

BUILDINGS & GROUNDS COMMITTEE MINUTES
Committee Room #1, Second Floor, Oneida County Courthouse
Monday, July 9th, 2018 9:30 a.m.

COMMITTEE MEMBERS PRESENT: Billy Fried/Chairman, Greg Oettinger, Bob Metropulos and Russ Fisher

COMMITTEE MEMBERS ABSENT: Lance Krolczyk (excused)

ALSO PRESENT: LuAnn Brunette, Troy Huber (Buildings & Grounds); Lindsey Kennedy (Labor Relations/Employee Services); Linda Conlon (Public Health Director); Joel Gottsacker (Assistant Department on Aging Director)

CALL TO ORDER

Chairman Fried called the Buildings & Grounds Committee to order at 9:30 a.m. in Committee Room #1 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 Fisher to approve the agenda. Second by Metropulos. All members present voting 'Aye'. Motion carried.

APPROVE MINUTES

Motion by Metropulos to approve the June 18th, 2018 committee meeting minutes. Second by Oettinger. All members present voting 'Aye'. Motion carried.

BILLS, VOUCHERS, BLANKET PURCHASE ORDERS, LINE ITEM TRANSFERS

Brunette stated these will be presented at the July 30th, 2018 committee meeting.

UPDATE ON STUDY OF SINGLE POINT ENTRY/ELEVATOR PREPARED BY CORY BEYER, VENTURE ARCHITECTS, AND DISCUSSION ON COMMITTEE RECOMMENDATION AND PRESENTATION TO ADMINISTRATION COMMITTEE AND/OR COUNTY BOARD

Fried stated that Brunette will be presenting the recommendations for the single point of entry study at the Administrative committee meeting tomorrow, July 10th, 2018. Fried stated Brunette will give the Administrative committee an update of the information that has been presented to the Buildings & Grounds committee. Cory Beyer from Venture Architects emailed Brunette to clarify that for anything to be approved by the State Historic Preservation Office there needs to be written plans presented prior to any approval from them. Fried clarified with the committee members that the recommendation from the Buildings & Grounds committee will be the placement of the elevator at the north side of the building and the single point of entry to be located at the front entrance. All members present agreed with the recommendations. Brief discussion on actual budget costs. Beyer's recommendations were broken up into two phases. Phase 1- price estimate is \$155,000 and is just the single point at the front entrance; \$205,000 is the total for the single point of entry and Americans with Disabilities drop off area combined. Phase 2- price estimate is \$936,600 and includes the installation of the north side elevator, 4 floors and hallway remodel/construction.

Fried stated that the priority in his opinion is the elevator because of the current elevator is over 30 years old. Huber stated that the time frame from when a project is approved to the time that it is actual started is approximately 1 year. Fried asked if the Single point of entry/elevator remodel should be presented as

a capital project for 2019, Huber stated that would be the ideal option. Fried asked if Huber felt that Beyer cost estimates are pretty accurate, Huber stated that he thinks Beyer's estimates are pretty close to what the actual cost will be.

Brunette stated that she felt confident communicating the Buildings and Grounds committee's recommendations to the Administrative committee.

2019 CAPITAL IMPROVEMENT PROJECTS AND PROCESS

Brunette presented an overview of the 2019 Capital Improvement projects and process. Brunette stated that the 2019 capital improvements process is going to be much the same as it has been in previous years. Handouts were presented to the committee members for review. Brunette reviewed the requirements for a project to be considered on the CIP list. Brunette reviewed the 2019 CIP list (Capital Improvement Program). Brunette asked if the committee members had any recommendation or changes that they would like to make to the CIP list. The 2019 list included Courthouse Security Expansion- Physical Barriers in Offices (Corporation Counsel, DA, Branch II chambers and LRES). She stated that there needs to be an update to the security video surveillance system at the LEC. Other possible CIPs include updating the 911 center with a new version of computer software used for responses, replacement of furniture, because it is a 24 hours center all the furniture is ergonomic. \$150,000 from the elevator update will move forward from the 2018 budget to the 2019. There will be funds for the lighting project that will return to the general fund due to the focus on energy saving that the county received on those updates. Fried stated that the estimate for the security video surveillance update that the LEC seems extremely high and Brunette stated that the county will go out for bids for the project so hopefully the bids come in much lower than expected. Fried recommended leaving the courthouse 3rd floor renovation on the CIP list. CIP information needs to be submitted to the Finance department by August 10th. All committee members agree that the elevator project is top priority due to the current age of the existing system. Brunette will finalize the CIP project list and present at the July 30th 2018 Buildings & Grounds meeting.

2019 FURNITURE AND EQUIPMENT REQUESTS

Brunette stated that currently the UW Extension is the only department requesting 2019 furniture and equipment request in the amount of \$13,488.00 for conference room furniture. Fried asked what Brunette would like the committee to do with the information and Brunette stated she is just updating the committee members of the requests. Brunette and Huber stated that there is some insulation issues in the Land Information office. Huber is proposing that the soffit be removed and recommended the installation of in-floor heat and reinsulate with spray foam. Brief discussion held. Fried asked where the money for the project would come from. Brunette stated that it would need to be a special request because there is not money in the budget for the project. Fried stated that he doesn't want to wait on something like this as it would improve the workplace environment. Fried asked that a number be presented to the committee for consideration of the project.

UPDATE ON RECALL OF INSTITUTIONAL SPRINKLER HEADS – ONEIDA COUNTY LAW ENFORCEMENT CENTER

Committee member Fisher provided Brunette with a name of a person he felt could provide the county with recommendations on a company to inspect the sprinkler heads at the LEC. Fisher's contact recommended the company Fire Protection Specialists. An inspector from Fire Protection Specialists checked the sprinkler heads at the LEC and discovered that the sprinklers were not part of the recall so no action or replacement needed to take place.

REQUEST FOR AIR CONDITIONING AND DEHUMIDIFICATION OF COURTHOUSE EXERCISE ROOM

Brunette presented an overview on the current condition of the employee exercise room located in the basement of the courthouse. It was felt this space could benefit from an air conditioning and dehumidification system due to the extreme heat and humidity in the space especially during the summer months. Brunette recommended the request be included on the furniture budget. It would be a standalone system, approximate cost of \$5,000. Huber stated that he has staff that could do the installation so there would be no extra cost associated with that. There is potential for savings with the installation of the system because the room could then be disconnected from the current air exchange system. Brunette stated she will add this to the furniture request for 2019 and will present it on the July 30th meeting for approval from the committee.

REQUEST FOR ADDITIONAL SECURITY MEASURES AT ONEIDA COUNTY HEALTH AND AGING FACILITY

Linda Conlon was introduced as the Public Health director, Brunette presented overview of the CIP projects and stated that Dianne Jacobson (DOA Director) and Linda Conlon (Public Health Director) are interested in establishing additional security at the Health and Aging building. The current security measures at the Health and Aging building are card readers on the entry doors and through the building. There is currently no video surveillance at the building. Given the public perception that there may be medication stored on the premise, it is felt that it would be a good idea to improve the security at the building. The previous chief deputy from the Sheriff's office did a walkthrough years ago and stated that the best security measure would be the installation of security cameras. Conlon stated that cameras could serve as a deterrent; the building has had some vandalism and illegal dumping in the past. Joel Gottsacker, Assistant Department of Aging Director, agrees with Conlon's recommendations for additional security at the Health and Aging building. Conlon recommended 3-4 camera placed at the front entrance, back exit (by the kitchen) and one in the parking lot. Fisher recommended following up with the insurance company to see if there are refunds and/or discounts for adding additional security. Fried asked Huber to request a deputy do a walkthrough of the building to see if there are additional security recommendations that can be made. Huber stated the actual cameras would not have to be monitored they could just be recorded and that space is available in the basement for the video surveillance set up. Brunette stated there is the option to have the video records accessible via the internet so it could be accessed remotely by courthouse or sheriff's department staff if needed. Brunette stated that she will also have to check with ITS and see if additional server memory is needed and find out how long the video recordings needs to be retained. Currently there are some security measures in place such as the computer 911 button. Fried made a motion to have Buildings & Ground's staff contact the sheriff's department to do a walkthrough and reassessment of the needs, cost and options for additional security at the Health and Aging Facility. Second by Fisher. All members present voting 'Aye'. Motion carried.

UPDATE/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

- a. **Law enforcement center roof:** Brunette stated they are waiting for pricing from vendors on the LEC roof.
- b. **Project list and projected timeline:**
Brunette presented a brief overview on the current project list and projected timelines for 2017 and 2018 projects. Brief discussion held.

REPORT ON WISCONSIN FACILITY MANAGEMENT ASSOCIATION CONFERENCE – TROY HUBER

Huber presented an overview on the Wisconsin Facility Management Association Conference he attended in Wausau, WI. Huber stated that 16 Wisconsin counties were represented. Huber stated that Oneida County is currently the only county that has gone 100% with LED lighting. Huber stated that he made some contacts with vendors for furniture and buildings and grounds equipment and has scheduled a visit with a vendor to bring ergonomic furniture to try out. Huber also stated that other counties are having difficulty hiring and retaining reliable Buildings & Grounds staff. Huber and Brunette felt that Oneida County is very fortunate to have the staff that they do have. Fried questioned Huber if he discussed vendor contracts with the other county representatives. Huber stated that he did ask the other counties and Oneida County is the only one that uses their Corporation Counsel prepare their contacts and that has caused Oneida County contracts to be long and make the contacting process take longer at times. It was recognized that Corporation Counsel does this to fully protect Oneida County.

NON-BUDGETED ITEM REQUEST

None

PUBLIC COMMENT

None

ITEMS FOR NEXT AGENDA

- a. Year 2019 furniture and equipment requests
- b. Year 2019 CIP's, and priority assignment
- c. Year 2019 department budget


FUTURE MEETING DATES

Monday, July 30th, 2018 at 9:30 am

Monday, August 20th, 2018 at 9:30 am

ADJOURNMENT

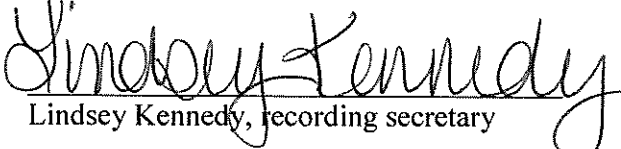
Motion by Oettinger to adjourn meeting. Second by Metropulos. All members present voting 'Aye'. Motion carried. Meeting adjourned at 10:51 am.



Billy Fried, Chairman

8/6/18

Date



Lindsey Kennedy, recording secretary

8/6/18

Date