

**MINUTES OF THE  
BUILDINGS & GROUNDS COMMITTEE MEETING  
November 21, 2011**

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

**Others Present:** Curt Krouze, Buildings & Grounds Director; Kris Osterman, Treasurer; Linda Conlon, Health Department; Lynn Grube, ITS Director; John Sweeney, Chief Deputy; Jeff Hoffman; Sheriff; and LuAnn Brunette, Buildings & Grounds Leadperson.

**CALL TO ORDER**

Chairman Sharon called the meeting to order at approximately 9:00 a.m. in the Community Room 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/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 November 7, 2011 with no additions, deletions or corrections by Dean/Hoffman. All aye on voice vote.

**TREASURER'S REQUEST TO RELOCATE COUNTY-WIDE COPY ROOM**

Kris Osterman, Oneida County Treasurer, was present to request relocation of the first floor courthouse copy room, utilized by most county departments. She stated her concerns with regard to security issues relating to the specific tasks performed by her department, and how leaving the copy machine room open after the courthouse closes creates an additional security risk for staff. She indicated that moving their equipment into their office is not an option. Osterman requested relocation of the copy machine and suggested possible locations including the alcove in the hallway, or the social services public terminal room.

Krouze stated that there is a need for the copy machine room to be available to other county departments, noting there is no space in either location suggested to place collators, and other equipment that is needed in conjunction with use of the copier. He stated that the public terminal area isn't a good idea, as the space is always open to the public leaving no confidentiality for the copying of sensitive materials. He stated there could possibly be a place that would become vacant when the health department moves out. Krouze discussed the possible cost involved in moving this equipment, and he stated that the last time the equipment was located into the present location the cost was about \$1,000, depending on where the equipment is to be located. Krouze explained the problems created for other staff members who are working alternate work schedules or weekends

and have a need to use the copier when the room is secured. He related he received complaints from other departments during the short time when the room had been locked at 4:30 p.m. He stated that he has no answer to at this time as to a solution to this problem.

Discussion followed with regard to possible security issues related to leaving the room unlocked and possible solutions. Committee members questioned if the public terminals could be relocated to open up space for relocation of the copy equipment. Krouze responded that the idea of locating the public terminals in the social services waiting area had been rejected, which is why they are placed in the current location.

Supervisor Dean stated we should be prepared for a problem in that area. He stated that someone from the sheriff's department should make a recommendation on this.

Motion by Holewinski/Dean to authorize Krouze to look into moving the county-wide copier to a different location to meet the needs of the treasurer, and in the meantime have the area locked/secured by maintenance staff daily from 10 p.m. until 7 a.m. All aye on voice vote.

## **CONSTRUCTION PROJECTS AND POSSIBLE CHANGE ORDERS**

### **Sheriff's Department Storage**

Krouze reported that the floor is being poured; temporary doors are on, otherwise all outside work is done; roof is done, that was finished on Friday; and the main block work in evidence storage area is complete. He stated that there are some changes on the duct heating taking place, with little or no cost. He stated that the crew has been trying to address the exterior, and will then concentrate on finishing the interior. Krouze stated that the architect will be here for the punch list on December 2<sup>nd</sup>, with the final punch list on December 21<sup>st</sup>. He stated the project is right on schedule, noting there were no change orders at this time that will impact the cost.

Sweeney stated that the roof that was put on the law enforcement center is not a long-term roof. He stated that he was aware that this has been brought to the committee's attention in the past. Discussion followed with regard to possible legal remedies on this issue.

### **Northern Advantage Job Center Building Renovation**

Krouze stated that the public health area has been dry-walled, taping and mudding will take place this week, electrical is done, and millwork is being completed. He stated that there are still a couple of small things to be done downstairs; the flooring for the lower level has been ordered; and he suggested that the next meeting be scheduled at the job center so committee members could view the progress. Krouze discussed the good working relationship with the contractor, and how he has worked with staff to make small changes, at no

charge. Krouze informed committee members that Paul Gordon, from Ayres Associates is no longer the architect working on the project; Ayres is providing a different architect who has been effective at providing information to staff. Krouze stated that the project continues on schedule, and he anticipated that this would be to punch-list level by first of the year.

Krouze discussed the budget and how a lack of additional funds will make moving the departments a nightmare. He stated buildings & grounds staff would be required to make the move, which will be difficult as the department is so short-staffed.

Krouze stated that there would be a change order to address locating an ADRC area into the first floor space (four offices and a copy room); he indicated that \$10,000 was allocated for renovation of the space. Krouze explained that he is having Scott Browman, the current general contractor, do the work as a change order, noting it needs to be done by February. He stated that would be coming before the committee at a future meeting.

#### **River Street Storage Facility Roof**

Krouze stated the roof is on, the project is done, and the contractor did a good job of flashing; the next phase will be electrical, and then they plan to re-do the office area; he noted that the plan is to finish one bathroom decently, and the exterior needs to have some painting done. Krouze stated he felt that another project that should be looked at in the spring is to clear the area near the back building, and he discussed the need to install a drainage system. He stated that he would like to obtain an estimate to determine possible cost. Krouze stated staff has dug it out, but it fills back over time, so without more work staff would not be able to prevent the floor from getting water onto it.

#### **OPTIONS FOR COMPUTER INFRASTRUCTURE AT NORTHERN ADVANTAGE JOB CENTER BUILDING**

Lynn Grube, ITS Director, was present to discuss this agenda item with the committee. She provided committee members with a presentation on the routes looked at by herself and two representatives from WPS to try to alleviate the issues with using the congested poles. She outlined the proposed route on a map, noting one area of 50-60 feet that would have to be addressed, either by going underground, or additional poles would have to be placed. Grube indicated she would obtain pricing on the underground and the poles to make a determination on what will be cheaper, but either will address the needs. She stated that the cable will be the \$13,000, rental of poles at \$1,200 for all the poles used, noting she is now more hopeful than she was with the other two routes that were identified. She stated that the vendor will have to measure the poles and heights, and the WPS representative seemed to feel that this was a better solution to meet the county's needs. She stated it would take about six weeks to get the cable. Grube looked into what equipment she will need to use for the temporary set up, and determined it is the same equipment that will be needed to

switch out the solid waste project, (so the equipment will be paid for from that project rather than this one) will use here temporarily and then move to solid waste for their project. Grube stated that she felt this project would come in under the \$100,000 left in the budget for this project.

Grube stated that she has also looked at the telephones to be used, and we will be buying reused, refurbished equipment to meet the needs until we go to voice over IP in year 2013. She stated that she would sign for a year with Frontier and Charter, and that will all be part of the voice over IP cost. Grube stated if we move the department on aging phone equipment there will still be a need for thirty-four phones for the health department. She stated that she was obtaining pricing both ways and by two companies and have instructed the companies to go as cheaply as possible.

Supervisor Fried, questioned why the department on aging and health department don't remain in their current locations until such time as the voice over IP can be put into place rather than to buy outdated equipment that we will just dump.

Grube stated that would be a decision for the county board to make.

Krouze responded, noting part of the issue is that of the UW coming back to the courthouse, further noting either way we will have a building to maintain.

Grube stated the cost of the connectivity is the cost of doing business, delaying the move until voice over IP would delay the move at a minimum of a year.

Conlon stated she felt that politically the public would question why the building was sitting empty rather than being used.

**Motion by Holewinski/Hoffman to proceed with the conceptual idea to do the hookup to the Northern Advantage Job Center using the fiber line as presented, with the concept presented falling under the \$100,000 budget figure.** Supervisor Fried and Dean stated that there is no idea on the cost at this point, so they couldn't support the issue. Discussion followed, and Grube clarified that she would come back to the committee with firm pricing when it has been identified; she would just be proceeding with the concept of the fiber at this time. She stated that once firm pricing has been determined, the committee would eventually need to select for certain which option to use, fiber, microwave (which came in about \$10,000 over what was anticipated), etc. Supervisor Fried questioned about the vendor providing engineering to identify the solid cost of the project. Grube explained that she did have input from the vendor, and then met with representatives from WPS to identify a possible route. The question was called for: **All aye on voice vote.**

**BUILDINGS & GROUNDS LONG-RANGE DEPARTMENTAL GOALS ACTION PLAN – YEAR 2012**

Krouze stated that this is required by LRES and Finance, and will eventually be put on the county’s website.

Motion by Fried/Holewinski to approve the buildings & grounds long-range plan as presented. All aye voice vote.

**NON-BUDGETED ITEM REQUESTS**

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

**LINE ITEM TRANSFERS**

There were no line item transfers for committee consideration.

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

Krouze presented bills and vouchers for committee review. A list of blanket purchase orders, bills, and construction bills 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**

Chairman Sharon identified items for the next agenda as computer infrastructure options if they are available, change order for the job center ADRC remodel area, Treasurer’s office concerns; and other items as they arise.

**REVIEW UPCOMING MEETING DATE**

Chairman Sharon noted that the next meeting date had previously been scheduled for Monday, December 5, 2011 at 9:00 a.m. at the job center building. He scheduled Monday, December 19, 2011 at 9:00 a.m. as the second meeting in the month of December, with the site to be determined at the next meeting.

**ADJOURNMENT**

The meeting adjourned by a motion of Holewinski/Hoffman. The time was approximately 10:40 a.m. All aye on voice vote.

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Jim Sharon,  
Chairman

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LuAnn Brunette,  
Committee Secretary