

Oneida County Buildings & Grounds Committee Meeting
Monday May 18, 2015 9:00 a.m.
Spruce Room
Oneida County Health and Aging Facility
Rhinelander WI, 54501

Committee Members present: Billy Fried—Chairman, Lance Krolczyk, Bob Metropulos, Scott Holewinski, Greg Oettinger

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

Others Present: Thomas Wiensch (Corporation Counsel); Mary Bartelt, Kerri Ison (County Clerk); Lynn Feldman (UW-Extension); Jenni Lueneburg (secretary)

Call to order:

Chairman Fried called the meeting to order 9:00 a.m., noting that the meeting had properly posted in accordance with the Wisconsin Open Meeting Law.

Approve agenda:

Motion by Metropulos to approve today's agenda. Second by Holewinski. All members present voting 'Aye'. Motion carried.

Approve minutes from committee meetings dated April 27, 2015:

Motion by Metropulos to approve the minutes of the April 27, 2015 meeting. Second by Fried. All members present voting 'Aye'. Motion carried.

Bills, vouchers, and blanket purchase orders and line item transfers:

Motion by Holewinski to approve the bills and vouchers as presented. Second by Metropulos. All members present voting 'Aye'. Motion carried.

Health and Aging flooring deterioration:

Brunette summarized issues with flooring. Committee took tour of facility to view flooring issues.

Assistant Facilities Director work at Human Service Center:

Wiensch states it was brought to his attention that Stefonek has been helping with building maintenance issues at the Human Service Center building. The Human Service Center leases the building from Oneida County. Wiensch has reviewed the current lease with Brian Desmond/Corporation Counsel and feels there are many important items missing in the lease. Wiensch strongly encourages the committee to have the lease updated, including wording on payment, termination of contract, building maintenance, workman's compensation and other liability issues. Holewinski clarified that the Human Service Center is responsible for maintaining the building; Brunette agrees but states when unaddressed problems came up with the building, the county had an interest in making sure problems were addressed correctly and timely. Wiensch feels lease should clarify which party should maintain the building and details of the maintenance expected. Fried directs Wiensch to update the lease and requests that Wiensch and Brunette meet with the Human Service Center Committee to determine what they are looking for in the lease as well. Fried clarified that the Human Service Center first approached the county about assisting in maintenance issues with the building. Stefonek summarized

what has been completed so far with his assistance in the last year. Wiensch read portions of the lease to the committee and commented on potential changes; further discussion held. Holewinski directs Wiensch to discuss details and history of lease with Ted Cushing. Committee was unclear who drew up the original lease but agrees that it needs to be updated. Brunette would like the lease to clarify that any maintenance done by the county should be within the scope of her department's abilities.

Oettinger joined the meeting at 9:26 a.m.

Further discussion on liability issues. Wiensch recommends a letter be sent to the Human Service Center clarifying that the Human Service Center is responsible for reviewing any work done by the county to make sure that it is done correctly and up to standard. Motion by Holewinski to approve Corporation Counsel sending a letter to the Human Service Center as recommended by Corporation Counsel and direction to update lease agreement. Second by Oettinger. All members present voting 'Aye'. Motion carried.

Request for creation of private office in former Veterans Service space:

Brunette reports the plans to have County Clerk's office take over a portion of the vacated Veterans Service office and County Board members to utilize the other portion of the vacated space. Brunette reports no funding available to update the space in the 2015 budget. The County Clerk's office is now requesting use of this space, due to the need to add computer terminals for electronic marriage license applications. Brunette proposes that her department create a doorway in the rear section of the County Clerk's office to enter the vacated space to access these computers. The remainder of the remodel would then be included in the 2016 capital improvements projects. Brunette states the door would come from the Courthouse maintenance fund. County Clerk would determine public access to the computer terminals and County Board members could request access to the other portion of the office as needed. Bartelt provided information to the committee on office layout. Discussion held on how to make do with the space as is until improvements can be made. Brunette will gather pricing and have her department assist Bartelt with minor changes to the space for the time being.

Year 2016 capital improvement program/projects:

Brunette provided information to the committee on requests for improvement projects for 2016.

Updates on Buildings & Grounds projects/activities:

- **Water shut-off riser:** Wiensch reports problems with Trig's private line that is on the County's property. Brunette explained history of property and issues. Motion by Holewinski for Corporation Counsel to work on easement problem as laid out on agenda item 9c. Second by Metropulos. All members present voting 'Aye'. Motion carried.
- **UW leased space:** Brunette reports meeting with Lisa Charbarneau (LRES) and Joe Brauer (Rhineland/Oneida County Airport) to discuss Oneida County employees occupying the lower level of the airport and issues with space and air quality. A study has now been completed on the air quality of the space, finding no measureable risk to employees. Corporation Counsel is reviewing the report and remodeling information and will give an update at a future meeting. Holewinski asks and Feldman clarifies that staff are mostly concerned with improving air quality in the space and remodeling the area is not a major concern at this point. Holewinski states before any funds are spent on improving the space, it needs to be decided if UW-Extension will remain at the airport. Discussion held on costs to Oneida County and City of Rhineland if UW-Extension vacates the space. Fried says he

wants the employees to have a safe work environment but notes that the committee has already discussed and agreed to keep the UW-Extension office at the airport; committee agrees and wants to make space work. Discussion on concerns of costs incurred by airport to improve work space being reflected on future rent and the possibility of having a future meeting at the airport to review the air quality issues first hand. Fried states the committee's goal is to provide a work space that any committee member would be comfortable working in, then employees need to decide if they wish to continue working in that environment. Holewinski feels this topic should be addressed at a joint meeting with Buildings & Grounds and UW-Extension committees.

Year 2016 capital improvement program/projects:

Committee continued to discuss capital improvements. The committee continued discussion on the additions to the County Clerk's space. Brunette reviewed the remodeling of the Social Services waiting area and ADA issues being addressed. Brunette explained plans for the Courthouse 3rd floor space reallocation and upcoming meeting with Venture Architects. Brunette discussed replacement of doors 4 and 8 of the Courthouse due to deterioration. Brunette also discussed the plans for Courthouse security expansion, again using Venture Architects. Brunette states per recommendation, they plan to start the 3rd floor project first. Brunette discussed repairing the entry area off of Courthouse door #2; due to lead paint the county will need to hire an outside contractor. Brunette reports that some stenciling in the 3rd floor courtroom will need to be updated. Brunette discussed repairs needed on the historic exterior façade of the Courthouse and cleaning of the block and brick.

Improvements at outlying locations are also needed. The Health and Aging Building parking lot will need additional grading, paving, curb and stripping. In addition, the HVAC system will need to be replaced at the Health and Aging building. The Law Enforcement Center will need maintenance done on their chiller, and fire suppression equipment is needed for the radio room. The River Street storage building will need repaving and striping.

Brunette also reviewed 2017 – 2020 capital improvement projects. Committee directed Brunette to continue gathering costs and establishing project priorities for discussion at the next meeting.

Updates and possible action on Buildings & Grounds projects/activities:

- **Court video conferencing:** Brunette reports bill for system was paid but she has now received a bill for \$15,000 for installation. This cost was included in the contract they she will be paying this bill.
- **Professional services to assess third floor space reallocation:** Brunette reviews plans and discusses updated speaker system in 3rd floor courtroom.
- **Health and Aging building/Water discharge easement/elevator pit water seepage:** Brunette reports problem with water seepage in the elevator pit at the Health and Aging building; discussion held on easement issues. Further discussion on water shut-off issues. Stefonek also notes that parking lot lights for the Bearly Used building are hooked to the Health and Aging electric panel, which needs to be changed.
- **Health and Aging HVAC evaluation:** Brunette reports contractors on site last week and is waiting for report of options.
- **Law enforcement center exterior steel-frame door replacement (doors 3 and 7):** Stefonek reports that salt used for snow and ice removal in the winter have deteriorated these doors.

- Discussion held on funding to replace doors and options to avoid deterioration in the future. Brunette will continue to look into costs, including heated aprons to reduce need for salt.
- **Law enforcement center retro-commissioning project:** Brunette reports on going project.
 - **Grumman/Butkus Associates proposal on courthouse retro-commissioning:** Brunette reports this project was not budgeted for 2015 however Brunette would like to proceed with the project due to getting grant money from the Focus on Energy program. Brunette will discuss with Finance Department. Fried states he would like the status of the current projects that Grumman/Butkus have with Oneida County before entering into additional projects. Committee agrees to hold off on contract at this time until information gathered.

Maintenance update:

Stefonek states the Buildings & Grounds department has been very busy with various events including set-up and tear-down of the Department on Aging's Rummage Sale and Alive for Life event. Stefonek has gotten the air conditioning started up in the various county buildings and some problems needed to be cleared up with the air conditioning. The Human Service Center lost their maintenance worker and Stefonek has been helping there as well. Other maintenance projects are going on at the Law Enforcement Center as well. Brunette explained the division of maintenance duties between the Law Enforcement staff and Buildings & Grounds staff.

Oneida County Huber release program:

Brunette states she was contacted by Sheriff Hartman, proposing a new work release program with Oneida County Buildings & Grounds for Sheriff's Office inmates that qualify for the Huber program but do not have a job. The program would benefit inmates, possibly granting them a shorter jail sentence and would benefit the county in completing tasks the Buildings & Grounds department doesn't have time to complete. Brunette will meet with Sheriff's Office staff to discuss the details of the program. Brunette says her department implementing the program would depend on how much supervision the inmates would need and other costs.

Request for use of Oneida County Courthouse – Nicolet College Choral Presentation

Brunette states Nicolet College has inquired on possible use of the courthouse for a weekend choral event since the Nicolet College theater is being used that same weekend for another event. Brunette discussed costs and demands on her staff in order to keep the Courthouse open on nights and weekends.

Closed session:

Motion by Krolczyk, second by Metropulos to go into closed session, pursuant to Section 19.85(1)(d), "considering strategy for crime detection or prevention (topic: video surveillance expansion) and Section 19.85(1)(c), "considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility" (Topic: Set goals for Facilities Director).

Roll call vote taken with all voting in the affirmative. Committee went into closed session at 11:36 a.m.

Staff present for closed session topic Video Surveillance Expansion: Brunette, Stefonek, Lueneburg

Brunette, Stefonek and Lueneburg excused at 11:52 a.m. from closed session.
Brunette joined closed session again at 12:02 p.m.

Return to open session:

Motion by Holewinski to return to open session. Second by Krolczyk. Roll call vote taken with all voting in the affirmative. Motion carried.

No announcements were made from closed session.

Non-budgeted item request:

None

Public comment:

None

Items for next agenda:

Capital improvements

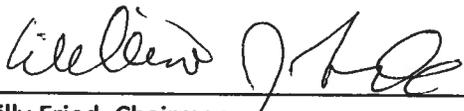
Scheduled future meeting date(s):

June 1, 2015 at 9:00 a.m. in Committee Room #1, Courthouse

June 22, 2015 at 9:00 a.m. at Rhinelander/Oneida County Airport

Adjournment:

Motion by Metropulos to adjourn meeting. Second by Krolczyk. All members present voting 'Aye'. Motion carried. Meeting adjourned at 12:32 p.m.



Billy Fried, Chairman



Jenni Lueneburg, Recording Secretary