

**MINUTES OF THE  
BUILDINGS & GROUNDS COMMITTEE MEETING  
July 18, 2011**

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

**Members Excused:** Paul Dean.

**Others Present:** Curt Krouze, Buildings & Grounds Director; Ann Ovsak, Assistant Director and Linda Conlon, Director, Health Department; Dianne Jacobson, Department on Aging Director; Paul Gordon, Ayres Associates; 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 Fried/Hoffman. All aye on voice vote. Motion to approve the committee meeting minutes of July 7, 2011 with no additions, deletions or corrections by Holewinski/Hoffman. All aye on voice vote.

**PROJECT UPDATES**

**NORTHERN ADVANTAGE JOB CENTER PHASE I, NORTHERN ADVANTAGE JOB CENTER PHASE II, RFP FOR NORTHERN ADVANTAGE JOB CENTER PHASE II**

Krouze reviewed a detail of contracted draws for Huotari Construction. (Copies were provided to committee members for review.) Committee members discussed the total project cost.

Krouze provided the following update on phase I: the ceiling is now in and the chase is finished. Krouze stated he receive a request for a change order to remove the old exterior sign and repair the stucco, but after calling several committee members and speaking with Jacobson about possible fund raising he decided not to take advantage of the change order. He stated that there has been trouble getting the floor-leveling agent to dry to allow for flooring to be installed, so the air conditioning has been increased in an attempt to dry out the leveling agent in the unusually humid weather. He stated that the attempt appears to be working, as the moisture is now coming out. Krouze stated that he wouldn't think that this setback would slow the project.

Gordon stated that Huotari wants to put flooring in as soon as possible, at which point the kitchen fixtures would go in. He apologized for not making the last meeting. He stated that this phase of the project should be completed by the end of the month.

Jacobson stated there are items coming from their kitchen to the new facility, she questioned if those items are being moved in by maintenance or as part of the contract. Krouze responded it would be with CTL's contract, which would need to be reviewed.

Krouze discussed the project cost. He stated that the chase and kitchen hood to provide air makeup and exhaust was part of the reason for the increase in price from what was originally anticipated.

Supervisor Holewinski asked Gordon about the chase being omitted from the RFP.

Gordon discussed the rush to get the RFP out to meet the December 31<sup>st</sup> deadline, and the change from the rooftop unit to the ground grade chase. He explained there was an interior chase and exterior chase on the preliminary drawings, and that he phrased it wrong and eliminated the entire page rather than the interior chase. He apologized for the error.

Supervisor Holewinski stated that in paying for the architectural fees, he felt the firm should have contributed to the additional cost.

Gordon explained that the project is "in the red" for Ayres Associates, and that he was on personal time today to attend this meeting.

Supervisor Fried stated that the committee is stressing this point because they represent the taxpayers and he discussed the need to be accountable for the expenditures of tax money.

Discussion followed.

Krouze stated that he hoped by August 1<sup>st</sup>, he would have a finalized RFP to go out to bid.

Gordon stated that this next phase would be almost exclusively interior work. He provided an update to the projected cost of phase II. He stated he pulled out the first floor cabinets and non-essential flooring, as was discussed at the last meeting, resulting in the projected cost being about \$25,000 under what was anticipated at the last meeting.

Jacobson asked if doors could be re-used.

Gordon responded they might, depending on the swing, but the hardware will likely need to be changed. He stated he would check it out.

Supervisor Fried questioned about the state approval for phase I drawings.

Gordon stated that state-approved plans would be done on phase II as well, although it will be less involved than for phase I.

Krouze stated that the on-site generator would be able to be re-used.

Gordon discussed the need for dates for the advertisement for bids. Committee members reviewed the draft ad.

Krouze stated that approval could be given at the August 1<sup>st</sup> meeting if the committee approves the draft, which would allow for the bid opening to be scheduled for August 25<sup>th</sup> at 9:00 a.m. by the county clerk. He stated that bid sheets would be faxed to Gordon for review, and then award of the bid would take place August 29<sup>th</sup>. A 90-day work schedule was discussed, with the project starting mid-September.

Gordon stated the ad would run beginning August 4<sup>th</sup>. It was noted that this schedule is based on preliminary approval by the committee at the August 1<sup>st</sup> meeting, with the pre-bid walk-through scheduled for during week of the 15<sup>th</sup> of August, and a September 12<sup>th</sup> start date.

Krouze stated that the changes to the plans are not significant, what was being presented was what has been seen in the past. He related that final drawings would be available for committee members to come in to review at the county clerk's office. Committee members stated that they are not familiar with all of the intricacies of the needs of the health department, so they would rely on Krouze's checking the final draft plans.

Supervisor Fried asked if there are any areas where there could be a cost savings.

Gordon stated that everything that has been included has the purpose of function.

Wiring for data was discussed. Krouze stated that he could ask Grube to provide the committee with specs and how the firm to be hired will be selected. Committee members requested that Grube be present at the August 1<sup>st</sup> meeting.

Krouze stated he would get the final plans from Gordon and place the full document in the county clerk's office.

Supervisors requested a total project cost breakdown.

**NON BUDGETED ITEM REQUESTS**

**Requests of Health Department**

Ann Ovsak explained that the request would be for cabinets and chairs for the shot room that would be covered by grant funds, and is not a part of the renovation project.

Motion to approve as presented by Holewinski/Hoffman. All aye on voice vote.

**SHERIFF’S DEPARTMENT STORAGE**

Krouze reported that ads started July 8<sup>th</sup>, with the contractor walk-through on the 14<sup>th</sup>, and that he re-scheduled another walk-through for this Thursday at 10 a.m. because few were in attendance at the first walk-through. He stated that bids would be received on August 1<sup>st</sup>, with the bid opening scheduled for 9:00 a.m.

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

Krouze presented bills and vouchers for committee review. A list of blanket purchase orders, other bills and construction bills was distributed for committee review. Motion to approve payment of the bills, construction bills and blanket purchase orders by Holewinski/Hoffman. All aye on voice vote.

**PUBLIC COMMENT**

There was no public comment.

**ITEMS FOR NEXT AGENDA**

Items for the next agenda were discussed as approval of the RFP for phase II, receipt of bids for sheriff’s department storage, and Grube’s presentation on wiring and costs for the project to provide temporary computer infrastructure to the job center building. Supervisors asked for total project cost breakdown.

**REVIEW UPCOMING MEETING DATE**

Chairman Sharon provided meeting dates as: Monday, August 1st at 9:00 a.m. at the courthouse; Monday, August 15th at 9:00 a.m. at the job center; and Monday, August 29th at 9:00 a.m., with the meeting location to be determined.

**ADJOURNMENT**

The meeting adjourned by a motion of Holewinski/Fried. The time was 10:20 a.m. All aye on voice vote.

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Jim Sharon,  
Chairman

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LuAnn Brunette,  
Committee Secretary