

Oneida County Buildings & Grounds Committee Meeting
Committee Room #1, Second Floor
Oneida County Courthouse, 1 S. Oneida Avenue, Rhinelander
Monday, May 2, 2016 9:30 am

Committee Members present: Billy Fried, Scott Holewinski, and Lance Krolczyk; excused Bob Metropulos.

Department Staff: LuAnn Brunette—Facilities Director and Bruce Stefonek—Assistant Facilities Director.

Others Present: Dan Gleason and Lisa Charbarneau.

Call to order

Committee Chair Billy Fried called the meeting to order 9:30 a.m.

Approve agenda

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

Approve minutes from April 11, 2016 committee meeting

Motion to approve the minutes from April 11, 2016 by Holewinski, second by Fried. All ayes; motion passed.

Bills, vouchers, blanket purchase orders, line item transfers

LuAnn Brunette stated there was a line item transfer from the Courthouse Security Account to the IT department for the purchase of the PC's that are needed to run the video surveillance cameras. Motion to approve the bills, vouchers, blanket purchase orders, and the line item transfer by Holewinski, second by Fried. All ayes; motion passed.

Election of vice chair

Motion by Fried to nominate Lance Krolczyk to vice chair, second by Holewinski. Krolczyk accepted the nomination. Roll call vote with all present voting in the affirmative.

Request to waive vacancy review – Assistant Facilities Director

Brunette stated Bruce Stefonek has been hired as the Highway Commissioner and will have a training period with Freeman Bennett as addressed in the resolution to hire Stefonek and therefore she would like to waive the six month vacancy review because it is a critical position and there are many projects this year. It went to the LRES Committee the previous week with the caveat that it would have to be approved by this committee first. Lisa Charbarneau stated Stefonek would be with Bennett on a full-time basis by July 1st so they would like to have the new person on board by the middle of June so they can have two weeks with Stefonek before he leaves. Brunette confirmed she thought that would be a good amount of time. Charbarneau stated previously this committee had approved the Assistant Facilities Director at 40 hours per week and asked if the committee was interested in making that permanent or continue with the temporary basis. Brunette stated she would prefer that it would be permanent because if someone was hired at 40 hours they could unexpectedly have their hours reduced. Brunette added the county also owns the Koinonia building and noted there has been discussion of having the county take over the maintenance and projects. Brunette stated when staff is sent they bill for hourly wages and benefits but cannot for Stefonek's time. Motion to wave the vacancy review and also make the position a 40 hour week with benefits paid at 37.5 hours by Holewinski,

second by Krolczyk. Stefonek stated he likely averaged 43 to 45 hours per week but has kept a running balance of comp time. Brunette commented he will lose the balance when he goes to the highway department. Charbarneau stated changing the position to a permanent 40 hour position will require a resolution through Labor Relations and then onto the County Board agenda for the current month but it will not holdup the hiring process. Fried commented that if they are taking on another building to make sure the county is properly reimbursed but that could be a discussion for another day. All ayes; motion passed.

Process to fill vacant position

Charbarneau stated the position was posted as an eligibility list and will close May 10th with interviews done and an offer made by the middle of June. The applications will be screened by either Jenni Lueneburg or herself depending upon workload. Brunette commented the interview panel will hopefully be comprised of Fried, Charbarneau and herself and possibly Stefonek if his schedule permits. Charbarneau stated she would like to see the interviews conducted in the third week of May. Once the interview panel has made a decision then an offer will be made contingent to a drug test, a physical and a criminal background check in addition to the FBI criminal background check at law enforcement. Fried commented he would like the committee to be involved and review the panel's decision before an offer is made. Holewinski commented that he felt the committee should be part of the Assistants Directors evaluation. Fried stated they will cross that road when they come to it, but they would work to schedule a meeting once the interviews conclude to inform the committee or address any concerns. Charbarneau confirmed Brunette has final approval. Brunette stated after review of the job description there were some significant changes to it adding she broke-out the essential areas; supervision, project management, buildings maintenance, and grounds maintenance. The committee discussed the focus of the interview questions; Charbarneau stated she could email the interview questions to the committee members and ask for feedback.

Updates and possible action on Buildings & Grounds projects/activities

a. Heating/cooling, dehumidifying Liebert Unit replacement – ITS data center

Brunette stated pads were poured by the south side door for the new condensers and the one that will be brought down from the roof. The equipment is in place and they are in the process of getting Stan Grys scheduled. Access is scheduled for May 19th to do the start-up of the equipment and in the meantime Total Electric will be back taking care of the additional items that need to be done so that they can do a test run. The old unit will be kept as a backup. Staff has done a lot of work in the IT center carefully removing the walls between the staff and equipment, removing ductwork and painting the area. IT moved one of the racks out of the area out to the front for better cooling. Brunette stated Jack Flint is happy with the way the IT data center is turning out. Stefonek stated that it has been recommended to wait four to six weeks before sealing the concrete to allow for moisture to escape so the sealant can go in. Brunette added the reason they did the additional extra by the entrance area was because the pavers were deteriorating and being that they had to pay for the minimum load charge for the concrete they had them take out the additional concrete and staff took out the pavers. Holewinski commented to be sure to get the sealer on before winter.

b. Video surveillance cameras

Brunette stated the contract for the additional cameras is signed and submitted, however, there is no ship date but they will begin installation when they arrive.

c. Law Enforcement Center retro-commissioning

Brunette stated at the last meeting Brian Desmond had made the determination that no bid was necessary for the computerized controls. He finished reviewing the ALC contract and making minor changes; a standard addendum that is added to all of the contracts for the insurance and

to remove one specific paragraph. The contract has been sent to ALC and she expects to hear back pretty quickly. Grumman/Butkus has been notified that they do not have to bid so they are proceeding with work behind the scenes on their end.

d. Law Enforcement Center high-speed garage door

Brunette reported they have replaced the panels, tweaked the door and added weather strip and is working well so they have been paid. Brunette commented that they are getting prices for a matching door that will likely be included in the 2017 CIP. Additionally, the two garage doors on the sally port are working and will likely not need to be replaced until 2018 or 2019.

e. Jail shower recoating

Brunette commented that she has been working with both Mark Neuman and Keith Fabianski to develop the bid specs and once the technical part is done she will pass it along to Brian Desmond before putting out for bids. Brunette added they had toured Marathon County's jail and saw things that were done the way we would like to have them done and some things that might be better if done differently. Brunette stated the project will be bid because of the cost.

f. UW air quality concerns

Brunette reported that she, Bruce Stefonek, Stan Grys, and Joe Brauer along with his maintenance staff went through the whole airport's air intake and heating exchanges looking for the source of the smell of the fumes. They also looked at an air filtration system that Myles Alexander has from a previous setting and discussed possibility of an in-line filtration system for air going just to the UW's offices. Stan Grys from RCAD quoted the cost of the system as \$4,531.50, not including the high voltage electrical that could be required, with an additional cost for a case of filters at \$550 for a six month supply. Brunette stated that Brauer believes the majority of the odor is entering from the outside air intake coming from aircraft, vehicles or equipment such as lawn mowers adding he also said that if any of the employees believe this will not solve the issues he will not ask the commission to spend any more taxpayer money since the commission has already spent \$23,000 for modifications, testing, and duct cleaning. Brunette stated there will be another meeting that will include Stan Grys to discuss this with the staff adding there is a conference call scheduled for May 5th with Daniel Karamanski, Tom Schmidt, Stan Grys and Joe Brauer. The committee discussed the potential options, costs and what would happen if these options do not work. Brunette stated she had been in contact with the new chair of the UW Extension committee who asked what would happen if they did not remain in that space and she outlined what was talked about here. Brunette commented airport staff has been very good about stepping in and helping adding they also take care of all of the lawn mowing, snow removal etc.

Non-budgeted item requests

None

Public comment

None

Items for next agenda

Recommendation for replacement of Assistant Facilities Director

Future meeting date

Tuesday, May 24, 2016 9:30 a.m.

Monday, June 6, 2016 9:30 a.m.

Tuesday, July 5, 2016 9:30 a.m.

Monday, August 1, 2016 9:30 a.m.

Buildings & Grounds Committee
May 2, 2016

Tuesday, September 6, 2016 9:30 a.m.

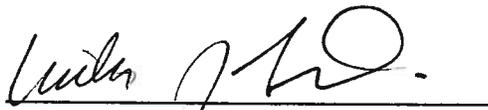
Monday, October 3, 2016 9:30 a.m.

Monday, November 7, 2016 9:30 a.m.

Monday, December 5, 2016 9:30 a.m.

Adjournment

Motion to adjourn at 10:20 by Holewinski, second by Krolczyk. All ayes; motion passed.



Billy Fried, Chairman



Dan Gleason, Recording Secretary