

Oneida County Buildings & Grounds Meeting  
Tuesday December 2, 2014, 9:00 a.m.  
Committee Room 1, Second Floor  
Oneida County Courthouse  
Rhinelander WI, 54501

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

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

**Others Present:** Dan Gleason, Bob Bayne and Jonathan Anderson.

**Call to order:** Chairman Fried called the meeting to order noting it is in accordance with the Wisconsin Open Meetings Law.

**Approve agenda:** Motion to approve agenda by Young, second by Oettinger. All ayes; motion carried.

**Approve minutes from committee meetings dated: October 14, 2014; October 21, 2014 and November 4, 2014:** Motion to approve the minutes by Metropulos, second by Fried. All ayes; motion carried.

**Bills, vouchers, and blanket purchase orders, line item transfers:** Fried commented that looking at the costs involved, specifically from the Law Enforce Center, it was interesting to preface the discussion that would come later in the meeting as the committee looks for some energy savings. Motion to approve Bills, vouchers, blanket purchase orders, line item transfers by Oettinger, second by Young. All ayes; motion carried.

**Updates and possible action on Buildings & Grounds projects/activities:**

- a. **Courthouse boiler project:** Brunette discussed the installation of the 2 boilers and the replacement of the chimney flues. Both Hurkman Mechanical and Fluid Handling have been on site to check the installation and to make adjustments to the boilers. Automated Logic has been on site to work on integration of the new equipment with the computerized controls. The county's IT Department resolved issues accessing the computerized controls and the system is working well. County staff is changing the actuators that need to be replaced as they are found. Fluid Handling will return to tweak the second boiler that hadn't been properly balanced now that the regulator has been replaced.
- b. **Courthouse exterior stone work:** Brunette discussed the maintenance of the stonework and masonry above the front entrance by Quality Building Restoration which revealed the lack of steel infrastructure under the stone, so they drilled and pinned the stones into place ensure the stone do not move. Problems were found with the balcony on the north and south side of the building and began working; however, the winter weather required the work to be completed in the spring. The contract requires the repairs to be completed by June of 2015. Additional deterioration of the stonework had been discovered once repairs began and they indicated preventive maintenance would be significantly less expensive than restoration.
- c. **Health and aging roof edge extension:** Brunette stated although the building permit was received, no work has started because the survey completion was late. Brunette sought

direction from the committee to begin work this fall or to wait until spring when the masons have no other work because of the road limits, noting concern that workmanship might suffer or increase in cost because of the cold weather and frost in the ground. The committee discussed the conditions of the contract and the potential problems associated with starting the project this fall instead of the spring. Fried requested that the people at the Health and Aging building be informed of the reasons for the possible delay and get their blessing to hold off until the spring.

- d. **Truck purchase:** Brunette stated the truck has been ordered and will probably not be ready until the first of the year allowing for additional 2015 monies to help fund the purchase with the plow being purchased with money from 2014 accounts. Brunette added that although it will be difficult to maintain the plowing with the current truck, they should be alright until the new truck and plow are available.
- e. **Court video conferencing:** Brunette recapped the August resolution to replace the court video conferencing system for the LEC and Branch 1 and 2 of the courthouse for \$79,500. Some of the installation at the LEC has been completed but connectivity issues with outside agencies have been discovered along with problems integrating the system into the sound system because of the change to the voice over IP telephones. Additional revision to the equipment at the courthouse will be required to allow the system to allow secure access without compromising the equipment at the courthouse using abandoned fiber optic lines running between the LEC and courthouse. The fiber optic lines will need to be checked at a cost of about \$500. A conference call is scheduled for Friday with the Sheriff's Department staff, Brunette and the provider to negotiate a reduction in cost to cover the additional equipment that is needed to connect into the system and outside agencies. The project is on hold until it can come in within the \$79,500 that was appropriated for the project.
- f. **Courthouse door numbering:** Brunette stated numbering has been approved by law enforcement and Emergency Management staff. Quotes have been obtained for the signs ranging from \$10.73 to \$4.95 each and ordered from the low quote with a total cost of \$2,831.40 covered by Courthouse security funds and installed by staff once they arrive in 4 to 6 weeks.
- g. **Video Surveillance:** Brunette discussed a preliminary meeting with staff from law enforcement, Emergency Management and IT to discuss the various aspects of the project, view some recently installed systems and compile a list of contacts and vendors. After viewing the school's system they shared what went both right and wrong and how they prepared the RFP. Some wire was pulled when at the time the card readers were installed and staff will be able to pull the wire for the remaining areas which will be a cost savings. There is a preliminary plan that can be addressed in a future closed session once more details are in place.

**FOCUS on Energy grant assistance for assessment of current HVAC systems at county facilities:**

Brunette stated that FOCUS on energy pointed her in the direction of 2 firms that provide the assistance for the projects that not do the guarantee but can work with FOCUS and the county to optimize the energy efficiencies that can be created in the county buildings, noting Bob Bayne, President of Grumman/Butkus Associates (G/BA), was here to explain to the committee what kind of assistance they provide. Payne discussed his background and the firm's primary focus as retro-commissioning of existing buildings and an overview of how the process works. Phase 1 is an audit to find no cost/low cost efficiencies in the building then make recommendations and calculate energy savings and provide FOCUS on Energy spreadsheet with the calculated energy savings along with 2 weeks of data logging to support those calculations. FOCUS on Energy will then provide an incentive to proceed; however, the incentive may not exceed the cost of the audit. Once implemented, G/BA would return to verify

everything was done according to plan and that the energy is being saved by data logging additional weeks of data which is again reviewed by FOCUS and then be eligible for the remainder of the incentive. The persistence phase is after 90 days to check trends to ensure savings are still in place and there is a persistence phase bonus that FOCUS on Energy provides to keep energy savings up. Fried stated he felt the board is willing to make capital expenditures if there is a projected payback in 10 to 15 years and the money is available. Brunette commented that several of the automated systems at the LEC have been circumvented and potentially could result in savings through the low cost or no cost approach first, then look to a performance based company. Bayne stated that the incentives tend to run from about 50% up to as much as 100% of the cost of the audit. The committee discussed the cost of the audit of the LEC may be covered by an incentive, and which building might benefit the most. Bayne stated that FOCUS on Energy requires that each building be addressed individually. Brunette stated the highest cost bills are from the LEC and stand to benefit the greatest by addressing it first. Motion to move forward with the Grumman/Butkus Associates contract contingent on review of Corporation Counsel, review of recommendations and funding; second by Metropulos. All ayes, motion carried.

**Long Range Plan:** Brunette presented the 2013 – 2014 Long Range Plan to the committee stating that a review is required annually noting the items that would be removed from the 2015 plan since they have been addressed and the items that would be added to the 2014 – 2015 plan based on the capital improvement projects that were identified last year as part of the 2015 budget process as well as the projects that are nearly complete. Motion to accept the Long Range Plan as presented by Metropulos; second by Young. All ayes, motion carried.

**Non-budgeted item request:** Brunette stated that they had budgeted to replace the copy machine at the Department on Aging and they would do a line item transfer from public property in excess of \$10,000 and purchase now and then replace the money in 2015 with the money that was set aside.

**Public comment:** None

**Items for next agenda:** Continue to update on projects including the FOCUS on Energy grant assistance, proposal form Corporation Counsel and funding source from Finance.

**Scheduled future meeting date(s):** January 12, 2014 9:00 am

**Adjournment:** Motion to adjourn by Young, second by Metropulos. All ayes; motion carried. Meeting adjourned at 10:12 a.m.

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Billy Fried, Chairman

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Dan Gleason, Recording Secretary