

COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Courthouse • County Board Room
Monday, August 17, 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: LuAnn Brunette, Troy Huber (Buildings & Grounds); Lisa Charbarneau, Lindsey Kennedy (LRES)

CALL TO ORDER

Chairman Fried called the County Facilities Committee to order at 8:35 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 AMENDED AGENDA

Motion by Krolczyk to approve the agenda for today's meeting. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried.

APPROVE MINUTES

Motion by Almekinder approve the minutes from August 3, 2020 meeting. Second by Krolczyk. All Committee members present voting 'Aye'. Motion carried.

PUBLIC COMMENT

No public comments.

BUILDINGS & GROUNDS DEPARTMENT UPDATE

Fried welcomed back County Facilities Director, LuAnn Brunette. Brunette and Fried thanked Huber, Kennedy, Smith, Charbarneau and the entire Buildings & Grounds staff for keeping the department moving forward in her absence. Brunette updated the committee on 2 staff members that have taken and will be taking time off for the care of family members. She added their duties are being covered by the staff within the department.

BILLS, VOUCHERS, BLANKET PURCHASE ORDERS, LINE ITEM TRANSFERS

Brunette emailed the committee member a list of the bills, voucher and blanket purchases prior to the meeting for review. Brunette reviewed the large and uncommon expenses in detail.

**Russ Fisher arrived 8:40.*

Motion by Fried to approve the bills, vouchers and line item transfers as presented. Second by Fisher. All Committee members voting 'Aye'. Motion carried.

- a. **2020 BUDGET REVIEW:** Brunette reviewed the 2020 budget with the committee and provided explanations for accounts that are over budget.
- b. **REVIEW ADDITIONAL PRECAUTIONARY MEASURES TAKEN AND DEPARTMENTAL COSTS DUE TO COVID-19:** Brunette stated that she has spoken with the Finance Director, Smith,

and the County has received grants to cover costs related to COVID-19. To date the Buildings & Grounds department has spent \$28,999.76 on COVID-19 related expenses. Brunette stated the department will not request an increase in their 2021 budget for additional COVID-19 costs per the recommendations from Smith.

RELOCATION OF UW-EXTENSION TO NICOLET

Brunette stated the committee had questioned if the UW Extension FoodWise office would also be moving from the airport to Nicolet College. Brunette was informed by the UW administrative staff that they were uncertain and that the FoodWise agent is currently on vacation but a message was left for them to follow up with Brunette upon their return. Brunette added that the UW Extension informed her that Nicolet College no longer has the needed storage space for the UW's 4-H materials and supplies. Much of Nicolet's storage had to be used for their own furniture and equipment to allow for social distancing due to COVID-19. The UW Extension was wondering if the County had any good, dry storage available for their use. Brunette stated that there are currently no storage areas except for the vacant office and storage space at airport. Brunette asked the committee if they would like additional storage cost to be included in the department's 2021 budget. Fried questioned if that would be a good use of the space; adding that the UW Extension presented the move to Nicolet as a cost savings for rent. Fried stated that the UW should prepare their budget for additional storage rental costs if needed and Brunette should prepare her department's budget without the additional storage costs. The committee agreed.

Fisher stated that he met with Economic Development and they confirmed they are an independent entity that leases their office space from the airport for \$300/month. Brunette stated that she will reach out to Economic Development and inform them that they can use the conference room space at this time; but that at some point the County will be reclaiming the conference room furniture for use at other County facilities. Brunette will also let them know the County may not be paying the lease for the conference room space in the future so if that time comes Economic Development may have to use the other small meeting room available at the airport. Fried directed Brunette to keep the UW Extension committee chair, Bob Mott, updated on her communications with the UW Extension, Airport and Economic Development offices.

Informational only.

REPAIR COURTHOUSE LOADING DOCK DRAIN AND REPAVE IMPACTED AREA

Brunette stated the drain, surrounding soil and blacktop by the Courthouse loading dock are collapsing. The area will need to be excavated, the drain reinstalled, area filled and then re-blacktopped. Brunette added that the loading dock is used multiple times a day for deliveries and garbage pick-up so the repair is necessary. Huber stated the cost for the repair is \$1,900. Brunette indicated the cost for the repairs would come from the Building Maintenance or Major Maintenance/Minor Renovation accounts. Brief discussion held.

Motion by Fried to repair the Courthouse loading dock drain and repave impacted area not to exceed \$2,000. Second by Almekinder. All Committee members voting 'Aye'. Motion carried.

Huber informed the committee that he provided them with the incorrect quote for the project; the blacktop repaving cost is an additional \$960 bringing the total for the project to \$2,915.

Fried amended his motion pertaining to the repair of the Courthouse loading dock and repaving the impacted area to not exceed \$3,500. Second by Almekinder.

COUNTY BOARD ROOM SOUND SYSTEM UPGRADE

Brunette stated the County board room system is about 21 years old. Brunette indicated her staff can rebuild the system for approximately \$2,500. A completely new system would cost around \$5,000, that cost does not include the capability of electronic voting. The addition of electronic voting would increase the project cost to the point it would have to go through the CIP process. Brunette stated she did not include this project on the department's future CIP list. Brunette consulted the Finance Director, Smith, and she recommended proceeding with the \$2,500 rebuild option if it is within the department's budget. Smith said she would not recommend tying the project to electronic voting because every time that comes to CIP it ranks very low. Brief discussion held. Brunette inquired if the project could be COVID related; Smith felt that it would be a stretch. Brunette is going to consult Jason Rhodes, ITS Director, for additional input on wireless upgrade options.

ADRC COMPRESSOR REPLACEMENT

Huber stated the compressor that came with the fire suppression sprinkler system at the Health and ADRC building failed and it was replaced by Buildings and Grounds staff with a standard compressor. During the inspection of the unit the inspector said the compressor doesn't meet code and recommends it be replaced. The cost to replace the compressor is \$1,900. Brunette stated cost will come out the Health and ADRC Building Maintenance account.

Motion by Fisher to replace the compressor at the ADRC building for the fire system. Second by Fried. All Committee members voting 'Aye'. Motion carried.

REVIEW 2020 CAPITAL IMPROVEMENT PROJECTS

- a. **CHANGE IN SCOPE FOR WHEELCHAIR LIFT PROJECT:** Brunette stated in the department's previous budget a CIP was approved to install a wheelchair lift in the stairwell adjacent to the rotunda. The estimated cost for the project was \$60,000 based on previous quotes that were received. The project was put out for bid but no bids were received. The department was going to again request bids on the project and an alternate option of a staircase wheelchair lift that doesn't require a rail was discussed. Huber presented the committee a promotional video for the staircase wheelchair lift he is recommending be purchased in place of the previously approved CIP. Brunette added if the committee approves changing the scope of this project the department will need to present the requested change to the CIP committee. The cost for the staircase wheelchair lift is \$4,200 for the unit and \$600 for shipping. Brief discussion held.

Motion by Fried to direct LuAnn (Brunette) to present to either the Administration committee or any committee of jurisdiction to see if funds from the stairwell project can be used to purchase the wheelchair lift and then return the difference to the general fund. Second by Almekinder. All Committee members voting 'Aye'. Motion carried.

YEAR 2021 BUDGET AND SCHEDULE

- a. **2021 FURNITURE AND EQUIPMENT – DUE TO BG AUGUST 31, 2020:** Brunette stated the furniture and equipment request deadline has been extended to August 31, 2020. She has received two request: one is from the Land Information Office for 2 additional sit-to-stand workstations in the amount of \$700 (\$350 each) and the other request is from the Sheriff's Office for cabinets in the amount of \$8,075.

b. 2021 DEPARTMENTAL BUDGET – DUE TO FINANCE SEPTEMBER 14, 2020: Brunette stated she doesn't want to go over each line items but would like to review the accounts that she would recommend changing for the 2021 budget. They are as follows:

- Brunette stated the city sewer and water department informed her that a rate increase of possibly 3% for 2021 is likely so she would recommend increasing that budget.
- There are also possible increases to the Wisconsin Public Service rates for electric and gas in 2021 so that is another account that Brunette recommends increasing.
- The department would also like to pour a slab on the right side of the River Street storage building for more dry storage and the garage doors need to be replaced; these improvements would cost approximately \$20,000.
- Brunette stated that the Finance Department will be adding a Vehicle Gasoline account for 2021 that the department will have to fund and it will be a combination of money from the Building Maintenance, Snow Removal and Grounds Maintenance accounts because the department uses fuel for projects for each of those accounts. Brunette clarified the Building Maintenance, Snow Removal and Grounds Maintenance accounts will be reduced to create a Vehicle Gasoline account in 2021.
- The Buildings and Office Rent account is used to pay for the UW Extension's rent as well as the Minocqua Planning and Zoning Office rent; this account may have to be adjusted depending on what happens with the airport office space rent. The UW Extension rent to Nicolet College is \$18,000 annual so that amount will have to be added to this account.
- Finance will be creating new account lines for the Health and ADRC Building water/sewer and gas/electric. Those expenses are currently being charged to the Health and ADRC Building Maintenance account so for 2021 that account will be decreased to fund the newly created accounts.

c. 2021 CAPITAL IMPROVEMENT PROJECTS

I. REVIEW: Brunette reviewed each of the department's 11 proposed Capital Improvement Projects: Courthouse rooftop air conditioners replacement, Courthouse stoop removal – Phase I, Courthouse ADA drop off at Door #1 – Phase 2, Courthouse security – Single point entry – Phase III, LEC Chiller, SS additional office spaces, Courthouse 3rd floor Reno – Phase 1, Courthouse 3rd floor Reno – Phase II, Courthouse replacement of air supply & handling, Courthouse annex roof replacement and Courthouse window replacement.

II. RANKING: The committee ranked the department's proposed Capital Improvement Projects (A-Urgent, AB-Necessary, B-Important, BC-Desirable, C-Not Necessary) and then prioritized them from 1-11 as follows:

1. Courthouse rooftop air conditioners replacement (A-Urgent)
2. LEC Chiller (AB-Necessary)
3. Courthouse annex roof replacement (AB-Necessary)
4. Courthouse window replacement (AB-Necessary)
5. Social Services additional office spaces (B-Important)

6. Courthouse 3rd floor Reno – Phase 1 (B-Important)
7. Courthouse 3rd floor Reno – Phase II (B-Important)
8. Courthouse replacement of air supply & handling (AB-Necessary)
9. Courthouse stoop removal – Phase I (BC-Desirable)
10. Courthouse ADA drop off at Door #1 – Phase II (BC-Desirable)
11. Courthouse security – Single point entry – Phase III (BC-Desirable)

Motion by Fried to instruct LuAnn (Brunette) to take the CIP project rankings to the CIP committee as discussed and agreed upon at today's meeting. Second by Fisher. All Committee members voting 'Aye'. Motion carried.

UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

- a. **TIMELINE REVIEW:** Brunette stated they are still waiting for Oneida Roof and Chimney to install the roof overhangs at the LEC. Huber stated he was told they should have the project completed by the end of the month.

NON-BUDGETED ITEM REQUEST

None

MAINTENANCE REPORT

Brunette wanted to inform the committee the department is staying within their overtime budget even with the elimination of the cleaning technician position at the Health and ADRC building as well as the extra work the staff has had due to COVID-19.

PUBLIC COMMENT

No public comments.

CLOSED SESSION

Motion by Almekinder, second by Fisher to go into closed session pursuant to Wisconsin Statutes Sec. 19.85(1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility (Topic: Assistant Facility Director Compensation).

Roll call vote taken; all voting in the affirmative. Motion carried. Committee went into closed session at 10:37 a.m.

Staff present in closed session: Brunette, Kennedy, Charbarneau

RETURN TO OPEN SESSION

Motion by Fisher, second by Almekinder to return to open session. Roll call vote taken with all members voting in the affirmative. Motion carried. Committee returned to open session at 10:49 a.m.

No actions or decision made in closed session.

ITEMS FOR NEXT AGENDA

- 2021 Department Budget
- Update on COVID-19 cleaning practices

County Facilities Committee meeting
August 17, 2020

FUTURE MEETING DATE(S)

Wednesday, September 9, 2020 at 8:30 a.m.

ADJOURNMENT

Fried adjourned the meeting at 10:54 a.m.

/s/Billy Fried
Billy Fried, Chairman

09/09/2020
Date

/s/Lindsey Kennedy
Lindsey Kennedy, Recording Secretary

09/09/2020
Date