

COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Courthouse • Committee Room #1
Monday, September 16, 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, Mike Nelson (Buildings & Grounds); Lisa Charbarneau, Lindsey Kennedy (Labor Relations/Employee Services); Darcy Smith (Finance); Steven Schreier (County Board member); Kayla Houp (Lakeland Times)

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 Oettinger to approve the agenda. Second by Metropulos. All Committee members present voting ‘Aye’. Motion carried.

APPROVE MINUTES

Motion by Fried to approve the minutes from the August 12, 2019 committee meeting. Second by Oettinger. All Committee members present voting ‘Aye’. Motion carried.

BILLS, VOUCHERS, BLANKET PURCHASE ORDERS, LINE ITEM TRANSFERS

Brunette emailed the bills, vouchers and blanket purchase orders for the committee members to review prior to the meeting. Brief discussion held.

Motion by Fried to accept the bills, vouchers and blanket purchase orders as presented. Second by Krolczyk. All Committee members present voting ‘Aye’. Motion carried.

AWARD ONEIDA COUNTY COURTHOUSE WHEELCHAIR LIFT PROJECT BID

Brunette stated no bids have been received for the Courthouse wheelchair lift project. Brunette added that only one vendor would even come and give a quote on the project; Huber is working with the vendor that provided the quote but information needed from the city inspector was not provided to the vendor until after the bid deadline. Brunette stated the project will be republished for bids and Huber will continue to work with the vendor that provided the original quote for bid submission.

Informational only. No motion needed.

SERVICE AWARDS – MICHAEL NELSON 5 YEARS AND TROY HUBER 5 YEARS

Brunette presented Mike Nelson and Troy Huber their 5 year service awards and gave an overview of their work history with the county. The committee thanked the two for their years of dedication and hard work.

Informational only. No motion needed.

UPDATE SIGN FOR AGING & DISABILITY RESOURCE CENTER – WITH FUNDING SOURCE

Brunette stated when the Department on Aging transitioned to the ADRC they received some funding from the state for the transition. Some of the funding will be used to change the signage on the building. The cost of the sign will be \$2,988 and the cost will come entirely from the state funding. Brunette stated that the ADRC would like the County Facilities approval to change the sign as the committee oversees the building.

Motion by Fried to approve the updated sign for the Aging and Disability Resource Center as presented with the funding to come from sources outside of the county. Second by Fisher. All Committee members present voting ‘Aye’. Motion carried.

POTENTIAL RELOCATION OF UW-EXTENSION AND CONTRACT

Brunette presented a handout of the UW-Extension office relocation proposal that the UW-Extension has provided to County Board chairman, Dave Hintz, and other committees. The proposal is to “move the Extension county office and staff to a new location (Nicolet College) in Oneida County for the purposes of enabling greater expansion and leverage of Extension programming.” Many students are taking on-line courses and not utilizing traditional classroom education which has opened additional space at Nicolet. It is also felt by both organizations (UW and Nicolet) that the joining of their resources would be a good fit for everyone.

There are many factors that need to be considered regarding the UW-Extension office lease agreement at the Oneida County airport. Brunette stated that no decisions or changes to the buildings and grounds budget can be made by the committee until the outcome of the UW contract with the county is determined. Brunette added that during the September 4th Labor Relations Employee Services committee meeting the committee went on record as giving the UW-Extension a 60 day notice of non-renewal of their contracts. Brunette stated the notice is not a final decision but a request to have the UW put together a package of information about what the extension is doing for the county. Brief discussion held.

Informational only. No motion needed.

YEAR 2020 BUILDINGS & GROUNDS DEPARTMENT BUDGET

Brunette stated the Funding Opportunities Committee has requested department heads assess the value of their departmental memberships. Brunette and Huber are members of the WI Facilities Management Association and the annual membership fees are \$35 each for a total of \$70 annually. Brunette stated the information that has been received at these meetings has been invaluable and feels that the small fee is worth the information received. The committee agrees this membership is valuable to the department and should stay in the budget.

Brunette provided the committee with a handout regarding the Buildings and Grounds budget and reviewed and provided an explanation for each line item. Continuing appropriations line items were reviewed in detail. Brunette also provided the committee with a handout of the department’s budget changes in non-personnel line items and non-CIP line items Year 2019 to Year 2020. The committee reviewed the budget and asked for clarification on specific line items to get a better understanding of the budget and numbers they will be approving.

Fried recommended increasing the snow removal account by \$5,000, Brunette stated she was thinking \$2,000. Brunette stated Smith, Finance Director, instructed her that when preparing the department's budget it should be based on an average and not the worst case scenario. Fried stated that the department has been over on the snow removal budget the last 2 years and thinks there should be an increase to the 2020 budget.

Motion by Fried to amend the budget as suggested by the department head to increase the courthouse snow removal budget by an additional \$3,000 and the Law Enforcement Center and Health and ADRC buildings by an additional \$1,000 each to their line items for snow removal. Second by Metropulos. All Committee members present voting 'Aye'. Motion carried.

The completed supplemental information form for the department was shared with the committee. The form reviews the efficiencies and potential cost saving that the department could offer for the 2020 budget. Brief discussion held.

Motion by Fisher to approve the committee chair to sign off on the budget worksheets, supplemental information form and continuing appropriation account that were presented by the department head and reviewed by the committee. Second by Oettinger. Before voting on the motion Fried tabled the motion to approve the budget. Motion by Fried to approve the budget as amended on the snow removal per committee discussion. Second by Oettinger. All Committee members present voting 'Aye'. Motion carried. Fried returned to the table motion of approving everything as presented. All Committee members present voting 'Aye'. Motion carried.

- a. **Furniture and equipment requests:** Brunette stated she has received 3 furniture and equipment requests for 2020. Two requests are for sit-to-stand workstations; The Land Information office is requesting 2 workstations at a cost of \$1,250 and Clerk of Courts is requesting 3 sit-to-stand workstations at a cost of \$2,917. These requests were not covered under ergonomic designation.

There is also a request for UW/Fair storage. The 2019 budget request was \$10,700 and the 2020 request is \$20,000 for a total increased change to the levy of \$9,300.

- b. **2020 and future Capital Improvement Projects:** Brunette stated the Capital Improvement Projects (CIP) subcommittee has recently starting meeting regarding the proposed 2020 CIPs. Brunette stated the number and cost of the proposed 2020 CIPs has come in extremely high so the subcommittee is in the process of reviewing the projects. Brief discussion held.

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:** Huber stated the water saving project at the law enforcement center is complete.

CLOSED SESSION

Motion by Oettinger, second by Krolczyk to go into closed session pursuant to Sec. 19.85(1)(f) for considering financial, medical, social or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems or the investigation of specific charges which, if discussed in public, would likely have a substantial adverse effect on the reputation of the person

referred to in such data. (Topic: Workers compensation claims – assistant facilities director, maintenance technician and assistant maintenance technician)

Roll call vote taken with all voting in the affirmative. Motion carried. Committee went into closed session at 10:16 a.m. Staff present in closed session: Brunette, Huber, Charbarneau and Kennedy.

RETURN TO OPEN SESSION

Motion by Oettinger, second by Metropulos to return to open session. Roll call vote taken with all members voting in the affirmative. Motion carried. Committee returned to open session at 10:23 a.m.

No actions or decisions made in closed session.

RESTRUCTURE OF BUILDINGS & GROUNDS DEPARTMENT

- a. **Elimination of assistant maintenance technician position:** Brunette reviewed the history of the staffing level of the assistant maintenance technician position at the Health and ADRC building. Brunette stated the Health and ADRC building is 17,775 square feet as compared to the Law Enforcement Center which is 107,699 and the courthouse is 88,014 square feet. The Health and ADRC building has 1 assistant maintenance technician position; the Law Enforcement Center has 1 cleaning technician and 2 maintenance technicians; Courthouse has 2 cleaning technicians and 2 maintenance technicians.

The assistant maintenance technician at the Health and ADRC building does the majority of maintenance with the exception of snow removal (done by the department's other maintenance technicians) and does the cleaning of the facility. The building is a simple structure with less sophisticated systems: there are no boilers, chillers, freq. drives, energy recovery units, booster coils, cooling towers and at this time no video surveillance systems.

Efficiencies and cost savings have been gained by the installation of LED lights, water saving devices, retro-commission projects and those sort of projects. Also evaluated is the issue of not having to cover the large amount of PTO that 2 staff members have been using. One employee just retired and the other is retiring in October. Once those 2 staff leave the PTO balance for the department will drop significantly and that will help with the associated cost to cover their shifts.

Brunette stated that Huber and she felt that the work at the Health and ADRC building could be covered by increasing overtime by an additional \$5,000 and moving the rest of the staff to 2,080 annual work hours. The current overtime budget is \$8,000. Brunette stated that Smith evaluated the restructure budget proposal differently. The committee was provided an updated fiscal impact that was prepared by Smith, Finance Director. Smith reviewed the fiscal impact statement with the committee and stated her concern is the majority of the positions within the department are currently working 2,080 even though they are budgeted for 1,950. Smith added the change to 2,080 would cause any additional hours beyond 2,080 that the staff work would have to be paid at time and a half.

It was determined that the hours needed to cover the elimination of the assistance maintenance technician position are 780 cleaning hours and 416 maintenance hours annual for a total of 1,196 hours. These hours would be absorbed by the remaining Buildings and Grounds staff.

Fried questioned Smith why the updated fiscal impact statement she prepared has an additional \$20,000 in the overtime budget. Smith explained her justification for the numbers included on the updated fiscal impact statement. Brief discussion held.

- b. Remaining staff to 2080 hours:** In response to the Funding Opportunities subcommittee the department looked at ways to find efficiencies and also try to close the wage gap by moving the cleaning technician positions and maintenance technician positions from 1,950 to 2,080 annual work hours which is an approximate pay difference of 6.5%. The assistant facilities director position is at 2,080 hours, and the facilities director position would remain at 1,950 hours. This increase in annual work hours is a way that the County can work toward competitive wages to improve recruitment and retention of employees.

Motion by Fried to support the restructure of the Building and Grounds department with the elimination of the assistant maintenance technician position and the remaining staff to go to 2,080 as presented and forward to the LRES committee with revised fiscals. Second by Oettinger. All Committee members present voting 'Aye'. Motion carried.

NON-BUDGETED ITEM REQUEST

None

PUBLIC COMMENT

None

ITEMS FOR NEXT AGENDA

None

FUTURE MEETING DATE(S)

Monday, October 21, 2019 at 9:00 a.m.

ADJOURNMENT

Fried adjourned the meeting at 11:17 a.m.

/s/ Billy Fried
Billy Fried, Chairman

10/21/2019
Date

/s/ Lindsey Kennedy
Lindsey Kennedy, recording secretary

10/21/2019
Date