

Oneida County Buildings & Grounds Committee Meeting
Committee Room #1, Second Floor
Oneida County Courthouse, 1 S. Oneida Avenue, Rhinelander
Tuesday, January 12, 2016 9:00 am

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

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

Others Present: Gerald Andersen, Mary Bartelt and Dan Gleason.

Call to order

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

Approve agenda

Motion to approve the agenda by Lance Krolczyk, second by Scott Holewinski. All ayes; motion passed.

Approve minutes from December 14, 2015 and December 21, 2015

Motion to approve the minutes from December 14, 2015 and December 21, 2015 by Holewinski, second by Fried. All ayes; motion passed.

Bills, vouchers, blanket purchase orders and line item transfers (if any)

Brunette explained to the committee that sometimes there are 2 public service bills in one month.

Greg Oettinger joined the meeting at 9:04 a.m.

Brunette continued to inform the committee about the 2015 line item transfer from the Contingency Fund in the amount of \$17,917 for the high speed garage door at the Law Enforcement Center and the line item transfer \$13,799 from the Courthouse Security account to ITS Hardware account to cover the cost of the server because of 121 day retention requirement. Motion to approve the bills, vouchers, and line item transfers as presented by Holewinski, second by Bob Metropulos. All ayes; motion passed.

Updates and possible action on Buildings & Grounds projects/activities

- a. **Heating/cooling/dehumidifying Liebert Unit replacement—ITS data center**
Brunette stated it is on order and expect delivery on February 24th. Sue Tallow from Access will be on site February 3rd at 10:00 to finalize the set-up and installation details with Stan Grys from RCAD who will be installing the equipment.
- b. **Video surveillance cameras**
Brunette stated as of last week IT staff had the completed building of server and the cameras that have been installed can be turned on adding they will rent lift when cold snap is over and will install all but 3 of the remaining cameras. Brunette stated they need light poles that will hold 3 of the cameras and will order with the city as part of street scape plan in order to save money. Brunette informed the committee the cameras cannot operate and record until the SAN is available.

c. UPS supporting ITS data center

Brunette spoke about the replaced UPS and the additional 15 kva module to make the unit modulate back-and-forth to help with the longevity of the equipment and make it consistent with the way the UPS at the LEC is set up. After discussing it with the IT Director it was decided that not to purchase the extended warranty and pay for install.

d. Law enforcement center – high speed garage door

Brunette stated the \$17,919 high speed garage door has been ordered based on the price noting the r value was the same or better, included windows and the warranty was the same at 5 years. Fried questioned if the new door would be easier to operate manually. Fried questioned if the new door would be easier to open manually. Stefonek commented the new door does not use a coil spring, is a lighter door and gear driven, but now the emergency vehicles are turned on an angle so they can drive them around.

e. Law enforcement center retrocommissioning

1. Focus on energy notice of assignment

Brunette stated she possessed the documentation to set aside the \$38,388.80 that will be earned doing the retrocommissioning projects and needed the signatures of both the committee and the county board chairs. Brunette discussed the projects' cost of \$301,000 at the LEC for which they will receive back grant money noting the projected payback of around 4 years.

2. Proposal for implementation phase consulting services with Grumman/Butkus Associates

Brunette stated this was to provide the engineering support for the implementation phase; the cost was not to exceed \$8,000 and was included in the budget for this year. Brunette stated the committee chair's signature was needed. Brunette reported they were getting an updated quote from Automated Logic Controls noting the original quote from August of 2015 was for about \$90,000.

f. County Clerk remodel incorporating old Veterans Service space

Brunette stated staff cut a doorway but the door was not yet hung. The new postage machine will be installed will be installed into the new cabinetry and is included in the price of the machine but there is no date to install. The door will likely be installed later in the week. The staff will then deep clean the area so that it can be used for the February primary election. Additional remodeling of the area was requested but the postage machine and use of the area for the election was the main priority. Brunette stated they would reuse equipment and move the staff away from the windows. Brunette requested direction from the committee since the present County Clerk may retire this year should they wait on the requested cubicles. Fried requested Brunette bring a drawing to next meeting to illustrate the floor plan and review at that time. The committee discussed the possibility of implementing security measures at the same time and would review in future meetings.

g. Social Services renovation

Brunette discussed the plan to move forward with utilizing some of the space that was the old hearing room adjacent to the Social Services waiting area as additional waiting area and an office for Social Services client intake. An ad was published until January 9th allowing 7 days to respond to the bid but have not received any submittals. One contractor and a couple of subcontractors have walked the space and are in the process of calculating some quotes which should be in some time later this week.

h. Department on Aging automated bathroom doors

Brunette stated the automated doors were approved in 2016 budget. The company that installed in the past and will get comparable pricing and if come back within reason they will move forward with replacing with the automated doors.

f. County Clerk remodel incorporating old Veterans Service space

Mary Bartelt joined the meeting and was informed by Fried of the progress of the remodel of the County Clerk's office. Bartelt reported the postage machine will be installed in the new office area. The machine was downstairs and ITS was in the process testing the data drop and she will contact Pitney Bowes to install once complete. Bartelt explained their office was trying to get away from dropping off mail and rather sort and then have picked up and dropped off in same area. The supervisors would have their own room for privacy and space. In addition the space will be used as board of canvas room with a locked door so all ballets are secure.

Non-budgeted item requests

None

Public comment

None

Items for next agenda

Long range plan, floor plan and security measures.

Future meeting date

Wednesday February 10, 2016 at 9:00 am

Adjournment

Motion to adjourn at 9:38 by Metropulos, second by Holewinski. All ayes; motion passed.

Billy Fried, Chairman

Dan Gleason, Recording Secretary