

Oneida County Buildings & Grounds Committee Meeting  
Committee Room #1, Second Floor  
Oneida County Courthouse, 1 S. Oneida Avenue, Rhinelanders  
February 11, 2016 10:30 am

**Committee Members present:** Vice-Chair 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:** Brian Paynter and Dan Gleason.

**Call to order**

Vice Chair Bob Metropulos called the meeting to order 10:33 a.m.

**Approve agenda**

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

**Approve minutes from January 12, 2016 committee meeting**

Motion to approve the minutes from January 12, 2016 by Holewinski, second by Krolczyk. All ayes; motion passed.

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

LuAnn Brunette stated that a copy of the bills was sent to the committee members. Motion to approve the blanket purchase orders and bills as presented by Holewinski, second by Krolczyk. All ayes; motion passed.

**Approval of year 2016 blanket purchase orders**

Brunette explained the finance director allows for a monthly list so they do not need to be done on an individual basis. Motion to approve year 2016 blanket purchase orders by Krolczyk, second by Holewinski. All ayes motion passed.

**Request from Wisconsin Public Service for easement on county owned property near health and aging facility**

Brunette stated Brad White of Wisconsin Public Service was supposed to have been at the meeting. Brunette explained the request had gone before the Land Records Committee which deferred to this committee because of the proximity to the Health & Aging building. The proposed easement runs along the wall on the lot line between the old Daily News building and the car wash. Brunette stated they would request WPS would take care of the cost to record the easement. Brunette added this would be part of city's street scape project. Brunette stated there is an old, existing gas main that runs along the property behind the building that she believes is not recorded adding she believes they would record it with the new part. Bruce Stefonek stated although there are no current plans to expand the only place to expand is towards the north. Brunette stated they would straighten the line so it would follow the lot line so if in the future if there are plans to do an expansion the main would be straight.

*10:40 Greg Oettinger joined meeting*

Land Records has allowed WPS to go ahead with easements along county property as they were burying the utilities, with no request for payment and it was their feelings this was something along those lines. The committee discussed delaying the decision until the next meeting once they have had the opportunity to discuss the easement with WPS. The committee agreed to table the request until the next meeting.

**Year 2016 Buildings & Grounds long range plan**

Brunette stated she had gone through the Capital Improvement Program items that have been approved or are pending for future years and incorporated those into the long range plan. Motion to approve the year 2016 Buildings and grounds long range plan as presented by Holewinski, second by Greg Oettinger. All ayes; motion carried.

**Increase courthouse maintenance technicians' work week from 37.5 hours to 40 hours for year 2016**

Brunette stated the request was because of the increased work load for 2016 and would only affect wages but not benefits such as PTO accrual. Brunette added the committee has the ability to approve the increase, the money would come from the Buildings & Grounds budget, and the increase would only be when needed. Motion to approve the increase courthouse maintenance technicians' work week from 37.5 hours to 40 hours as needed for year 2016 by Krolczyk, second by Holewinski. All ayes; motion carried.

**Health department vaccine refrigerator and sump pump monitoring**

Brunette explained the Health Department now has 2 refrigerators hooked up to the generator but are not connected to a monitoring system to check for fluctuations that would affect the vaccines. They would like to incorporate that with an alarm to be monitored by Per Mar that would send out notifications to dispatch so they can respond before the vaccines are compromised. The installation has a total cost of \$890 and a \$35 monthly fee to monitor. In addition it can be set up to notify if water levels in the basement rise if the sump pumps are not running. Brunette confirmed there are redundant pumps, but the cost could of the installation and monthly fee could be split between the Building Maintenance Account and the Health Department. Motion to approve the Health department vaccine refrigerator and sump pump monitoring as discussed by Holewinski, second by Krolczyk. All ayes; motion carried.

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

- a. **Heating/cooling/dehumidifying Liebert Unit replacement—ITS data center**  
Brunette explained that they were to have meeting with RCAD, the IT director and Access to schedule the installation and discuss how everything would work together but had to be cancelled due to a scheduling conflict with Stan Grys who was out of town. A new meeting has been set up and the new unit will be delivered on February 24<sup>th</sup> and will set up a date for installation adding it should be up and running by the end of March.
- b. **Video surveillance cameras**
  - I. **Computer and monitor purchase**  
Brunette reported Johnson Controls was on site and all cameras are installed except two that need to go on the front light poles adding they have found that they will need computers and monitors to operate the system; one in the Buildings & Grounds office and the other in the holding cell area for the

Courthouse security officers. The cost is \$3,729.60 for the computers and \$750 for the additional monitors for each location, or about \$2,250 per office. Brunette stated normally the IT department would buy them and Jack Flint will have a better idea whether they can contribute toward the purchase when he sees what his budget has left. Brunette noted they are likely to purchase out of the project funds of \$132,000 from the Courthouse Security Fund. Phase II will cost an additional \$19,736 noting some offices may request video surveillance within their office space but phase II does not allow for that. Barriers will come out of the remaining money in the fund. Brunette stated she would be sending a memo informing the departments that the cameras are not monitored and are more to look back and for documentation. Motion for \$4,500 to come from the Courthouse Security Account to purchase the computers and monitors for the video surveillance cameras by Holewinski, second by Oettinger. All ayes; motion carried.

**II. Phase II cameras – 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 Wisconsin Stats., 19.85 (1)(d), “Considering strategy for crime detection or prevention”**

Brunette explained she had included the option to enter into closed session if the committee wished to discuss any specific camera locations and the committee agreed they would not need to enter into closed session. Brunette continued to explain it would require a motion if the committee wished to move forward with phase II. Motion to accept phase II by Oettinger, second by Holewinski. All ayes; motion carried.

**c. UPS supporting ITS data center**

Brunette reported the 15KVA power module has been ordered and will be installed today to make it consistent with what they have in other locations.

**d. Law enforcement center – high speed garage door**

Brunette reported the new garage door has been installed but there is some damage to door slats from shipping. The door was installed anyway but the slats will be replaced. In addition a flaw in the manufacture was detected; the tolerance that allows for adjustment was off a slight amount so a factory tech and vendor are being brought in to address both issues and adjust the electric eyes. The committee discussed the warranty and expressed concern that if the door is flawed it should be replaced if it is not perfect. Stefonek stated the factory rep and vendor will be on hand when it's repaired. In addition, Brunette noted the vendor has not been paid yet.

**e. Law enforcement center retrocommissioning**

Brunette stated they have received the first check from focus on energy for \$9,450 to reimburse the county for a portion of the 2015 expenses for contracting with Grumman Butkus to do the preliminary work to begin the process. Brunette added there will be additional checks as work moves forward. Brunette stated the total cost for 2016 is about \$300,000 with about \$38,000 from Focus on Energy and approximately 4 years payback through efficiency.

**f. County Clerk remodel incorporating old Veterans Service space – review of proposed changes and photos of changes to date**

Brunette explained the County Clerk was off for funeral leave and they want to review plans with the Clerk when she returns before bringing plans back to the committee. The door has been installed, desks are available and the new postage machine is installed

and running, some shelving has been provided noting they were happy to get in before the election.

**g. Social Services waiting area renovation**

Brunette stated they had received one quote from Teschendorf & Shrock for \$21,530 which is close to the budgeted amount. Colors for the counter and flooring have been selected and the components will be ordered. Brunette stated she anticipates one change order for a request for bullet proof glass between the new intake office and the waiting area; work should be starting in the next 3 weeks.

**h. UW air quality concerns**

Brunette reported the air quality testing in the lower level of the airport, sponsored by the UW, has begun and expect the results sometime in March. Testing is being done in areas that are problematic using about 20 samples to create a baseline then trying to capture particulate matter or nitrous oxide at times when jets have come in or gone out or the tow motor had been used. The Buildings and Grounds committee is to receive results with the Conservation/UW Extension committee. The test is being administered by a staff member out of Madison, Daniel Karamanski, and an independent third party firm will do the analysis. Brunette stated Bruce Stefonek went out the day the test started and again yesterday to see the locations. Stefonek stated there are 3 testing points going 24/7 and 20 periodic samples for particulate testing. Brunette added she believed the particulate testing had not been done before although carbon dioxide has been done. Brunette explained they found out they are not regulated by OSHA, rather by the Wisconsin Department of Safety and Professional Services who has already gone out there and monitored the situation and have not found anything outside the parameters they consider safe for office settings.

**Non-budgeted item requests**

None

**Public comment**

None

**Items for next agenda**

Presentation by Bob Bayne, Grumman/Butkus Associates on future Health and Aging facility project; Closed session/setting facility directors goals, line item transfers, renovation of ITS staff room for training

**Future meeting date**

February 25, 2016 9:30am

March 14, 2016

April 11, 2016

**Adjournment**

Motion to adjourn at 11:15 by Holewinski, second by Oettinger. All ayes; motion passed.

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Billy Fried, Chairman

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Dan Gleason, Recording Secretary