

**MINUTES OF THE
BUILDINGS & GROUNDS COMMITTEE MEETING
September 19, 2011**

Members Present: Chairman Jim Sharon; Paul Dean; Billy Fried; Scott Holewinski; and John Hoffman.

Others Present: Curt Krouze, Buildings & Grounds Director; Tom Poweleit, Venture Architects; Linda Conlon, Public Health Director; Dianne Jacobson, Department on Aging Director; Brian Desmond, Corporation Counsel; and LuAnn Brunette, Buildings & Grounds Leadperson.

CALL TO ORDER

Chairman Sharon called the meeting to order at approximately 9:00 a.m. in Committee Room #1 of the Oneida County Courthouse. He noted that the meeting notice had been properly posted and mailed in accordance with the Wisconsin Open Meeting Law and accommodations would be made for qualified individuals pursuant to the Americans with Disabilities Act.

APPROVE AGENDA/APPROVE MINUTES OF PREVIOUS MEETING(S)

Motion to approve the amended agenda by Holewinski/Hoffman. All aye on voice vote. Motion to approve the committee meeting minutes of August 29, 2011 with no additions, deletions or corrections by Hoffman/Holewinski. All aye on voice vote.

SIGNAGE FOR CONCEALED CARRY

Brian Desmond, Corporation Counsel, was present to discuss signage regarding concealed carry of weapons, which is now needed due to a change in law. He stated that statutorily there would be a requirement of no carry-in of weapons for the courthouse building and the sheriff's department buildings. He stated that he anticipated that in October an ordinance amendment would be passed that would cover no carry-in of weapons in all county-owned buildings.

Krouze questioned the need to specify knives, and enforcement of the concealed carry requirements.

Desmond stated that the ordinance would exclude knives, but would cover tasers, billy clubs, firearms, and would convert infraction to an ordinance violation, which would allow for issuing citations. Discussion followed with regard to the possibility of storage of weapons at the building entrances, but Desmond cautioned against it. Exemptions from the concealed carry were discussed. Funding was discussed.

Krouze stated that there is not money in the budget to cover the cost of the signs, and he would check with Risk Management to see if they have funds that could cover this expense.

Desmond stated that he would work with Krouze to determine the proper signs to use, noting there is an array of signs available.

Motion by Holewinski/Hoffman to direct Krouze to work with Desmond to find proper signs for the courthouse and the sheriff's department, obtain the signs, and post the signs. Krouze stated that he would find money to cover the cost of sign placement. All aye on voice vote.

SHERIFF'S DEPARTMENT STORAGE PROJECT – PROPOSAL FOR SOIL DENSITY AND CONCRETE TESTING

Krouze distributed proposals he received from testing firms. Krouze stated that when he talked to the committee members the previous week, the committee members seemed to feel there wasn't a need for this testing.

Poweleit stated that there are two issues, compaction of soil and the need for testing of compaction, as well as testing of the concrete's density. He forewarned that hiring this service would be cheap "insurance" and in the county's best interest. He noted that Miron's contract and warranty is for only one year, while settlement may take longer to be evident. He stated that the contract with the testing firm provides more recourse. He stated he realized that the project is simple and is for a light building, but encouraged the committee to have this service done even in a limited capacity.

Holewinski questioned why this wasn't brought up before this was bid. He stated that he felt this should have been put into the specifications.

Poweleit stated that this is an independent agency, and should be separate.

Hoffman questioned if the scope could be reduced.

Poweleit stated most important would be compaction testing, noting that Miron could pour the cylinders and the county could store them and have them tested later if a problem arises.

Krouze stated that it would be no problem to store the cylinders. He stated that there could be concerns that the far eastern portion of the site may not have been prepped before. He stated that if the density test fails, it would have to be retested after it was compacted.

Poweleit stated that where the building was built there was compacting done, but not beyond where the building would have been situated.

Hoffman questioned what the obligation is of the contractor.

Poweleit responded that the contractor would observe the soil and bring anything of concern to our attention. He discussed the need for a third-party, independent analysis. Pricing was discussed.

Fried questioned why the project didn't start last Monday as anticipated.

Krouze responded that contracts weren't in place yet as of last Monday, noting he only got the contracts in place about ten minutes prior to today's meeting.

Fried stated that he wouldn't want to put more money toward the project. Holewinski concurred. Dean questioned where any additional money would come from.

Krouze stated any charges would have to come from project funds, which is limited to \$5,000 and would have to include any change orders that would come up between now and the project's end. He stated that no funds were placed in a contingency fund in the project. He noted that it would be unrealistic to think there would be no change orders.

Motion by Fried/Holewinski to not enter into the contract for soil density and concrete testing. Dean questioned if there is a problem what would happen. Krouze stated he would be more concerned about the soil density than of the concrete testing. He stated he would have to take a good look at the soil as the project continues. Hoffman stated that the footings would likely be poured tomorrow, so a decision would be required at this time. Krouze stated that the team could be immobilized today if needed. Krouze stated that if Miron goes down and hits loose gravel, their staff would likely recognize a problem. All aye on voice vote.

Poweleit discussed the need for the committee to make a decision on the portable lift, noting that if Miron is to provide the lift, they must be notified before the time frame expires. Hoffman stated the need for this to be explored prior to November 1st.

UPDATE ON RENOVATION OF NORTHERN ADVANTAGE JOB CENTER

Krouze stated that the phase II contract is being worked out with corporation counsel. He stated that the contracts have been a bit slow in being finalized, and the contractor is ready to roll. Krouze explained Corporation Counsel is being very careful.

Krouze reported that phase I is almost complete, the rough punch list is complete, and the contractor will have the final punch list for the committee at the next meeting. He stated that the architect would be coming in after the rough punch list to go through the final walk through. Krouze stated that he would go

through the final walk through as well. Committee members discussed the need for the next meeting to be over there so they can look over the facility.

Jacobson discussed the timing of the move of equipment currently being used in the kitchen by department on aging staff, and it was agreed that the move of that kitchen equipment would be delayed until nearer the end of the entire project.

NON BUDGETED ITEM REQUESTS

Request from Health Department

Conlon stated that she has grant money for WIC, which is very specific as to the items on which the money can be spent. She identified two patient rooms within the WIC area that will need equipment, including: infant scale, adult scale, baby changing table, and in addition there are waiting room chairs, brochure racks, baby furniture, and a baby measurer, for a total cost of \$12,523, all which would be covered by grant dollars. Motion by Holewinski/Hoffman to approve the request as presented. All aye on voice vote.

YEAR 2012 BUILDINGS & GROUNDS DEPARTMENT BUDGET

Krouze discussed the proposed budget changes for year 2012 that were mailed to committee members with the agenda packets. Krouze stated that he cut the budget to bare bones. He stated that if any costs go up, the department will run short. He stated there are some assumptions made on these figures, and discussed individual accounts. He stated that this will reduce the levy by nearly \$80,000. He stated that one assumption is that position vacancies will be filled for next year (two vacancies), and if those positions aren't filled, the cleaning service has been removed so there would be no plan for cleaning. He stated that as of the end of the year he anticipates the department will have a third vacancy. He stated that is snowplow season, so there will be complaints if staffing levels aren't adequate to meet the work demand. He stated that he laid this budget out as if the UW will be at airport for six months. He stated that if it goes past six months the budget will be in trouble. He stated another assumption is that health and department on aging will move about the first of the year, which will require heating the department on aging on Thayer Street part of the year. He stated that the former WPS building will have to be maintained and heated, noting the need to keep the buildings serviceable in order to sell them.

Supervisor Dean questioned the vacancies.

Krouze discussed how the staff has handled taking on additional duties to cover the work created by these vacancies, and the need to keep the staffing levels maintained. He noted that the department is all ready down half a full time equivalent by sharing the electronics position with the sheriff's department.

Fried questioned if staff has been asked to take on additional work to keep their own work areas clean, and Krouze stated that county staff is all ready

responsible for cleaning desktops, etc. He stated that the staffing level is all ready down by at least one third from the industry standard.

Fried stated that of all the budget he's reviewed, this seems to be the one that is the tightest.

Krouze stated that contingency would be available, if overages occur.

Motion to approve the year 2012 non-personnel budget with a net change of a reduction of \$79,000 by Hoffman/Holewinski. Discussion followed with regard to continuing appropriation accounts. Krouze discussed the River Street storage building project, and his efforts to have a new roof and insulation system installed yet this year. All aye on voice vote.

REQUEST FOR WAIVER OF VACANCY REVIEW PROCESS – COURTHOUSE MAINTENANCE TECHNICIAN POSITION

Krouze presented the organizational chart for the department as well as a job description for the maintenance technician, and the vacancy review analysis form. He explained which positions have been vacated. He asked the committee to recommend to LRES filling the positions, noting that filling the custodial position was approved previously, but filling the maintenance technician position that just became vacant is still needed. Motion by Holewinski to fill the custodian position and to recommend to LRES the filling of the maintenance technician position, waiving the vacancy review process. Second by Fried. All aye with the exception of Supervisor Dean, who abstained.

Supervisor Holewinski suggested to Krouze that he explain to LRES which positions will be used at each facility. Krouze stated that the other option would be to pull Widule back from the sheriff's department.

BILLS, VOUCHERS, LINE ITEM TRANSFERS, BLANKET PURCHASE ORDERS

Krouze presented bills and vouchers for committee review. A list of blanket purchase orders paid since the previous meeting was mailed to committee members in their agenda packets. Motion to approve payment of the bills, construction bills and blanket purchase orders by Holewinski/Hoffman. All aye on voice vote.

PUBLIC COMMENT

There was no public comment.

ITEMS FOR NEXT AGENDA

Krouze stated that the lift for the law enforcement center would be on the next meeting notice, and committee members directed Krouze to speak with Brian Dutcher, Highway Department, to obtain contact information for pricing on

portable lifts. Krouze stated he would also question him on the power needs for incorporating the lift.

REVIEW UPCOMING MEETING DATE

Chairman Sharon noted that the next meeting date had previously been scheduled for Monday, October 3, 2011 at 9:00 a.m. Committee members stated they would like the meeting to be held at the former job center building. The chairman also scheduled a meeting for Monday, October 17, 2011 at 9:00 a.m. (Holewinski will be gone.)

ADJOURNMENT

The meeting adjourned by a motion of Holewinski/Hoffman. The time was approximately 10:25 a.m. All aye on voice vote.

Jim Sharon,
Chairman

LuAnn Brunette,
Committee Secretary