

COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Courthouse • County Board Room
Wednesday, September 9, 2020 • 8:30 a.m.

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

ALSO PRESENT: LuAnn Brunette (Buildings & Grounds); Lindsey Kennedy (LRES)

OTHERS PRESENT VIA ZOOM: Richard Moore (Lakeland Times)

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 AGENDA

Motion by Fisher to approve the 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 Almekinder to approve (the minutes from August 17, 2020 committee meeting). Second by Fisher. All Committee members present voting 'Aye'. Motion carried.

PUBLIC COMMENT

No public comments.

**Oettinger and Krolczyk arrived at 8:33 a.m.*

CHAIR'S ATTENDANCE AT FUTURE COURT SECURITY COMMITTEE MEETINGS

Fried would like the committee's formal approval to attend the Courthouse Security Committee meetings. Brief discussion held.

Motion by Almekinder to approve letting Billy (Fried) attend those meetings (Courthouse Security Committee). Second by Oettinger. All Committee members present voting 'Aye'. Motion carried.

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 stated all expenses can be covered within the department's budget; some individual accounts are overdrawn mostly due to COVID related expenditures. Brunette confirmed overages for COVID expenses will be offset by state and federal relief funding.

Motion by Fried to approve the bills and vouchers that are being passed around for signature and presented at this meeting. Second by Almekinder. All Committee members voting 'Aye'. Motion carried.

- a. 2020 BUDGET REVIEW:** Brunette reviewed the 2020 Buildings and Grounds budget with the committee, noting the following:
- Machinery and Equipment Repair account is overdrawn.
 - Building Maintenance account is overdrawn, mostly related to COVID expenses for the installation of protective barriers for offices and the courts.

- Elevator Repair Maintenance account is overdrawn.
- Employee Auto Allowance account is overdrawn. Finance has changed their process for the accounting of gasoline charges, this change will be reflected in the department's 2021 budget.
- CAP outlay for Branch I & II is overdrawn due to the purchase of air filters that were recommended by the district court administrator.
- River Street account is overdrawn by \$1,467.39 but this can be covered within the department's budget.
- The Health and ADRC facility water, sewer and gas are overdrawn.
- Garbage collection at the Health and ADRC facility is over by \$221 because there were charges for removing the old dumpsters when the county no longer used Waste Management as their garbage collection vendor. There have also been overage charges due to the dumpsters being overfilled; there has been incidences of the public using the dumpsters for their own refuse.
- Law Enforcement Center not overdrawn in any accounts.

The committee had a brief discussion clarifying the overages.

- b. REVIEW ADDITIONAL PRECAUTIONARY MEASURES TAKEN AND DEPARTMENTAL COSTS DUE TO COVID-19:** To date the Buildings & Grounds department has spent \$31,260.92. Since the last meeting the department has spent an additional \$2,261.16 on COVID-19 related expenses.

UPDATE ON RELOCATION OF UW-EXTENSION TO NICOLET AND UPDATE ON 2021 RENT

Brunette stated last year when the UW Extension move to Nicolet was originally proposed the estimated cost for the County for 2021 was \$18,000. Brunette stated that was the number that was presented during the budget process but she was never notified that was a firm number. While preparing the 2021 budget Brunette reached out to Catherine Neiswender (UW Assistant Dean), Myles Alexander (Communities Extension Educator), Art Lersch (Area Extension Director), Merry Lehner (Office Manager), Bonnie Tillmann (Administrative Support) and Bob Mott (UW Extension Committee Chair) for additional information. Brunette was informed that the UW is covering the cost of rent to Nicolet for the rest of 2020 and then January 1, 2021 – June 30, 2021. Then it is up to the County to negotiate the rent with Nicolet for July 1, 2021 – December 31, 2021. Brunette stated that for the budget she estimated \$9,000 which is a rate of \$1,500/month based on her communications with UW representatives. Brunette added she has not had any direct communications with Nicolet regarding the rent.

Brunette stated she also followed up with Corporation Counsel, Brian Desmond, to see if he had been a part of any negotiations with Nicolet. Desmond confirmed he has not but stated if Brunette wanted to contact Nicolet and get a draft contract with rent numbers, his office would review it. Brunette stated she wants direction from the committee on how they would like her to proceed. Brunette stated she can contact Sandy Bishop with Nicolet to request a rent contract and forward it to Corporation Counsel for review. Fried stated that this should also be reviewed with the Administration committee.

Committee directed Brunette to contact Bishop with Nicolet to have a rent contract drafted and confirm the cost to the County. Brunette is to bring the contract back to the committee for review prior to making decisions regarding the Airport office spaces.

UPDATE ON REPAIR COURTHOUSE LOADING DOCK DRAIN AND REPAVE OVER IMPACTED AREA

Brunette stated Howard Brothers completed the project at a cost of \$2,915, which is the amount they quoted. That amount is less than the \$3,500 budget the committee approved at the last committee meeting for the project.

UPDATE ON COUNTY BOARDROOM SOUND SYSTEM UPGRADE AND INTEGRATION FOR ZOOM SOUND QUALITY IMPROVEMENT

Brunette stated there has been issues with the County Board room sound system quality and integration with Zoom. Brunette received a quote from Peiper Power for the upgrade to the sound system in the amount of \$29,949.00. Smith informed Brunette this upgrade can be considered a COVID related expenses therefore being eligible for reimbursement through the Routes to Recovery Grant which is part of the CARES Act.

Brunette stated by having Buildings & Grounds' staff do the installation the labor cost could be reduced by an estimated 75%. Brunette added her staff discovered 8 brand new microphones that were part of the old recording system from the 1st floor hearing room. The State is currently in the process of upgrading all the recording systems so the microphones will no longer be needed and can be used for this project. Brunette added they can also use the nearly new microphones from the other courtrooms as they are compatible with the County Board Room sound system. By reducing the labor and equipment cost the total for the project is reduced to an estimated \$12,785.00.

Brunette added everything for the project needs to be purchased and submitted by November 6, 2020 to be eligible for Routes to Recovery Grant. Brunette discussed funding options for this project with Smith and it was recommended to takes the funds from the department's major maintenance/minor renovation account. Brunette added there is enough money in the account to cover the cost of the project. Fried stated he thinks it would be a good idea to authorize Brunette to proceed as soon as possible. Fisher agrees.

Motion by Fried to direct LuAnn Brunette, Facilities Director, to purchase audio equipment as presented and hopefully get it implemented as soon as possible. Second by Oettinger. All Committee members voting 'Aye'. Motion carried.

UPDATE CLEANING PROCESS – ADDING SIGNS TO INDICATE CLEANING NEEDS

Brunette noted Krolczyk had suggested an update to the County's cleaning process at a previous meeting. Brunette stated her staff currently monitor the committee room schedules and clean after each meeting. Right now, the staff clean every chair and table in the rooms not knowing if it has been used. The updated cleaning process would include creating cards that would be placed at each chair and/or table area. The card would stay clean or dirty. After the chair or table is used the card will be turned from clean to dirty thus notifying staff which areas need to be cleaned. This process would save on labor and cleaning supply cost. One downside to the process is that it relies on people remembering to turn the card after they use the area. No motion needed, the committee directed Building & Grounds to proceed with the new process.

COURTHOUSE SIGNAGE

Brunette stated Huber was working with Kathleen Wondolkowski from Schwabb Inc. on the courthouse signage late last year. It was initially thought that signs would be placed at doors 1 (front entrance), 2 (north entrance), 3 (north entrance), and 12 (south entrance) because those are the entries most often used by the public. Brunette stated the signage would be similar to that of a shopping mall; listing "You are here" and showing the entire layout of the courthouse including an index of all the offices. Brunette would like the committee's input of the scope of the project and added that it would be ideal to have signage that will match the office numbering that is

already being used so everything does not need to be replaced. There is the option of signage with tactical braille which is something that is currently not on all the signs but some. Brunette stated that an inventory of the signs that need to be replaced would need to be done before determining the cost of the project.

Brunette asked if they should proceed with this project or wait to see the status of the single point of entry. If the single point of entry is established there would not be a need for signage at all the doors (1, 2, 3, and 12). Fisher recommended signage be placed at door #1 and then determine which signs need to be replaced. Fried stated it would be beneficial to have signage by the elevator on each floor to direct the public to their correct location. Brunette will invite Kathleen Wondolkowski to do a walkthrough and get her recommendations on what can be done and for what cost.

REVIEW 2020 CAPITAL IMPROVEMENT PROJECTS

Brunette stated that when the CIP committee was reviewing the proposed projects for 2021, the rooftop air conditioner replacement ranking very high (ranked 5). The single point of entry projects ranked at the bottom for 2021 (ranked 12, 13 & 14). The updated CIP list was forwarded to the Administration committee and they approved the list and forwarded to the budget hearings.

UPDATE ON CHANGE IN SCOPE FOR WHEELCHAIR LIFT PROJECT – POSSIBLE COMMUNITY DEVELOPMENT BLOCK GRANT CLOSE PROGRAM FUNDS: Brunette informed the committee that Jeff Verdoorn, Interim Director, with Economic Development stated the wheelchair lift project would qualify under the Community Development Block Grant because of the ADA implementations.

YEAR 2021 BUDGET AND SCHEDULE

a. 2021 FURNITURE AND EQUIPMENT: The 2021 requests are as follows:

- Land Information Office submitted a request for 2 additional sit-to-stand workstations in the amount of \$700 (\$350 each).
Motion by Fried to support the lift desks if the documentation supports (Ergonomic Assessments) their need. Second by Almekinder. All Committee members voting ‘Aye’.
Motion carried.
- Sheriff’s Office submitted a request for cabinets in the amount of \$8,075.
- Sheriff’s Office submitted a request for sally port garage doors in the amount of \$16,600.

b. 2021 DEPARTMENTAL BUDGET – DUE TO FINANCE SEPTEMBER 14, 2020: Brunette provided the committee with an updated 2021 departmental budget and changes from 2020 BG (Buildings & Grounds) Budget to 2021 BG Budget. Brunette reviewed each of the changes with the committee in detail. Brunette also presented the committee with a 2021 BG Budget showing a 5% reduction (non-personnel line items). Brunette stated she was unable to meet the request without the reduction in personnel. Brunette stated should would not advise that option as the department has already reduced the department staff by one.

Motion by Fried to acknowledge receipt of Buildings & Grounds 2021 budget and forward to the Administration committee for considering. Second by Fisher. All Committee members voting ‘Aye’.
Motion carried.

UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

- a. **TIMELINE REVIEW:** Brunette stated staff at LEC have new ideas where the cameras will be installed. This project will come in on budget.

NON-BUDGETED ITEM REQUEST

Brunette had conversation with Joel Gottsacker, interim ADRC Director, and his department has had changes in staffing. They would like to create an additional office space where the copy area was previously. They have grant money available for this upgrade/remodel.

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.

ITEMS FOR NEXT AGENDA

- Update on COVID-19 cleaning practices

CLOSED SESSION

Motion by Almekinder, second by Oettinger 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: Facilities Director performance evaluation).

Roll call vote taken; all voting in the affirmative. Motion carried. Committee went into closed session at 10:14 a.m. Staff present in closed session: Brunette

RETURN TO OPEN SESSION

Motion by Fisher, second by Krolczyk to return to open session. Roll call vote taken with all members voting in the affirmative. Motion carried. Committee returned to open session at 10:34 a.m.

Fried announced no action or decision made in closed session.

FUTURE MEETING DATE(S)

Monday, October 19, 2020 at 8:30 a.m.

ADJOURNMENT

Motion by Fisher, second by Krolczyk to adjourn the meeting at 10:36 a.m. All Committee members voting 'Aye'. Motion carried.

Billy Fried, Chairman

Date

Lindsey Kennedy, Recording Secretary

Date