

Oneida County Buildings & Grounds Meeting  
Monday, August 4, 2014, 9:00 a.m.  
Committee Room #1, Second Floor  
Oneida County Courthouse  
Rhinelander WI, 54501

**Committee Members present:** Billy Fried—Chairman, Lance Krolczyk, Bob Metropulos, and Greg Oettinger, Alex Young-excused.

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

**Others Present:** Sheriff Grady Hartman, Keith Fabianski, Lisa Charbarneau, and Dan Gleason.

**Call to order:** Chairman Fried called the meeting to order at 9:00 a.m. and is in accordance with the Wisconsin Open Meetings Law.

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

**Approve minutes from July 2, 2014 committee meeting:** Motion by Metropulos to approve the minutes, seconded by Oettinger. All ayes; motion carried.

**Non-budgeted item request—Sheriff’s Department and Courts request for replacement of video conferencing system:**

- a. **Resolution to replace video conferencing system:** Brunette described the problems with the current video conferencing system and requested general fund money to purchase and install a new system. Sheriff Harman stated that the system allows for prisoners to appear in court statewide without the need to send 2 officers to transport the prisoners to and from court, but the technology is old with the life expectancy being 7 to 8 years. Brunette stated the resolution indicated \$79,500 from the General Fund would be necessary to replace the system. Fried stated he understood the need for an update but questioned why the cost of the system is so high. Fabianski stated that the system setup by Badger Net is secure and judges will have the ability to look inside their courtrooms for security purposes. Fabianski also stated that the price is set by the state and there is no negotiation on price, however, unlike the old system the new system will be supported in the future by AVI. Fried asked if this project was a priority or if there are likely to be other high cost projects that are more important. Brunette stated although there will likely be other issues, this is a priority. Motion by Metropulos to forward the resolution to County Board, second by Oettinger. Stefonek noted that Building & Grounds staff should be present during the install so they can learn every part of the system. All ayes; motion carried.

**Update on Oneida County Law Enforcement Center maintenance projects:**

- a. **Commercial water conditioning system:** Brunette discussed commercial water conditioning system that was installed due to of the large number of minerals in the water that plug many of the tubes used by some of the more sophisticated equipment. Brunette compared the cost to repair the system at \$6,500 (plus plumbing costs) to the cost to replace the system at \$7,800 (plus plumbing costs), noting other repairs in the building are contingent on the

repair/replacement of the water conditioning system. Brunette stated that the system was installed after the construction of the building when it was subsequently discovered the city water was damaging the equipment. In an effort to save money, a system utilizing older technology was installed. Metropulos noted it would be logical to purchase the new system as opposed to repair the existing since there is only \$1,300 in difference and it will utilize newer technology. Stefonek stated that the new system is so efficient it should pay for itself within 5 years. Fried questioned if it were to be replaced, should it be a capital expenditure rather than coming out of the operating budget. Brunette commented that because other projects would need to be brought forward on a resolution all at one time, this initial portion should be addressed to make it easier to move forward with the other items. Motion to approve the purchase and installation of the water conditioning system not to exceed \$10,000 by Fried, second by Metropulos; all ayes. Motion carried. In addition to the water conditioning system Brunette presented a list of updates to the problems identified to date.

**Update on vacant positions:**

- a. **Request 40-hour work week:** Brunette discussed the vacant position with the deadline for applications being today, the screening process by LRES, the physical and background testing required to work at the building, and sufficient notice to be given to the applicants current employer would likely result in the position being filled about mid-September. Brunette requested that the Maintenance Technicians at the Law Enforcement Center be based on 40-hour work week instead of the current 37.5-hour work week because of the long list of items to be completed, in addition to being shorthanded. Charbarneau explained that those positions had historically been at 40 hours; however, after Act 10 was implemented the County Board asked that all employees to go to a 37.5 hour work week and the department head could then request approval from the committee of jurisdiction to go back to the 40 hour work week. Brunette added an additional request that Bruce Stefonek's work week be permanently increased to a 40-hour work week since he regularly works more than 40 hours per week and would coincide with the Maintenance Technicians work week that he is supervising. Fried questioned how much it would cost to increase those positions to 40 hours and where that money would come from. Charbarneau stated a 6% increase, but it would only be for a partial year this year. Brunette noted that although the Human Service Center is currently being charged for the additional hours that Stefonek is working, eventually it will drop off. Brunette stated because of the current vacancies, the budget could handle the additional cost for this year and address the rest during budget time. Motion that Buildings & Ground Maintenance Technicians and the Assistant Facilities Director be moved to a 40-hour work week by Fried, second by Krolczyk. All ayes; motion carried.
- b. **Resolution on Electronic Maintenance Technician position:** Brunette discussed the upgrade of the position after the Carlson-Dettmann study was based upon duties that were misrepresented by the previous employee, and as a result the position should be returned to the level of the other Maintenance Technicians. Charbarneau commented that the resolution is ready to go to the LRES Committee meeting once this committee signs off on it. Charbarneau added that in addition keeping the position on an equal footing with the other Maintenance Technician positions preventing the perception that the position is in a position of authority, the cost savings to the county are about \$2,500. Motion to approve the potential resolution as presented and forward to the LRES Committee by Metropulos, second by Krolczyk. All ayes; motion carried.

**Closed session:** Motion by Krolczyk, seconded by Metropulos to enter into closed session at 10:01 am 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” (Topics: 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; Young-excused. Motion carried.

**Return to open session:** Motion by Metropulos, seconded by Oettinger to return to open session at 10:20 am. Roll call vote: Metropulos-aye; Oettinger-aye; Krolczyk-aye; Fried-aye; Young-excused. Motion carried.

**Announcements from closed session:** none

**Bills, vouchers, blanket purchase orders, line item transfers:** Brunette noted there was a \$1,959.80 expenditure for RCAD, none of which was for the Law Enforcement Center but for the Courthouse. Motion to approve bills, vouchers, blanket purchase orders, line item transfers by Krolczyk, second by Oettinger. All ayes; motion carried.

**Update on courthouse boiler project:** Brunette explained that the bid packets were sent to 3 providers; one request and two that were referred by RCAD, but had received 0 bids as of today’s deadline. The process has been restarted and Brunette has spoken with bidders who have made a verbal commitment that they are looking for the bid packet and will bid the project because they were too busy when they received the initial bid packet. Brunette noted the bids will be open August 20, 2014 and hopefully will be awarded at the next meeting on August 26, 2014 at 9:00 am.

**Update on leased office space at the Rhinelander-Oneida County Airport:**

- a. **Request for timeline from UW Committee:** Brunette stated she included a draft of the timeline in the committee’s packets.
- b. **Signage:** Brunette stated she went out and walked the property with Joe Brauer and Tim Brown and identified areas where signage might be of benefit to people that are coming into their facility. Additionally, they want to look at the cost to update and remodel some of that space since the finishes are original to that office space including wallpaper, paint, carpeting, ceilings, and lighting which has been identified in their request. Brunette continued to the response from NIOSH and the letter from the Department of Health and Human Services which indicated they did not feel it was necessary to test the soot or debris because the ductwork is being replaced.

**Non-budgeted item request**

- a. **Update on health and aging facility—request for extension of roof edge over back entry:**  
**Professional services quotes for drawings and load calculations:** Brunette stated they were able to get one quote to do the drawings back from architect Christopher Winter for \$780, but others were too busy to get back with a quote. Brunette stated the money left from the demolition of the old Daily News building of about \$30,000 is available if they do not intend to pave the parking area at this time since the Health and Aging Committee preferred to move ahead with the roof extension rather than paving the lot. Motion to approve the hiring of Christopher Winters by Fried, second by Metropulos. All ayes; motion carried.

**Agreement with Automated Logic (HVAC computerized controls—Oneida County Law Enforcement Center and Courthouse)**

- a. **Supporting computer hardware, covered by HVAC computerization line item:** Brunette stated that in addition to the previously discussed \$5,800 updating cost, there will be an additional cost for the computer server to be built to support the system. Brunette stated that she had asked for the Chairs approval prior to the meeting because this is something that must be in place and the old system is no longer supported. Brunette added the contract has already been signed, but she wanted to bring it to the attention of the committee. Brunette also noted that the money was already set aside and in the budget.

**Public comment:** None

**Items for next agenda:** Update Law Enforcement Center roof contract negotiations, update courthouse boiler project, update vacant Maintenance Technician, update to Health and Aging roof expansion and parking expansion, update courthouse exterior stone work and balconies, update to leased office space at the Rhinelander-Oneida County Airport, and budget.

**Scheduled future meeting date(s):** August 26, 2014, 9:00 am

**Adjournment:** Motion to adjourn by Krolczyk, second by Oettinger. All ayes; motion carried. Meeting adjourned at 10:36 a.m.

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Billy Fried, Chairman

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Dan Gleason, Recording Secretary