

Oneida County Buildings & Grounds Committee Meeting
Committee Room #1, Second Floor
Oneida County Courthouse, 1 S. Oneida Avenue, Rhinelander
Monday August 3, 2015 9:00 a.m.

Committee Members present: Billy Fried—Chairman, Bob Metropulos, and Lance Krolczyk. Excused; Gregg Oettinger and Scott Holewinski.

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

Others Present: Lisa Charbarneau, Bill Freudenberg and Dan Gleason.

Call to order

Chairman Billy Fried called the meeting to order 9:10 a.m. noting that the meeting had properly posted in accordance with the Wisconsin Open Meeting Law.

Approve agenda

Motion to approve and move around the agenda as needed by Bob Metropulos, second by Lance Krolczyk. All ayes; motion passed.

Approve minutes from committee meetings dated July 13, 2015

Motion to approve the minutes by Krolczyk, second by Metropulos. All ayes; motion passed.

2016 staffing

LuAnn Brunette discussed the upcoming one year performance evaluations of the staff at the Law Enforcement Center which includes a review of the job descriptions, how the individuals in the positions are performing their job functions and rating their performance. Brunette stated she had met with Lisa Charbarneau to go over the job descriptions and how they relate to those positions. Due to the economic conditions of the previous year they were able to hire people with exceptional work experience and skills. Brunette added they were benefitting financially because they do not need to call in vendors to perform work these individuals can now do that could not be done before. Brunette continued to detail the work performed in addition to the regular job description including the replacement of about 42 actuators; the repairs to the pump on no 1 boiler; how they took apart, researched and fixed the oven steamer for a savings of about \$11,000; the installation of a car hoist and tire changer, including piping the airlines and hooking into the 220 electrical; the extra hours worked with the jail administrator to rebuild dorm equipment desks by taking out the old wiring and circuitry, making of a temporary setup until new desks could be brought in, and the reinstallation of the equipment and wiring which only required one person to be brought in from Snyder Electric to help move the miles of high voltage wire; the cleaning and repairs made to the cooling tower which now had the chiller running in first rather than second stage, resulting in increased efficiency; and assisting Sheriff's Department staff at the shooting range rewiring the training building, replacing outside lights, insulating, putting in windows and lawn care which is back under Buildings & Grounds jurisdiction rather than paying the Highway Department. Brunette commented in 2012 there was over 2 million gallons of water consumed at that building dropping to 740K gallons in 2013 increasing to 890k gallons in 2014 and this year dropped to 618k gallons saving about \$3k a quarter not including the cost of the storm water runoff fees. Brunette stated they were looking at changing the job description to reflect what they

actually do. Charbarneau discussed how the positions were rated in the Carlson Dettmann wage study and job description questionnaires which included calling in a vendor to fix things, looked at where the positions should be ranked and contacted several counties regarding how their maintenance positions are ranked. Several counties have their maintenance people blocked into categories and other counties have a maintenance position and are spending a lot of money to call in vendors. Charbarneau proposed the committee consider moving the positions from to grade level G to I putting them into a grade level with positions that either require a four year degree or higher level technical training in order to remain competitive and secure the individuals we have. The committee discussed what would be the best process to increase the wage based upon the licenses and experience and Fried questioned what happens if the bar is raised and new employees are hired that may not possess the higher skill set. Charbarneau commented the decision becomes does the county what to retain individuals with a higher level of training or return to a general maintenance technician and pay outside vendors. Fried and Metropulos agreed they would rather have people in house. Brunette stated there are times that vendors will need to be brought in for certain systems because they do not want the liability, but for cooling towers and chillers, heating systems, and boilers there is a lot that can be done, adding the Jail Administrator was happy with the work being done and supports the higher wage for the position. Charbarneau commented she thought this is an example for a strong, solid case for a re-class; the duties and responsibilities have change to a much higher level based on the abilities of the individuals and that is what we want to replace those with when they decide to retire from the county. Motion to pass onto Labor Relations the support for wage increase, noting maybe it should be over \$20/hour to be competitive by Metropulos, second by Krolczyk. All ayes; motion passed.

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

Brunette stated the parking lot lighting and entry was for the Health and Aging Building roof extension and there was an issue with the lighting in parking the lot. Stefonek commented that a volunteer accidentally damaged the roof extension. Fried questioned if signage would be necessary and Stefonek told the committee he would talk to Dianne Jacobson and find out if this is a onetime thing. Motion to approve the bills, vouchers, and blanket purchase orders and line item transfers as presented by Fried. Second by Krolczyk. All ayes; motion passed.

Updates and possible action on Buildings & Grounds projects/activities

- a. **Grumman/Butkus Associates/Law Enforcement Center retrocommissioning project:** Brunette commented that Grumman/Butkus is waiting on figures for Automated Logic and would like to make a presentation to the committee on the potential efficiencies, paybacks and cost for the projects possible on Monday August 24th and an additional meeting prior to September 17th before the budget deadline. Fried stated they would look at August 24th at 9:00 am. Brunette stated they would provide a list of all projects we can do from low and no-cost to the Automated Logic component with cost around \$ 60k, but there are other things that are around \$30k.
- b. **UW-leased space:** Brunette stated the corrugated tubing ductwork has been replaced in all of the offices this weekend with only the conference room to go. Joe Brauer anticipates RCAD will be done with the fan installation at the end of August and has requested a quote from NorthStar Environmental Testing following up twice. No formal quote yet but estimate a cost of about \$18k. Brunette questioned if this should wait until the money is in the 2016 budget or eliminate that part of it. Fried stated there might be other options for testing. Brunette commented the NIOSH report stated there were no air quality concerns. Krolczyk commented the problem might be related to what other renters might be doing such as painting. Fried commented there will be a joint meeting with LRES and UW Extension to see how we are moving forward.

2016 furniture and equipment requests

Brunette asked for the permission of the committee to resend the email previously sent to department heads and elected officials indicating it would be necessary for ergonomic assessment request be made to LRES and other request sent to her.

Closed session – It is anticipated that a motion will be made, seconded and approved by roll call vote to enter into closed session pursuant to Section 19.85(1)(d), “considering strategy for crime detection or prevention” (Topic: Courthouse security) 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)

Motion to enter into closed session by Metropulos, second by Krolczyk. Roll call vote taken with all voting in the affirmative. Motion passed.

Return to open session

Motion to return to open session by Metropulos, second by Krolczyk to return to open session. Roll call vote taken with all voting in the affirmative. Motion passed.

Announcements from closed session (if any)

None

Non-budgeted item request

None

Public comment

None

Items for next agenda

Grumman/Butkus Associates Presentation

Scheduled future meeting date(s)

Monday, August 24, 2015 9:00 am

Monday, September 14, 2015 9:00 am

Adjournment

Motion to adjourn by Metropulos, second by Krolczyk. All ayes; motion passed. Meeting adjourned.
10:23 am

Billy Fried, Chairman

Dan Gleason, Recording Secretary