

BUILDINGS & GROUNDS COMMITTEE MINUTES
Committee Room #1, Second Floor, Oneida County Courthouse
October 16, 2017

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

ALSO PRESENT: LuAnn Brunette, Troy Huber (Buildings & Grounds); Lindsey Kennedy (Labor Relations/Employee Services); Terry Dellenbach (Cleaning technician), Dennis Strong (Maintenance technician); Tammy Walters (Veteran's Services)

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

APPROVE MINUTES

Motion by Holewinski to approve the September 18, 2017 minutes. 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. Future WPS bill for River Street storage building will reflect a credit balance of \$256.93. Routine WPS meter reading discovered it was off by 2% from the time period of March 2010 to March 2017. Motion by Holewinski to approve the bills and blanket purchase orders as presented. Second by Oettinger. All members present voting 'Aye'. Motion carried.

SERVICE AWARDS

Brunette recognized Dennis Strong (Maintenance technician) with a 15 year service award with the county. Brunette also recognized Terry Dellenbach (Cleaning technician) with a 15 year service award with the county. Fried recognized improved cleanliness of the court house over the past few years and the overall work of Dellenbach and Strong.

POSSIBLE USE OF COURTHOUSE SPACE BY WISCONSIN DEPARTMENT OF VETERANS AFFAIRS/VETERANS OUTREACH AND RECOVERY PROGRAM

Walters presents information and background for the Committee's review on the Veteran's Outreach and Recovery Program (VORP). VORP offers services and resources for homeless and mentally ill veterans. VORP has limited funds available and needs an office space. VORP is currently renting the office space next to VA clinic in Rhinelander but would like to save money due to the limited resources of the program. There is a storage room that is currently being used by the medical examiner to store files that is the proposed new office space for VORP. Fried interjected that the proposal of a deputy medical examiner may determine the need for the office. Brunette explained that there are already two offices available in medical examiner's space if a deputy is hired. Brunette said shelving can be added in the hall to store the files and free up the storage room. Brunette added the proposed office is ideal for weekend access from door #7 and the proximity to VA office is also beneficial. The proposed office is 8' x 12'

and big enough for a desk, chair, visitor's chair and storage cabinet. Burnette to work out financial contract with VORP per Corporation Counsel's recommendations. Plan needs resolution approval from the Veteran's Service and the Buildings & Grounds committees then will go to the county board for final approval. Motion by Holewinski to approve. Second by Metropulos. All Committee members present voting 'Aye'. Motion carried.

2018 BUDGET UPDATE – RESULTS OF ACTION TAKEN DURING BUDGET HEARINGS

Brunette presents information for the Committee's review. All the proposed capital improvement projects forwarded to county board for approval on November 14, 2017.

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 Wednesday, October 18, 2017.
- **Law Enforcement center Retrocommissioning – Focus on Energy Incentive:**
Boiler delivery scheduled for October 17, 2017; week of 10/23/17 mobilize and prep; week of 10/30/17 boiler installation; electrical and control work (crane 10/30/17 1PM-4PM to lift boiler); week of 11/2/17 roofer onsite to roof in roof curb for boiler stack; week of 11/13/17 insulators and kitchen hood controls; week of 11/20/17 boiler start up and balance, Project to be completed by 12/1/17. Already received a focus on energy incentive check of \$35,546. Additional incentives will be received after boiler is installed and inspected.
- **Jail coating project:**
Components have been ordered with the exception of the color selection; jail captain to select color this week. Contractor already selected, projected completion date of February 15, 2018. Building & Grounds staff will be monitoring project to ensure quality standards and all safety procedures are followed.
- **Courthouse lighting:**
Down payment paid to Lumedio, LLC; partial delivery of lights has been received and installation started. The projected saving is expected to be more than originally thought. Bulb usage will be down from four 40 watt bulbs to three 12 watt bulbs per fixture.
- **Project list and projection timeline:**
Burnette reviewed current projects listed on handout provided to Committee.

NON-BUDGETED ITEM REQUEST

None

PUBLIC COMMENT

None

ITEMS FOR NEXT AGENDA

Updates on projects – capital improvement projects

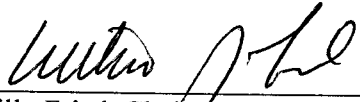
FUTURE MEETING DATES

November 20, 2017 at 9:30 a.m.


Buildings & Grounds Committee meeting
September 18, 2017

ADJOURNMENT

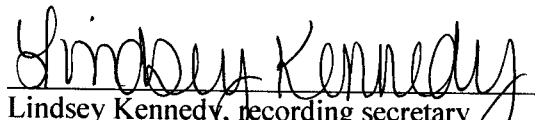
Motion by Metropulos to adjourn meeting. Second by Oettinger. All members present voting 'Aye'.
Motion carried. Meeting adjourned at 9:54 a.m.



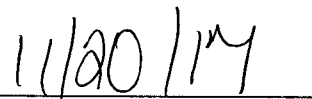
Billy Fried, Chairman



Date



Lindsey Kennedy, recording secretary



Date