

**BUILDINGS & GROUNDS COMMITTEE MINUTES**  
**Committee Room #1, Second Floor, Oneida County Courthouse**  
**Monday, October 15, 2018 9:30 a.m.**

**COMMITTEE MEMBERS PRESENT:** Billy Fried/Chairman, Lance Krolczyk, Bob Metropulos, Greg Oettinger and Russ Fisher

**ALSO PRESENT:** LuAnn Brunette, Troy Huber (Buildings & Grounds); Jenni Lueneburg (Labor Relations/Employee Services); Kris Ostermann (Treasurer)

**CALL TO ORDER**

Chairman Fried called the Buildings & Grounds Committee to order at 9:30 a.m. in Committee Room #1 of the Oneida County Courthouse. This meeting has been properly posted in accordance with the Wisconsin Open Meeting Law and complies with the Americans with Disabilities Act.

**APPROVE AGENDA**

Motion by Krolczyk, to approve today's agenda. Second by Fisher. All Committee members voting 'Aye'. Motion carried.

**APPROVE MINUTES**

Motion by Fried to approve the minutes from September 10<sup>th</sup>. Second by Metropulos. All Committee members voting 'Aye'. Motion carried.

**BILLS, VOUCHERS, BLANKET PURCHASE ORDERS, LINE ITEM TRANSFERS**

Brunette provided vouchers and bills for review by the Committee in the amount of \$49,311.12. Brief discussion held on the RCAD bills and purchase of a new plow truck. Motion by Fried to approve the bills and vouchers as presented. Second by Oettinger. All Committee members voting 'Aye'. Motion carried.

**RECEIPT OF RESTITUTION – ADDITIONAL PARTIAL PAYMENT**

Brunette reports that another restitution payment was received in the amount of \$50.00 to go towards the costs to repair the vandalized dumpster at the Department on Health and Aging.

**CONTRACTS**

- **Automated Logic:** Brunette reports that the Automated Logic contract will be ready at the next meeting for review and signature. This contract is for the computerized controls for the climate control system at the Courthouse and Law Enforcement Center.
- **Eagle Waste:** Brunette provided the contract for Eagle Waste for Committee review. Brunette notes that changing from Waste Management to Eagle Waste will bring significant savings to the county, since Eagle Waste is much more lenient with overage fees. Waste Management would charge overage fees if dumpster covers were even slightly raised and Eagle Waste has promised to not do this. Huber notes that Eagle Waste is a local vendor whereas Waste Management was not. Motion by Fisher to approve Fried's signature on the Eagle Waste contract. Second by Metropulos. All Committee members voting 'Aye'. Motion carried.

**REPORT ON OUT-OF-COUNTY TRAVEL – ASSISTANT FACILITIES DIRECTOR  
ATTENDANCE AT WOOD COUNTY TOUR**

Huber discussed his tour of various Wood County facilities to gather information on their processes for lawn care, facility upkeep and maintenance of their jail facility. Huber discussed how Wood County is trying to cut janitorial staff and notes the reduced quality of their facility cleanliness because of these cuts. Huber discussed Wood County being one of several counties that is trying to raise the bidding restriction requirements, which have been at \$5,000 for many years. Huber discussed the burden on vendors to review and meet bidding requirements which means often, vendors will not bid on lower cost projects near the \$5,000 amount. Huber feels by changing these requirements, it will allow for more competitive bids to come in for projects. Huber will be gathering several other county contracts for the Committee and Corporation Counsel to review in order to see what other counties are doing. Further discussion held on the bidding process with Oettinger providing comments on the current burdensome process in place. Fried notes that as budgets continue to tighten, this Committee may have to take a closer look at building maintenance support staff levels but at this time, Fried has noticed significant improvement the last couple of years in the quality of maintenance of Oneida County facilities. Fried feels it could be good to simplify the bidding process, and directs Brunette and Huber to continue looking into the matter further.

Brunette requested that the Committee agree to skip to the closed session topic due to Ostermann present at meeting. Motion by Fisher to suspend the rules on following the agenda items in order. Second by Krolczyk. All Committee members voting 'Aye'. Motion carried.

**UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES**

- **Closed session:** Motion by Oettinger, second by Metropulos to adjourn into closed session pursuant to Section 19.85(1)(d) considering strategy for crime detection or prevention, and Section 19.85(1)(f) for considering financial, medical, social or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems or the investigation of specific charges which, if discussed in public, would likely have a substantial adverse effect on the reputations of the person referred to in such data. (Topics for both: Security upgrade to office of Treasurer, LRES, Corporation Counsel, and District Attorney)

Roll call vote taken with all voting in the affirmative. Motion carried. Committee went into closed session at 9:53 a.m.

Staff present in closed session: Brunette, Lueneburg, Ostermann

- **Return to open session:** Motion by Krolczyk to return to open session. Second by Metropulos. Roll call vote taken with all voting in the affirmative. Motion carried. Committee returned to open session at 10:14 a.m.

During closed session discussion, Fried reports that no actions were taken and no motions were made.

### **CAPITAL IMPROVEMENT PROJECTS – CONSTRUCTION OF FAIR STORAGE**

Brunette reports that due to remodeling of the River Street Storage facility, a lot of the storage space in the rear building is needed as temporary storage to hold items while the main building is being remodeled. Oneida County Fair are currently using the rear building storage to hold tents, a dance floor, trolley, etc. and Brunette is needing them to find a new place for these items to free up the storage space. Brunette spoke with Fred Andrist of the Fair Planning Committee about a potential spot next to the River Street Storage building to possibly construct a new storage structure for the fair's equipment. Andrist felt this was a possibility but first wanted to look into other options before deciding. Brunette says she put together other viable locations owned by the county for Andrist to look at for storage as well. Brunette says she won't be taking any further actions until she hears back from Andrist. Brunette says she attended the last two Fair Committee meetings and no decisions were made so she will wait and see what direction Andrist wants to take. Fischer asked the status on the future of the Oneida County Fair. Fried commented that revenues are still a concern and the fair feels that they are not being properly supported by the county. Further discussion held on the fair location. Brunette states that costs would need to come through the Buildings & Grounds funds so therefore, any requests would need to go through the budget and CIP (Capital Improvements Plan) process before being approved. Further discussion held over concerns on funding. Huber notes that right now all of the fair equipment that was in the River Street Storage unit has been removed and relocated to private storage for now. Brunette states she will continue to look into the topic.

### **2019 BUDGET HEARING UPDATES/ACTION TAKEN BY ADMINISTRATION COMMITTEE**

Brunette reports that budget hearings are now complete and no substantial changes were made to the Buildings and Grounds 2019 budget. Fried says the only additions were costs for the airport furniture and increasing the ergonomic budget by \$5,000. Fried discussed budget hearings further. Fried suggests reducing utility budgets in future years due to building improvements that will hopefully reduce gas and electric costs. However, Fried would like to see the upcoming year actual utility costs and what reductions actually occur before changing budgeted amounts. Fried discussed the wage and market study being conducted and the budget concerns of implementing the study. Fried feels that Brunette presented the budget well at hearings.

### **UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES (continued)**

- **Law Enforcement Center (LEC) roof:** Huber reports that when the new compressor was installed on the LEC roof, some of the roofing was torn. Huber says they were not aware this occurred and after a substantial rainfall, some leaks and flooding occurred in the LEC. Huber reports that they are in the process of getting the tears fixed.

*(Krolczyk left the meeting at 10:32 a.m.)*

- **Law Enforcement Center (LEC) roof (continued):**  
Brunette discussed the ongoing warranty issues with the LEC roof, and provided three updated options. The first option would be a complete tear off of the current roof, build a gap over the concrete roof areas, reuse existing flashings, reroof with EPDM roofing material, include additional insulation, replace compromised insulation and wood, and a 20 year warranty for a total cost of \$80,000. The second option would be to roof over the existing roof on the metal roof portions of the roof, tear off over concrete roof areas, replace insulation, use EPDM roofing material, replace compromised insulation and wood and a 20-year warranty for a total cost of \$695,000. Options one and two provide for a 20% discount on roofing materials as part of the

- **Law Enforcement Center (LEC) roof (continued):**  
current warranty. The third option would roof over the entire existing roof, using TPO (thermoplastic polyolefin) roofing materials, replace any compromised insulation and wood, and a 20 year warrant for a total cost of \$591,000. Brunette discussed County Board Supervisor Scott Holewinski's concerns over possible moisture build-up between the old and new roof, vendor reliability and disposal of the TPO roofing in the future. Discussion held on the TPO roofing not breaking down in landfills but hopes of recycling options being in place by the time the roofing needs to be disposed of in the future. Brunette recommends a thermoscan of the LEC roof in order to identify areas of concern. Fisher suggests doing a thermoscan first to assess current damage before deciding which option to choose; Committee agrees. Huber elaborated on the materials and installation process used on the Courthouse roof. Huber recommends the third option and prefers to use the TPO roofing material. Further discussion held on the differences between the TPO and EPDM roofing, material thickness and installation time frames. Huber notes that the quotes are from Oneida Roofing but once they decide on which option, the project will still need to go through the bidding process. Brunette notes that in the event the project goes over budget, she would be looking to the contingency fund for the overages. Brunette and Huber plan on this being a spring 2019 project. Motion by Fried for Buildings and Grounds to do research, focusing on the TPO roofing material and to move forward with the specifications for roofing, and consult with the Committee if they run into concerns. Second by Fisher. All Committee members voting 'Aye'. Motion carried.
- **Expansion of card access system:** Brunette reports that the license for the proximity card system that allows access to Oneida County facilities has exceeded the allowed 40 users. To expand the license to unlimited users and installation will cost \$2,600. Additional proximity card readers will be installed in Labor Relations, Treasurer's Office, District Attorney's Office, and Corporation Counsel. Fried voiced concerns on why a card reader is needed in Labor Relations.
- **Elevator project:** Brunette has been compiling information to determine the cost of refurbishing the elevator, in which most of the costs are for the maintenance technician. Huber had an engineer review the project and they recommended modernizing the elevator but holding off on any jack replacements due to minimal chances of leakage in the current system. Brunette states there is \$150,000 in the budget for the elevator renovation, and voiced concerns about no current backup in the event the current elevator fails. To put a lift in the side stairwell of the Courthouse would cost \$45,000 and would then provide a backup. Brunette recommends nothing be done with the current elevator at this time. Huber notes that there is access to 911 in the elevator in the event it fails and he feels spending \$80,000 to modernize the current elevator is not needed. Fried asks Huber to bring the service records, costs of the stairwell lift, and elevator modernization to the next meeting so that the Committee can have all the information needed to make an educated decision. Further discussion held on the current elevator and previous inspection suggestions. The Committee was agreeable to Brunette and Huber gathering more information on options but the Committee will plan to leave the idea of elevator replacement alone at this time.
- **Project list and projected timeline:** Brunette will email the Committee members a list of current projects for review.

Buildings & Grounds Committee meeting  
October 15, 2018

**NON-BUDGETED ITEM REQUEST**

None

**PUBLIC COMMENT**

None

**ITEMS FOR NEXT AGENDA**

Law Enforcement Center roof  
Elevator contingency plan

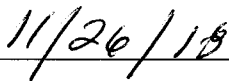
**FUTURE MEETING DATES**

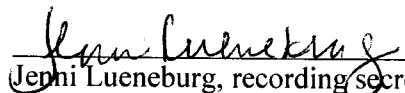
Monday, November 26, 2018 at 9:30 am (November 19<sup>th</sup> meeting canceled)  
Monday, December 17, 2018 at 9:30 a.m. (award bid of River Street Storage Project)

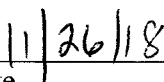
**ADJOURNMENT**

Motion by Metropulos to adjourn meeting. Second by Oettinger. All members present voting 'Aye'.  
Motion carried. Meeting adjourned at 11:23 a.m.

  
\_\_\_\_\_  
Billy Fried, Chairman

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Jenni Lueneburg, recording secretary

  
\_\_\_\_\_  
Date