

Oneida County Buildings & Grounds Committee Meeting
Committee Room #1, Second Floor
Oneida County Courthouse, 1 S. Oneida Avenue, Rhinelander
Monday September 14, 2015 9:00 a.m.

Committee Members present: Billy Fried—Chairman, Bob Metropulos, Lance Krolczyk and Gregg Oettinger.

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

Others Present: Dan Gleason.

Call to order

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

Approve agenda

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

Approve minutes from committee meeting dated August 24, 2015

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

Bills, vouchers, blanket purchase orders and line item transfers (if any)

LuAnn Brunette stated in addition to the \$6,400 shown the total bill from Grumman/Butkus was about \$12,000 plus expenses so there will be another bill shortly. Fried commented on the electrical bill from both the Courthouse and the LEC confirming that Bruce Stefonek was looking into ways to save money. Brunette commented that the series of five lights between the north upper lot and lower lots have been switch to LED as well as at the entries. Motion to approve the bills, vouchers, blanket purchase orders and line item transfers as presented by Fried, second by Krolczyk. All ayes; motion passed.

Approve the chairs attendance

Fried asked for the committee approval to attend the September 8th Administration Committee meeting to present the retro-commissioning project to the committee noting he required the approval of the committee so that he may be reimbursed. Motion to approve by Krolczyk, second by Metropulos. All ayes; motion passed.

Updates and possible action on Buildings & Grounds projects/activities

a. Grumman/Butkus Associates/law enforcement center retrocommissioning project:

Brunette stated the Administration Committee asked that they move forward with the project in 2016 rather than the project for the Health and Aging building using the \$200,000 in the CIP list that was for the heating and ventilation system since there is not a plan in place and they would not see the savings that they would from the LEC. The \$301,636 is offset by the \$200,000 Health and Aging project subtracting out the incentives of \$47,000 from Focus on Energy so the additional needed from the budget is \$53,797 from the General Fund for 2016 adding there was money in the budget to begin looking into a design study for the Health and Aging Building. Brunette commented that there are 9 residential furnaces and 9 residential air conditioners

questioning if that is the best way to heat and cool the building noting there are issues with thermostats controlling zones that do not make a lot of sense. Brunette commented they have a contract and quote from Grumman/Butkus to look into that.

b. FOCUS on Energy contract to provide incentives: The contact was sent to Corporation Counsel for review and changes were made. The risk assessors stated the County does not need insurance because FOCUS on Energy is acting as a conduit for funding the money from the program to the county. FOCUS on Energy has never made any changes to the contract and said if the county wants to participate in the program then the contract would need to be signed off as is. Brunette asked the committee if they would like to do that noting the incentives will total about \$55,000 with the first incentive being \$9,450 once contract is signed. Fried stated the risk managers gave the go ahead. Brunette stated the contract had an indemnification clause that Brian Desmond would like negotiated to be removed as well as to the location of where it would court, but they will not change the terms of their contract. Motion to accept the contract from FOCUS on Energy and to sign it as presented noting that Corporation Counsel had addressed some concerns but the Committee is authorizing LuAnn Brunette to enter into the agreement for the County by Fried, second by Metropulos. All ayes; motion passed.

c. Grumman/Butkus Associates/health and aging facility proposal for pre-design study: Brunette stated they have submitted a proposal to study the building including interviewing the operators to get an understanding of the requirement of the different spaces, review the existing drawings and specs, test and balance reports, perform a load calculation, and replacement options to provide required heating and cooling ventilation and temperature control zones. The contract is in the amount of \$7,700 including reimbursable expenses if agreed to, would need approval of the contract and authorization to proceed.

9:15 a.m. Gregg Oettinger joined the meeting

Fried commented GB seems to have done a good job at the LEC, however, it took longer than expected and might like to wait and see how this works out. Brunette stated it would spell out what kind of system is needed, provide options and project paybacks. Brunette added they would need this done as part of budget process for 2017 noting the money was earmarked under the Capital Improvement project. Fried noted it was off the table for 2016. Metropulos questioned if the 2 years will make a difference in cost. Stefonek stated they are confident with Grumman/Butkus adding they have been diligent noting they had made an offer to be available for this meeting. Brunette confirmed the cost of the contract would come out of the current operating budget. Fried stated he was concerned about the initial delay and company being out of Milwaukee but added he could support it adding if something comes back demonstrating the project is worth entering now then we will approach the County and ask to go ahead now with money from the General Fund. Brunette confirmed the money was in the budget for this year. Motion to approve the contract with Grumman/Butkus for the Health & Aging building to study the building to see what type of system should be put in there by Krolczyk, second by Metropulos. All ayes; motion passed. Stefonek noted the 90 day period to start project once accepted. Brunette suggested they contact FOCUS on Energy to see if there was some flexibility to the 90 day period if the project is not started until after the first of the year adding it would take some time to get together the bid specifications.

d. Bid document specifications for Liebert Unit replacement

Brunette stated the money has been approved and put into 2015 budget to work on unit but needed a bid specification written up and would like to request that Stan Grys write that up as done for the boiler project noting he had the background to do it. Motion to approve LuAnn

Brunette to proceed with acquiring bid document specifications from local contractor that has worked for the county to not exceed \$1,000 by Fried, second by Metropulos. All ayes; motion passed.

e. Social services bathroom renovation

Brunette stated there was \$15,000 in this year's budget to remodel 2 bathrooms used by staff adding they had started by removing the fixtures and removing tile from the first bathroom. The tile person should be back to begin putting new tile down and should be done in the next six weeks adding there is some lead time with getting a new vanity and sink ordered.

f. LEC kitchen braiser/skillet repair instead of replacement

Brunette reported that staff had researched and found the replacement part for significantly less than CTL; it was \$2,500 for the parts but now just under \$900. Additionally, it was found that if maintenance on seal is performed it would prolong the life of the braiser.

g. LEC roof agreement

Craft Roofing will be back on site to look at the roof and to put in another \$20,000 in materials to keep the roof in repair while following through with the additional years of warranty that they have provided.

h. UW leased space

Brunette reported Joe Brauer had told her RCAD was there last week to put the hole in wall for the exhaust fan in the hope it will pull the exhaust air out of the area keeping it from going downstairs to the staff area. Brian Desmond asked whether or not the committee wanted to proceed with the lease agreement that the airport submitted earlier, noting the 20 year lease should include an opt out at 6 months' notice and a reciprocal indemnification clause should be added, as well as any language changes going to the county clerk with a copy to the Buildings & Grounds Chairman and that document could be signed by the County Clerk as that document is real estate related and have no insurance carried on it. Fried commented he felt the airport should get a chance to respond. Brunette added she believed that there would be a clause included after 10 years they could look at an escalation rather than annually. The committee provided direction to pass on Corporation Counsel's comments to airport.

2016 Buildings & Grounds budget

Brunette discussed the Oneida County Buildings and Grounds Budget net changes in non-personnel line items year 2014 to 2015. An item added was a Capital Improvements item for the County Clerk's office for \$15,000 to purchase a new postage machine that will have to come out of the budget for a total savings reduction to \$21,580 from the operating budget. Proposed CIP for 2016 include fire suppression into the radio room at the LEC and the jail shower recoating. The change in CIP request applying the \$200,000 from the heating and ventilation systems at the Health & Aging buildings and the Sheriff's Department energy savings measures less the incentives of \$47,839 from FOCUS on energy resulting in an additional impact of \$53,797 which would be requested from the General Fund. It would include the installation of the eye wash station and restroom at the LEC and Social Services waiting room remodel for next year noting those were the last of changes to the budget. The committee discussed the Major Repair Minor Renovation account. \$50,000 would be in that account for every item that was not approved on the CIP list that came in at an "a", "a/b", or "b" would then come out of that account. Brunette stated the account had a different name last year and included \$10,000 for the Health and Aging building study and \$40,000 for the study of the third floor. Brunette stated the County Clerk made the case for the equipment to be purchased and the budget will increase by \$15,000 but decreasing the savings from the 2016 budget from approximately \$36,000 but now \$21,580. Motion to approve the revised budget as presented by Fried, second by Oettinger. 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)

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 Oettinger, second by Krolczyk. Roll call vote taken with all voting in the affirmative. Motion passed.

Announcements from closed session (if any)

none

Public comment

None

Items for next agenda

Update on cameras

Scheduled future meeting date(s)

Monday, October 12, 2015 9:00 am

Adjournment

Motion to adjourn by Metropulos, second by Oettinger. All ayes; motion passed. Meeting adjourned.

Billy Fried, Chairman

Dan Gleason, Recording Secretary