adjourn at 10:17 a.m. by Oettinger, second by Metropulos. All ayes; motion passed.


Lance Krolczyk, Vice Chair


Dan Gleason, Recording Secretary