

BUILDINGS & GROUNDS COMMITTEE MINUTES
Oneida County Law Enforcement Center Conference Room
Monday, December 17, 2018 9:30 a.m.

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

COMMITTEE MEMBERS ABSENT: Lance Krolczyk (excused)

ALSO PRESENT: LuAnn Brunette, Troy Huber (Buildings & Grounds); Lindsey Kennedy (Labor Relations/Employee Services); Grady Hartman, Dan Hess (Sheriff's Office)

CALL TO ORDER

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

APPROVE AMENDED AGENDA

Motion by Metropulos to approve today's amended agenda. Second by Fisher. All Committee members present voting 'Aye'. Motion carried.

APPROVE MINUTES

Motion by Fisher to approve the minutes from the November 26, 2018 committee meeting. Second by Fried. All Committee members present voting 'Aye'. Motion carried.

BILLS, VOUCHERS, BLANKET PURCHASE ORDERS, LINE ITEM TRANSFERS

Brunette provided a handout of the bills, vouchers and blanket purchase orders for the committee members to review and provided a brief overview of the items on the list. All the items on the list are within budget or monies can be transferred from other accounts to cover the difference and stay within budget. Brief discussion held. Motion by Fried to approve the bills, vouchers and blanket purchase orders as presented. Second by Oettinger. All Committee members present voting 'Aye'. Motion carried.

AWARD BID – RIVER STREET STORAGE PROJECT

Brunette stated one bid was received from Oneida Roof and Chimney for the interior work of the River Street Storage Project. There were 6 contractors that did the mandatory walkthrough for the project but Oneida Roof and Chimney was the only one to bid on the project. Oneida Roof and Chimney are the vendor that has already been contracted for the River Street Storage roof project. The total budget for the River Street Storage Building repairs is \$70,500. \$11,000 has already been spent on the roof and it will take another \$4,000 to complete that portion of the project. The bid for the interior work from Oneida Roof and Chimney came in at \$36,840 (price does not include the roof) which Huber states is a fair price for the work. Brunette stated that with the additional funds that were set aside for the project that a much needed new concrete floor can be poured; this will raise it up and help with the moisture problem. Brief discussion held. Motion by Fried to approve the bid from Oneida Roof and Chimney in the amount of \$36,840 for the interior work of the River Street Storage Project. Second by Oettinger. All Committee members present voting 'Aye'. Motion carried.

RECEIPT OF FOCUS ON ENERGY INCENTIVE

Brunette stated another Focus on Energy incentive check was received in the amount of \$1,510. The breakdown of the refund is:

- \$1,200 - Law Enforcement Center exterior high output lumen fixtures
- \$70 - medium output lumen fixtures
- \$100 - low output lumen fixtures
- \$140 - additional low output lumen fixtures

Brunette stated that the total amount received in 2018 from the Focus on Energy Incentive is \$42,485.30. Brief discussion held. No need for a motion on this agenda item. The committee acknowledged receipt of the information.

2019 BLANKET PURCHASE ORDERS

Brunette presented the committee members with an updated list of vendors the County does business with. The only new vendor on the list was Amazon. Brunette stated that the list will be updated as new vendors are used and that the list will need to be approved and signed monthly by the committee members. Brief discussion held. Each committee member present signed the list for approval. Motion by Fried to accept the 2019 Blanket Purchase Orders vendor list as presented. Second by Fisher. All Committee members present voting 'Aye'. Motion carried.

CONTRACTS

- a. **OMNI Glass and Paint:** Brunette presented an overview on the previous work done by OMNI Glass and Paint and the status of their current contract with the County to replace some aluminum doors at the Law Enforcement Center. OMNI send a proposal but because it needs a signature it is technically a contract and must be reviewed by Corporation Counsel. Brunette stated that after the contract was reviewed by Tom Wiensch, Assistant Corporation Counsel, he recommended 14 changes to the contract. OMNI Glass and Paint is unwilling to make the 14 changes but have agreed to some of the requested changes. OMNI Glass would like to know if they should move forward with making the changes they can accommodate or if the County would like to go with another vendor. Huber stated that OMNI Glass has done a lot of work for the County in the past and does good work. Brief discussion held. Fried acknowledges that Corporation Counsel is doing the job requested of them. Fried stated that the committee has the ability to approve the contract as presented if they see this as a routine job with a vendor that the County is comfortable with the communication, price and work of the vendor. Fried directed Building & Grounds staff to oversee the installation and ensure that the project is completed without incident. Motion by Fried to allow the Buildings and Grounds department to enter into the original contract with OMNI Glass for the replacement of the entry doors at the Law Enforcement Center. Second by Fisher. All Committee members present voting 'Aye'. Motion carried.
- b. **Automated Logic:** Brunette stated that Automated Logic handles the computerized controls at the Law Enforcement Center and courthouse. The contract was reviewed by Corporation Counsel and they recommended 18 changes to the contract. The contract is a one year service agreement in the amount of \$4,233. 00. Automated Logic can make changes remotely via the computer and this allow the bypass of travel charges. Automated Logic only does 1 year contracts and the Buildings & Grounds Committee had to bypass Corporation Counsel's recommended changes to the contract last year as well and approve the contract as submitted by the vendor. Motion by Oettinger to approve the Automated Logic contract as presented from the vendor like the previous year, noting the concerns of Corporation Counsel but honoring the original contract as presented. Second by Metropulos. All Committee members present voting 'Aye'. Motion carried.

SIMPLIFICATION OF BID SPECIFICATIONS AND SHORTEN CONTRACT PROCESS

Brunette stated the department has reached out to other counties for input on their contract processes. Samples of contracts from the other counties were passed around to committee members to review. Brief discussion held. Fried clarified the concern is that Oneida County’s bidding and project contracts are extremely large and complicated. Many vendors don’t even bid on Oneida County projects because the contracts are so complicated. The long, complicated contracts are also causing delays on the projects. Huber is going to do more research and get additional information from other counties before this concerns is brought to the Administrative Committee. Fried stated this conversation will continue when additional information is presented.

UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

- a. **Law Enforcement Center (LEC) roof:** Brunette stated the specs have been completed and they are going to be send to Corporation Counsel for review. Dates have been set up for the mandatory walkthroughs and also when the bids need to be received back to the County. The County has decided to go with a PVC roof. After extensive research, this was determined to be a best roofing material for the project.

- b. **Project list and projected timeline:** Brunette presented committee members with a list of current projects and reviewed the status of each project on the list.

NON-BUDGETED ITEM REQUEST

None

PUBLIC COMMENT

None

ITEMS FOR NEXT AGENDA

- Discuss 3rd floor renovation and get staff input regarding the renovation
- Status on Single Point of entry project

FUTURE MEETING DATES

Monday, January 21, 2019 at 9:30 a.m.
Monday, February 25, 2019 at 9:30 a.m.

TOUR JAIL KITCHEN

Hartman and Hess conducted a tour of the Law Enforcement Center jail kitchen, showers, bullpen and holding area to show the committee members the work and upgrades that have recently been completed at the facility.

ADJOURNMENT

Fried adjourned the meeting at 11:25 a.m.

Billy Fried, Chairman

Date

Lindsey Kennedy, recording secretary

Date