

**MINUTES OF THE  
BUILDINGS & GROUNDS COMMITTEE MEETING  
April 11, 2011**

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

**Others Present:** Curt Krouze, Buildings & Grounds Director; Chief Deputy John Sweeney; Sheriff Jeff Hoffman; Lieutenant Jim Wood; Dianne Jacobson, Department on Aging Director; and LuAnn Brunette, Buildings & Grounds Leadperson.

**CALL TO ORDER**

Chairman Sharon called the meeting to order at approximately 11:00 a.m. in the lobby of the Oneida County Law Enforcement Center. 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**

Motion to approve the agenda by Dean/Holewinski. All aye on voice vote.

**VIEW FUTURE CONSTRUCTION SITE FOR SHERIFF'S DEPARTMENT STORAGE ADDITION**

Members of the committee toured the area to be impacted by the addition of the storage addition, including evidence storage, property storage, garage, and outside the building.

**RECESS**

At approximately 11:45 a.m. Chairman Sharon announced a recess of fifteen minutes to allow those in attendance time to travel to the Oneida County Courthouse. The committee reconvened at approximately 12:05 p.m. in Committee Room #1, 2<sup>nd</sup> floor of the courthouse.

Discussion followed regarding the areas viewed at the law enforcement center and possible costs. Supervisor Dean discussed the budget of \$900,000. Preliminary plans were reviewed and discussed. Sweeney discussed the cost savings with the current plan over what had been considered in the past. Supervisor Holewinski discussed possible costs for excavation with the current plan. Committee members discussed the need to have cost estimates for possible changes to the plans with regard to parking.

Krouze stated that the architect uses standardized formulas to determine space needs. He stated that he had sent an e-mail into the architect with regard to concerns he has on surface parking as drawn in the preliminary plans. Krouze

stated that the architect was out on a project most of the past week, and the preliminary changes were drawn up by other staff. Krouze stated he has contacted the architect with regard to concerns he has on these plans. He stated that once the preliminary plans are complete the bid can be let, noting that he hoped to bring the final plans to the committee at the May 2, 2011 meeting.

Supervisor Fried stated that if this project does move forward, he would like to see this done right.

Sweeney stated that the department has been waiting on this project since the building was built. He discussed the need to move forward with the plans and put this out to bid.

Supervisor Dean discussed the possible budget shortfalls for the next year, and how these circumstances may affect the project. He stated that if it comes down to laying off employees, versus building projects, he could not support the building projects.

Supervisor Holewinski stated that he was for moving forward with this project, noting there is money budgeted for this project at this time.

Krouze stated that the money has been budgeted for this project; he noted that the committee has been charged by the county board with moving forward. He stated that the architect has indicated that he feels the project will come in at or below the budgeted amount.

Supervisor Holewinski concurred, that this committee has been charged with moving forward, and asked if the committee wanted to move forward.

Supervisor Fried stated he is in favor of moving forward with obtaining costs and continuing with this process. He noted that he felt the committee would have the right to reject the bids if the committee members felt they were not receiving a good value for the dollars to be spent. Discussion followed.

Committee members stated they wanted Krouze to request on their behalf a legal opinion from corporation counsel about rejecting all bids, even if they come in below the budgeted amount.

Sweeney discussed the history of this issue, the need for the project to move forward, and the funding that is currently in place.

Discussion followed. Committee members asked Krouze to obtain pricing breakdowns on the various aspects of the project. Committee members asked Krouze to have the architect re-look at the surface parking as proposed, and associated costs for that part of the building.

Motion to proceed with addition to the sheriff's department with Krouze to relate the committee's concerns to the architect by Holewinski/Fried. All aye on voice vote.

## **MINUTES**

Motion to approve the committee meeting minutes of March 28, 2011 with no additions, deletions or corrections by Holewinski/Hoffman. All aye on voice vote.

## **NORTHERN ADVANTAGE JOB CENTER PHASE I CONSTRUCTION SCHEDULE**

Krouze provided those present with the construction schedule as prepared by Ayres Associates and Houtari Construction. He stated that he has a call into the architect to determine why the timeframes have been elongated from two months to four months. He stated otherwise everything looks good. Committee members instructed that Krouze inform the architect and contractor that they will be held to the bid requirements.

Krouze stated he was recently informed by the architect that the bid document that went out for the phase I part of the contract didn't include in the bid documents the specifications for construction of the facade for the chase on the outside of the building. He stated that he would speak to Brian Desmond on this issue for his opinion, as to if this would be covered by their errors and omissions clause. He stated that he would come back to the committee on this as he receives more information.

Committee members discussed contacting Rick Satterlee of Ayres Associates, with whom they have worked on highway department projects, to notify him of their dissatisfaction with this situation.

## **NON-BUDGETED ITEM REQUESTS**

There were no non-budgeted item requests for consideration at this time.

## **BILLS, VOUCHERS, LINE ITEM TRANSFERS, BLANKET PURCHASE ORDERS**

Krouze presented bills and vouchers 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 and blanket purchase orders by Holewinski/Fried. All aye on voice vote.

## **PUBLIC COMMENT**

There was no public comment.

## **ITEMS FOR NEXT AGENDA**

Chairman Sharon announced that items for the next agenda would include final preliminary plans for the sheriff's department storage addition, a report from Lynn Grube on computer infrastructure between the job center building and the

courthouse, a report from Krouze on the phase I construction schedule on the job center and the remedy to the issue of the bid document specifications missing the chase facade on the building's exterior, and any other items as they arise.

**REVIEW UPCOMING MEETING DATES**

Chairman Sharon noted that the next meeting date had previously been scheduled for Monday, May 2, 2011 at 9:00 a.m. at the courthouse, with the following meeting date scheduled for Monday, May 16, 2011 at 9:00 a.m. at the Northern Advantage Job Center.

**ADJOURNMENT**

The meeting adjourned by a motion of Holewinski/Hoffman. The time was 1:17 p.m. All aye on voice vote.

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Jim Sharon,  
Chairman

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LuAnn Brunette,  
Committee Secretary