

Oneida County Buildings & Grounds Committee Meeting
Committee Room #1, Second Floor
Oneida County Courthouse, 1 S. Oneida Avenue, Rhinelander
Monday August 24, 2015 8:30 a.m.

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

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

Others Present: Karl Jennrich, Kyle Franson, Lisa Charbarneau, Bob Bayne, Bill Freudenberg and Dan Gleason.

Call to order

Chairman Billy Fried called the meeting to order 8:30 a.m. noting that the meeting had properly posted in accordance with the Wisconsin Open Meeting Law.

Approve agenda

Motion to approve the agenda by Bob Metropulos, second by Lance Krolczyk. All ayes; motion passed.

Approve minutes from committee meeting dated August 3, 2015

Motion to approve the minutes by Krolczyk, second by Metropulos. All ayes; motion passed.

Bills, vouchers, blanket purchase orders and line item transfers (if any)

None

Non-budgeted item request

Register of Deeds – copier replacement

LuAnn Brunette stated the copier that was to be replaced as a Capital Improvement in 2016 had failed and would be extremely costly to repair. She discussed the need for a specific brand of copier at a cost of \$6,091 which could be purchased with funds from the Public Property in Excess of \$10,000 line item. Motion by Metropulos to approve the purchase of the copy machine for Register of Deeds, second by Fried. All ayes; motion passed.

Planning & Zoning – replacement of laser level(s)

Karl Jennrich stated he would like to have 2 as soon as possible since there are currently no laser levels in the Rhinelander office and 2 as part of the budget for the next year. Brunette stated the Finance director indicated there should be enough money in their account for the 2 purchased this year and the other 2 as part of the budget for next year. Jennrich stated 1 would come from the non-metallic mining budget and the rest from the Planning & Zoning general budget. Fried stated he was part of the committee and stated they had no problem approving the purchase and he thought the 4 should be purchased rather than waiting. Jennrich and Brunette stated they could not find the additional funds in their budgets to cover the 2 additional.

At 9:45 Greg Oettinger joined the meeting.

Motion to allow the purchase of the 2 levels as requested and for LuAnn Brunette to investigate what opportunity there would be to allow the purchase of the other 2 at the same time, second by Metropulos. All ayes; motion passed.

Buildings & Grounds – replacement of tilting braising pan - skillet/Oneida County Law Enforcement Center kitchen

Brunette provided the committee with an overview of the use of the braising pan the mechanism on the corner of the unit that requires repair at a cost of \$2,500 and has been repaired twice in the past few years at a total of \$5,000. The initial quotes to purchase new from CTL ranged in cost from about \$15,000 to \$17,500. On the recommendation of the Chairman Brunette stated she has sought other quotes. She had also talked to the Jail Captain about the possibility of using jail assessment fees and he would be discussing it with the Sheriff and Chief Deputy. Bruce Stefonek stated he had spoken with the Jail Captain and kitchen staff and are reducing the size from a 40 gallon to 30 gallon which should save about \$2,000 to \$3,000. Stefonek added they are waiting for 2 other quotes and anticipate the cost to be \$12,000 to \$14,000. The committee discussed the need, use and repair of the existing equipment. Motion to approve the replacement of the tilting braising pan for the LEC kitchen for up to \$15,000 with funds from the Continuing Appropriation Account for public property in excess of \$10,000 if jail assessment funds are not available, second by Fried. All ayes; motion passed.

Updates and possible action on Buildings & Grounds projects/activities

Grumman/Butkus Associates/law enforcement center retrocommissioning project – presentation by Bob Bayne, Brumman/Butkus Associates

Bob Bayne, President of Grumman/Butkus Associates, discussed the work he has been doing within first phase of the retrocommissioning project including working with ALC, surveying the building and a VPN connection into the control system to see the building operation in real time to help identify both no cost and low cost improvement measures with paybacks of one and half years or less. Bayne provided an update to the committee adding there is a spread sheet with additional data. Focus on Energy and Public Service Commission has hired third party to review the information. The summary broke the areas into energy saved, kilowatts in therms, estimated cost savings in dollars; estimated implementation costs, quotes from contractors, estimated payback before the incentives from Focus on Energy which covers 75% of fees from audit with the remainder being paid after GB return and verifies the contractors have implemented all of the measures. The measures are things that can be turned off when not needed and use of outside air when appropriate. The economizer allows damper to remain open until indoor and outdoor are the same. Air handler 1 operates 24/7 and but have identified a way to operate by closing down unoccupied areas and VAV zones. The quote includes new controls on the air handling units which have reached their life span. Air handling unit 2 is similar but is smaller. 2 units have a heat recovery unit working but need to be reprogrammed not to run while the economizer running. Part of the expense is allowing AL to take control of the heat recovery unit so it will shut off when it is not needed stating currently it is wasting energy when the outside temperature is about 45 to 70 degrees. Bayne answered questions from the committee explaining the initial investment would be recovered in 1.3 years not including the Focus on Energy incentive money which would further reduce the payback to one-half year. The kitchen unit has an exhaust fan that runs 24/7, unless manually shut off, will include controls that allows the fan to turn off when not being used and a safety control to turn on if needed. The boiler vender said they were in need of some preventative maintenance and tuning, and estimate an annual 2% savings. The estimates have quotes if replacing burners which would provide further savings but would be more of a capital expenditure and is outside the scope of retrocommissioning. Fried stated he thought we were going to get opinion as to replacement of boilers rather than burners. Bayne stated the boilers are fine; however, new burners would help. Quote for retro commissioning controls from ALC will replace heart of the system with more current technology. Although terminal devices are outside of realm of

retrocommissioning, if the \$90,000 cost were included the total project cost would be paid back in 2 years. Fried questioned Bayne if he were recommending ALC as a purveyor. Bayne commented their quotes came in less than what was estimated and since equipment for the retrocommission is proprietary it would be very hard to change vendors and Automated Logic is fair with the pricing. Stefonek stated that in order to proceed they would need to sign a contract with focus on energy. Bayne stated they would receive a \$9,450 check when the contract is signed and have 90 days to begin the process. Bayne commented that although the savings are not warranted, the \$58,000 includes fees to come back and insure the contractors have the correct set points and if not it would be caught. Bayne commented he had proposals for ALC, McCotter and they owe a proposal for measurement verifications and some additional engineering services. Brunette stated the money has not been appropriated and it's her understanding the committee's stance has been to get the retrocommissioning project moving and then go to the County Board with a resolution requesting the money from the general fund. Motion to move forward with the Focus on Energy contract as presented and to be brought back to the committee in resolution form to go to the soonest County Board meeting, second by Mott. Discussion of controls and boiler burner replacement and additional Focus on Energy funds available which Bayne stated are more of a capital expense. Bayne commented it was a prescriptive incentive for burners and you do not need to provide them with calculations to review and is not part of contract, so you would give them the invoice and they pay you. All ayes; motion passed. Bayne commented the county might want to hire a third party to review the cost of the boiler burners and would need to be bid to a contractor for installation. The committee discussed having a proposal brought back to the next committee meeting. Stefonek stated he sent the contract to Brian Desmond and he sent it to the underwriter and asked if it can't be signed until they have County Board approval. Brunette commented she felt it would be better to present as a package at the October 20th County Board meeting.

2016 staffing

Lisa Charbarneau stated after looking at the other 2 positions at the Courthouse those positions should be adjusted within the wage schedule. She discussed with Brunette what their job descriptions and what was required in the past as far as their education and experience and what they truly have and what those things have saved the county in the long run adding the positions at the LEC need to be in a different level given the unique environment. As far as the individuals in this building one had 2 years post high school as a mechanic and the other has 2 years post high school in safety. Charbarneau stated a move is based on education and expectations and consider moving additional steps if they are truly working higher level. Brunette discussed the impact of market factor citing the loss of an employee when he was offered a substantially higher wage. Fried commented he did not want to lose consideration of other employees. Charbarneau questioned if the committee wanted either a 2 tier structure or hire those without those skills. The Carlson Dettmann wage study was implemented at the next step; if the county could have afforded then they would have. More money in the step is based on the person and their abilities. Brunette commented the problem with moving them forward in the steps in that raises are every 2 years when they reach the control point, but moving at grade level is a better representation of the work being asked to be done and what would be hired for if replacing those individuals. Fried commented we need to attract people who will make you efficient. Charbarneau added that although the job descriptions do not require licensures, the county has benefited from their expertise and if the county does not require those, then hire those with less skill then we will be paying vendors to keep things running. Fried commented he would support it as this level, but at LRES the concerns are more county wide. Brunette stated the 2 tier scenario allows LEC and CH employees to be where they need to be. Motion to endorse reclassification of courthouse Maintenance Technician to LRES as presented by Metropulos, second by Krolczyk. All ayes; motion passed.

Furniture and Equipment request

Brunette discussed the furniture and equipment request, one from the Department on Aging for the door assist mechanisms for bathroom doors which are ADA assisted at a cost of \$4,200. The other piece is the continuation of the chair purchases; the \$6,000 is a continuation of what was started last year to include the chairs for the jury rooms. The last request is from the Treasurer's office for standing workstations and based on an ergonomic assessment, only Kris Ostermann requires a standing workstation. However, she has requested the other two work stations also be standing. Brunette asked the committee it should move forward in 2016 budget. Fried stated it should go by the assessment of the ergonomic specialist and the committee will not take request for that through the budget process. Motion to accept the furniture and equipment request with the exception being ergonomics request which we want referred back to Personnel to go through the ergonomic assessment process as established by this committee by Fried, second by Metropulos. All ayes; motion passed.

Capital Improvement Project review

Brunette discussed four requests for 2016 that include the steel frame doors at the courthouse, the LEC chiller maintenance, County Clerk expansion and the Health and Aging Floor repair. Administration has recommended that those items be included in the tax levy at the rate of \$50,000 for 2016 and put into a major maintenance/minor renovation project. Brunette identified the projects that have been approved by the Admin Committee and Capital Improvement Evaluation Team for next year; one that has not been approved which is asking for \$40,000 for 2016 and \$60,000 for 2017 to address any further air quality concerns before any renovations at the airport did not make the cut for the 2016 budget at current. Fried commented the committee has the ability to appeal and request that it is put back on and may be discussed further.

2016 Buildings & Grounds budget

Brunette discussed the Oneida County Buildings and Grounds Budget changes in non-personnel line items year 2014 to 2015. Brunette noted the net change to the operating budget is reduced to \$36,598 and how they arrived at that number based on averages from 2012 to 2014 and looking at what has been spent in 2015 to provide realistic numbers. The LEC has reduced costs by \$11,000 because of the changes made by those personnel at the LEC and electric and gas are lowered by \$5,000 and \$10,000. Brunette commented these changes do not reflect any changes in staff for 2016 and would need to get those numbers from LRES. Fried commented the committee would like to see how those changes affect the budget. Brunette discussed the 2016 Capital Improvements would be taken from the general fund and the request comes in at \$1.7 million and \$386,000 are from the general fund and not tax levied. Some items in renovation account that has moneys expended that are not accounted for; the roof edge expansion was not transferred from the construction fund yet. The continuing appropriations accounts are inflated because money from the Court Video Conferencing System was in that account and the full amount was pulled out to pay for that system even though it came in under the \$79,500. Because it was General Fund money from 2014 whole amount taken out so the savings would go back to the general fund so there is \$38,000 there now but both the braising pan and copier will reduce that amount. Brunette discussed the Major Renovation account to fix balcony issues dropping the fund balance from \$215,000 to \$196,000; the Sidewalk Repair account will have additional moneys taken to build the berm and work at the Health and Aging Building; Ergonomic Equipment will likely have money transferred out depending upon the assessments that come in; the Buildings & Grounds computerization could have money to go toward the Automated Logic control at the LEC and cautioned against reducing to \$0 because of future needs; the Courthouse Remodel account is a continuing appropriation account that was wiped out after finishing the remodel for the Hearing Room, Veterans Service and Medical Examiner; Courthouse Security has \$124,000 and know it will be reduced by \$40,000 for the video

surveillance along with the creation of physical barriers; the Storage Buildings continue to remain with \$8,000 in the account left from the \$100,000 renovation, and the Continuing Appropriation for Flooring has \$15,000 for this year to fix the flooring at the Health & Aging Building and \$15,000 in the Equipment account used to purchase the new truck. Fried commented the computerization part of package proposal and should try to use General Fund moneys and the Continuing Appropriations above \$10,000 should have a new fund or refund this. Brunette stated the account is not funded. When the estimate is made and the bid lower than estimate, the difference would go into that account. Fried suggested if the operating budget is less those savings should be used to have some money left to carry forward. Motion to approve budget as presented at this point with direction to bring back the budget with adjusted figures for final approval by Fried, second by Krolczyk. All ayes; motion passed

Chairman Fried excused from the meeting and Vice Chair Metropulos continuing meeting at 10:27 am.

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)

Motion to enter into closed session by Krolczyk, second by Oettinger. Roll call vote taken with all voting in the affirmative. Motion passed.

Return to open session

Motion to return to open session by Oettinger, second by Krolczyk. Roll call vote taken with all voting in the affirmative. Motion passed.

Announcements from closed session (if any)

Motion was made to approve quote by Johnson Controls for video surveillance.

Public comment

None

Items for next agenda

None

Scheduled future meeting date(s)

Monday, September 14, 2015 9:00 am

Adjournment

Motion to adjourn by Krolczyk, second by Oettinger. All ayes; motion passed. Meeting adjourned.
10:44 am

Billy Fried, Chairman

Dan Gleason, Recording Secretary