

Oneida County Buildings & Grounds Committee Meeting
August 15, 2016
Minutes

Committee Members present: Billy Fried, Bob Metropulos, Lance Krolczyk, and Scott Holewinski.

Department Staff: LuAnn Brunette (Facilities Director) and Troy Huber (Assistant Facilities Director).

Others Present: Dan Gleason (LRES).

Call to order

Chairman Fried called the meeting to order at 9:30 a.m. and noted the meeting was properly posted.

Approve agenda

Motion to approve the agenda by Holewinski, second by Metropulos. All ayes; motion passed.

Approve minutes from August 1, 2016 committee meeting

Motion to approve minutes from the August 1, 2016 committee meeting by Metropulos, second by Krolczyk. All ayes; motion passed.

Bills, vouchers, blanket purchase orders, line item transfers

Motion to approve the bills and vouchers by Holewinski, second by Fried. All ayes; motion passed.

Updates and possible action on Buildings & Grounds projects/activities

- a. **Resolution for replacement of high-speed garage door at law enforcement center**
Brunette stated the resolution for replacement of the high-speed garage door is in the County Board agenda packet, is signed and will be on the agenda.
- b. **Vacancy: Maintenance Technician LEC (Law Enforcement Center)**
Brunette stated the ad went out and applications were due back on August 12 adding there are 15 applicants but are not screened yet, including some airport applicants with HVAC experience. Staff has been switching between buildings as needed. Huber stated they have been keeping up but work orders have increased with the increased inmate population. Huber stated staff is on call if needed. Fried questioned if it would be better to send someone on the weekend then to start the week off behind. Brunette stated it would be at an overtime rate

Capital Improvement Projects - prioritization of year 2017 projects

Brunette stated she was asked that she provide list of proposed projects and have prioritized; she noted it was tentative and open for discussion.

- LEC: Additional booking station \$40,000. Stainless steel, better quality cabinets. Brunette stated the request was because of additional state inmates.
- Courthouse: Repair of historic exterior façade and brick cleaning based on quote from Quality Restoration. Brunette explained that it is too late in the year but they will come back to do the caulking this fall and they will need bid spec starting in February. Holewinski asked if this was always under CIP; Brunette explained in past it was previously funded but cut in 2008.
- Courthouse: Clerk of Courts request to modify front counter for e-filing, public terminals and security. Security is for staff. E-filing requirement is the number one priority. There is \$88,000 in Courthouse Security but this will use all of the funds and they will not be able to do others. Brunette explained the scope is larger than what the department can handle and added it will need to be addressed in a closed session. The committee discussed involving Susan Burns,

District Court Office and Lloyd Gauthier, Sheriffs Department in the planning. Fried commented they go hand and hand so made sense to do at the same time.

- Treasurer's Office: Will be discussed in detail in future closed session; requested by Courthouse Security staff; rated as priority 1.
- Health Department - request for 3 stall carport. Brunette stated the Transit Commission will be taking over the Department on Aging busses and routes and the county might consider leasing space at the River Street facility or use to house those vehicles. Discussion of leasing or retaining space, amount needed for storage space and what is being stored. Fried stated they would need to assess before they decide. Brunette noted the decision would need to be made before paving and it is on the list because it was rated a "6". Brunette stated they were asking for a 3 wall structure but stated a 4 stall garage would provide better security. Holewinski stated there was plenty of storage at the River Street facility rather than building new and recommend having a meeting at the facility. Fried commented they need to know their needs but it is low on CIP list and discussed having a meeting after they know the Transit Commissions intentions before they consider paving. Discussed need to study long-term storage needs.
- Health & Aging facility – paving, curb and striping. Based on an updated quote from 2016, \$60,000 less \$11,000 they have left they will then need \$49,000 from the CIP program for 2017 budget. Discussion of costs of paving offset by maintaining gravel noting there will still have seal coating cost but should be cheaper. Fried commented it felt it more than 1 or 1-2 adding they were set to pave but the overhang took priority.
- Courthouse elevator updates/replacement: Brunette reported Otis Elevator notified them the elevator is over 35 years old and is either in need of an update or replacement for \$68,000 adding it is inspected every year but replacement parts are not available. The committee discussed potential efficiencies that could be realized, the need to be proactive if it works within budget and the elevators available in the courthouse. Fried asked that the courthouse elevators locations and ages be brought back to the committee.
- UW Extension renovation: Brunette reported the UW Extension is currently looking for other space. The money was not in budget but earmarked and is no longer needed to request.
- Recoating of showers, holding and bullpen: Brunette reported the money will be put into an account to roll into 2017 because there is no room to move the inmates to fix the showers. Fried asked Brunette to sit down with the Jail Captain and figure out how this will get done if this continues and adding they don't want to lose inmates. Fried suggested maybe an agreement with Vilas County. Brunette stated the RFP is ready to go and submitted to Corporation Counsel. Brunette stated she would talk to the Sheriff's Department about options and leave for 2017.
- Courthouse annex roof replacement
- HVAC is historic area quote is from last year. Look at what we should do.
- Courthouse window replacement; ballpark figure
- Update lighting all facilities: Huber reported lighting for all facilities with a payback of 1 to 3 years for materials only with a total cost for all areas \$132,368 not including labor. Looking at using staff rather than vendor. Holewinski stated why wait if the payback is 3 years. Brunette commented until fully staffed we can't. Holewinski recommended moving to next year if needed as a priority for 2018. There would be no upkeep or repairs and have a 5 year warranty adding the quote was good until the end of this year. Brunette commented it could be moved to 2017 to experience savings.
- Long-term storage solution. Brunette commented for County wide cold storage.

2017 Buildings & Grounds budget

- a. Furniture & Equipment requests

Brunette reported Major Maintenance/Minor Renovation account was funded at \$50,000 budget for projects that totaled up to \$10,000, and projects from \$10,000 to \$25,000K from CIP. The 3 Jail UPS can be replaced for less than of needed new batteries. Veterans Service Office counter request for counter modification was discussed. Since they already have something in place Brunette prioritize departments that no physical barriers in place. Brunette stated these are the jury room chairs that were removed from the 2016 budget. Forestry request is for workstation if FTE is approved. Commercial grade shredder: Brunette is looking into headwaters rather than commercial grade. Public Health had requested ballistic grade barrier but it is already have better barrier than those at this building. ITS: Jack Flint indicated request for training and conference room chairs. Fried asked for request discussed at budget time do not put as priority.

Closed session – It is anticipated that a motion will be made, seconded, and approved by roll call vote to enter into closed session pursuant to Section 19.85 (1)(c), “Considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility” for the purpose of establishing 6-month goals for the assistant facilities director

Motion to enter in closed session at 10:20 a.m. by Holewinski, seconded by Fried. Roll call vote with present voting in the affirmative; motion passed.

Return to open session

No announcements for the closed session

Non-budgeted item requests

None

Public comment

None

Items for next agenda

Assess the River Street storage

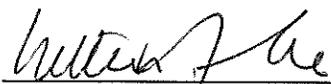
Meet with Jail administrator regarding update to jail showers and the holding cell areas.

Future meeting date

Tuesday, September 6, 2016 9:30 a.m.

Adjournment

Motion to adjourn at 11:17 a.m. by Metropulos, seconded by Krolczyk. All ayes; motion passed. Holewinski not present.



Billy Fried, Chair



Dan Gleason, Recording Secretary