

COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Courthouse • County Board Room
Monday, June 1, 2020 • 9:00 a.m.

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

ALSO PRESENT: LuAnn Brunette, Troy Huber (Buildings & Grounds); Jenni Lueneburg (LRES)

CALL TO ORDER

Chairman Fried called the County Facilities Committee to order at 9:00 a.m. in the 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 the agenda for today's meeting. Second by Oettinger. All Committee members voting 'Aye'. Motion carried.

APPROVE MINUTES

Motion by Fisher to approve the minutes from March 10th. Second by Almekinder. All Committee members voting 'Aye'. Motion carried.

Fried welcomes Almekinder to the Committee, noting that his construction background will be a huge asset to this Committee.

ELECT VICE CHAIR

Motion by Fried to nominate Fisher as Vice Chair to the County Facilities Committee. Second by Oettinger. No other nominations. All Committee members voting 'Aye'. Motion carried.

BILLS, VOUCHERS, BLANKET PURCHASE ORDERS, LINE ITEM TRANSFERS

- **REVIEW BILLS PAID SINCE MARCH 10, 2020 MEETING:** Brunette notes Fried reviewed and approved one line item transfer in March to use continuing appropriation funds to pay for a photo copier in Social Services. During COVID-19 closures when Committee meetings were not held, Brunette had provided listings of bills and vouchers for payment to Finance who in turn provided to Hintz for review and approval. Brunette provided a summary of the bills and vouchers submitted during this time. Brief discussion held on updates to the ADRC and Sheriff's Office dispatch center. Fried notes the county's switch to Eagle Waste; Huber summarized the change and notes significant cost savings.
- **REVIEW ADDITIONAL DEPARTMENTAL COSTS DUE TO COVID-19:** Brunette has tracked all COVID-19 related expenses and provided numbers to the Finance Director. To date COVID-19 related expenses have totaled \$11,876.51. Brunette discussed changes in cleaning products from chlorine based to hydrogen peroxide based due to chlorine being hard on surfaces and some staff having chlorine allergies. Brunette notes some of the costs are also due to installing Plexiglas barriers in offices with no barriers. Fried asked if building costs have been lower due to reduced staff in offices. Brunette says building costs haven't reduced due to many essential services still needing to be completed and therefore cleaning still needs to be done, in addition to the extra sanitizing requirements due to COVID-19. Brunette notes that her staff has also used the times with reduced staff to get additional duties done such as carpet cleaning.

BILLS, VOUCHERS, BLANKET PURCHASE ORDERS, LINE ITEM TRANSFERS (continued)

▪ **REVIEW 2020 BUDGET:** Brunette summarized where the department budget is currently at and notes the following pertinent items on the 2020 budget as of April 30, 2020 figures:

- Referenced general fund balance sheet, showing continuing appropriations account for Property and Equipment Greater than \$10,000 with a current balance of \$51,200.16. Brunette says the county used to budget \$40,000 per year for replacement of furniture and equipment for all the departments and unspent funds went into this account but after 2002, no additional funds have been added. Brunette says the line item is often used for unforeseen/unbudgeted items such as the Social Services copier recently needed.
- The major renovations account has a balance of \$135,704.75 and was funded up until the economic downturn in 2008, to help in renovations such as the Dome renovation project.
- Brunette states the Machine and Equipment line is overdrawn due to equipment failing, including a large overhead garage door at the Courthouse.
- Employee Auto Allowances is now being used for all fuel costs incurred by employees. This change in how Finance charges fuel has caused the line to be overdrawn. Previously fuel costs were allocated to the specific accounts it was used for but now all fuel costs are being charged to this account. Brunette will allocate the costs to the correct lines at budget year-end.
- All COVID-19 cleaning expenses have been charged at this point to the Household and Janitorial line; however these costs will be reimbursed by federal funds in the future.
- The River Street project is overdrawn but will be covered within the Buildings & Grounds budget.
- The Health and Aging building Water/Sewer and Gas lines are overdrawn due to not having a line until the beginning of the year. Previously, these expenses were taken out of one line but are now being separated by Finance in order to better track the costs of the individual buildings. The line will be reimbursed from the other budgeted utilities line at the end of the year.
- Law Enforcement Household and Janitorial budget has had higher expenses than usual due to the COVID-19 expenses and will again be reimbursed. Discussion held on cleaning requirements needed during the COVID-19 closures and comparative shopping for required items.
- Brunette notes that the overdrawn Surveillance Line was charged wrong and erroneously showing as over budget; this will be fixed.

Motion by Fried to approve moving \$11,371 from Continuing Appropriation Equipment Greater than \$10,000 account to the Capital Outlay Social Services account to cover photocopier. Second by Oettinger. All Committee members voting 'Aye'. Motion carried.

Brunette notes separate handout on COVID-19 costs, of \$11,876.51. Brunette notes this doesn't reflect all the costs incurred to date including items needed for the Plexiglas barriers. Brunette also notes that there will be additional costs in the future in preparation of the courts reopening for in-person hearings later this month. Fried inquired if the county could be reimbursed for the labor costs for the COVID-19 updates made to the building. Brunette explained that only labor costs incurred by a third party vendor would be reimbursed but internal labor costs are not reimbursable.

EMERGENCY CONVERSION AND REPLACEMENT OF 25-TON CONDENSER FOR COURTHOUSE/SOCIAL SERVICES

Brunette and Huber discussed the issues with the leaking Courthouse condenser. Small repairs have been done to slow the leak but eventually the condenser will need to be replaced at an estimated cost of \$20,000, with funds to come from the major maintenance/minor renovation line. Brunette says this is just an update at this time. As the warm weather starts, it will be seen if the condenser will need to be replaced sooner or later. Huber notes that parts are available for repairs. Fried asked if regular maintenance is done on the condenser; Huber confirms that preventative maintenance is done annually.

REVIEW OF CIP (CAPITAL IMPROVEMENT PROJECTS) – LAW ENFORCEMENT CAMERA PROJECT

Burnette discussed the following 2020 Capital Improvement Projects:

- **Law Enforcement Dispatch Center:** Brunette notes that her department took care of removing the old center, created a temporary dispatch center, helped build the new dispatch center and then moved staff into the new dispatch center.
- **Health & Aging and Law Enforcement Camera Projects:** Brunette reports that there was a total of \$242,290 in the budget for the two projects. For the purchase of cameras, running wiring and installation, there was \$200,000 set aside for the Law Enforcement Center and \$8,000 set aside for the Health & Aging Building; the remaining \$34,290 was budgeted for ITS to put infrastructure in place to hold the data recorded by the cameras. Brunette notes that state administrative rules mandate that camera footage be stored for at least 180 days. Discussion held on the old cameras currently in place at the Law Enforcement Center, with footage being “grainy” and hard to see. Brunette states that the jail is requesting additional camera coverage and wants to increase their camera count from 60 to 140. To add the additional 80 cameras would cost \$80,000 for the cameras and installation plus an additional \$60,000 for ITS costs. Brunette states the costs for the extra cameras is not in the budget and additional funds would be needed if the Committee wants to move forward with the extra cameras. Fried recommends replacing the 60 Law Enforcement cameras in place for now and adding the additional cameras in the future as more funds become available. Fried noted that the CIP Committee would be meeting to review projects not started yet, in order to see what can be delayed due to reduced revenues. Therefore, adding additional projects to the CIP list will be very difficult. Further discussion held with Committee agreeing to proceed with initial project, and only move forward on the additional cameras if the Sheriff’s Office can find the additional funds in their budget. Huber discussed previously going out for bids on the project and quotes coming back for \$400,000+, so his department decided to complete the project on their own. At that time, Huber met with the Sheriff’s Office and that is when they started requesting additional cameras in order to comply with PREA (Prison Rape Elimination Act) as part of their housing of state inmates. Fisher discussed touring the Law Enforcement Center and feels the additional cameras are needed. Huber notes that in addition to the extra cost, there is no room to monitor all 140 cameras. Fried feels adequate direction has been provided and asked Brunette and Huber to keep the Committee updated.

UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES – TIMELINE

Brunette discussed handout provided on the following projects and activities:

- Com-Tec is scheduled to install the card reader system at the Law Enforcement Center.
- Due to Courthouse closures, Brunette has been unable to get a bid to add the lift to the front stairwell of the Courthouse as a backup to the older elevator system in place. Now that the Courthouse has reopened, she will be gathering information and will bring to a future Committee meeting.
- The River Street building still needs a concrete apron installed in front of the garage doors of the back building, racking is now being built and the LED lighting has been installed.
- The new Law Enforcement Center doors are now installed. The brackets for the overhang were not correct so new ones are being fabricated; finish date is unknown.
- Brunette says a warranty extension has now been purchased for the Law Enforcement Center roof.
- The Sheriff Dispatch Center remodel is now complete; video surveillance still needs to be completed. Huber notes that most of the project work was done in-house which was a huge cost savings for the county. Brunette states that overtime was incurred but even if an outside vendor were used, overtime would have been incurred to supervise vendors. Brunette says her staff feel that if they need to monitor vendors, they would rather do the work themselves. Brunette hopes that the Funding Committee will recognize that despite the added overtime costs, the overall cost savings for the work to be done in-house is a big advantage for the county and will consider this before limiting overtime.

NON-BUDGETED ITEM REQUEST

None

MAINTENANCE REPORT

Brunette says the infested trees around the Courthouse have now been removed and new trees are being planted, along with regrowing grass in the areas where trees were removed. Krolczyk brought up previous discussions regarding public donations for memorial trees. Committee discussed the need for Committee input on what trees are planted for aesthetic and maintenance purposes. Committee agrees to discuss the topic more at a future meeting.

PUBLIC COMMENT

No public present and no comments made.

ITEMS FOR NEXT AGENDA

- Courthouse yard – tree replanting
- Update on Capital Improvement Projects
- Single point of entry discussion

FUTURE MEETING DATE(S)

July 6, 2020 at 8:30 a.m.

ADJOURNMENT

Fried adjourned the meeting at 10:06 a.m.

Billy Fried, Chairman

Date

Jennifer Lueneburg, Recording Secretary

Date