

COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Courthouse • County Board Room
Monday, November 2, 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: Troy Huber (Buildings & Grounds); Lisa Charbarneau, Lindsey Kennedy (LRES)

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

APPROVE MINUTES

Motion by Almekinder to approve the minutes from the September 9, 2020 and October 6, 2020 committee meetings. Second by Krolczyk. All Committee members present voting 'Aye'. Motion carried.

PUBLIC COMMENT

No public comments.

BILLS, VOUCHERS, BLANKET PURCHASE ORDERS, LINE ITEM TRANSFERS

Kennedy emailed the committee members a list of the bills, voucher and blanket purchases prior to the meeting for review. Fried asked Huber to explained the large expenditures to the committee.

Motion by Fried to approve the vouchers as presented. Second by Fisher. All Committee members present voting 'Aye'. Motion carried.

- a. **2020 BUDGET REVIEW:** Huber reviewed the 2020 Buildings and Grounds budget with the committee, noting account lines that are overdrawn. Most overdrawn accounts are due to COVID expenditures and will be reimbursed through the Routes to Recovery Grant.
- b. **REVIEW ADDITIONAL PRECAUTIONARY MEASURES TAKEN AND DEPARTMENTAL COSTS DUE TO COVID-19:** To date the Buildings & Grounds department has spent \$68,268.11 for additional precautionary measures and costs related to COVID-19. Since the last committee meeting on 09/09/2020 the department has spent an additional \$35,217.54 on COVID-19 related expenses, this includes the upgrade to the sound systems in the County boardrooms, installation of a spit shield in the Law Enforcement Center booking area and additional cleaning/sanitizing supplies.

COURTHOUSE SINGLE POINT ENTRY

- a. **OPTIONS:** This project was approved by the County Facilities committee to more forward to be considered as a 2021 CIP project. The Administration Committee ranked this project low on the list. Oneida County Economic Development stated Phase I of this project could be funded by a Community

Block Grant. Phase II is not approved at this time. Phase I includes making the front entrance of the courthouse ADA accessible by creating a ramp, reconfiguring the stoop and installing door opening activation switches. The Courthouse Safety Committee is in agreement with moving forward with this project and will present their recommendations to the Administration Committee. The committee instructed Huber to revisit the plans and bring back updated costs for Phase I of the project.

- b. **WOOD COUNTY VISIT:** Huber stated he previously visited Wood County when this project was first being considered. At that time, Wood County was in the beginning stages of converting to a Single Point Entry and their set-up was very basic. The Courthouse Security Committee would like Huber and Dave Seefeldt, Sergeant with the Sheriff's Office, to do a walk-through visit of Wood County and report back their findings.

Motion by Fried to approved Troy Huber to visit Wood and possibly Marathon County to tour their single point of entry with Dave Seefeldt. Fried would like the motion to include allowing a facilities committee member to go as well and allowing them a per diem. Second by Krolczyk. Krolczyk, Fisher and Almekinder are interested as long as the tour date doesn't conflict with their schedules. All Committee members present voting 'Aye'. Motion carried.

UW EXTENSION VACANCY OF AIRPORT UPDATE

- a. **NOTICE GIVEN TO AIRPORT:** Huber stated that a verbal notice has been given to the airport.
- b. **STORAGE UPDATE:** Huber stated there is still 4-H supplies left at the airport. Fried instructed Huber to reach out to the UW Extension to make sure nothing further is needed from the County to ensure the space is vacated by January 1, 2021.
- c. **FURNITURE & EQUIPMENT UPDATE:** Huber stated some of the newer furniture has already been moved to other county facilities for use. There are a couple of workstations in good shape that still need to be moved and Huber is going to contact Department Heads to see if they can use any of the furniture. Anything unused will either be disposed of or put in storage at the River Street building.

YEAR 2021 BUDGET

- a. **2021 DEPARTMENTAL BUDGET:** Kennedy reviewed the 2021 Buildings and Grounds budget with the committee noting the changes from the 2020 budget.
- b. **2021 CAPITAL IMPROVEMENT PROJECTS:** The only Buildings and Grounds CIP being considered for the 2021 budget is the Courthouse Rooftop air conditioner replacement. The cost of the project is \$145,000.00 and approval will be decided at the November 10, 2020 County Board meeting.

REVIEW 2020 CAPITAL IMPROVEMENT PROJECTS

- a. **LAW ENFORCEMENT CENTER CAMERA PROJECT:** Huber stated the Law Enforcement Center Camera project contract has been reviewed by Corporation Counsel and Pieper Electric has made all the requested changes to the contract. Huber stated the wiring for the project is almost complete. Huber confirmed the proposed cost of the project is currently within the amount that has been budgeted.
 - I. **CONTRACT APPROVAL:** Motion by Fisher to approved the Law Enforcement Center Camera project contract as presented and forward to the County Board Chair for signature. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried.

UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

- a. **COURTHOUSE SIGNAGE:** Huber said he has been in contact with Kathleen Wondolkowski to set up a time to meet and have her present her ideas for the courthouse signage. Huber said the signage is

changeable which will make changes easier and more cost effective. The Committee would like to know the cost of the project and how it will be funded; Huber will update the committee after the walkthrough.

- b. COUNTY BOARD ROOM SOUND SYSTEM UPGRADE:** Huber said that the wiring has been completed and Pieper Electric will on site this week to get started on the installation. Equipment and material delivery has been delayed because of COVID.
- c. UV LIGHTS/CARES ACT PURCHASE:** At the previous meeting the committee approved the purchase of UV lights from a company based in China, after further discussions that purchase was not made. Huber stated UV lights and timers were purchased through Amazon. Installation in the courthouse duct work has begun.
- d. WHEELCHAIR LIFT:** Huber said that although this project has already been approved, another funding mechanism through the Economic Development Community Block Grant was proposed. Huber is waiting on the outcome of the grant before moving forward on this project.
- e. COURTHOUSE UV ROBOT PURCHASE:** Huber reviewed the purchase of a sanitizing and disinfecting UV robot for the courthouse and stated the purchase will be submitted to the Routes to Recovery Grant for reimbursement.

NON-BUDGETED ITEM REQUEST

None

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: Buildings and Grounds Staffing).

Roll call vote taken; all voting in the affirmative. Motion carried. Committee went into closed session at 9:25 a.m. Staff present in closed session: Charbarneau

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 10:05 a.m.

Fried stated there were no announcements from closed session.

BUILDINGS AND GROUNDS DEPARTMENT STRUCTURE

Not discussed.

PUBLIC COMMENT

No public comments.

ITEMS FOR NEXT AGENDA

- Update on COVID-19 cleaning practices
- Single Point Entry update
- 4-H supply storage update

FUTURE MEETING DATE(S)

Monday, December 14, 2020 at 8:30 a.m.

ADJOURNMENT

Fried adjourned the County Facilities meeting at 10:07 a.m.

/s/Billy Fried
Billy Fried, Chairman

12/14/2020
Date

/s/Lindsey Kennedy
Lindsey Kennedy, Recording Secretary

12/14/2020
Date