

**MINUTES OF THE
BUILDINGS & GROUNDS COMMITTEE MEETING
May 16, 2011**

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

Others Present: Curt Krouze, Buildings & Grounds Director; Dianne Jacobson, Department on Aging Director; John Sweeney, Sheriff's Department Chief Deputy; John Potters, County Coordinator; Richard Moore, *The Lakeland Times/The Northwoods River News*; Linda Conlon, Health Director; Peter Wolk, District #18 Supervisor; Tom Poweleit, Venture Architects; and LuAnn Brunette, Buildings & Grounds Leadperson.

CALL TO ORDER

Chairman Sharon called the meeting to order at approximately 9:00 a.m. in Committee Room #1 of the Oneida County Courthouse. 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/APPROVE MINUTES OF PREVIOUS MEETING(S)

Motion to approve the agenda by Dean/Hoffman. All aye on voice vote. Motion to approve the committee meeting minutes of May 2, 2011 with one correction by Hoffman/Dean. All aye on voice vote.

RETIREMENT OF COURTHOUSE CLEANING TECHNICIAN AND REQUEST FOR WAIVER OF VACANCY REVIEW PROCESS

Krouze stated that this agenda item is per the vacancy review procedure. He stated that as of June 15, 2011 one of the cleaning technicians at the courthouse is retiring. He stated that this position would not be filled unless this vacancy review process is appealed. He explained that there is currently a contract in place with Victory Janitorial to clean the space previously known as the Northern Advantage Job Center; he proposed making a significant cut by suggesting the Victory Janitorial Service contract be cancelled and cleaning of that space be addressed by our existing personnel.

Supervisor Hoffman asked if a "spring-cleaning" is ever done.

Krouze stated that is done on specific request by department heads. He stated that winter is an especially difficult time to address these types of requests due to the extra workload for cleaning staff trying to keep up with sand and salt tracked into the building.

Supervisor Dean stated the county clerk had complaints in that office.

Krouze responded if they have anything extra they should bring it up to him. He pointed out that this department has always been very understaffed when compared to industry standards.

Supervisor Holewinski interjected that if there are complaints, Krouze should be talked to by the department head, noting that the Buildings & Grounds staff tries to address any issues that are brought up to them.

Supervisor Hoffman questioned if Krouze felt he could make taking on the additional cleaning of the job center space with the current staffing level work.

Krouze stated that he felt he could make this work, noting that it would require being creative with scheduling. He explained as staff works longer for the county, more PTO is accrued, and it takes more juggling of staff to fill that time. Krouze stated that he would like to try to do this with the current staffing level, noting that he would be willing to fill in the vacancy with an LTE for a while, and hire the full time cleaning technician in September, noting that this would allow for a cost savings, but it would be necessary to have the new cleaning technician in place when the job center opens as the new space for the department on aging and health department.

Potters discussed the process and stated that it would be his recommendation to plan to have the position filled by September 1, using an LTE in the meantime.

Supervisor Fried questioned the possibility of subcontracting the cleaning work.

Krouze responded that the county had cleaning services here when he first started, but that with the relocation of the sheriff's department to a different building, there would be security issues in the evening for after-hours meetings that would require staffing for locking the building after its use. He stated that having the county staff provides a level of control. Krouze stated that the current contract for the job center is approximately \$24,000 a year, noting that the county may not get that good a price, as there isn't the volume of cleaning work to give them that Trig has covered by their cleaning service.

Hoffman moved to recommend to LRES to waive the six-month vacancy review process and replace the cleaning technician September 1, filling in with an LTE during the interim. Second by Holewinski, who noted that the county recently eliminated a position in the highway department and another in the planning & zoning department, but felt this position should be re-filled. All aye with the exception of Supervisor Dean, who abstained.

UPDATE ON NORTHERN ADVANTAGE JOB CENTER PHASE I

Krouze stated that the project is moving along. He stated the project started a little over a week ago with the demo process. He stated that the crew had

started demo on the kitchen area, and cut asphalt and the sidewalk area. He stated that there is also phase I of the Riverwalk Center parking area being addressed at this time, and the contractor is trying to piggy-back in as much concrete and asphalt work as possible. Krouze stated that they have re-framed the kitchen and a jib on the floor fell apart with the floor being about an inch and a half out of level, which will have to be addressed. He stated that the contractor meeting was scheduled for 10:30 a.m. Krouze indicated that the crew was busy framing for sidewalks, noting the drive behind is cut all ready, and being framed for sidewalk. He stated that the crew is moving along pretty quickly.

Jacobson stated she was astounded at how fast the progress is going along.

UPDATE ON NORTHERN ADVANTAGE JOB CENTER PHASE II

Krouze reported that the architect had preliminary plans for the second floor health department area. He stated there will be issues involving some items on first floor with phase II, but that those drawings aren't done at this time.

Conlon identified the proposed changes shown on the preliminary project plans.

Krouze noted that the current emergency generator at the site won't meet the needs of the health department, but the county does have a working generator that can be used. He stated that the facility must have backup power for the refrigeration of vaccines. Conlon stated it is mandatory to have emergency back up.

Dean questioned the number of personnel the health department employs.

Conlon responded that the department employs twenty people.

Supervisor Dean questioned if they are all there every day.

Conlon responded there are nineteen staff members working on a daily basis, and explained that the need for space includes exam rooms, which are separate from the offices. She further explained the need for sinks, etc., noting staff needs space for examinations, and that they are not asking for anything they don't all ready have.

The square footage of the space was discussed.

Conlon explained that the difference in square footage from their current space, is that storage space that isn't included in the square footage of their office footprint. She stated that she felt the plan is very workable, and pleased with how this has turned out.

Supervisor Holewinski questioned how HVAC would be affected.

Krouze responded that is being evaluated.

Supervisor Fried discussed the need for phase II to come in under budget.

Conlon stated they would be moving everything currently used in the health department for furniture and equipment. She stated that the only exception to that might be the reception desk that is currently in use, which may not be able to be moved.

Supervisor Dean questioned if security would be considered.

Krouze stated that there would be card reader systems at the entries, and a program is under development for a security plan with the sheriff's department. He stated that there is more exposure at this location, so this is being addressed.

Krouze stated that the committee will see the RFP before it goes out, and the architect will have a rough estimate prior to going out with the RFP.

Conlon stated that the floor coverings will remain, unless the carpet is torn or in the exam rooms where a washable flooring is needed.

Krouze stated that the only change in HVAC he anticipated would be for the kitchen, which was previously identified.

Parking was discussed. Krouze provided a copy of the plan for the parking area for the entire Riverwalk Center, which is under a several phase construction project. He stated that the lot will be much easier to navigate, noting he requested a "do not enter" sign by the car wash, so traffic wouldn't be able to drive through from there past the building. It was noted that this stops the drive by traffic, which would address many of the county staff's concerns. Krouze stated that Trig's staff handling the parking renovation have shown a desire to work with the county. Krouze addressed past discussions of an alternate in phase II for a canopy, noting that would be looked at and that footings would have to go onto Trig's property.

Jacobson stated that the canopy would be dependent on fundraising. She noted that public health would benefit from this as well.

Krouze suggested that the canopy could be an alternate or separate project.

Motion to accept the floor plan in concept pending an estimate cost by Holewinski/Hoffman. All aye on voice vote.

SHERIFF'S DEPARTMENT STORAGE CONSTRUCTION PROJECT

Tom Poweleit, Venture Architects, stated that they are approximately 95% complete with the drawings and specifications. He stated that he needed some

information from the county on dates, etc. Drawings were reviewed. The architect discussed the need for soil borings and survey information on property to the east.

Committee members stated that at the last meeting, they approved keeping the lot adjacent to the building, requiring fill, rather than cutting into soil of where it is known that there is rock on rock. Krouze stated that locating the lot adjacent to the building would be functionally and esthetically better.

Alternate bid options were discussed.

Poweleit stated that they could be ready to go to bid in about a week. He discussed the bidding climate. He discussed bidding the base project with everything, based on 100 feet, and taking alternate deducts (based on 80 feet). He stated that by doing it this way, contractors would likely provide a better estimate, as more research would be done to provide the numbers. The committee agreed to proceed in that manner.

Krouze stated that he would look over the spec, and then proceed with advertising, noting this will be on the agenda for June 6th, as he wants the committee to see the total project prior to bidding.

NON BUDGETED ITEM REQUESTS

There were no non-budgeted items 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/Hoffman. All aye on voice vote.

PUBLIC COMMENT

There was no public comment.

ITEMS FOR NEXT AGENDA

Krouze stated there would likely be two non-budgeted item requests for next meeting, and other items would be added as they arise. He stated that the committee will need to address what is to be done with vacated space at a future meeting.

REVIEW UPCOMING MEETING DATE

Chairman Sharon noted that the next meeting date had previously been scheduled for Monday, June 6, 2011 at the job center, with a second meeting June 20, 2011, both at 9:00 a.m.

ADJOURNMENT

The meeting adjourned by a motion of Hoffman/Holewinski. The time was approximately 10:55 a.m. All aye on voice vote.

Jim Sharon,
Chairman

LuAnn Brunette,
Committee Secretary