

Oneida County Buildings & Grounds Meeting
Tuesday, August 26, 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, Greg Oettinger and Alex Young.

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

Others Present: 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 amended agenda, seconded by Young. All ayes; motion carried. Oettinger and Krolczyk not present.

Approve minutes from August 4, 2014 committee meeting: Motion by Metropulos to approve the minutes, seconded by Fried. All ayes; motion carried. Oettinger and Krolczyk not present.

Bills, vouchers, blanket purchase orders, line item transfers: Brunette noted the bill from Menards on the second page for approximately \$1,400 was for the many filters purchased for the Law Enforcement Center and a replacement refrigerator for the employee break room. Motion to approve bills, vouchers, blanket purchase orders, line item transfers by Young, second by Metropulos. All ayes; motion carried. Oettinger and Krolczyk not present.

Non-budgeted item request:

- b. Sheriff's Department—copier (to replace failed equipment, with funds to come from continuing appropriation account):** Brunette stated that funds will come from a continuing appropriation account to purchase the copier which costs \$9,334. Normally the request would go before the Public Safety Committee before this committee; however, it is somewhat of an emergency and they need the copier to operate. Motion to replace failed equipment by Metropulos, second by Young. Fried reviewed previous discussions regarding the purchase of copiers and the most cost efficient choices for the county. LuAnn commented that the Finance Director was of the opinion that going with service agreements and leasing equipment always affords the newest technology, it is at a cost. Brunette stated instead they buy the equipment, run it until it dies and then look for something better thus getting a longer life out of the equipment. Fried commented that prices should still be compared. All ayes; motion carried.

Review of Courthouse boiler project bids: Brunette stated that 5 bids for installation of the directly purchased boilers were received: Mechanical Incorporated \$69,810; Johnson Controls \$65,550; August Winter & Sons \$70,444; KBK Services \$71,000; Hurkman Mechanical \$46,990. The low bid was reviewed and some valves were not included, however, those came in at less than \$2,000. Stan Grys of RCAD reviewed the bids and discovered the higher bids included markup on the boilers as part of their cost

although the boilers are purchased directly by the county. Brunette stated it would be the recommendation to go with the Hurkman Mechanical bid with the total cost of the direct purchased boilers and the installation being \$114,985 out of \$150,000 budgeted, and even though additional cost should be anticipated it should come in under the budgeted amount. Krolczyk asked about Hurkman Mechanical's reputation. Brunette stated they were 1 of 2 companies recommended by Stan Grys; however, Fried commented that references should still be verified.

Award of courthouse boiler project bid: Motion by Krolczyk to accept the Hurkman Mechanical bid pending a verification references, second by Metropulos. Fried questioned the time frame to install the boilers. Brunette stated the boilers had a 4 week lead time and were ordered the week before from Fluid Handling. Fried questioned as to when the bid was specific to the work being done. Brunette stated the bid is good for 30 days with a completion requirement of December 31, 2014; although it was likely to be completed before that date. Fried stated he thought the completion date was the end of September. Brunette stated the date changed but the courthouse does have one functioning boiler at present.

Direct purchase of boilers: Fried stated that no motion was necessary and confirmed that the boiler's compatibility with the system was verified with Stan Grys of RCAD.

Closed session—It is anticipated that a motion will be made, seconded and approved be roll call vote 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" (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): Motion to enter into closed session at 9:20 am by Oettinger, second by Krolczyk. Roll call vote: Oettinger-aye, Young-aye, Krolczyk-aye, Metropulos-aye, Fried-aye; Motion carried.

Return to open session: Motion by to return to open session at 10:00 am by Krolczyk, seconded by Oettinger. Roll call vote: Krolczyk-aye, Metropulos-aye, Young-aye, Fried-aye, Oettinger-aye; Motion carried.

Announcements from closed session: A motion was made and seconded to allow LuAnn Brunette and the Buildings and Grounds Department to enter into the original contracts with Symplex for service work that has been identified and needed. All ayes; motion carried.

2015 budget: Brunette reviewed the previous policy regarding the replacement of worn out old equipment with items that are ergonomically correct from a budgeted amount. Now memos are sent to the department heads requesting that as budgets are prepared, furniture and equipment request will go through an ergonomic assessment by Linda Conlon, Linda Herrmann, or Jill Butzlaff. Brunette stated the letter it is ready to be sent out if the committee approves. Brunette presented the committee with the detailed budget worksheet for Buildings and Grounds. Brunette discussed the anticipated \$300 in revenues received from the vending machines and rent received from the Department of Social Services, which although it comes back to the Buildings and Grounds budget it transfers to the general fund without being touched. Brunette noted the gas account at the Courthouse has already expended \$32,469.62 on gas and anticipated the yearly amount to be \$62,000 because of the boiler that was malfunctioning; however, there she did not anticipate requesting additional funds since the new boilers are more efficient. Fried recommended the committee members take and review the material before

the next committee meeting unless there were any immediate questions. Brunette added the Administration Committee requested that all of the current and future budget items that had previously complied on a list of short term, midterm and long term projects additionally have sheet with a project name, description, justification, how that money is to be earmarked and whether to be paid for from a continuing appropriation, general fund or by tax levy. Brunette continued that she would like all of the items that are on the list and the additional items that have been identified that will need to be budgeted for such as; the chairs in the committee rooms, LEC boiler replacement, an update to the equipment that operates door hardware at the Sheriff's Department and an upgrade to the Social Services restrooms on the Capital Improvement Sheets and will need to be submitted to Finance by 9/10/2014. Fried requested that Brunette email the committee members with the list of what she will be sending in so they can review the projects. Brunette noted that an evaluation team of selected County Board Supervisors and staff members will be reviewing the project commenting that they could review and finalize the budget at the next meeting.

Repair north lower lot and remove exterior stairway at courthouse: Brunette presented pictures of and discussed the condition of the north lower lot noting a sink hole near the manhole cover, the deterioration to the retaining wall and the landing of the stairs that has occurred over the years. In addition the railing to the stairs has been affected. Brunette stated they were considering having the Highway Department repair the lot and remove the stairway meaning the staff would need to use the service door. The cost to repair the catch basin and remove the stairway, concrete and rail is \$10,004.60. The budget has a line item of \$5,000 for sidewalk and blacktop repair, which would leave just over \$5,000 that could be transferred from the continuing appropriations account and do the project this year. Fried expressed concern that the cost seemed low for the amount of work required and recommended the committee view the area at the conclusion of the meeting.

Update on exterior stone work—Oneida County Courthouse

- a. **Approve Supervisor Oettinger's attendance/stone removal:** Brunette discussed the need to have a structural engineer on site when the stone is removed from the building and Fried's recommendation that Oettinger be in attendance if he has the time. Oettinger stated he was not an engineer and did not want to supervise the stones removal. The committee discussed contacting the City and inquiring into who completed its restoration project.

Update on Oneida County Law Enforcement Center maintenance projects: Stefonek stated all the filters and belts have been replaced on the air handlers, the chiller was cleaned because it wasn't running efficiently, the water conditioner is anticipated for the following week, boiler number 1 has a pump that is out and parts are ordered and Pauly Jail Building Company will come in the first week of October to address the manual door operation maintenance. Stefonek stated Corporation Counsel gave the go ahead for the Automated Logic contract to update the panels so the boiler will register the temperature outside and will ramp up or down accordingly. Stefonek continued the leaking water pressure reducers in the jail showers have been replaced, door sensors in the sally ports are being fixed, the generator cooling system has been serviced and is in good condition, the kitchen cooler compressor head plate has been replaced and replacements for 2 exterior doors have been ordered and should be replaced in a couple of weeks. Brunette discussed considered covering an area of block wall in the kitchen with stainless steel because it is susceptible to humidity and cannot be kept painted or clean.

Update on vacant positions: Brunette stated 5 people were interviewed during the previous week to replace Todd Riopel. The position has been offered, contingent on passing the background, physical and drug screening, to a person who has worked as the head boiler operator at the paper mill with hope the

individual could start on the following Tuesday. Oettinger questioned the individuals plumbing experience noting Riopel is a plumber. Brunette commented, given the projects planned in the near future, the second open position might be filled with someone with more plumbing experience.

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

- a. **Signage:** Brunette stated Joe Brauer had indicated that the block for creating the wall between the staff area and the luggage conveyor to block fumes from coming into the area had arrived and will be moving forward with its construction as soon as the UW Extension is able to relocate their materials out of the way. K Tech will be cleaning the ductwork September 8th through the 12th. Brunette stated she had met with Tim Brown and Joe Brauer and identified areas where signage might be of benefit to people that are coming into their facility and calls are in as to the cost of the signs. Additional interior signage was going to be addressed by the UW Extension, but to Brunette's knowledge has not yet been completed. Fried recommended bringing the cost of signage back to the committee once the cost of the signs can be determined. Brunette commented that the \$100,000 request to renovate the area would be one of the prioritized budget items.

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/Proposed costs:** Stefonek discussed the design that was approved and is currently being drawn up by Chris Winters so they can be presented and bids can be sought. Fried asked that it be brought back to the committee once the cost is determined. Brunette added that because the survey for the parking expansion is not done they will fill out another form for a capital improvement project to be completed in 2015. Fried asked why the survey was not yet done. Brunette stated that they were just very busy.

Public comment: None

Items for next agenda: Update Law Enforcement Center roof contract negotiations, courthouse security, 2015 furniture and equipment requests, capital improvement plan, 2015 budget, update courthouse north lower lot repair and exterior staircase removal, update vacant positions, update LEC maintenance projects, update to Health and Aging roof expansion, update courthouse exterior stone work and balconies, update to leased office space at the Rhinelander-Oneida County Airport.

Scheduled future meeting date(s): September 11, 2014 9:00 am

Adjournment: Motion to adjourn by Metropulos, second by Young. All ayes; motion carried. Meeting adjourned at 11:13 a.m.

Billy Fried, Chairman

Dan Gleason, Recording Secretary