

Oneida County Buildings & Grounds Committee Meeting  
September 12, 2016  
Minutes

**Committee Members present:** Billy Fried, Bob Metropulos, Scott Holewinski, and Greg Oettinger. Lance Krolczyk excused.

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

**Others Present:** Dan Gleason (LRES), Daleth Mountjoy (Northwoods River News), Jim Altenburg (Northwoods Transit Connection), Dianne Jacobson (Department on Aging).

**Call to order**

Chairman Fried called the meeting to order at 3:30 p.m. and noted the meeting was properly posted.

**Return to open session/Announcements from Closed Session**

Motion to return to open session by Metropulos/Fried. All present voting in the affirmative, Greg Oettinger excused. No announcements from the closed session.

**Approve agenda**

Motion to approve the agenda Metropulos/Holewinski. All ayes; motion passed.

**Approve minutes from August 15, 2016 committee meeting**

Motion to approval of the minutes from the August 15, 2016 committee meeting as presented by Holewinski/Metropulos. All ayes; motion passed Greg Oettinger excused.

**Bills, vouchers, blanket purchase orders, line item transfers**

Brunette noted the correction of an previously noted error and informed the committee of a line item transfer of the money previously discussed for the increase in the Sheriff's Department expenses because of the increased number of inmates and to cover the continuing appropriations . Motion to approve the bills, vouchers, blanket purchase orders, and line item transfers as presented by Holewinski/Metropulos. All ayes; motion passed, Greg Oettinger excused.

**2017 Buildings & Grounds budget (due to Finance Department September 16, 2016)**

**a. Projected expenses**

Brunette noted the changes from the previous meeting including the account buildings funded at \$19,800 for 2016, the same as 2015 that was used for the bathroom remodel in Social Services and some other work. This year it was used for the steel doors at the LEC and the Edwards panel for the fire suppression system and since there was nothing specifically identified she eliminated it from the budget reducing the net operating budget to \$38,565 not including the CIP since they have not gone to the committee yet. Brunette explained they could use the Major Maintenance Minor Renovation account funded at \$50,000 noting something like the high speed door replacement would need to come back to committee and then to the county board for approval. Fried stated he felt this department needs the ability to respond to these things faster. Brunette stated the IT department has emergency powers by requesting something from the county board chair adding she did not but has up to \$25,000 for contingency. If they could have emergency purchasing powers for critical equipment then they would not have had to go to the county board for approval and would be helpful for emergency

items such as the elevator noting according to county code purchases over \$5,000 cannot be purchased without going to county board and it would be helpful to get that increased. Huber noted a water heater would cost \$12,000 to replace. Brunette stated an increase to \$15,000 would make a big difference. The committee agreed to give Brunette direction to pursue the increase. Brunette reported another change to the Inmate Revenue to Expenses noting it was reviewed by the finance director, sheriff and this committee but since that meeting there was discussion with the jail captain and Troy Huber if there should be an additional \$25,000 in for maintenance of the kitchen equipment because of the increase to inmates and the equipment is now 15 years old.

Greg Oettinger joined the meeting at 3:45 PM

Holewinski asked if this money should come from the Jail Assessment fund. Brunette stated she did not know what types of things that money was earmarked for. Holewinski stated they should question before they put it in the budget. Brunette noted if the money was not used it would return to the general fund and would need to ask for it again adding she was fine leaving it at the \$141,000. The Minor Maintenance Major Renovation account would have \$20,000 remaining which included the replacement of 2 steel doors, \$16,000 for the County Clerk office renovation and the floors at the Health and Aging facility adding Sorenson was still deciding if the remaining money would roll into the following year or return to the general fund. The Buildings account was estimated at \$20,000 with money carried forward from the condensers done last year adding they are not asking of anything to be added for next year resulting in a reduction of \$19,800 to the budget. Fried noted for 2016, \$1.4 million was appropriated but they were only asking for \$800,000 for 2017. Brunette stated part of the reason was the capital improvement projects were not in this budget yet because they have not been approved by the CIP Committee. Brunette reported the jail showers were not complete, the retro-commissioning was not yet complete but anticipated it would be in November, the eyewash stations were done and the money left in that account would return to the general fund, the Social Services waiting area came in at an addition \$1,776 that will need to come from somewhere else in their budget. The Health & Aging facility account was reduced by \$400 for garbage collection. Fried commented refuse collection initially went up \$1,400 then was reduced. Brunette said there was going to be a savings but they are in the process of negotiating and do not have that quote. Brunette reported the amount saved from the retro-commissioning project was removed and increased the projected charges related to the increase in jail population and are now reflected. Fried questioned if there was a way to look at the budget from 4 years ago when the inmates where there adding it was his understanding the way it was built it would cost same regardless of the number of inmates. Brunette stated they looked at the money returned when the inmate left before and it's supported by the budget from when they had the inmates. Brunette reported looking back 4 years when they lost the state inmates they returned about \$100,000 to the general fund adding if they do not have the inmates all the way through they would return the money. Motion to approve the 2017 Buildings & Grounds budget as presented with CIP to be added by Holewinski/Metropulos. All ayes; motion passed.

**b. Furniture and Equipment requests**

Brunette stated there were no changes and reflected in the budget.

**c. Elevator inventory**

Brunette reported on an inventory of all elevators in county owned facilities.

Courthouse

- Main public elevator: access to the basement through 3<sup>rd</sup> floor, ADA compliant, and installed 1981 and has been added to CIP at a cost of \$150,000. Huber looking into identifying other

companies to bid in the event it's replace and the cost of a lift to accommodate ADA compliance while down.

- Old sally port: from north side garage only to 2<sup>nd</sup> floor. Installed in 1981 and is used to move large pieces of equipment around the building. If goes down they can work around.
- New sally port: ground to holding cell area no public access, installed 1998.

Health and Aging Building

- Main Public: ADA compliant provides access from the Basement to second floor; public 2001 Human Service Center

- Installed 2001, the Human Service Center budgets for repairs but it is a county owned building.

**d. Carpet inventory**

Brunette because there is money in the budget for flooring replacement they are looking at flooring replacement at the Health and Aging building by cutting out bad pieces, repairing and replacing with carpet still on hand. The other \$15,000 will be used for replacing some of the carpeting in the courthouse for the ITS conference and training room, data center, and exercise room for 2017 then look at others. Brunette reported the difference between the use of carpet tile and wall-to-wall adding they would try the tiles in their office to how it goes but use the wall-to-wall for the rest of the 2016 replacement. Brunette stated they wouldn't propose carpet replacement for the 3<sup>rd</sup> floor until a plan is made for renovation.

**e. B&G equipment replacement schedule**

Brunette reported they receive \$15,000 each year toward equipment and are asking for same amount and plan on holding until they have enough money to replace the 2005 F250 truck and plow at a cost of approximately \$45,000 done in 2019. Next the sound system sound system in county board room, in 2022 replacement of the LEC Kobota, then 2023 the Courthouse Kobota.

**Capital Improvement Projects**

Brunette reported the projects had already reviewed and will be meeting later in the week and may change it goes to the evaluation team.

**Transit Commission use of River Street Storage**

Brunette discussed the request from Dianne Jacobson for the continued use of Transit Commission of the River Street facility for the storage of the busses. The Department on Aging currently owns 3 busses that are stored at the facility adding Bob Mott and Bill Freudenberg are on the Transit Commission and on the Health and Aging Committee. The Department on Aging provides a portion of the Wisconsin DOT funding and tax levy to match the Transit Commission and in return they contract back for the use of the drivers and vehicles. The request is due to the partnership they have requested they be allowed to continue to store the vehicles at no cost with the understanding there would be stipulations to be reviewed every six to twelve months. Altenburg stated nobody but the current staff would have a key. The Commission on Aging had already turned over the buses and noted they are required to do everything the Department on Aging did and assume all of the responsibility in addition to serving the general public. Fried noted the concern of the committee was security and was it the best use of space for the county and understanding the relationship with the commission. Altenburg reported Vilas County granted used of the county garage to house the buses at no cost. Altenburg continued the goal was to get through the winter and they are planning on having their own garage and then a mechanic to subcontract at flat rate to others entities and help the community. Altenburg stated they would pay the cost associated with upgrading security. Huber stated they would need to change a lock. Altenburg noted they will need to enter into an agreement for the emergency evacuation service plan because it was automatic with the Department on Aging. Fried stated Ken Kortenhof would be the person to have the discussion with. Fried stated he was ok for the interim use for 6 months then review as long as the

commission paid for security adding if something came up the county may have to have them out sooner. Motion to allow the Transit Authority to utilize the River Street facility garage space for 2017 on a month by month basis with the stipulation that should a county need arise the county would give a 30 day notice and any expenses to additionally secure the building paid by the Transit Authority. Discussion Jacobson stated once the buses are turned over the employees will then be their employees and their standards are very high. Altenburg stated they would notify the county in the event of a change of employment. Fried noted they have their support and appreciation. Fried called for a vote on the motion. All ayes, all ayes, Metropulos excused. Motion passed.

**Non-budgeted item requests**

None

**Public comment**

None

**Items for next agenda**

Update the committee on concerns brought forward through budget process and CIP.

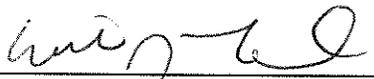
**Future meeting date**

Monday, October 3, 2016 at 9:30 a.m.

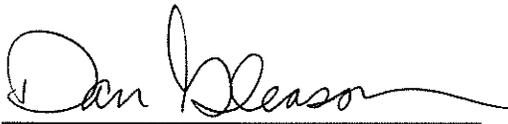
Monday, November 7, 2016 at 9:30 a.m.

**Adjournment**

Motion to adjourn at 4:39 p.m. by Oettinger/Metropulos. All ayes; motion passed.



Billy Fried, Chair



Dan Gleason, Recording Secretary