

**MINUTES OF THE  
BUILDINGS & GROUNDS COMMITTEE MEETING  
August 1, 2011**

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

**Others Present:** Curt Krouze, Buildings & Grounds Director; Linda Conlon, Public Health Director; Dianne Jacobson, Department on Aging Director; Tom Poweleit, Venture Architects; Jeff Hoffman, Sheriff; Lynn Grube, ITS Director; 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 Hoffman/Dean. All aye on voice vote. Motion to approve the committee meeting minutes of July 18, 2011 with no additions, deletions or corrections by Holewinski/Hoffman. All aye on voice vote.

**NON BUDGETED ITEM REQUESTS**

Brunette stated there were no requests at this time.

**LINE ITEM TRANSFER**

Brunette explained there was one line item transfer, moving \$10,000 in funds from a continuing appropriation account containing \$100,000 to the expense account for the River Street Storage building, to cover renovation expenses. Motion to approve the line item transfer as presented by Holewinski/Hoffman. All aye on voice vote.

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

Brunette 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/Dean. All aye on voice vote.

**COMPUTER INFRASTRUCTURE OPTIONS AT FACILITY FORMERLY KNOWN AS THE NORTHERN ADVANTAGE JOB CENTER**

Lynn Grube was present for this item. Grube stated that in talking to representatives from WPS, it appeared that there were problems with the

shortest route to allow for a line to be installed on existing poles. She stated for that reason, she has now established an alternate route and has the pole numbers identified. Grube stated the fiber contractor finished the measurements and the internal wiring contractor has been contacted and informed that walls would be open as part of the renovation during the month of September, which would allow for easier access to pull any additional runs and test desk locations. Grube stated she is getting a quote for the internal wiring, using the same contractor who is, coincidentally, the same contractor who originally placed wire in the building. She stated she felt it was time to proceed with the formal quote for inside the building; then the next steps would be to get internal wire tested and drops put in; forward new pole numbers to WPS and indicate our interest; and obtain answers to questions prior to proceeding with the paperwork for WPS. She stated the fiber contractor has offered, if WPS allows, to interrupt the digging crew to install our fiber. Grube indicated that she would obtain a formal quote and engineer approval. Grube stated that at this point there is no indication that there would be any significant change from the original quote. Grube stated she needed more input from WPS before she will have an idea of the cost of the project. She stated that she anticipated that costs will come in close to the cost predicted earlier this year, but until firm quotes are available, that will not be known. Grube stated she wouldn't anticipate having the figures on the point to point project cost by the August 29<sup>th</sup> meeting, that it would likely be later. Grube stated that she would contact Krouze to be put on the agenda as soon as she has figures, or September 12, 2011. She stated that she was certain the computer infrastructure would fall less than the \$150,000 that was set aside for this project.

#### **REVIEW/AWARD BIDS FOR SHERIFF'S DEPARTMENT STORAGE**

Tom Poweleit, Venture Architects, was present for this item. Krouze and Poweleit attended the bid opening in the office of the county clerk. Poweleit stated he was satisfied with the numbers, and announced the bids:

Ellis Stone Construction, Co.	\$899,500 base bid
Miron Construction Co., Inc.	879,000 base bid

both with alternates as specified in the request for proposals. Poweleit discussed the bids and the options provided by the alternates.

Supervisor Dean questioned the need for the security camera. He questioned Sheriff Hoffman about the possibility of a security alarm rather than the camera.

Sheriff Hoffman responded on the need of the security camera, and Poweleit explained further that the security camera would capture any activity on film that could be reviewed by dispatch as needed. Krouze interjected that he felt the camera was needed to provide a record of contractors who might have to access the tower through the secure impound area due to the design of the site. He explained that the cost of the camera was much less expensive than the site

work that would have been necessary to create a service road outside the impound area to allow for access to the tower.

Supervisor Holewinski questioned how the bid could be awarded without the lift (alternate 2).

Poweleit suggested that the county could hold the bid for 30-45 days to allow adequate time to research the cost of the lift and make the decision based on that information. He stated that could be accomplished by awarding the contract, but holding out on which alternate until the research is completed. Poweleit forewarned that if there were a price increase on the lift in the interim, the county would incur that cost.

Discussion followed with regard to possible funding of the security camera through sheriff's department budget accounts by staff performing an internal transfer of funds, while the purchase would remain part of the construction contract.

Motion by Holewinski/Dean to award the base bid to Miron Construction Co., Inc. at \$879,000, holding off the decision on alternate bid 2 a deduct of \$14,675 (removing the lift) for ninety days until a decision is made, working with the sheriff internally on a transfer of funds (\$4,052) to cover the cost of the security camera. All aye on voice vote.

Supervisor Hoffman left the meeting to attend a Finance & Insurance Committee meeting scheduled for the same time.

### **PROJECT UPDATES – NORTHERN ADVANTAGE JOB CENTER - PHASE I**

Krouze provided an update: He indicated that the floor isn't completely dry yet, which is causing a delay on flooring installation, once the floor is dry, the flooring will go down, and equipment will go in. He discussed steps taken to try to speed the drying process.

Supervisor Holewinski suggested fans be directed at the flooring to dry the leveling agent.

Krouze provided information on the cost of the renovation costs to date.

Committee members discussed the additional fees incurred because the renovation was split into two phases to receive the anonymous donation of \$100,000, which Krouze predicted prior to the beginning of the project. He discussed the bid for architectural fees.

**BID DOCUMENTS FOR NORTHERN ADVANTAGE JOB CENTER - PHASE II**

Krouze stated that final draft bid documents had been placed in the county clerk’s office last week for committee members to review, which would go to bid if the committee makes no changes in the documents.

Jacobson questioned if there are plans for the dining room flooring having the same issue as has been experienced in phase I.

Krouze responded that issue wouldn’t become apparent until the process begins.

Motion by Holewinski to bid phase II for the Northern Advantage Job Center as presented. Second by Fried. All aye on voice vote.

**PUBLIC COMMENT**

There was no public comment at this time.

**ITEMS FOR NEXT AGENDA**

Items for the next agenda were discussed as: receipt of bids for phase II, update on phase I, sheriff’s department storage, and other items as they arise.

**REVIEW UPCOMING MEETING DATE**

Chairman Sharon noted that upcoming meeting dates had previously been scheduled for Monday, August 15, 2011 and Monday, August 29, 2011, both at 9:00 a.m. Krouze stated that he didn’t see the need for a meeting on the 15<sup>th</sup>. He could ask the chair to call a special meeting, if one is needed. Committee members discussed eliminating that meeting. Chairman Sharon stated that Monday, September 12, 2011 at 9:00 a.m. would be the committee’s first meeting in September.

**ADJOURNMENT**

The meeting adjourned by a motion of Holewinski/Dean. The time was approximately 10:25 a.m. All aye on voice vote.

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Jim Sharon,  
Chairman

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LuAnn Brunette,  
Committee Secretary