

**COUNTY FACILITIES COMMITTEE MINUTES**  
**Oneida County Courthouse • Committee Room #1**  
**Monday, July 15, 2019 • 9:30 a.m.**

**COMMITTEE MEMBERS PRESENT:** Billy Fried/Chairman, Bob Metropulos, Russ Fisher, Lance Krolczyk and Greg Oettinger

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

**CALL TO ORDER**

Chairman Fried called the County Facilities Committee to order at 9:30 a.m. in Committee Room #1 at 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 2<sup>ND</sup> AMENDED AGENDA**

Motion by Fisher to approve the 2<sup>nd</sup> amended agenda. Second by Metropulos. All Committee members present voting 'Aye'. Motion carried.

**APPROVE MINUTES**

Motion by Fisher to approve the minutes from the June 3, 2019 committee meeting. Second by Fried. 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. Brief discussion held.

Motion by Krolczyk to approve the bills, vouchers and blanket purchase orders as presented. Second by Metropulos. All Committee members present voting 'Aye'. Motion carried.

**BLANKET APPROVAL FOR OUT-OF-COUNTY TRAVEL**

Brunette stated Buildings & Grounds staff have to travel outside of Oneida County routinely for departmental tasks. Examples of out-of-county travel include mowing and maintenance at the shooting range, picking up parts or travelling to the Eagle River Ford dealership for equipment repairs as it is the nearest Ford dealership in the area. Brunette stated her department is asking for a blanket approval for those out-of-county travels; she added that if staff will be travelling out of the county for conferences the department will present those requests individually to the committee for approval. Brief discussion held.

Motion by Fried to approve the blanket approval of out-of-county travel for Buildings & Grounds staff per the discretion of Facilities Director and Assistant Facilities Director as presented. Second by Fisher. All Committee members present voting 'Aye'. Motion carried.

**YEAR 2020 FURNITURE AND EQUIPMENT REQUESTS**

Brunette stated the only requests that have come in under the CIP threshold of \$25,000 are for the Fair Storage and the Land Information office is requesting 2 additional lift adaptations to the workstations for two employees. Varidesks cannot be used because the work surface is not large enough when the employees are working on large mapping projects. Brunette stated these 2 employees have had ergonomic assessments recently completed through the Labor Relations Employee Services office but she has not received the report yet on whether there is an ergonomic justification for workstation

modifications for these employees. If the assessments determines there is not an ergonomic needs for the lift adaptations Brunette will submit the request to the committee for approval. Brief discussion held.

Information only, no motion needed.

### **YEAR 2020 AND FUTURE CAPITAL IMPROVEMENT PROJECTS**

Brunette stated Social Services would like to create 4 enclosed offices with one of the rooms to be used as an office/conference room. The offices would be created in the wide open area of the department that is currently used to store filing cabinets. The justification for the enclosed offices with walls to the ceiling versus cubicles is to ensure client confidentiality. Cubicles have been used in the past because there is not a need to change the air ducting; creating walls is more expensive and would require engineering and architectural work for the state submittals and bidding of the project. Brunette is going to follow up with Social Services to see if grants funds are available for the project.

Brunette stated another CIP request is for jail cameras. The Health & ADRC is also requesting a video surveillance system for an estimated cost of \$8,000 which is under the CIP threshold. Brunette consulted Darcy Smith, Finance Director, and was informed that the 2 projects could be combined as one CIP request as long as the amounts for each building are separated. The price estimate for the jail camera project last year was approximately \$400,000. Huber spoke with other counties that have had their ITS department install cameras and there was a huge savings versus hiring an outside vendor for the installation. Huber is going to speak with Jason Rhodes, ITS director, for additional input on the viability of this option and stated this option could possibly be completed for around \$100,000. Brief discussion held.

Other 2020 CIPs include:

- 3<sup>rd</sup> floor Courthouse renovations
- E911 furniture and flooring
- Courthouse air supply/air handling
- Courthouse annex roof replacement

2021 CIPs include:

- Window replacement at the Courthouse

2022 CIPs include:

- New Law Enforcement Center chiller

Brunette stated Smith requested that the department hold off on beginning the efficiencies and security upgrades to the 3<sup>rd</sup> floor of the Courthouse at this time until the 2020 CIP requests can be evaluated. The amount set aside for this project is \$100,000.

Brunette informed that committee that she will ask that they prioritize the future CIP projects at an upcoming meeting.

Information only, no motion needed.

**BUILDINGS & GROUNDS STAFFING LEVELS AND 40-HOUR WORK WEEK**

Brunette stated Huber and herself have been evaluating their staffing needs in response to the recently formed Funding Opportunities Committee. Currently the Assistant Facilities Director, the two maintenance technicians and the cleaning technician at Law Enforcement Center are working 2080 hours annually. Brunette would like to move all the positions within the department to 2080 but needs additional information from Smith before any recommended changes will be presented to the committee.

Information only, no motion needed.

**RESULTS OF CORE BORINGS AND ADDITIONAL COST – LAW ENFORCEMENT CENTER ROOF PROJECT**

Brunette stated the core boring portion of the thermal scanning of the Law Enforcement Center roof discovered there are areas with moisture damage. There will be an additional cost of \$27,524 to repair these areas. Brief discussion held. The proposed start date for the project is August 26, 2019. The Sheriff's department is requesting a list of the workers so that background checks can be done prior to the start of the project. Brunette will provide the requested information once it is obtained from the contractor.

Motion by Fried approve the additional cost of \$27,524 to complete the Law Enforcement Center roof project as presented. Second by Metropulos. All Committee members present voting 'Aye'. Motion carried.

**COURTHOUSE AND HEALTH/ADRC FACILITY TREES**

Brunette state Buildings & Grounds staff have removed 4 trees and have planted 2 flowering crab trees at the courthouse. Huber presented the committee members an aerial view of the courthouse and marked the trees that have been or need to be removed. Huber is proposing the removal of 18 trees on the Courthouse property and stated the Buildings and Grounds staff can do the tree removal. Huber would like to request the cost to replace the trees with the 2020 budget.

Fried directed Huber to obtain additional information and create a formal plan that can be brought back to next County Facilities meeting for approval then the plan can be presented at the August County Board meeting. Brief discussion held.

**UPDATE ON WATER SAVING PROJECT AT LAW ENFORCEMENT CENTER**

Brunette stated all the components for the Water Saving Project have been orders and once they arrive installation will begin.

Informational only, no motion needed.

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

- a. **Project list and projected timeline:** Brunette provided the committee members an updated projects list and reviewed for each project on the list.

**NON-BUDGETED ITEM REQUEST**

None

County Facilities Committee meeting  
July 15, 2019

**PUBLIC COMMENT**

None

**ITEMS FOR NEXT AGENDA**

- Facility Trees Plan
- 2020 CIP requests

**FUTURE MEETING DATE(S)**

Monday, August 12, 2019 at 9:00 a.m.

Monday, September 16, 2019 at 9:00 a.m.

**ADJOURNMENT**

Fried adjourned the meeting at 10:42 a.m.

/s/ Billy Fried  
Billy Fried, Chairman

08/12/2019  
Date

/s/ Lindsey Kennedy  
Lindsey Kennedy, recording secretary

08/12/2019  
Date