

BUILDINGS & GROUNDS COMMITTEE MINUTES
Committee Room #1, Oneida County Courthouse
September 18, 2017

COMMITTEE MEMBERS PRESENT: Billy Fried /Chairman, Greg Oettinger, Bob Metropulos, Lance Krolczyk, Scott Holewinski

ALSO PRESENT: Luann Brunette, Troy Huber (Buildings & Grounds); Jenni Lueneburg (Labor Relations/Employee Services); Tara Ostermann, Kris Ostermann (Treasurer); Lisa King, John King, Christian King (Lumedio, LLC)

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 Metropulos to approve the agenda. Second by Oettinger. All members present voting 'Aye'. Motion carried.

APPROVE MINUTES

Holewinski notes a correction to Oettinger's attendance on the August 28th minutes, noting that Oettinger did attend the August 28th meeting. Motion by Holewinski to approve the August 28, 2017 minutes with the modification listed. Second by Oettinger. All members present voting 'Aye'. Motion carried.

BILLS, VOUCHERS, BLANKET PURCHASE ORDERS, LINE ITEM TRANSFERS

Brunette presented information for the Committee's review. Motion by Holewinski to approve the bills and blanket purchase orders as presented. Second by Metropulos. All members present voting 'Aye'. Motion carried.

2018 FURNITURE & EQUIPMENT REQUESTS

Kris Ostermann present to request two adjustable height work surfaces for her staff. Ergonomic evaluations have been completed for both of her employees and adjustable height workstations were recommended. The cost for the two stations would be approximately \$2,500. Motion by Holewinski to approve agenda topic #9 as presented. Second by Oettinger. Fried clarified and Brunette confirmed that this is additional money being added to the Treasurer's capital outlay account in the Building & Grounds budget. Brief discussion on the benefits of adjustable height work surfaces. Brunette discussed the limited money in the ergonomic fund and the need to save that fund for emergency ergonomic needs such as replacement of chairs and mats. Brunette states bigger purchases such as this are therefore required to go through department budgets. Fried clarified that the motion was contingent on this purchase being afforded in the 2018 budget. All members present voting 'Aye' on motion. Motion carried.

AWARD/REJECT BID FOR COURTHOUSE LED LIGHTING

Brunette reports that bids for the Courthouse LED lighting project were opened on September 13th with three bids received. The lowest bid came in from Lumedio, LLC at \$53,534.65. Motion by Holewinski to approve the lowest bid as presented. Second by Metropulos. Discussion held on completion of the project. Huber notes that a Focus on Energy rebate will also be received once this project is completed in order to reimburse some of the costs. All members present voting 'Aye'. Motion carried.

AWARD/REJECT BID FOR JAIL COATINGS

Brunette states that bids were opened for the jail coatings project on September 11th. Only one bid was received from Omni Glass in Oshkosh with a bid of \$197,430 which is over the budgeted amount by \$13,430. Brunette checked with Corporation Counsel and the county is unable to negotiate with Omni Glass unless they rebid the project. Brunette met with Darcy Smith/Finance Director regarding the overage. Smith says there are funds in the major maintenance/minor renovation account to cover the overage but would need to first bring the matter to the CIP (Capital Improvements Project) evaluation team and Administration Committee for approval. Fried asked Brunette what she recommends. Brunette recommends, approving this bid, contingent on approval by the CIP and Administration Committees to cover the overage of \$13,430 from the major maintenance/minor renovation fund. Motion by Holewinski to approve. Second by Fried. All Committee members present voting 'Aye'. Motion carried.

AWARD/REJECT BID FOR COURTHOUSE EXTERIOR STONEWORK

Brunette reports that bidding for the Courthouse exterior stonework closed and bids were to be opened on September 15, 2017 but no bids were received. One of the vendors that did the walk-through prior to the bidding reported that it was too late in the season to bid and complete the project, and another vendor did the walk through and decided not to bid the project. Discussion held. Committee decided to wait until late winter to restart the bidding process with the hope that vendors would be more willing to bid at that time. Brunette reports that she is meeting with facilities people from Lincoln and Langlade Counties to do a tour of their facilities. During that tour, Brunette will gather information on how these counties handle vendors and bidding processes. Committee agrees that this is a great idea.

POSSIBLE SUBLEASE OF AIRPORT LOWER LEVEL SPACE BY REGIONAL OFFICE OF WISCONSIN ECONOMIC DEVELOPMENT

Brunette states she was contacted by Steve Nelson and Lynn Feldman (UW-Extension), Joe Brauer (Rhineland/Oneida County Airport) and Mary Gage (Wisconsin Economic Development) regarding the possibility of subleasing one of the offices at the lower level of the airport to house one employee. If the proposed sublease is approved, Oneida County could recoup about \$1,300 annually towards the county's rent for the airport. Discussion held. Metropulos and Holewinski inquire about the county's rent being adjusted to remove the office off its lease and let the airport lease to Wisconsin Economic Development directly. Brunette will discuss this possibility with Brauer and return to the Committee with more information.

2018 BUILDINGS & GROUNDS BUDGET

Brunette discussed details of the Continuing Appropriations Fund handout, noting what funds will be needed for 2018. Discussion held on possible replacement of a failing department vehicle and any possible sidewalk repair needed. Brunette also requests \$15,000 for an architectural consultant in order to get direction on Courthouse Security and possible elevator replacement. Discussion held on professional line for 2018 budget. Fried asks Brunette to hold off hiring any architecture consultant until it is clear if they will proceed with either project. Brunette notes that water/sewer budget lines were increased for 2018 but the electric budget line was reduced; both based on 2017 costs. Holewinski suggested taking the architectural consulting budget line out for 2018, in order for the Buildings & Grounds budget to have a net change of zero from the 2017 budget taking \$2,000 from professional services and adding \$13,000 to Architecture & Engineering. Committee discussed and agreed; Brunette noted changes. Brunette then discussed Law Enforcement Center operating costs proposed for 2018, with some covered by state inmate revenues. Brunette then reviewed the rest of the 2018 proposed

budget, noting increases and decreases proposed for 2018 based on projected needs and 2017 expenses incurred.

2018 BUILDINGS & GROUNDS BUDGET (continued)

Holewinski inquired about final balances. Brunette will provide the Committee with a follow-up handout with final balances, noting that there are very little non-personnel item increases and some decreases were made so the final department 2018 budget should have little, if no increase from 2017. Discussion led by Holewinski about cost savings found in 2017 and where these cost savings were updated in the 2018 budget. Brunette and Huber explained that housing the state inmates at the jail have increased costs so the cost savings have helped deal with those cost increases. Further discussion held. Motion by Fried to approve the (2018) budget with the modifications presented, and forward on to the Administration Committee. Second by Metropulos. All Committee members voting 'Aye' on motion. Motion carried.

UPDATE/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

▪ **Repair of storm damage to part of the Courthouse roof:**

Oneida Roof and Chimney is onsite working, with an estimated completion date of three weeks.

▪ **Project list and projected timeline:**

Brunette reviewed current projects listed on handout provided to Committee.

NON-BUDGETED ITEM REQUEST

None

PUBLIC COMMENT

None

ITEMS FOR NEXT AGENDA

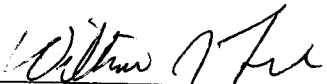
Service awards
Office space request
Paper shredding
Service contracts with outside vendors

FUTURE MEETING DATES

October 16, 2017 at 9:30 a.m.

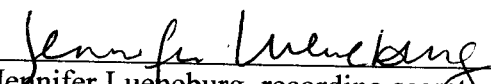
ADJOURNMENT

Motion by Holewinski to adjourn meeting. Second by Oettinger. All members present voting 'Aye'. Motion carried. Meeting adjourned at 11:09 a.m.



Billy Fried, Chairman

10/17/17
Date



Jennifer Lueheburg, recording secretary

10/16/17
Date