

**MINUTES OF THE
BUILDINGS & GROUNDS COMMITTEE MEETING
February 6, 2012**

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

Others Present: LuAnn Brunette, Buildings & Grounds Leadperson; Dianne Jacobson, Department on Aging Director; Linda Conlon, Health Director; Lisa Charbarneau, Labor Relations/Employee Services Director; Peter Wolk, District #18 Supervisor; and Lynn Grube, ITS Director.

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 agenda by Dean/Holewinski. All aye on voice vote.
Motion by Holewinski/Dean to approve the committee meeting minutes of January 9, 2012, with one correction. All aye on voice vote.

CLOSED SESSION

Motion by Holewinski/Hoffman by to enter into closed session pursuant to section 19.85(1)(c), (f), and (g) Wisconsin Stats., for the purpose of: (1) considering the employment and performance evaluation of an Oneida County employee; and, (2) considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data; and (3) conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Roll call vote taken at approximately 9:02 a.m.:

Dean	-	aye
Fried	-	aye
Hoffman	-	aye
Holewinski	-	aye
Sharon	-	aye

Present, in addition to committee members, during the closed session discussion were: Wolk; Charbarneau; and Brunette.

RETURN TO OPEN SESSION

Motion by Holewinski/Hoffman to return to open session. Roll call vote taken at approximately 9:40 a.m.:

Dean	-	aye
Fried	-	aye
Hoffman	-	aye
Holewinski	-	aye
Sharon	-	aye

Immediately upon return to open session Brunette announced that during the closed session deliberation there was a motion by Fried, second by Holewinski, to appoint LuAnn Brunette as the interim head of the buildings and grounds department until further action of this committee. The motion was voted on by a roll call vote, with all committee members present voting affirmative.

CONSTRUCTION PROJECTS AND POSSIBLE CHANGE ORDERS

Sheriff's Department Storage

Brunette reported that Chief Deputy John Sweeney will be doing a preliminary walk-through with Miron on Tuesday, February 7, 2012; Tom Powleleit of Venture Architects will be on site Wednesday, February 8, 2012, and it may be possible to have an occupancy permit issued on Thursday, February 9, 2012.

Northern Advantage job Center

Linda Conlon reported that the health department is close to completion. She stated that sinks and plumbing are pretty much complete, doors have been hung, leaving only minor items throughout the second floor.

The committee directed staff to work with Supervisor Holewinski toward finishing the project. Carpet installation in the main area, where hard surface flooring had previously been considered was discussed; Jacobson noted that she and Supervisor Wolk would be meeting to look at samples with it being their goal to place an order today or tomorrow. She stated installation would be made when the carpet arrives in two to three weeks. The committee directed Jacobson to obtain pricing from more than one vendor. Jacobson responded that the general contractor, Huotari, has indicated they hold the contract with Carpetiers, so any change in vendors or additional pricing would be their responsibility. Supervisor Holewinski stated now that there is a change order Huotari should obtain pricing from multiple sources.

Jacobson questioned how cleaning after construction is complete is to be handled.

Brunette responded that it was her understanding that cleaning would have been addressed in the bid specifications.

Jacobson discussed the need for tile or linoleum to be installed in areas where classes will be held at the facility, and she asked the committee to consider that idea. She indicated that she would like to have flooring in the two classrooms (where the committee has met in the past) changed out to vinyl or linoleum. Supervisor Holewinski stated that is a change that could be made once the other renovation is complete.

Lynn Grube was present to report on the computer connectivity between the courthouse and new facility; she indicated that the onsite has been completed, and the handwritten information about the poles has been submitted; and the paperwork is into WPS. Grube stated that wire testing has been completed inside the building, and that came in right at the budget estimate. She stated that it will be necessary to hire WPS to make ready a couple of the spots, and the next phase is to wait for WPS. Grube stated that no approval has been given on the route by WPS, and she was informed that there would be a minimum of a month wait. She stated that she would require notice to have Frontier move equipment from the current location to the new location, indicating she would need about two weeks lead-time. Grube stated that she would be meeting with Frontier on February 7th. Grube noted that once WPS approves the route, the cable would be ordered, so the installation wouldn't be started until the cable would be available.

Brunette reported that some fire suppression equipment may need to be lowered, and committee members discussed the need for the time frame for that to be addressed.

Committee members discussed options for naming the building, and the need to bring ideas to county board. Committee members discussed the need to have corporation counsel notify staff of the proper procedure for naming the building. Motion by Fried to approve "Oneida County Health and Aging" as the name of the new building. Second by Holewinski. All aye on voice vote. Committee members stated that if a resolution is prepared, it could be taken to county board at the next meeting. Discussion followed with regard to the cost of signage for the building; Brunette stated that Jacobson had previously indicated that funds had been raised to cover the cost of a sign for the building.

Travel To Tour Projects

Committee members determined that they would forego the tour of the projects at this time.

NON-BUDGETED ITEM REQUESTS

Brunette reported there were no requests.

LINE ITEM TRANSFERS

Brunette indicated that line item transfers to close out overdrawn accounts would be coming to a future meeting for committee action.

BILLS, VOUCHERS, LINE ITEM TRANSFERS, BLANKET PURCHASE ORDERS

Brunette presented bills, vouchers, blanket purchase orders and construction bills 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

Committee members discussed possible items for the next meeting. Committee members discussed a possible meeting with solid waste to determine a meeting schedule, however, they concluded that the committee structure would change significantly just prior to the consolidation of committees, making a joint meeting unnecessary.

REVIEW UPCOMING MEETING DATE

Chairman Sharon announced future meeting dates as: Monday, February 20, 2012; Monday, March 5, 2012; and Monday, March 19, 2012, all at 9:00 a.m.

ADJOURNMENT

The meeting adjourned by a motion of Hoffman/Holewinski. The time was 10:20 a.m. All aye on voice vote.

Jim Sharon,
Chairman

LuAnn Brunette,
Committee Secretary