

**COUNTY FACILITIES COMMITTEE MINUTES**  
**Oneida County Board Room, Second Floor, Oneida County Courthouse**  
**Tuesday, March 12, 2019 9:30 a.m.**

**COMMITTEE MEMBERS PRESENT:** Lance Krolczyk and Russ Fisher; Michael Timmons (County Board member appointed to ensure quorum)

**COMMITTEE MEMBERS ABSENT:** Billy Fried/Chairman, Bob Metropulos and Greg Oettinger (excused)

**ALSO PRESENT:** LuAnn Brunette, Troy Huber (Buildings & Grounds); Lindsey Kennedy (Labor Relations/Employee Services); Dianne Jacobson (ADRC)

*\*Oneida County Board Chairman Hintz appointed Supervisor Timmons to the committee to ensure a quorum per county code.*

**CALL TO ORDER**

Krolczyk called the County Facilities Committee to order at 10:09 a.m. in County Board Room of the Oneida County Courthouse. This meeting has been properly posted in accordance with the Wisconsin Open Meeting Law and complies with the Americans with Disabilities Act.

**APPROVE AGENDA**

Motion by Fisher to approve today's agenda. Second by Timmons. All Committee members present voting 'Aye'. Motion carried.

**APPROVE MINUTES**

Motion by Fisher to approve the minutes from the February 25, 2019 committee meeting. Second by Krolczyk. All Committee members present voting 'Aye'. Motion carried.

**BILLS, VOUCHERS, BLANKET PURCHASE ORDERS, LINE ITEM TRANSFERS**

Brunette provided a handout of the bills, vouchers and blanket purchase orders for the committee members to review and provided an overview of the items on the list. Brief discussion held. All items are within budget. Motion by Timmons to approve the bills, vouchers, blanket purchase orders and line item transfers as presented. Second by Fisher. All Committee members present voting 'Aye'. Motion carried.

**CHANGE OF NAME ON HEALTH AND AGING BUILDING SIGN TO REFLECT CHANGE TO ADRC**

Dianne Jacobson, ADRC director, stated she has been working with her committee of jurisdiction regarding the recent name change of her department. The current signage on the department's building is "Oneida County Health and Aging". Many different options were discussed but her committee of jurisdiction settle on the signage change to "Oneida County Health and ADRC". The signage change is an allowable expense under the ADRC grant and the full expense of the change is covered. Before they can move forward, the change must be approved by the County Facilities Committee because it is a modification to an Oneida County building. Motion by Krolczyk to approve the signage change on the Health and Aging Building as presented. Second by Timmons. All Committee members present voting 'Aye'. Motion carried.

### **2018 YEAR-END LINE ITEM TRANSFERS**

Brunette provided a handout of the Buildings & Grounds department 2018 Year-End Line Item Transfers for the committee members to review. Brunette explained each transfer and the justification for the transfers. Motion by Fisher to approved the 2018 Year-End Line Item Transfers as presented. Second by Timmons. All Committee members present voting ‘Aye’. Motion carried.

### **RESULT OF TESTING TO DATE ON WATER USE IN JAIL**

Huber stated that the installation of the low flow valves on the plumbing fixtures at the Law Enforcement Center Jail has already shows a significant decrease in water usage. There is a potential for huge savings with the installation of the low flow values on all the plumbing fixtures in the jail. Huber recommended the installation of the low flow valves on all the plumbing fixtures at the LEC be put in the budget for next year. The cost to do the entire jail is \$35,000 but if the total water bill is reduced by 50% that would be a savings of \$30,000 in just the first year. Brunette stated the request will have to be submitted under the 2020 CIP (Capital Improvement Program). Brief discussion held. Brunette clarified that the corrections officers have the ability override the low flow valves if there is a legitimate need for additional water in the cells. No motion is needed on this agenda item, this information was presented to keep the committee members informed on the progress of this testing.

### **CLOSED SESSION**

Motion by Timmons, second by Fisher to adjourn into closed session pursuant to Section 19.85(1)(c), “Considering financial, medical, social or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public, would likely have a substantial adverse effect on the reputation of the person referred to in such data,” for the topic of building and grounds staffing and workers comp injury.

Roll call vote taken with all voting in the affirmative. Discussion held in closed session beginning at 10:26 a.m.

Staff present in closed session: LuAnn Brunette, Troy Huber and Lindsey Kennedy.

### **RETURN TO OPEN SESSION**

Motion by Timmons to return to open session, Second by Fisher. Roll call vote taken with all voting in the affirmative.

Closed session ended at 10:31 a.m.

No motions or announcements from closed session.

### **UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES**

- a. **Project list and projected timeline:** Brunette presented an update on each of the projects on the list. Brunette provided a handout to the committee member of the Year 2019 Oneida County Buildings & Grounds Capital Improvement Projects and Timelines list.

### **NON-BUDGETED ITEM REQUEST**

None

County Facilities Committee meeting  
March 12, 2019

**PUBLIC COMMENT**

None

**ITEMS FOR NEXT AGENDA**

- Updated projects list
- Future bills and vouchers

**FUTURE MEETING DATE(S)**

Monday, April 15, 2019 at 9:30 a.m.

**ADJOURNMENT**

Motion by Timmons to adjourn the meeting at 10:39 a.m. Second by Fisher. All Committee members present voting 'Aye'. Motion carried.

\_\_\_\_\_  
Lance Krolczyk, Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lindsey Kennedy, recording secretary

\_\_\_\_\_  
Date