

Oneida County Buildings & Grounds Committee Meeting
Monday June 22, 2015 9:00 a.m.
UW-EX Conference Room, Lower Level
Rhineland-Oneida County Airport
Rhineland WI, 54501

Committee Members present: Billy Fried—Chairman, Scott Holewinski, Bob Metropulos and Lance Krolczyk. Greg Oettinger Excused

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

Others Present: Tom Wiensch, Ted Cushing, Lynn Grube and Dan Gleason.

Call to order

Chairman Billy Fried called the meeting to order 9:00 a.m.

Approve agenda

Motion to approve the agenda by Bob Metropulos, second by Scott Holewinski. All ayes; motion passed.

Approve minutes from committee meetings dated June 1, 2015

Motion to approve the minutes by Fried, second by Metropulos. All ayes; motion passed.

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

Motion to approve the vouchers and bills as presented by Holewinski, second by Metropulos. Brunette noted the bill in the amount of \$19,500 for Quality Restoration was from the work completed on the courthouse last fall and early this spring. All ayes; motion passed.

Assistant Facilities Director work at Human Service Center requested by Supervisor Ted Cushing

Tom Wiensch stated the lease with the Human Service Center is ancient. Currently Bruce Stefonek has been performing maintenance and supervising the big construction project on behalf of the county. Wiensch stated the safest thing would be to make the Human Service Center hire their own maintenance personnel to avoid liability issues but since the Human Service Center doesn't require its own liability insurance as it is under the 3 counties liability insurance part of that problem is gone. However, if damage exceeded property limits then there could be a fight as to if the 3 counties or Oneida County would be liable. It appears as though the Human Service Center will not be able to hire anyone so Ted Cushing had suggested Stefonek continue to perform maintenance as needed since the liability issue is not as bad as thought. Stefonek clarified that it was not only himself but the department that performs maintenance. Wiensch recommended a separate side agreement that indicates it does not need to be the county's people that perform the maintenance. Cushing commented that it is Oneida County that owns the building but the 3 counties share the expenses adding the Human Service Center has the draft lease which it will be turning over to their attorney for review. Cushing agreed there should be a side agreement allowing the county's staff to continue to perform maintenance at the facility. Motion to approve the maintenance side agreement with the understanding there is a lease in place and the county will not be compensated for projects reviewed by Bruce Stefonek by Holewinski, second by Metropulos. All ayes; motion passed.

Replacement of “Liebert Unit” that services ITS equipment room

LuAnn Brunette stated when brought to the CIP Committee there was concern that the unit should be replaced now rather than doing as part of the 2016 Capital Improvements Project. They had asked for \$60,000 to create a redundant system to dehumidify and cool the equipment in the lower level of the courthouse which is valued at approximately \$685,000. Brunette stated more important than the cost of the equipment and consultants would be the cost of the resulting downtime noting in the event of a problem the room heats up to the point of triggering the alarm within a matter of 15 minutes. Motion for our committee to direct LuAnn to request from Admin and the County Board in the form of a resolution replacement of Liebert Unit as soon as possible for 2015 by Fried, second by Scott Holewinski. All ayes; motion passed.

Closed session – It is anticipated that a motion will be made, seconded and approved by roll call vote to enter into closed session pursuant to Section 19.85(1)(d), “considering strategy for crime detection or prevention” (Topic: Courthouse security) and Section 19.85(1)(c), “considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility” (Topic: Set Goals for Facilities Director)

Motion to enter into closed session by Metropulos, second by Krolczyk. Roll call vote taken with all voting in the affirmative. Motion passed.

Return to open session

Motion to return to open session by Holewinski, second by Krolczyk to return to open session. Roll call vote taken with all voting in the affirmative. Motion passed.

Announcements from closed session (if any)

None

Prioritize year 2016 capital improvement projects

Brunette stated the CIP evaluation team would like the projects ranked by the committee’s priority. Fried suggested ranking by building or department. Fried stated Margie Sorenson suggested future budgets may have a major repair budget so items may not come as a capital request. The committee discussed making the Liebert unit a 2015-A and whether the courthouse security expansion video surveillance and expansion barriers were a single project or separate but should be considered a 2015-A since the money is already there. Brunette stated the repair of the historic exterior is tied the National Historic Registry and since the money is there it should be a 2016-A. Brunette recommended until the air quality concerns of the staff at the airport are remedied the renovation money be moved to 2017-C. The Department on Aging/Public Health building parking lot expanded area paving with curb and striping was denied for 2015 to do the roof edge extension and can wait and therefore a “C”, the flooring is getting worse by the day and repair should be an 2016-A, and the HVAC replacement should be an “A”. The LEC chiller is an “A”, eyewash station and bathroom is an “A”, recoating of the jail showers, holding cells and bullpen should be a “B”. The committee discussed potential saving if the three areas are recoated at the same time but agreed the showers should have a priority of “A”. The radio room is an “A”. River Street storage should be a “C” and the Register of Deeds copier replacement should be “C”. Brunette stated money has been set aside for this year for third floor design permits but only if funds for construction are appropriated in 2017 and would be short a bit with the committee agreeing it is a 2017-A. Brunette stated the LEC cooling tower should be a 2017-A, sealcoating and striping could be a “B”, the Annex roof replacement is a 2018-B, the LEC roof 2018-B, the courthouse HVAC needs to be a 2018-A to ensure insurance coverage for the historic portion of the courthouse. The

committee agreed window and lighting replacement should be a 2019-B. Based on recommendations the LEC water heater replacement is a 2020-A. The committee discussed and agreed the County Clerk's office remodel should be an "A" because of the addition of the new barriers, Social Service waiting area should be an "A" and door replacement is an "A".

Updates and possible action on Buildings & Grounds projects/activities

- a. **Health and Aging roof edge extension – project update and change orders (if any):** Brunette stated she discussed an additional \$700 for trim and \$480 for a second coat of paint with Chairman Fried, who approved. Additional sidewalk work of \$7,000 was coming from the sidewalk account for repairs. The cost came in at \$25,740 over by \$740 on the construction account for a total of \$32,750.
- b. **UW leased space:** Brunette stated the Airport Commission approved the work that RCAD had proposed for the new exhaust fan with a backdraft damper and to have the HVAC altered the basement storage area to create additional office space for the UW coming to a total of \$27,224. Joe Brauer is waiting to hear from RCAD to begin work and in contact with K-Tech to re-clean the air duct system \$7,775 at which time the flexible hoses will be replaced to eliminate the particles that are landing on some desks. Holewinski commented that the initial cleaning broke loose old particles and re-cleaning should address the issue. Brunette stated Holewinski had requested that North Star Environmental be contacted for a quote to leave the monitoring equipment left for about a week noting the last time it was about \$7,200 for 3 days. Then committee discussed and agreed it was in the county's best interest to create a good work environment.

Oneida County Huber release program

Brunette provided the committee with an overview of the Huber program and an inmate at the jail who has been painting and is also going to fix a hole in the floor. In addition there are 2 community service volunteers that are working at the courthouse but will be kept separate from the inmate.

Non-budgeted item request

None

Public comment

None

Items for next agenda

Update on Video Surveillance.

Scheduled future meeting date(s)

July 13th, 2015 9:00 am

Adjournment

Motion to adjourn by Krolczyk, second by Fried. All ayes; motion passed. Meeting adjourned.

Billy Fried, Chairman

Dan Gleason, Recording Secretary