

**MINUTES OF THE
BUILDINGS & GROUNDS COMMITTEE MEETING
August 29, 2011**

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

Others Present: Curt Krouze, Buildings & Grounds Director; Linda Conlon, Health Department Director; Lynn Grube, ITS Director; Dianne Jacobson, Department on Aging 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 Fried/Dean. All aye on voice vote. Motion to approve the committee meeting minutes of August 1, 2011 with no additions, deletions or corrections by Hoffman/Dean. All aye on voice vote.

REVIEW NORTHERN ADVANTAGE JOB CENTER PHASE II BID

Krouze reviewed the list of bids, noting they came in higher than the committee and the architect anticipated. He stated that it is the recommendation of the architect to take the Huortari bid with the flooring deduct of \$9,500, but leave in the cabinets, reducing the contract to \$240,500, if the committee wishes to proceed with the project. He explained by committing \$100,000 for IT work rather than \$150,000, which Grube would address, would result in a shortage of \$46,560, which could be covered by taking funds from the buildings & grounds budget and using department on aging funds that haven't been used for the project thus far. He stated that the funds from buildings & grounds would come from account number 51560.699270 (\$2,000) Teledata Wiring and 51560.521901 Other Professional Services (\$10,000), for a total of \$12,000, and the department on aging has money that is still available for the project that hasn't yet been committed.

Supervisor Fried questioned why architectural fees are sometimes included in project costs, and sometimes taken from other accounts.

Krouze responded that the department has a separate account set up for some of the fees, but the finance director prefers to put them in the project cost so they can be depreciated with the structure whenever possible.

Jacobson stated some funds are available because they have a carry forward balance, and that additional funds are anticipated through fund-raising events. She stated that this approach has been discussed with the finance director who approves what has been presented to the committee. Jacobson stated that she has planned to fund-raise for some of the furnishings, which is something that typically takes place in their department, so the commitment doesn't make her nervous.

Krouze noted that there is no contingency included in the figures.

Supervisor Hoffman noted that the chase has been tied into the building well.

AWARD NORTHERN ADVANTAGE JOB CENTER PHASE II BID

Krouze stated his recommendation would be to move forward as presented.

Motion by Hoffman to accept alternate 2 from Huotari Construction, at a base bid of \$250,000 less the flooring deduct of \$9,500, for a total of \$240,500 with money to come from the project budget and two buildings & grounds accounts in the amount of \$12,000 (teledata wiring and other professional services), and with \$34,560 to come from current department on aging accounts along with funds raised through fund-raising as presented and discussed. Second by Holewinski. Discussion followed.

Supervisor Fried discussed his apprehension at moving forward with the need for fund raising. He questioned if there is additional grant money available. Conlon stated that she would look, but typically grants don't apply to buildings. Jacobson stated that when ARDC takes occupancy in the building, which is approximately in April, there should be rent coming back to the county. Discussion followed with regard to the possible additional cost to move both departments into the building.

Grube discussed the reduction of anticipated project funds to \$100,000, and explained that the county will likely have three viable approaches. She stated that she will likely know about the firm cost of the fiber and the viability of that approach in the next month, noting that she was hopeful that it could come in less than budgeted; the second approach possible would be point-to-point microwave, and she noted the cost is similar to that of fiber; with the last approach being leasing where the capital investment is smaller, but the county would pay recurring costs into the future. Grube discussed additional equipment that will need to be purchased, and noted that there would also be additional costs for cable for going into the building, a cost to check internal cables, and additional cost for additional drops where desks will be located.

Supervisor Dean questioned holding costs of the WPS building.

Krouze stated that the cost to hold the building is approximately \$20,000 annually.

Grube stated that she should know in a month, what approach will be taken to provide computer infrastructure.

Jacobson noted that a handicap space is crumbling, and discussed her hope to have that addressed.

Krouze stated that there are other curbs that need to be repaired, and it is possible this could be done by buildings & grounds staff.

Supervisor Fried questioned, if this were defeated what would happen?

Krouze stated that it would mean that the county would reject the bid. He discussed that option, noting that he didn't see any costs that could be cut from the project, as everything is needed to be operational.

Jacobson stated that if the phase II renovation isn't done at this time, it could mean total upheaval for the first floor occupants when the county does eventually move forward with the phase II renovation.

The question was called for: All aye on voice vote.

Supervisor Dean questioned if any of the phase II plans have to be approved in Madison.

Krouze stated the plumbing submittals required and obtained state approval.

UPDATE ON NORTHERN ADVANTAGE JOB CENTER PHASE I

Krouze related that there was a flooring change for the phase I renovation, the flooring was backordered, but now is in and will be installed either today or tomorrow. He stated that work was taking place on the card reader system, and CTL will be in later in the week to commence installation of kitchen equipment. He discussed the history of the flooring issues that began on discovery of the breakdown of the sub-floor, which led to the problem of the leveling agent that wouldn't dry, stating that we are now, finally, ready to proceed with flooring.

UPDATE ON SHERIFF'S DEPARTMENT STORAGE PROJECT

Krouze stated he wanted to make the committee aware that there is no contract at this point. He explained that the architect wrote the standard contract language, but the county's corporation counsel has had problems with the language. He stated that the parties are very close in resolving this, but there are a couple of details that are being worked out. Krouze stated that Miron is ready to begin as if there is a contract in place, noting construction should start in two to three weeks.

Discussion followed on project funding. Krouze stated that he wanted to the committee to understand that there is no contingency for this project, and there will be no money within the buildings and grounds accounts to put into any overruns that might take place. He stated that as the county moves forward with this we may want to consider holding off on the actual purchase of the lift, noting that the project could include addressing the mechanical requirements and the lift could be added as funding is available. He stated that the lift is a necessary component of the project, but this would be one way to come in at the budgeted amount. He stated that he wouldn't want the project to run short on funds. Krouze discussed his discomfort with proceeding without any contingency planned into the project. He stated that he has discussed this with the finance director, who indicated there are funds available in the county's contingency account for county-wide overages.

Supervisor Holewinski noted that this is a simple building project, with both the architect and general contractor having been involved in the construction of the original building. He stated that he felt comfortable with the project.

Krouze stated that he wanted to highlight the point that this project will be even tighter than the department on aging project. He stated that the committee will have ninety days from when the contract is signed to make decision on the lift. He stated that the architect is also aware that there isn't any contingency on this project. Krouze stated that he would be meeting with the general contractor this week to schedule beginning of work.

Supervisor Fried questioned if the sheriff's department could come up with funds in the event of changes.

Krouze again discussed postponing the purchase of the lift, noting if the infrastructure is in, it could be put in as soon as it is funded.

YEAR 2012 FURNITURE & EQUIPMENT REQUESTS

Krouze stated that only one furniture and equipment request was before the committee for deliberation that must have a decision today, noting he would mail out budget figures later in the week.

Committee members reviewed the request for a copier from the UW – Extension office.

Motion by Holewinski to deny the request because there is an existing machine at the courthouse that can be used. Second by Hoffman. All aye on voice vote.

NON-BUDGETED ITEM REQUESTS

There were no non-budgeted item requests.

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/Dean. All aye on voice vote.

PUBLIC COMMENT

There was no comment.

ITEMS FOR NEXT AGENDA

Krouze stated that he would mail out the budget materials later in the week, so committee members could review the budget prior to the next meeting when the 2012 budget would be on the agenda, along with other items that would be placed on the agenda as they arise.

REVIEW UPCOMING MEETING DATE

Chairman Sharon announced the next meeting would be Monday, September 19, 2011 at 9:00 a.m. at the courthouse followed by a meeting Monday, October 3, 2011 at 9:00 a.m.

ADJOURNMENT

The meeting adjourned by a motion of Holewinski/Hoffman. The time was approximately 10:05 a.m. All aye on voice vote.

Jim Sharon,
Chairman

LuAnn Brunette,
Committee Secretary