

**MINUTES OF THE  
BUILDINGS & GROUNDS COMMITTEE MEETING  
December 5, 2011**

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

**Members Excused:** Billy Fried.

**Others Present:** Curt Krouze, Buildings & Grounds Director; Peter Wolk, District 18 Supervisor; Lynn Grube, ITS Director; Dianne Jacobson, Aging Director; Linda Conlon, Health Department; and LuAnn Brunette, Buildings & Grounds Leadperson.

**CALL TO ORDER**

Chairman Sharon called the meeting to order at approximately 9:00 a.m. in the Spruce Room of the Oneida County facility located at 100 W. Keenan Street, formerly known as the Northern Advantage Job 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 21, 2011 with no additions, deletions or corrections by Holewinski/Hoffman. All aye on voice vote.

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

Lynn Grube, ITS Director, was present for this item.

Krouze discussed the possible costs for telephone and data infrastructure at the job center building. He stated that the cost to set up a phone system for the health department will be exorbitant until such time as a fiber line is located between the buildings, which would mean holding off the move of that department until the fiber line is complete. He stated that we would be looking at \$11,000 – \$15,000 worth of equipment that would be thrown away, along with \$900 monthly in line charges. He stated that while staff is disappointed, it might work out better for buildings & grounds staff to make a more organized move. He stated that it would make things very difficult if the fiber cannot be run to the job center building.

Grube addressed the committee stating that laying the fiber will connect the buildings in a manner that the data transfers instantaneously. She stated the telephone alone would be \$900 a month to this building without the fiber.

Grube discussed possible options and pricing, and stated that to obtain a reduced cost on pricing, the fiber would have to be installed by April 1<sup>st</sup>. She stated that we do have a need for an engineering firm who will assist in this process on the submittal to WPS, but WPS can still refuse the proposed route. Grube stated that she is certain we will find a way to run the fiber. She stated that the cable must be constructed in one piece, and there is a time lag between approval and the manufacture and installation of the cable. She stated that Japan has been a large provider of the cable in the past, but due to the crisis that has happened in that area of the world, their capacity to manufacture is very limited.

Grube stated that she has been in contact with MC&E out of Green Bay, who does a lot of government work, she noted that she recognized names from their list of references. Grube continued, their price is \$7,260, which is she felt is a good price, and she explained that WPS needs the engineering firm to certify that the county's vendor is capable of doing the work, and eventually certifies that the cable was installed correctly. Grube stated that WPS will not proceed without this. Grube stated that she described the steps taken to come up with the preliminary route, and that MC&E representatives felt this was helpful to have WPS input in expediting the process.

Grube discussed the gap in the fiber route of about 50-60 feet, and stated the wiring vendor felt it would be impossible to go underground, and if it were even possible, it would be extremely expensive; other utilities have been placed in that area (likely because of the gap between poles) making it difficult to lay fiber in that area. She stated that Land Information Office provided mapping that would identify the right-of-way areas, and anchored poles could be installed in that area, but would likely need city approval. Grube stated that the county might be able to sell space on the poles that are installed because this is such a congested area. She discussed the costs for equipment and monthly charges; she also indicated that both phone systems that will be temporarily used here would be obsolete once voice over IP comes.

Discussion followed with regard to the use of the Wisconsin Public Service pole space and the problems associated with needing to use those poles. Krouze stated that while WPS is required by the Public Service Commission to allow use of their poles, the level of cooperation isn't stipulated. Linda Conlon discussed her concerns with the tight timeline for placing the fiber on the poles by the April deadline. She stated Grube needs to have approval at this time to keep this timeframe on track.

Supervisor Hoffman questioned the need for placement of the poles near St. Mary's Church.

Grube stated that this is too far of a span to just place the cable, and the lines would have to cross private property.

Motion by Holewinski/Dean to approve the contract with MC&E for engineering services for computer infrastructure for the estimated cost of no more than \$7,300 for the current specified route, and not to exceed \$10,000 for an alternate route to address computer infrastructure. Lengthy discussion followed. All aye on voice vote.

Motion by Holewinski/Hoffman to proceed with Charter Communication at an additional cost of \$6,500 for hardware and installation for the data infrastructure for the department on aging. All aye on voice vote.

Motion by Holewinski/Hoffman to approve proceeding with the concept of locating the poles for placement of fiber at a cost of \$2,500, not to exceed a cost of \$3,500. All aye on voice vote.

### **RELOCATION OF COUNTYWIDE COPY ROOM**

Krouze stated he spoke with Paul Spencer and Lynn Grube with regard to possible use of the public terminal space for the countywide copier. Krouze stated that it will be necessary to install dividers to maintain confidentiality for members of the public using those public terminals. Krouze stated that the public terminals are required statutorily and must have some form of privacy; he stated he felt this is not a perfect solution to placement of the countywide copier. Krouze stated that the other option is to use a hallway, and neither he nor Grube would be comfortable with that. He stated that provisions would have to be made for staff to use computers to find out their pay, since that is all being computerized. Krouze stated that moving the countywide copier will cost money because of the need to move wire.

Supervisor Hoffman questioned if a wall could be placed in the current copy room.

Krouze stated doing that would require a state-submittal for HVAC, making it even more costly.

Motion by Holewinski/Hoffman to move the countywide copy room to the media room where Social Services public terminals are currently located. All aye on voice vote.

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

#### **SHERIFF'S DEPARTMENT STORAGE**

Krouze provided committee members with the projected three-week construction schedule provided by Miron. Krouze reported the roof has now been installed, Tom Poweleit was here on Thursday to observe the old roof (an item for the next agenda) and inspect the new roof. Krouze stated there are a couple of small

issues; some items such as doorframes and light fixtures have been delayed, the final punch list should be available January 12 or 13, 2012, which is two to three months ahead of schedule. He stated overall, things are going along very well; he reported that the concrete is in, and they are working on the portable mezzanine. Krouze stated he would be bringing an agenda item forward at a near future meeting about issues with the law enforcement center roof. He stated the warranty is a repair-only warranty, and enough issues have arisen that will require an expensive repair. Krouze stated that it is his hope to recoup some funds from the manufacturer. Krouze stated the old roof is a built up roof; he explained that the roof de-granulates, bubbles the felt and paper, and deforms the roofing material to the point where it never seals properly again.

Dean questioned progress on the evidence technician room.

Krouze responded it is all blocked in, but door hardware needs to go in yet.

#### **NORTHERN ADVANTAGE JOB CENTER BUILDING RENOVATION**

Krouze reported on the job center building, noting the drywall is up, taped, and mudded; painters are doing finishes; flooring people have filled in spaces in the floor where walls were removed; he discussed overall progress and a possible delay of about three weeks for millwork and doors.

Holewinski commented this shouldn't be an issue if the health department won't move until spring.

Krouze explained that due to the addition of the ADRC to the department on aging, additional remodeling will be required on first floor to create space for their offices. He stated that addressing the needs of the ADRC shouldn't hold up the department on aging's move. He stated the department on aging would be moving at the end of January.

#### **NON BUDGETED ITEM REQUESTS**

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

#### **LINE ITEM TRANSFERS**

There were no line item transfers.

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

Krouze presented one voucher for committee review and approval. Brunette explained that with the holiday and it being the end of the month, there were no other bills for committee review at this time. Motion to approve payment of the bill by Holewinski/Hoffman. All aye on voice vote.

#### **PUBLIC COMMENT**

There was no public comment.

**ITEMS FOR NEXT AGENDA**

Chairman Sharon stated items for the next agenda include the change order for the ADRC space; ITS computer infrastructure; roof issues at the law enforcement center and hiring an independent consultant.

**REVIEW UPCOMING MEETING DATE**

Chairman Sharon noted that the next meeting date had previously been scheduled for Monday, December 19, 2011 at 9:00 a.m. at the courthouse; and the January meeting schedule was discussed as Monday, January 9 and 23, 2012 at 9:00 a.m., with locations to be determined.

**ADJOURNMENT**

The meeting adjourned by a motion of Holewinski/Dean. The time was approximately 10:30 a.m.

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Jim Sharon,  
Chairman  
or  
John Hoffman,  
Vice Chairman

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LuAnn Brunette,  
Committee Secretary