

Oneida County Buildings & Grounds Committee Meeting
Monday, June 01, 2015 9:00 a.m.
Committee Room #1, 2nd Floor, Courthouse
Rhineland WI, 54501

Committee Members present: Billy Fried—Chairman, Bob Metropulos, Scott Holewinski

Committee Members not present: Lance Krolczyk, Greg Oettinger (both excused)

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

Others Present: Thomas Wiensch (Corporation Counsel); Lynn Grube (Information Technology Services); Lynn Feldman (UW-Extension); Jenni Lueneburg (secretary)

Call to order: Chairman Fried called the meeting to order 9:00 a.m., noting that the meeting had been properly posted in accordance with the Wisconsin Open Meeting Law.

Approve agenda:

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

Approve minutes from committee meetings dated May 18, 2015:

Motion by Holewinski to approve the minutes of the May 18, 2015 meeting. Second by Metropulos. All members present voting 'Aye'. Motion carried.

Bills, vouchers, and blanket purchase orders and line item transfers:

None

Assistant Facilities Director work at Human Service Center:

Wiensch states he was able to speak with Ted Cushing/County Board Supervisor regarding questions on this topic from the last meeting. Cushing agrees that per the current lease, the Human Service Center (HSC) should pay for maintenance costs. Wiensch summarized the problems with the current lease as discussed at the May 18th meeting. Wiensch states it appears the HSC is looking to hire an outside company to do the maintenance work needing to be done. Wiensch feels the current lease should be updated, clarifying the HSC's responsibilities to take care of maintenance to the building. In the event the work is done incorrectly, the new lease provision would allow the county to pursue action if the maintenance work is not done correctly. Wiensch feels the provision of either party being able to cancel the lease with notice at any time should be continued but other issues should be clarified. Stefonek discussed how maintenance has been handled by the HSC in the past and feels the building has been neglected due to HSC personnel being unfamiliar with building maintenance. Discussion held; Metropulos agrees with Wiensch's recommendations. Motion by Holewinski to instruct Assistant Corporation Counsel Wiensch to follow up on revising the (HSC) lease agreement. Second by Metropulos. Wiensch will send an email to Tamara Feest/HSC Director about Stefonek no longer assisting in maintenance at the HSC building. Brunette clarifies that if Stefonek does assist at the HSC building, it will be in the capacity of an oversight person and feels it is important that the county still keep an eye on the building. Staff and Committee members held further discussion and agreed that the county will not charge the HSC for time Stefonek spends at the HSC building. All members present voting 'Aye'. Motion carried.

Closed session

Wiensch doesn't feel the committee needs to go into closed session. Wiensch agrees there is a need for an easement and Trigs (T. A. Solberg) agrees to work with the county on the details. Committee agrees with Wiensch's recommendation and doesn't go into closed session. Motion by Fried to allow Corporation Counsel to negotiate with Trigs on water line and sewer line issues. Second by Metropulos. All members present voting 'Aye'. Motion carried.

Updates and possible action on Buildings & Grounds projects/activities:

- **Health and Aging roof extension:** Brunette states the project is moving slower than planned due to weather.
 - I. **Water shut-off riser:** Stefonek provided update; working with Trigs to fix issue.
 - II. **Parking lot lights:** Stefonek states Trigs is working on getting the Bearly Used parking lot lights onto their utility bill.
 - III. **Water discharge easement:** Stefonek notes that this is not a concern at this time due to water going into sewer system.

Year 2016 capital improvement program/projects:

Brunette notes that Tom Poweleit of Venture Architects visited the Courthouse building to tour the third floor in order to provide options on better use of the area and wasted space in the law library. Brunette provided a print of the current floor layout. Discussion was held on the proposed changes and problems including no formal waiting area, the need for an updated security card reader system and no public restrooms. Suggestions made by Poweleit would also allow for attorney/client rooms and would shuffle some of the offices around to make better use of space. Brunette discussed the Clerk of Court staff moving the boxes of paper records from the storage area adjacent to their office due to the weight of the boxes on the flooring. A discussion was held on extra considerations that need to be taken into account due to making changes to the area due to historic nature of the 3rd floor courtroom and rotunda area. Fried voices concerns on costs of project; Brunette provided further details on the project and costs. Brunette noted that Poweleit advises that eventually these changes will be mandated in the interest of safety. Brunette feels it is better to do these changes now when the funding can be planned for rather than trying to find the funding after a crisis has occurred. Brunette clarified there is no state or federal funding available for this project. Poweleit is also looking at updating the HVAC system, revising lighting as needed and updating/relocating power and data outlets. Fried notes that it is the committee's job to keep safety in mind but keep costs down. Further discussion held on project priorities. The committee agrees to discuss this topic again at a future meeting. Brunette notes that she would also like to work with Courthouse security to develop a plan to reduce the number of public entries into the Courthouse.

Oneida County Huber release program:

Brunette reports she is waiting for additional information and will discuss at next meeting.

Year 2016 capital improvement program/projects

Brunette notes the packet of information provided to committee members and reports that the committee needs to work on prioritizing the following proposed projects:

For the UW-Extension airport space, Brunette requests \$100,000 for remodeling. This project was denied in 2015 pending the results of the NCWRPC study which is now complete. Brunette states a meeting was held with regional and local staff to discuss the status of the UW-Extension program continuing; Regional UW-Extension Director Tom Schmidt felt the program would continue. Schmidt feels the air quality issues need to be addressed before any remodeling is started. The remodel would

make better use of the space and give the department a more updated look for visitors. Feldman states discussions have been held about installing a negative pressure fan to see if this would improve air quality; if not they would consider other options from there. Fried agrees the air quality is a major issue of the department at this time and comfort levels may not always meet the required air quality levels mandated. Feldman agrees that improving the air quality still takes precedence over any remodeling. Brunette reports that initially she was looking at requesting \$100,000 for the remodeling project and summarized what remodeling is proposed being done. Holewinski suggests \$40,000 be requested to address the air quality issues in 2016 and give time to make sure the air quality issues are properly addressed and fixed prior to any remodeling. Then the remaining \$60,000 can be requested for remodeling in 2017; Feldman agrees with recommendation. Grube notes that the new phone wiring will be installed next week at the cost of \$5,000 and if UW-Extension staff end up leaving the airport, this investment would be lost. Further discussion; committee agrees with direction proposed.

For the Information Technology Service (ITS) Department, replacement of the Liebert Unit will cost \$60,000. The Liebert unit cools the Courthouse ITS Equipment room year round. The unit is getting old and Grube doesn't want to wait until the unit completely fails before she replaces it. If the unit is down even for a short time, there can be a serious risk to the equipment due to the room heating up quickly with temperatures exceeding 90 degrees in a short period of time. Grube states Buildings & Grounds maintains the Liebert unit and no additional money exists in the ITS Department budget for maintenance of the unit. Fried asks that a second quote be obtained for the project. Stefonek and Grube note when the current Liebert unit was purchased, it was sized to accommodate much less computer equipment than is currently in the room.

For County Clerk's Office, Brunette discussed renovating a portion of the vacated Veteran Service space for the County Clerk's use, costing \$16,000 and summarized project details. Discussion held.

For Social Services, Brunette discussed expanding of the waiting area, addressing ADA issues at the front desk and adding and intake office, costing \$22,000. Brunette provided details and discussion held.

Fried reintroduces the 3rd floor Courthouse reallocation; discussion held and the committee feels this project should be moved to 2017. Brunette asks how to address courthouse safety issues sooner if the project is moved out. Grube notes that ITS has purchased software to help assist in scanning historical documents which could speed up the process of clearing out the 3rd floor storage. This issue to be discussed at a later date.

For general Courthouse maintenance, Brunette discussed replacement steel frame doors #4 and #8 at a cost of \$10,120 due to rust and holes causing heating inefficiencies. Discussion held and committee feels this is important maintenance. Brunette discussed the Courthouse security and video expansion; discussion held. Brunette also discussed the repair of the entry walls of door #2 and updating the stenciling. Due to lead paint being present in this area, an outside contractor would need to be hired for this project, costing \$10,000. For the exterior of the Courthouse, Brunette also feels the historic façade needs to be repaired and the block/brick needs to be cleaned, costing \$120,000. This would be mandatory due to the historic designation of the building.

For the Department on Health and Aging building, Brunette states the parking lot was expanded last year and needs to be paved, costing \$35,000. Stefonek notes the gravel in the parking lot is holding up for now. Discussion held. Brunette also discussed the deteriorating flooring in the building. The costs to just replace the deteriorating sections would be about \$25,000. Stefonek led the discussion on possible causes of the deterioration and solutions. Brunette notes that about 25% of flooring is

deteriorated at this time but could increase. Brunette also discussed installing a new HVAC system at an estimated cost of \$200,000. Further discussion held and committee agrees these projects should be addressed in 2016.

For the Law Enforcement Center (LEC), Brunette discussed preventative maintenance of the chiller unit which needs to be done twice in the chiller's life span. Replacement will be expensive and the chiller has a 30 year life expectancy. The chiller is currently 16 years old so maintenance is important, costs estimated at \$10,000. Holewinski asks if there is money in the Sheriff's Office budget to cover the project; Brunette says no. Discussion held on the upcoming June 12th capital improvement projects. Brunette also discussed installing eye wash stations in the garage and mezzanine and installing a bathroom near the LEC maintenance shop. Brunette discussed reasons and lists costs at \$20,000 with much of the costs to be used to install plumbing. Brunette also summarized the project to re-coat some of the jail showers, holding cells and bull pen area due to concerns raised after a Department of Justice inspection; project costing \$120,000. Brunette discussed installing a fire detection and suppression system in the LEC radio room, costing \$24,000.

For the River Street Storage building, Brunette summarizes repaving and striping the driveway and parking area, costing \$60,000. Discussion held and committee agrees this is not a top priority project but the project has been put off for several years so it will be kept on list.

For Register of Deeds, Brunette summarizes the request to replace a photocopier. The copier is mandated by Wisconsin Statutes for issuing certified copies of vital records. Discussion held; cost to replace copier is not in the Register of Deeds office budget.

Brunette than summarized 2017 and 2018 projects including maintenance on the LEC Cooling Tower, sealcoat and striping of the LEC parking areas, the Courthouse annex roof replacement and LEC roof and water heater replacement. Fried concludes discussion with a motion to forward the capital improvements projects to the Capital Improvements Committee. Second by Metropulos. All members present voting 'Aye'. Motion carried.

Non-budgeted item requests:

Brunette states there will be a request for equipment to deal with an ergonomic issue at the Sheriff's Office. This request will be covered under the Buildings & Grounds Ergonomic Fund.

Public comment:

None

Items for next agenda:

Capital improvements

Scheduled future meeting date(s):

June 22, 2015 at 9:00 a.m. at the Rhinelander/Oneida County airport, UW-Extension conference room
July 13, 2015 at 9:00 a.m. (tentative)

Adjournment:

Motion by Metropulos to adjourn. Second by Holewinski. All members present voting 'Aye'. Motion carried. Meeting adjourned at 11:25 a.m.

Billy Fried, Chairman

Jenni Lueneburg, recording secretary