

Oneida County Buildings & Grounds Meeting
Tuesday October 14, 2014, 9:00 a.m.
Committee Room #1, Second Floor
Oneida County Courthouse
Rhinelander WI, 54501

Committee Members present: Billy Fried—Chairman, Lance Krolczyk and Bob Metropulos. Not present; Greg Oettinger and Alex Young.

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

Others Present: Dan Gleason—LRES.

Call to order: Chairman Fried called the meeting to order at 9:00 a.m. and is in accordance with the Wisconsin Open Meetings Law.

Approve agenda: Motion by Metropulos to approve agenda, seconded by Krolczyk. All ayes; motion carried.

Approve minutes from August 26, 2014 and September 11, 2014 committee meetings: Motion to approve the minutes from August 26, 2014 and September 11, 2014 meetings by Metropulos, second by Krolczyk. All ayes; motion carried.

Survey of health and aging property and 314 S. Courtney Street Property: Romportl presented the land survey that was approved by the city council the night before and discussed the reconfiguration of the lot lines to accommodate the roof expansion, the potential to sell the remaining out lots and an easement to accommodate water runoff. Romportl recommend moving forward with the recording of the certified survey map. Motion to approve the survey map as presented by Krolczyk, second by Metropulos. All ayes; motion carried.

Award bid—purchase of new ¾ ton plow truck: Brunette discussed the use of the plow truck in the removal of snow from several county properties and for transportation between county buildings, noting that \$20,000 had been asked to be set aside each year beginning in 2014 for a funding mechanism, but had been cut to \$15,000. The current truck has become unusable so the \$7,000 not used for the LEC roof repair could be combined with the remaining WPS account balances totaling \$31,237.32 used to fund the purchase of a new truck and \$4,466.36 in funding sources for plow purchase with a \$15,000 from the contingency fund. Brunette discussed the advantage of purchasing the truck that included a chrome bumper to extend the usable life even though its cost is slightly higher. Fried commented that he would like to see more bidders and suggested rejecting all bids and rebidding with and without a plow package. Stefonek commented that he request bids from about 10 dealers but only received 5 bids. Motion to accept the bid from Scaffidi Commercial Trucks contingent on review and approval of Corporation Counsel by Krolczyk, second by Metropulos. Roll call vote: Metropulos aye; Krolczyk aye; Fried no; Motion carried. Fried expressed concern about the funding of the truck and plow, and would like to explore other funding options.

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

Brunette stated that Bruce Stefonek has been working with both Stan Gryns and Automated Logic to get both buildings to meet air exchange state requirements, but tempering that down while people are not in the buildings. Brunette stated they are working with FOCUS on Energy to get grant money to cover the costs of the estimates, noting they would be meeting with one after this meeting and the other on October 22nd and reporting back after the meetings. Stefonek commented that RCAD though it would cost \$100,000 to \$125,000 to make all of the corrections at the LEC, but there would be a payback in 10 or less years. Fried commented that if the payback is 5 to 10 years the county should not delay and expect to work with a company that is going to make these recommendations and assessments as well as guaranties.

2015 budget and capital improvement project update: Brunette comment the operational budget was approved unchanged from the last meeting, noted the capital improvement projects were evaluated by a team consisting of a team of Margie Sorenson and Karl Jenrich, Supervisors Jack Sorensen, Billy Fried and Robb Jensen. Their recommendations were adopt by the Administration Committee as part of the budget:

- \$15,000 request condenser coil replacement to operational budget
- \$300,000 request for third floor renovations; recommended that \$40,000 of general fund money be applied to develop plans with firmer costs before dedicating more money
- \$6,000 request for conference room chairs beginning with 1st Floor Conference room with planned replacement over the next 3 years added to the operational budget
- \$400,000 for the Health and Aging HVAC system; recommendation that \$10,000 from the general fund to obtain firmer numbers before moving forward
- \$17,500 request for jail pod equipment; recommended that funds remaining in the Sheriff's 2014 budget be used
- \$5,000 request in addition to the \$10,000 to address Social Services bathrooms were to be offset by a \$5,000 reduction in the Social Services budget
- \$100,000 request for renovation of leased space at airport for UW Extension; no funds appropriated—will be addressed after the NCRPC study is completed
- \$35,000 request to pave the expanded parking area at the Health and Aging Building; committed no funds pending the sale of the property contiguous to the Shidell property

Fried commented he felt the long range planning was very well done. Fried added he would like Brunette to contact the Minocqua Town Clerk regarding chairs that were purchased for \$99.

Update on law enforcement center roof: Brunette stated Crafts Roofing was on site last week to make repairs to the blistered areas; however, the blistering was not as defined because of the cooler weather so they will return later in the spring to fix those areas. She added Stefonek was going to follow up to ensure the \$20,000 in repairs was performed. Stefonek stated he was aware of both times and materials used and was happy with the work that was completed so far, and he was shown how the original company that did the roof cut corners leading to the current problems.

Update on repair – north lower lot catch basin: Brunette stated the staircase leading to the lot was blocked off to determine how it would affect people and only one complaint was filed in the last 2 weeks. The Highway Department dug up and repaired the area around the catch basin and the cost was significantly less and will be covered within budget and a decision can be made later in regard to the staircase. Brunette added the files stored in the back hallway of the fire exit were returned to Corporation Counsel, disposed of old furniture, painted the floors and walls, and put in brighter lights.

Update on exterior stone work—Oneida County Courthouse: Brunette stated Laib Restoration had gotten back with recommendations for the treatment of the stonework and submitted to the state historical society with the intention to complete the project this fall. The stonework will be photographed and the stones numbered so that every stone will be returned to its original position after the structural work has been completed.

Update on courthouse boiler project: Brunette stated Hurkman Mechanical had been on working on the last couple of weeks taking measurement in preparation for installation and ran into a small area that required removal of potential hazardous material but will be back on Monday and have the new boilers in place and operational by Tuesday.

Update on vacant positions: Brunette stated the second open position at the LEC had been filled and is going well. The Sheriff, Chief Deputy, and Jail Administrator are happy with the work that has been done. There is still a position open in the courthouse, but someone from another department has been interviewed and can be filled shortly if he takes the position.

Update on leased office space at the Rhinelander-Oneida County Airport: Brunette discussed the memo received from the U.W. Extension in about May outlining what was important to be addressed and the responses that were provided and the progress to date:

- K-Tech completed the ductwork cleaning, however, the airport maintenance staff has not yet started the placement of the corrugated tubing commented because they were short staffed.
- Documented in the letter that the Committee concurred with the airport management staff that testing of the soot is not required as indicated by the NIOSH report.
- The block wall that is to be constructed has been delayed because of staffing shortages, but is currently in the process of trying to get another inmate to assist.
- Nicolet College and firms have been contacted regarding the space layout, but the firms have been busy completing other project and are not taking on much new work.
- Updated regarding the request for \$100,000 for renovation; not included in 2015 Budget pending the outcome of the report of NCRPC, additionally the money for the telephone system would be included following the report.
- Gave the pricing of \$1,186.45 and \$30.00 for permit fees for the requested signage to Tim Brown of the U.W. Extension.
- Offered a display case or area within the airport to display the work they do such as promotion of 4 H.

Non-budgeted item request: None

Update on health and aging facility—request for extension of roof edge over back entry: Brunette stated they had only received one quote; Teschendorf & Shrock for \$24,560 and will have time this fall to complete the project and would like to proceed as soon as the certified survey has been recorded. Work on a sidewalk has also been identified and there is money in the budget for sidewalk repair. Fried questioned if the roof extension would be completed this fall and asked if a contract would be signed he would like to see a completion date.

Public comment: None

Items for next agenda: Bills and vouchers, project status and updates.

Scheduled future meeting date(s): November 4, 2014 9:00 am

Adjournment: Motion to adjourn by Metropulos, second by Krolczyk. All ayes; motion carried. Meeting adjourned at 10:29 a.m.

Billy Fried, Chairman

Dan Gleason, Recording Secretary