

COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Courthouse • Committee Room #1
Monday, August 12, 2019 • 9:00 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); Lisa Charbarneau, Lindsey Kennedy (Labor Relations/Employee Services); Darcy Smith (Finance); Tom Wiensch (Corporation Counsel); Brenda Behrle (Clerk of Courts)

CALL TO ORDER

Chairman Fried called the County Facilities Committee to order at 9:00 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 AGENDA

Motion by Metropulos to approve the agenda. Second by Fisher. All Committee members present voting 'Aye'. Motion carried.

APPROVE MINUTES

Motion by Fisher to approve the minutes from the July 15, 2019 committee meeting. Second by Metropulos. All Committee members present voting 'Aye'. Motion carried.

CONSIDER POTENTIAL TERMS FOR A LEASE OF THE BUILDING OWNED BY ONEIDA COUNTY AND LEASED TO THE HUMAN SERVICE CENTER OF FOREST, ONEIDA, AND VILAS COUNTIES

Tom Wiensch from Corporation Counsel gave an overview and background of the lease of the building owned by Oneida County and leased to the Human Service Center of Forest, Oneida, and Vilas counties. The lease has been in place since the 1990s and corporation counsel has some concerns with the lease.

Wiensch explained the lease stated Oneida County would carry the mortgage on the building and the Human Service Center (HSC) would pay the county annually the amount of the mortgage and additionally would pay the county rent in a fairly high amount that the county would turn around and give the money back to the HSC, the theory was that the HSC could use that an expense to get grants. Wiensch and the previous legal representation for the HSC, Andy Phillips, reviewed the lease together and determined that a better lease with more provision was needed. Based on their discussions there was some concern regarding this process; Wiensch followed up with the County's auditor that said the process is legal as long as the payment is fair market rent. Wiensch recommended that Phillips get an appraisal of the building to determine the fair market rent value. Wiensch stated he has been working on the HSC lease for approximately three years.

Wiensch would like to review the substantial terms of the lease with the County Facilities committee and have the committee tentatively approve the direction counsel is taking. He can then negotiating with the HSC and when everything is finalized the lease will be brought back to the committee for approval and then forwarded to County Board for final approval and signature.

Wiensch wants to put in lease in no certain terms that the county owns the building and the fixtures. The HSC owns the personal property and would pay the personal property insurance. Fisher questioned who

is paying the personal property tax on the building. Wiensch will follow up with the City of Rhinelander and see if personal property tax applies to this property. If so, Wiensch will put in a clause that the HSC has to pay any personal property taxes related to the property.

Wiensch stated the terms of the lease would be 1 year with automatic renewal subject to the right of either party to terminate; either at the end of the term or within a term on a 90 day notice. Wiensch stated that is all for the substantiate term the rest would be lease drafting. Once all the terms are negotiated and agreed upon the final lease would be presented for signatures. Brief discussion held.

Motion by Fried to approve counsel moving forward with the lease agreement as brought forth with the final draft to brought to the committee for review. Second by Krolczyk. All Committee members present voting 'Aye'. Motion carried.

EMERGENCY REPLACEMENT OF LEC ENERGY RECOVERY UNIT EXHAUST FAN, COST AND FUNDING SOURCE

Brunette passed around a photo of the broken energy recovery unit exhaust fan at the Law Enforcement Center. The unit is used to cool the jail and broke at the beginning of July. Due to the extremely warm summer, the order for the replacement parts was expedited. The Buildings and Grounds staff were able to do all the labor on this project and kept the air conditioning running during the replacement. Brunette noted if an outside vendor to be had hired the labor cost for this project could have been an extra \$30,000. The total cost of the project was \$15,000 which included a cost of \$1,900 to expedite the replacement parts (the manufacturer had to stop their current production to make the replacement parts which resulted in the high cost). Brunette added paperwork has been submitted for a Focus on Energy savings refund in the amount of \$2,500. The cost for the replacement was taken from the Major Repairs/Minor Renovations budget. Brief discussion held.

Informational only. No motion needed.

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

ONEIDA COUNTY COURTHOUSE WHEELCHAIR LIFT PROJECT BID SPECIFICATIONS

Brunette stated the bid specifications were emailed to the committee members for review prior to the meeting. Brief discussion held. Brunette stated that she doubts that many vendors will bid on the project due to the specificity of the project.

Motion by Fried to approve the wheelchair lift project bid specifications as presented. Second by Oettinger. All Committee members present voting 'Aye'. Motion carried.

BUILDINGS & GROUNDS STAFFING LEVELS AND 40-HOUR WORK WEEK

Brunette presented a fiscal impact statement prepared by Darcy Smith, Finance Director, for the proposal to move all Buildings & Grounds staff from 1,950 hours (37.5 hours per week) to 2,080 (40 hour per week). Currently the only position that is budgeted to work 2,080 is the Assistant Facilities Director

position. Three positions within the department have been working 2,080 hours since approved by the committee and funded by non-personnel line items in the Buildings and Grounds budget (2 maintenance technicians and 1 cleaning technician). This restructure would also make changes to the LRES department. Since the Buildings & Grounds department does not currently have any clerical administrative support the proposed restructure would include increasing the LRES department staff to 2,080 which would allow the Employee Services Assistant to work 30% (12 hours per week) on Buildings & Grounds clerical work that would include preparing agendas, taking minutes (currently being done by the Employee Services Assistant), inventory, vouchers, proximity/access cards and miscellaneous clerical duties. The increase to the Employee Services Manager and Human Resources Director positions is being requested to offset the time that is lost for the when the Employee Services Assistant is working the 30% in the Buildings and Grounds department. Currently the Employee Services Assistant handles the majority of foot traffic and general calls received to the LRES office.

The proposal is to eliminate the Assistant Maintenance Technician position at the Health and ADRC building to fund the restructure. Buildings & Grounds staff would go the Health & ADRC Building every day for cleaning. Brunette explained history on the creation of the position, noting that the building had been acquired and renovated, but staff had not yet moved into the building when discussion took place about the amount of time and level of work that would be required. She stated that we have now had a chance to evaluate those things. Brunette stated she had discussed the concept with both Dianne Jacobson and Linda Conlon, who run the departments housed in the facility serviced by this position, and that one of them indicated that she nearly made a suggestion about the evaluation of the need for an assistant maintenance technician position when the survey from the funding opportunities survey was sent out, but decided against the suggestion. Brunette stated that after the conversation with the two department heads, she thought they felt confident they would get the services they need from the buildings and grounds department. Huber added staff would be available and could be at the Health and ADRC building within 15 minutes if problems arose, he added the staff are currently available for such issues. The proposed restructure would be a cost saving to the county of \$14,066. This would include all staff in the Buildings & Grounds and LRES Departments going to 2,080 and take some low level clerical duties off the Facilities Director's workload. Fried wanted clarification on Brunette's position; stating it sounds she will be getting paid more but also have work taken off her plate. Brunette stated the restructure would allow for more focus and detail being directed toward more complex duties such as bid specifications and contract preparations. Charbarneau added the committee also needs to consider the issue of wage compression if Brunette's position was not increase to 2,080 along with the rest of her department. About 12% is the ideal wage gap between management and departmental staff.

There would be a reduction of 910 annual work hours with the elimination of the position while still increasing the rest of the staff to 2,080. Brunette stated that even if the committee doesn't approve the increased hours her position she would like it considered for the rest of her department. Smith questioned whether taking low level duties from Brunette's workload would justify an increased grade level for the Facilities Director position. Charbarneau will reach out to Patrick Glynn with Carlson Dettmann regarding the possible need to reclassify the Facilities Director position if the position is only doing more complex duties. Brief discussion held. Fried stated that it would be premature for the committee to approve the changes and would like to give the committee some time to process the information.

The committee would like to schedule a meeting prior to the September County Board meeting to discuss this proposal. Smith to provide additional information and an updated fiscal impact reflecting the approved reclassifications.

COURTHOUSE AND HEALTH/ADRC FACILITY TREES – COUNTY BOARD PRESENTATION

Brunette stated the Buildings and Grounds staff are on the agenda for the August County Board meeting to discuss the courthouse tree removal. The committee members were provided a diagram showing the trees that have the Emerald Ash Borer and will need to be removed. The infected trees start to rot and there is an increased liability issue if they fall; either causing property or bodily harm. Brief discussion held.

Informational only. No motion needed.

YEAR 2020 FURNITURE AND EQUIPMENT REQUESTS

Brunette stated she has received 2 furniture and equipment requests for 2020. Both are for sit-to-stand workstations; The Land Information office is requesting 2 and Clerk of Courts is requesting 3 sit-to-stand workstations. The total cost for the 5 sit-to-stand workstations is \$4,200 and the request will be included in the year 2020 Buildings & Grounds furniture and equipment budget request.

Brunette stated the Land Information office did have ergonomic assessments completed but based on the results of the assessment it was determined that the workstation upgrades were not ergonomically necessary. Behrle stated that she is requesting the sit-to-stand workstations for her staff as a positive, healthy improvement to her department and not so much as an ergonomic need. Behrle added her office hasn't requested anything in years. Most of the equipment in the Clerk of Courts office is provided by the state. Fried asked if the state would purchase the standing workstations, Behrle stated they will not. Behrle added the Public Safety Committee has already approved this request. It was determined that the less expensive sit-to-stand workstations, Varidesks, would not work because there is not enough surface area for the department's dual computer screens and scanners.

Motion by Fried to put the 2020 furniture and equipment request in the Buildings and Grounds budget for 2020 as presented. Second by Metropulos. All Committee members present voting 'Aye'. Motion carried.

YEAR 2020 AND FUTURE CAPITAL IMPROVEMENT PROJECTS

Brunette provided each of the committee member with a 2020 Capital Improvement Program – Committee Review Form. The projects on the list were reviewed and the committee made recommendations for the proposed project year and determined the projects urgency ranking and priority. The committee recommends the following projects be considered as a 2020 CIP:

Priority	Project Name	Ranking
1	LEC & Health/ADRC Video Surveillance	A (Urgent)
2	Courthouse ADA Access & Stoop Removal	AB (Necessary)
3	Courthouse Air Supply & Handling	AB (Necessary)
4	Social Services Additional Office Space	B (Important)
5	3 rd Floor Courthouse – Phase I	BC (Desirable)

Motion by Fried to approved the 2020 CIP as reviewed and approved by the committee. Second by Fisher. All Committee members present voting 'Aye'. Motion carried.

YEAR 2020 BUDGET

Brunette stated the department’s 2020 budget will be discussed at a future meeting.

UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

- a. **Project lists and projected timeline:** Brunette updated the committee on the status of the current Buildings & Grounds projects.
- b. **Water saving project at law enforcement center:** Brunette stated all the parts for the project have been received and the Buildings & Grounds staff will begin the installation next week. Installation takes approximately 15 minutes per cell.

NON-BUDGETED ITEM REQUEST

None

PUBLIC COMMENT

None

ITEMS FOR NEXT AGENDA

- Buildings & Grounds staffing levels

FUTURE MEETING DATE(S)

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

ADJOURNMENT

Fried adjourned the meeting at 11:12 a.m.

/s/Billy Fried
Billy Fried, Chairman

09/16/19
Date

/s/Lindsey Kennedy
Lindsey Kennedy, recording secretary

09/16/19
Date