

BUILDINGS & GROUNDS COMMITTEE MINUTES
Committee Room #1, Second Floor, Oneida County Courthouse
Monday, September 10th 2:00 p.m.

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

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

CALL TO ORDER

Chairman Fried called the Buildings & Grounds Committee to order at 2:00 p.m. in Committee Room #1 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 Krolczyk to approve the amended corrected agenda. Second by Fisher. All members present voting 'Aye'. Motion carried.

APPROVE MINUTES

Motion by Metropulos to approve the August 6th, 2018 committee meeting minutes. Second by Krolczyk. All members present voting 'Aye'. Motion carried.

BILLS, VOUCHERS, BLANKET PURCHASE ORDERS, LINE ITEM TRANSFERS

Brunette presented overview on the bills and blanket purchase orders. There were no vouchers or line item transfers to present. Overview handout presented to committee members for review. Brief discussion held. Motion by Fried to approve the bills and blanket purchase orders as presented. Second by Metropulos. All members present voting 'Aye'. Motion carried.

AWARD OF BID – RIVER STREET STORAGE BUILDING RENOVATION

Brunette presented an overview on the bidding process for the River Street Storage Building. Brunette stated that an ad for bids was submitted and that it included a mandatory walk-through for the project. There were two contractors that did walk-throughs but neither bid on the project. Brunette felt that the contracts created by Corporation Counsel are very long for small projects; the contractors get overwhelmed and don't read all the fine print then decline bidding for the projects. The county wanted the roof enclosed by the end of the year and an extended date into 2019 was given to finish the rest of the project. When the contractors were contacted by Huber they said they declined because they felt they could not complete the project by the end of the year. Brunette stated they are hoping to redo the dates for the project and rebid. It would be ideal to get the project started and as a minimum the roof completed this year. Krolczyk asked if Oneida Roofing could be contacted to get the roof portion of the project completed this year. Brunette stated that Corporation Counsel informed her that the county is unable to pick out parts of a project because it could be construed as circumventing the bidding laws. Brief discussion held on whether the bidding process and contract length can be modified and/or shortened to make the process easier for the contractors and the county. Huber stated that he will discuss the bidding contract process with Corporation Counsel to see if the process can be simplified to hopefully get more contractors bidding on Oneida County projects. No bids were awarded because no bids were received. Staff given direction by the committee to rebid the project and return to committee at a future meeting date.

2019 CAPITAL IMPROVEMENT PROJECTS AND PROCESS

Brunette presented an overview of the 2019 Capital Improvement projects that were approved and/or modified by the CIP committee. The following projects were discussed:

- LEC Roof: Brunette stated that \$750,000 was requested to redo the LEC roof with \$250,000 of that for insulation and \$500,000 for the roof itself. The payback for the insulation portion of the project was not significant enough for the CIP committee to approve the total \$750,000 but they have adjusted the amount approved to \$550,000. The CIP committee removed the \$250,000 request for the insulation and added \$50,000 for incidentals.
- Courthouse elevator replacement project: The recommendation from Venture Architects and what was put forth by the Buildings & Grounds Committee was \$936,000 total for the elevator replacement. Currently there is \$150,000 in a CIP account from 2018 for this project. The CIP committee did not approve the new elevator construction but did approve refurbishing the current elevator and the installation of a mechanical wheelchair lift in the stairwell near Door #1. This would ensure the County stays compliant with the Americans with Disability Act and allow wheelchair bound individuals access to the 3rd floor of the courthouse while the elevator is down for refurbishment. Brunette stated they are still in the process of determining if this option is viable. Huber has contacted a company that will come to get measurements to ensure the mechanical lift will fit in the stairwell. The recommended solution to get individuals to the basement if need be would be to open up the elevator shaft for the back service elevator. These recommended modifications should be able to be completed with the \$150,000 in the 2018 CIP account.
- Courthouse Security: The CIP committee broke the Courthouse Security project into separate projects: Single Point of Entry at the front door and ADA Accessibility at the front door. Brunette stated the ADA part of the project would include remodeling of the front step by creating a ramp up to the front door. The current step is too high and not compliant with code and it isn't ADA accessible. The funding for the ADA Accessibility project would come from the 2019 Major Maintenance/Minor Reno. account.
- Renovation of the 3rd floor on the courthouse: The CIP committee appropriated \$100,000 to perform a study on the project to get a more accurate budget for the renovation since the original budget numbers were from 2015.
- Brunette stated that one other Capital Improvement Project that may be brought forward is a request from the UW Extension for a storage area for their fair equipment. The equipment is currently being stored at the River Street Storage building. Due to the upcoming renovation of the building, cold storage is being limited and there will not be enough space to house all the fair equipment.

2019 FURNITURE AND EQUIPMENT REQUESTS

Brunette stated there were two 2019 furniture and equipment requests made which include an air conditioner and dehumidification system for the courthouse exercise room and conference room furniture for UW Extension office at the airport. Brunette stated the original request from the UW Extension conference room furniture came in at \$13,000 but they have reduced the total to \$10,700. Brunette stated the total amount requested for the air conditioner and dehumidification of the Courthouse exercise room

is \$5,000. This upgrade could increase energy saving by taking the room off the current air exchange system and make the room more usable.

2019 BUILDINGS & GROUNDS BUDGET

Brunette presented handouts to the committee members for review of the changes to 2019 Request for Courthouse, Health & Aging and River Street storage facilities' Operating Expenses (non-personnel line items) The list does not reflect CIP's (Capital Improvement Projects). Brunette reviewed each budget line with the committee members and explained the justifications for increases, decreases or elimination of each budget line. The total net change to the levy is -\$36,580. Brief discussion held on the \$5,000 increase request to the Ergonomic Equipment budget. Brunette and Huber stated that they have never stayed within the \$5,000 budget that has been in place for the last few years and the money has been taken from a continuing appropriation account that has been depleted.

Brunette reviewed the Supplemental Information Form with the committee members. The form is used to assist in preparing for potential future budget constraints. Brunette is requesting a \$2,000 increase to the overtime budget. The 2018 Overtime Budget is \$6,000 and the 2019 overtime budget request is \$8,000. One measure that has been taken to control overtime includes the hiring of project LTE's when possible (such as LED lighting), but the majority of OT is created by equipment failure or snowfall. Staff attempts to keep equipment in good repair, and maintains the equipment, but sometimes failure occurs due to use or age, and is unavoidable. OT and/or project LTE's may be necessary when items are identified for special programs required to ensure the safety of the jail population as well.

Brunette provided a handout to committee members for review with a list of programs that are in the department, sorted by program mandates and then by ranking of the efficiency team. The purpose of this form is to review the "Dept. Rank" and re-rank if any of the rankings have changed. Brunette ranked the programs in the order of importance as follows:

1. Grounds/Building Maintenance
2. Buildings mechanical Maintenance
3. Janitorial
4. Interdepartmental Servicing
5. Courthouse Security
6. Purchasing
7. Record Keeping/Inventory

Brunette provided a handout to the committee members for review on the Continuing Appropriation Actual as of June 30, 2018. Brunette reviewed the beginning balances, appropriations, transfers, revenues, expenses and ending balances of the Continuing Appropriation Actual list.

Fried made a motion to acknowledge the receipt and review of the 2019 Budget Worksheets, Supplemental Information Form, Efficiency Study Programs and Continuing Appropriation Actual and the signing of the 2019 Budget Committee Checklist. Second by Metropulos. All members present voting 'Aye'. Motion carried.

RECEIPT OF RESTITUTION – PARTIAL PAYMENT

Brunette stated there was vandalism at the Health & Aging building; the damage was to the waste management dumpster. The County was charged a little over \$300 for the damages. The police caught

the individuals responsible. Brunette stated the county received a \$200 restitution check for the damages that will go into a reimbursement expenses account.

OUT-OF-COUNTY TRAVEL – REQUEST FOR ASSISTANT FACILITIES DIRECTOR TO ATTEND WOOD COUNTY TOUR OCTOBER 4, 2018

Brunette requested out-of-county travel for Assistant Facilities Director, Troy Huber, to Wood County for a tour as part of the Wisconsin Facilities Management Association Fall tour and meeting. One focus of the tour is the securing of entries at courthouses. Brief discussion held. Motion by Fried to allow out-of-county travel for Assistant Facilities Director, Huber, as presented to Wood County to attend the tour on October 4, 2018 and allow the use of a county vehicle for travel. Second by Oettinger. All members present voting 'Aye'. Motion carried.

UPDATE/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

- a. **Law enforcement center roof:** No Update
- b. **Project list and projected timeline:** Brunette presented a brief overview and updates on the Year 2017 and 2018 Oneida Buildings & Grounds Capital Improvement Projects and Timelines. Brief discussion held.

NON-BUDGETED ITEM REQUEST

None

PUBLIC COMMENT

None

ITEMS FOR NEXT AGENDA

- Single Point of Entry

FUTURE MEETING DATES

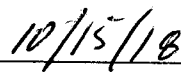
Monday, October 15th, 2018 at 9:30 am

ADJOURNMENT

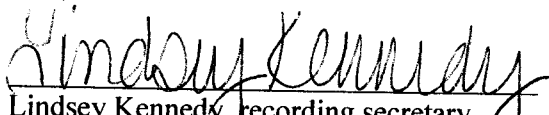
Motion by Krolczyk to adjourn meeting. Second by Oettinger. All members present voting 'Aye'. Motion carried. Meeting adjourned at 3:53 pm.




Billy Fried, Chairman



Date



Lindsey Kennedy, recording secretary



Date