

Oneida County Buildings & Grounds Meeting
Wednesday, July 2, 2014, 8:30 a.m.
Oneida County Health and Aging Facility, Spruce Room
100 W. Keenan Street
Rhinelander WI, 54501

Members present: Billy Fried—Chairman, Lance Krolczyk, and Bob Metropulos. Excused: Alex Young and Greg Oettinger.

Department Staff: LuAnn Brunette—Facilities Director/Buildings & Grounds, Bruce Stefonek—Assistant Director/Buildings & Grounds

Others Present: Sheriff Grady Hartman, Lisa Charbarneau/LRES, Dianne Jacobson/Department on Aging, Alan Van Raalte, Jonathan Anderson/The Lakeland Times, and Dan Gleason— recording secretary

Call to order: Chairman Fried called the meeting to order at 8:30 a.m. and is in accordance with the Wisconsin Open Meetings Law.

Approve amended agenda: Motion by Krolczyk to approve the agenda, seconded by Metropulos. All ayes; motion carried.

Approve minutes from June 18, 2014 committee meeting: Motion by Metropulos to approve the minutes, seconded by Krolczyk. All ayes; motion carried.

Closed session: Motion by Metropulos, seconded by Krolczyk to enter into closed session pursuant to Wisconsin Stats Section 19.85 (1)(f), “Considering financial, medical, social or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public, would likely have a substantial adverse effect on the reputation of the person referred to in such data” (Topic: Buildings & Grounds staff), and Wisconsin Stats. Section 19.85(1)(e), “Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session” (Topics: Fire suppression contract negotiations and law enforcement center roof warranty); and Section 19.85(1)(d), “Considering strategy for crime detection or prevention” (Topic: Courthouse security). Roll call vote: Krolczyk-aye; Metropulos-aye; Fried-aye. Excused: Young and Oettinger. Motion carried.

Staff and others present during closed session: LuAnn Brunette, Bruce Stefonek, Sheriff Grady Hartman, Lisa Charbarneau, and Dan Gleason.

Return to open session: Motion by Metropulos, seconded by Krolczyk to return to open session at 9:45 a.m. Roll call vote: Metropulos-aye; Krolczyk-aye; Fried-aye. Excused: Young and Oettinger. Motion carried.

Announcements from closed session: none

Update on vacant Maintenance Technician – Plumber Position: Brunette noted the vacancy created at the Law Enforcement Center when Todd Riopel left and took a position at Nicolet College. Brunette indicated that Labor Relations had waived the six month waiting period and will beginning the process

to fill that position. Fried questioned if there would be any attributes in addition to plumbing for the position. Stefonek recommended changing the job description as to get more qualified people to apply. No actions would be required by the committee at this point.

Contingency Fund possible request: Brunette discussed a number of issues that have been identified at the Law Enforcement Center that will need to be addressed. Brunette stated testing the stability of the diesel fuel stores for the emergency generator will need to be completed, a member of the Building & Grounds staff will be off for surgery for a workers compensation related injury as well other issues that are going on within the department that will likely result in a request for contingency fund money. Brunette had discussed what money might be available with the Finance Director Margie Sorenson who indicated that there is at least \$15,000, and possibly more in the Contingency Fund to address the issues. Brunette added that if any of the issues would run above and beyond that amount they would need to go to the Administration Committee, and ultimately the County Board for any additional funding that might be required. Fried stated that in the interest of efficiency, he thought that if you were within 10 percent you wouldn't need to go to the County Board, but you would still need the approval of the Administration Committee. Krolczyk asked the size of the fuel storage tank for the generator. Stefonek stated that is about 1,000 gallons. Discussion followed about possible uses other uses for the old fuel if it is determined that is no longer viable for the generator. Brunette stated that the fuel has been in that tank since the building was built and although the generator runs monthly for about 10 minutes to ensure it functions correctly, they will be extending the time that it runs for test. Metropulos made the recommendation to explore how long the generator will run on 1,000 gallons and to consider a smaller tank if it would provide ample running time. Brunette commented that it would need to provide power to the entire facility including dispatch and the jail in the event of an extended power outage. Brunette thought the generator was sized to accommodate the planned addition for that building, but was not certain.

Bills, vouchers, blanket purchase orders, line item transfers: Fried began by asking what Price Electric is. Brunette stated that Price Electric is an electric coop that feeds electricity to one of the communication towers and there are monthly charges of around \$230 to \$250. Buildings and Grounds pays for the electrical parts and Sheriff's Department is responsible for the other maintenance and work. Brunette stated that there were a couple of problems with the actuators and with one of the air conditioning cooling units at the courthouse and the charges were from equipment purchased from and limited service performed by Refrigeration Control and Design (RCAD). Motion by Krolczyk, seconded by Metropulos to approve bills, vouchers, blanket purchase orders, line item transfers. All ayes; motion carried.

Update on health and aging facility parking expansion—committee members may tour the parking area of the facility: Fried commented that if it came to a down to a choice the Health and Aging Committee decided that the roof extension would take priority, however, we would like to do both. The committee discussed how parking was currently being handled. Fried questioned if concerns about the dumpster positioning and if one of the egresses should be closed off if property is not sold.

Non-budgeted item request: Health and aging facility—request for extension of roof edge over back entry—committee members may tour the parking area of the facility: Brunette stated that Mike Romportl had contacted the adjacent land owner and informed him that MSA will be doing the survey as approved by the County Board at their last meeting. The committee then took a tour of the parking area and the back of the building for the proposed roof expansion location. Once outside Fried asked who has an easement on the property. Brunette stated the Playtech property. Jacobson discussed how the

rain runoff from the roof funnels to where volunteers and the caterers enter and exit the building. Stefonek stated gutters would be an easy fix for the rain runoff; however, drifting snow builds up on the corner of the roof that is treacherous to remove. Stefonek continued noting that during the months of February and March, there is a steady ice patch that cannot be kept up with as a result of the melting snow and ice from the roof. Stefonek discussed extending the roof with a mono truss an additional 10 feet which would provide cover for outdoor activities. Stefonek expressed concern that the idea of a car port would hinder snow removal from the alley and create difficulty for deliveries as well as the need to move the dumpster from the current location to just off the end of the shed in order to reduce the chance of injury and discourage extra traffic. Stefonek commented that the Rhinelander City Zoning Department told him that if a certified architect drew this up so the mono trusses, fasteners, and beams are shown to be sufficient, then the project would not require state approval which would cost thousands of dollars. Fried questioned if the roof extension instead of the car port would suit the needs of the Department on Aging and its volunteers. Jacobson stated that it was even more forward thinking than the initial project idea. Fried comment he wanted it done right and this is a priority over the paving of the lot. Brunette stated that there was approximately \$30,800 left from the demolition of the former Daily News building. Brunette discussed how that money was initially earmarked for the parking expansion and the purchase of the easement, so permission would be required to use that money for something else. The committee returned to the Spruce room to continue the meeting. Raalte asked Stefonek if the roof expansion would fix the ice problem or move it further away from the building. Stefonek stated that foot traffic could be directed to the side away from the new roof drip line which would now be in the parking area that is regularly cleared and salted. Fried asked if there should be a couple of plan options in case there would not be enough to cover the ideal proposal so as not to have to return to square one. Fried commented that the motion to approve going to an architect was previously approved and that it might be beneficial to have a couple of quotes for the paving of the lot in the event there is both funding and permission before October. Fried questioned what was preventing the dumpsters from being relocated to the shed area. Stefonek stated it was due to a lack of time and a shortage of personnel, but he did have Mike Romportl come out to locate the exact lot lines for placement of the dumpsters. Fried recommended having the waste company move the dumpsters, and Stefonek mentioned the idea of erecting a fence around the dumpster to discourage unauthorized use.

Courthouse boiler project: Brunette stated that Brian Desmond had brought over a 62-page document covering the county's concerns that will accompany the 73-page technical document for the boiler replacement project that will go out with the Request for Bids (RIB) document. Brunette noted that Desmond discovered the determination of the prevailing wage rate would need to be obtained from the state of Wisconsin. Brunette stated that she filled out the application online and attempted to fax the document, however, the application needed to be sent to a different fax number because of a fire in the original building. Brunette stated she spoke with Stan Grys from RCAD about bidding of the project and he said RCAD would most likely not be bidding the project because of their current work load, however, Johnson Controls and several others have expressed an interest in bidding the project. Brunette added that Stan did believe that the timeline of the project could be tightened up, but the process cannot move forward until the prevailing wage is determined. Fried commented that in his dealings with the prevailing wage the bidders have been responsible for knowing the wage. Brunette stated that she asked Desmond if they could move forward with the bidding process if they simply stated that the prevailing wage is required, but wanted Desmond want the county to have that determination. Brunette continued that the county did not have a document such as this before, so this will be the first time to

use this. Fried commented that he was concerned about the project being held up and this puts up a red flag. Brunette stated the application is rather in depth requiring answers about start date, completion date, what trades are going to be involved, and anticipated bid amounts. Brunette added that she was hoping to get the ads out in the coming week, but now things have slowed up. Brunette stated that Grys did say that once the bidding process is complete it should only take 2 to 4 weeks to get the boilers and another 2 weeks for installation, adding there is 1 operational boiler to get them through until the projects starts. Fried again expressed concern to which Brunette replied that she would contact the Department of Workforce Development and present the urgency of the project as well as speak with Desmond about requiring the bidders to determine the prevailing wage rate. Metropulos asked if there is only one or more prevailing wage rates involved, to which Stefonek replied he believed there was only the one rate unless they require a second for an outside electrician.

Agreement with Automated Logic (HVAC computerization controls): Brunette said that she was hoping to have a contract for the committee to approve and sign, but are awaiting Automated Logic Control (ALC) response to Corporation Counsels proposed language changes to their standard contract. Brunette stated they were looking at updating the control at the courthouse, but she believed there are efficiencies to be gained by also updating the law enforcement center. Brunette commented on problems Stefonek was having logging onto the program for this, so this is something they will be pushing for ALC to respond to the proposed changes noting there is money in the budget to pay for it.

Update on courthouse exterior stone work and balconies: Brunette said that she had contacted the State Historical Society because they have to approve any work that is planned for the replacement of the stone, the removal, and fix to the structure. Brunette stated that she did hear back and was told that they agreed that selective removal of the stone and to an investigation of the source of the problem. Brunette said she was trying to find out if there would need to be a fixed plan in order to do that, or do they have their approval to just move forward and have someone remove the stones and examine the steel structure underneath.

Update on leased office space at the Rhinelander-Oneida County Airport—Request for timeline from UW Committee: Brunette stated she had received a request that a timeline be developed to coincide with the information they gave them before as to when they could expect the courses of action to be completed. Brunette said she spoke to Joe Brauer regarding test of some residue that was found in the vents. Brunette stated that Brauer thought that North Star would be able to take care of the testing, however, the company North Star outsourced the testing no longer does that specific kind of test so they are looking for someone with the expertise. Brunette said the airport had sought quotes on having the duct worked cleaned with the last quote she had heard was about \$7,200 so they are trying to get some competitive pricing. Fried commented that a lot of it entails the airport being the landlord so he wanted to seek the committee's approval to have Brunette and himself meet with Joe Brauer, and agreed with the letter that they should be able to say that by a certain date certain things will be accomplished. Krolczyk granted permission for the meeting. Brunette commented that she was seeking a quote to replace the damaged highway sign; however, the highway department cannot install the sign until Tim Brown is able to supply a copy of the permit for the sign. Fried stated stressed the importance of good communication in meeting the needs of the UW Extension. Brunette added that they would try to move thing forward as quickly as possible and develop the lease agreement with the airport so they will have the knowledge they will have the tenant there for the next few years.

Public comment: None

Items for next agenda: Update on ALC contract, update to Law Enforcement Center roof contract negotiations update courthouse boiler project, update vacant Maintenance Technician, update to Health and Aging roof expansion and parking expansion, update courthouse exterior stone work and balconies, and update to leased office space at the Rhinelander-Oneida County Airport.

Scheduled future meeting date(s):

Adjournment: Motion to adjourn by Metropulos, second by Krolczyk. All ayes; motion carried. Meeting adjourned at 10:45 a.m.

Billy Fried, Chairman

Dan Gleason, Recording Secretary