

COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Courthouse • County Board Room
Monday, August 3, 2020 • 8:30 a.m.

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

COMMITTEE MEMBERS PRESENT VIA ZOOM: Greg Oettinger

ALSO PRESENT: Troy Huber (Buildings & Grounds); Lindsey Kennedy (LRES)

CALL TO ORDER

Chairman Fried called the County Facilities Committee to order at 8:30 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 SECOND AMENDED AGENDA

Motion by Fisher to approve the second amended agenda for today's meeting with the order of agenda items at Chair's discretion. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried.

APPROVE MINUTES

Motion by Fisher approve the minutes from July 6, 2020 meeting. Second by Krolczyk. All Committee members present voting 'Aye'. Motion carried.

PUBLIC COMMENT

No public comments.

BILLS, VOUCHERS, BLANKET PURCHASE ORDERS, LINE ITEM TRANSFERS

Huber provided the committee member present a list of the bills, voucher and blanket purchases order for review.

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

- a. **2020 BUDGET REVIEW:** Huber asked if this could be postponed until the next committee meeting as he is still working with the Finance Director on the budget. The committee agreed.
- b. **REVIEW ADDITIONAL PRECAUTIONARY MEASURES TAKEN AND DEPARTMENTAL COSTS DUE TO COVID-19:** Huber stated Kennedy is still working on entering all the COVID expenses into the expenditure tracking spreadsheet and asked if this could be forwarded to the committee once complete. The committee agreed.

BUILDINGS & GROUNDS DEPARTMENT UPDATE

Fried informed the committee that LuAnn Brunette, Buildings & Grounds Director, has been out on Family Medical Leave. Huber and Kennedy have been working together to cover the director duties in Brunette's absence.

Informational only.

SOCIAL SERVICES DEPARTMENT CONDENSER

Huber stated his staff examined the condenser this morning and it is leaking and there are air bubbles in the refrigerate lines. Huber stated they should be able to keep the condenser working throughout the year but recommends replacing the unit and updating the refrigerate. There are 2 condensers from 1981 and one has a leak. The estimated cost to replace both condensers is \$50,000 but he is still waiting for the bid on the project for the final cost. Huber recommends this be considered as a 2021 CIP (Capital Improvement Project). Huber added it would be more fiscally responsible to replace both condensers at the same time because they would need to use a crane for the replacement which is extremely costly.

Huber is going to consult with the Finance Director to determine the best option for funding the condenser replacement project.

Informational only.

COURTHOUSE SINGLE POINT OF ENTRY

Fried stated this topic was brought back to the Administration committee for consideration. It was discussed that with the Governor's requirement for face covering in public this may be an ideal time to implement a single point of entry. This would allow the screening of everyone entering the building and ensure they have proper face covering and if not provide them with a mask.

Huber stated that a station could be set up at the front entrance with masks and hand sanitizer. Krolczyk stated that he doesn't feel that this would be a surprise to most people as many public establishments are already enforcing a single point of entry into their buildings as part of COVID precautions.

Almekinder questioned if the front entrance was handicap accessible. Huber confirmed the front entrance is not handicap accessible so at this time it would not be the ideal location for a single point of entry. Doors 12 and 2 are handicap accessible. Krolczyk suggested making Doors 12 and 2 handicap accessible only and directing everyone else to the front entrance. Huber said if Doors 12 and 2 are open people will use them. Huber stated that to make the front entrance handicap accessible they would need to create a ramp, reconfigure the stoop and install a push button door entrance. Fried and Huber agreed that right now having a single point of entry at the front entrance is not possible.

Fried stated that although the single point of entry is not possible right now, the Administration committee asked the County Facilities committee to submit the project to be considered as a CIP with 3 different options: (1) create a single point of entry with handicap accessibility, creating a ramp and modifying the doors, (2) option 1 plus creating an ADA drop-off (cul-de-sac), (3) option 1 with the security equipment pricing included and wage costs associated with have an Oneida County Deputy stationed at the entry. Fried directed Huber to get updated costs for the 3 options and bring back to the committee for review and approval. Then the project will be forwarded to the CIP committee for consideration.

Informational only.

UW EXTENSION MOVE TO NICOLET

Huber stated the move is complete. Buildings and Grounds staff along with the ITS department moved the computers and telephone equipment. Huber stated the office equipment and furniture left at the airport is in good shape and can be transferred to different departments as needed. The committee directed Huber to follow-up with the Oneida County Economic Development director and verify who pays their rent to the

airport and find out if the FoodWise office will be moving to Nicolet as well. Also get more information on what spaces Economic Development is using because there was talk that they were using the conference room and new conference furniture that was purchased for the UW Extension at the airport.

Informational only.

COURTHOUSE TEMPORARY ELEVATOR

Huber stated he did some research on wheelchair lifts for the courthouse. The current elevator is old and is getting to the point that it is hard to find replacement parts. The county has put aside \$150,000 for a backup elevator. Huber stated the cost for a staircase wheelchair lift is approximately \$2,500 and feels this would be a valuable asset for the County. Almekinder asked if the track is permanent on the steps. Huber stated it is not permanent and the tracks are attached to the lift itself. Huber also spoke with Rhinelander Fire and Rescue and they don't have anything like this either. They said a staircase wheelchair lift would be an ideal addition because currently the only way to get a wheelchair bound person down from the 3rd floor of the courthouse would be to carry them and they feel this option would be much safer. The equipment would need to be run by trained staff. Brief discussion held.

Motion by Fried to direct Huber to discuss purchasing options with the Finance Director for a staircase wheelchair lift for the courthouse in replacement of the stairwell rail system previously discussed. Second by Almekinder. All Committee members voting 'Aye'. Motion carried.

CARPET FOR PROBATE OFFICE

Huber stated there is \$15,000 in the Buildings and Grounds flooring continuing appropriations account that can be used for this project. The total cost to replace the carpeting in the Probate office is \$2,900. Fried questioned if laminate flooring would be a better option; Huber stated both options are good and it is an aesthetic choice. The carpeting that will be installed is square tile carpeting which allows for easier replacement of worn areas.

Motion by Fried to approve the replacement of the carpet in the Probate office and for money to come out of the Buildings and Grounds flooring continuing appropriations account in the amount of \$2,900. Second by Fisher. All Committee members voting 'Aye'. Motion carried.

CONTINUING APPROPRIATIONS

Fried explained to the committee what continuing appropriations accounts are and Huber reviewed each of the department's continuing appropriations accounts.

- PP Equipment >\$10,000 – current available balance is \$62,000. Huber stated that \$10,000 is added to this account annually and these funds can be used major repairs.
- Major Renovations – current available balance is \$135,000. Huber stated this was a onetime deposit that is to be used for the Courthouse exterior. The courthouse windows will have to be replaced in the future and replacement cost can come from this account
- Sidewalk Repair – current available balance is \$6,400. \$5,000 is added to this account annually. Salt use during the winter season causes erosion and damage to the sidewalks and blacktops causing the need for continual upkeep.
- Ergonomic equipment – For the 2020 budget this account was increased to \$10,000 up from \$5,000 last year. Huber is unsure of the exact current balance of this account as funds have been used this year.

- Buildings & Grounds Computer – current available balance is \$19,000. This account is used for updating automatic controls on the heating systems and for the cost of annual service contracts.
- Courthouse Security – current available balance is \$36,000. That is for office security barriers.
- Storage Building – This is for the River Street building maintenance.
- Buildings & Grounds flooring – current available balance is \$15,000.
- Buildings & Grounds equipment – current balance is \$16,500. \$15,000 is added to this account annual. This account is for the purchase of Buildings & Grounds equipment, snow blowers, skid steer, vehicles, etc.

Fried stated the county wants to make sure all committees are aware of their department’s continuing appropriations accounts. Fried added that to meet the annual budget, the county may need to look at reducing continuing appropriations accounts to make up the difference.

Informational only.

YEAR 2021 BUDGET AND SCHEDULE

- 2021 FURNITURE AND EQUIPMENT REQUEST LETTER:** Huber stated the furniture and equipment request deadline has been extended to August 31, 2020. Only a few requests have come in so far.
- 2021 CAPITAL IMPROVEMENT PROJECTS AND SCHEDULE:** Huber stated he will have more information regarding the 2021 CIPs after he meets with Smith, Finance Director, to work on the 2021 budget.

REVIEW 2020 CAPITAL IMPROVEMENT PROJECTS

- LAW ENFORCEMENT CAMERA PROJECT:** This is the only 2020 Capital Improvement Project that is not completed yet but is moving forward. No new updates.

UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

- TIMELINE REVIEW:** Huber updated the committee on the department’s current projects and activities.

NON-BUDGETED ITEM REQUEST

None

MAINTENANCE REPORT

Huber stated there is nothing to add that hasn’t been discussed.

PUBLIC COMMENT

No public comments.

ITEMS FOR NEXT AGENDA

- Review Capital Improvement Projects
- 2021 Department Budget

FUTURE MEETING DATE(S)

August 17, 2020 at 8:30 a.m.

County Facilities Committee meeting
August 3, 2020

ADJOURNMENT

Fried adjourned the meeting at 9:45 a.m.

Billy Fried, Chairman

Date

Lindsey Kennedy, Recording Secretary

Date