

Oneida County Buildings & Grounds Meeting
Thursday, September 11, 2014, 9:00 a.m.
Committee Room #1, Second Floor
Oneida County Courthouse
Rhineland 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: Lisa Charbarneau—LRES, Mike Romportl—Land Information, Dan Gleason—LRES.

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 agenda: Motion by Metropulos to approve the amended agenda, seconded by Young. All ayes; motion carried. Oettinger and Krolczyk not present.

Update on vacant positions: Brunette stated shortly after the start of Troy Huber on Monday, Lee Dombek informed Brunette that he had been offered another position and his last day would be September 19th, leaving the department even more short staffed. Brunette stated she will be requesting a waiver of the six month vacancy review for the position. Additionally, the new hire for the most recent position is going through the process of his background check and his physical is scheduled for Friday. Brunette noted rather than seek individuals with licensure they would rather have an employee with an emphasis in the plumbing or electrical fields since the county would be more competitive with that wage amount. Charbarneau added that often highly skilled employees would move on to higher paying jobs in the private sector shortly after the probationary period noting the difficulty in convincing them of the value of the benefits. Fried commented that the downside would be the requirement of more outside contracting, but the upside was the ability to retain people better. Charbarneau added the majority of work done does not require licensures.

Request waiver of vacancy review—Maintenance Technician: Motion to approve the vacancy review as presented by Krolczyk, seconded by Metropulos. All ayes; motion carried.

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

- a. **Signage:** Brunette commented that Tim Brown and the person in charge of the airline staff were both out of the office. The staff was not as careful about keeping doors shut and way they were operating a toll motor resulted in fumes in the lower level of the airport. The complaints were not reported to Brunette, but rather second hand to Joe Brauer. He spoke to the employees regarding the importance of keeping the doors shut. Additionally, they have the block to put up the wall around the luggage conveyor, but K-Tech's cleaning of the ductwork scheduled for this week was postponed for a week due to a large number of people who have had flood issues in their homes. Brunette is getting quotes for a 4' x 8' sign and a 3' x 5' sign to be placed on the fence before you get to the airport building and by the side door designated for UW Extension

clients respectively, after her meeting with Joe Brauer and Tim Brown regarding the alternate locations.

Repair north lower lot and remove exterior stairway at courthouse: Brunette stated that hasn't gotten any additional quotes from outside vendors, however, she is waiting for an opinion from the risk managers as to the removal of the stairs.

Update on exterior stone work—Oneida County Courthouse: Brunette stated Terry Laib from Laib Restoration had expressed an interest in the looking at the project and waiting to hear back from him to schedule a time to take a better look and maybe schedule some work.

Non-budgeted item request

- a. **Update on health and aging facility—request for extension of roof edge over back entry:**
Drawings: Romportl discussed the survey of the property and the location of the property line which fell within the setback requirements. Stefonek discussed the features and design of the extension. Brunette stated there was a bit less than \$30,000 if the board approves recommitting the money from the demolition of the Daily News building from paving the lot to the building of the roof extension.

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: 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 9:34 am by Metropulos, second by Oettinger. Roll call vote: Krolczyk-aye, Metropulos-aye, Oettinger-aye, Young-aye, Fried-aye; Motion carried.

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

Announcements from closed session: A motion was made and seconded to approve the offer from Johns Manville through agent Bill Runyon as presented by the committee. All ayes; motion carried. A motion was made and seconded to approve Supervisor Fried and Supervisor Holewinski special meeting per diem from September 9, 2014.

2015 furniture and equipment requests: Brunette discussed the process and the requests for furniture and equipment. The requests were for:

- Corporation Counsel—Lateral file cabinet; \$1,000
- Department on Aging—Photo copier B/W; \$5,000
- Planning & Zoning—Photo copier color w/finisher & bridge unit; \$9,334
- Sheriff's Department—12 Chairs; \$4,200
- Buildings & Grounds—Committee room chairs (1st Floor Conference Room, Committee Room #1, Committee Room #2, Corporation Counsel Meeting Room and 2 jury rooms) 58 Chairs; \$43,500

The committee discussed and agreed that the file cabinet and photo copiers are necessary; however, the cost per unit of the chairs seemed high. Brunette stated the chairs would have a lifetime warranty

and replaceable parts. Fried recommend the chairs for the Committee Rooms follow the copiers, however, be staged over the course of three years starting with the 1st Floor Conference Room, Committee Room #2 and then Committee Room #1 moving the good chairs from the committee rooms to the other rooms. Brunette stated she would alter her request form and the budget request to reflect the committee's recommendations.

Capital improvement plan: Brunette discussed the prioritized list of capital improvements how she developed a rating system and rated the requests for 2015 as:

1. Immediate need with consequence of worker injury or county liability
2. Immediate need with no consequence of worker injury or county liability; create efficiency
3. Needs to be addressed soon
4. Needs to be addressed in the future
5. Possible future need

Brunette stated that the cost of the boiler system at the Health and Aging facility would likely be \$400,000 rather than the \$200,000 originally thought. She commented that there are less expensive options that are also less efficient; however, it would take a long time to make up the higher costs. Fried asked if there was a way to get an energy savings evaluation to show savings related to cost. Brunette stated it could cost as much as to \$10,000 to have someone like Stan Gris evaluate the cost and savings. Fried commented that although the projects have been prioritized, the respective department might feel differently and they should present their request in addition. Brunette noted she believed that anything not included in 2015 and the balance of projects that are not funded in 2015 will be included in the requests for the consecutive years through 2019. Fried commented that he felt it would be beneficial to bring in a company to do an energy assessment and outline things that might be overlooked noting that by entering into a contract with such a company would result in a guaranty of the promised savings. Brunette questioned if such a process would need to be opened to the bidding process or at least quotes from a few different service providers. Fried stated that Focus on Energy might be a good place to start. Motion to approve the capital improvement items as listed by the priority rating by Metropulos, second by Oettinger. Fried commented that the copier room and the Social Services waiting area are not specifically listed but are projects that are still moving forward. Brunette stated she was hoping to start those projects this year so they do not need to be on this list. All ayes; motion carried.

2015 budget: Brunette noted the gas account would be overdrawn by about \$20,000 for this year because of the inefficient boilers but the \$7,000 line item for the LEC roof would be eliminated. Brunette stated the courthouse had a \$2,000 capital equipment account and were going to ask for \$15,000 this year. Brunette stated that they currently had only 1 running truck for plowing and would like to purchase another before the snow removal season. Brunette added she would talk to the finance director to see if there is any way to expedite using the money to purchase another tuck before its put into the 2015 budget. Oettinger questioned if use of the Highway Department's equipment had been considered. Fried recommended the looking into the sharing of resources if the machine is not currently in use. Brunette stated she is still looking at purchasing natural gas for the courthouse and the LEC from CenterPoint Energy, but WPS is being sold to another entity and now will need to ensure there is a contract in place to use their gas transmission lines. Fried stated he was interested in whether the city was able to exempt the County from the cost of storm water runoff. Brunette stated the cost was included in this year and did not anticipate needing to request any additional funds at least not for the LEC and they use the most water of any of the county's buildings. Brunette added the WPS building

request would be eliminated. Motion to approve the 2015 budget as presented by Oettinger, seconded by Metropulos. All ayes; motion carried.

Public comment: None

Items for next agenda: Chair information, Update Law Enforcement Center roof warranty, courthouse security, 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): October 14, 2014 9:00 am

Adjournment: Motion to adjourn by Krolczyk, second by Fried. All ayes; motion carried. Meeting adjourned at 11:05 a.m.

Billy Fried, Chairman

Dan Gleason, Recording Secretary