

COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Courthouse • Committee Room #1
Monday, October 21, 2019 • 9:00 a.m.

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

COMMITTEE MEMBERS ABSENT: Bob Metropulos

ALSO PRESENT: LuAnn Brunette, Troy Huber, (Buildings & Grounds); Lindsey Kennedy (Labor Relations/Employee Services); Paul Jensen (Public); Joel Gottsacker (ADRC Assistant Director)

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 Fisher. All Committee members present voting 'Aye'. Motion carried.

APPROVE MINUTES

Motion by Fisher to approve the minutes from the September 16, 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, blanket purchase orders and line item transfers for the committee members to review prior to the meeting. Brunette provided explanations for the high cost items on the list. Brief discussion held.

- a. **Line item transfer – reimbursement of expenses to expense account:** Brunette stated a Focus on Energy rebate check in the amount of \$1,046.53 was received. This was for components that were purchased for the LEC exhaust fan that had failed. There was also an additional \$28.80 for scrape from the project. Brunette explained when reimbursements are received they are deposited into the reimbursement of expenses account then distributed to the correct accounts; \$1,046.53 will go back into the major maintenance/minor renovations account and \$28.80 for scrape goes into lower maintenance account.

Motion by Fried to accept and approve the bills, vouchers, blanket purchase orders and line item transfers as submitted. Second by Krolczyk. All Committee members present voting 'Aye'. Motion carried.

CHANGES TO YEAR 2020 BUILDINGS & GROUNDS DEPARTMENT BUDGET DURING BUDGET HEARINGS

- a. **Changes to furniture and equipment request during budget hearings:** Brunette stated that during the 2020 budget hearings the \$20,000 for the fair storage addition was eliminated so they will not move forward with that project.
- b. **Changes to 2020 and future Capital Improvement Projects (CIPs) during budget hearings:** Brunette stated the number of CIPs will be finalized at the November County Board meeting.

Informational only. No motion needed.

FOCUS ON ENERGY – APPLICATION FOR REIMBURSEMENT – ADDITIONAL EXHAUST FAN REBUILD QUALIFYING EXPENSES

Brunette stated on October 1, 2019 she submitted an application for additional rebates totaling \$1,493.06. This amount was for additional exhaust fan components. Brunette stated they are waiting on the reimbursement rebate check and once it is received it will be deposited into the reimbursement of expenses account then applied to the correct accounts.

Informational only. No motion needed.

UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

Brunette emailed the updated Buildings & Grounds projects/activities spreadsheet to the committee members prior to the meeting. Brunette reviewed the progress of the projects on the list. Brief discussion held.

Informational only. No motion needed.

NON-BUDGETED ITEM REQUEST

- a. **Health/ADRC facility – ADRC furniture purchase for lobby, lounge and dining room (using non-tax levy dollars):** Gottsacker introduced himself as the Assistant Director of the ADRC and provided a handout to the committee members. Gottsacker stated that at the beginning of the year when his department transitioned to the ADRC they had applied for an integration grant fund from the state. The grant is for upgrading of furnishings to improve the ADRC atmosphere to be more warm and welcoming. The department also had additional funds in their nutritional budget which needed to be used to revamp their dining room area.

The handout Gottsacker provided included a 3-D rendering of the proposed upgrades to the department for the committee to review. Fried asked what is going to happen to the old furniture. Gottsacker said that it will be put up for sale; preferably to Headwaters or another non-profit organization if they would be interested. Fried instructed Brunette and Gottsacker to make sure the items for sale are the ADRC's property and not the County's. Fried clarified the funding for the upgrade is completely from grants; Gottsacker concurred. Fried questioned where the old furnishings would be stored if needed prior to selling; Huber stated the items would most likely be stored at the River Street storage building.

Motion by Krolczyk to approve the new furnishing as presented with all funding to come from grant funds. Second by Oettinger. All Committee members present voting 'Aye'. Motion carried.

MAINTENANCE REPORT

Brunette stated the department has been in good communication with the department leaders from the Health and ADRC building to coordinate the coverage for the cleaning and maintenance of the building. Huber added he has received a list of future meetings at the building to ensure proper janitorial and maintenance coverage for the meetings.

Huber added the garage door have been installed at the River Street building and the wiring has begun.

Informational only. No motion needed.

BUILDINGS & GROUNDS YEAR 2020 LONG RANGE PLAN

Brunette presented the committee members with a handout outlining the Buildings & Grounds Year 2020 Long Range Plan. Brunette stated that she realizes this is the first time the committee members are getting to review this information so if they would like to wait to approve until the November committee meeting that is fine, as long as the plan is approved and in by December 15, 2019.

Brunette reviewed each of the items on the 2020 Long Range Plan in detail for the committee members.

Motion by Fried to accept the Buildings & Grounds Year 2020 Long Range Plan as presented. Second by Krolczyk. All Committee members present voting ‘Aye’. Motion carried.

PUBLIC COMMENT

Paul Jensen requested a copy of the Buildings and Grounds 2020 Long Range Plan. Jensen was provided a copy of the plan.

ITEMS FOR NEXT AGENDA

Single Point of Entry update
Meeting Room inventory

FUTURE MEETING DATE(S)

Monday, November 18, 2019 at 9:00 a.m.

ADJOURNMENT

Fried adjourned the meeting at 9:39 a.m.

Billy Fried, Chairman

Date

Lindsey Kennedy, recording secretary

Date