

BUILDINGS & GROUNDS COMMITTEE MINUTES
Committee Room #1, Second Floor, Oneida County Courthouse
Monday, January 21, 2019 9:30 a.m.

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

ALSO PRESENT: LuAnn Brunette, Troy Huber (Buildings & Grounds); Lisa Charbarneau, Lindsey Kennedy (Labor Relations/Employee 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 Metropulos to approve today's agenda. Second by Krolczyk. All Committee members present voting 'Aye'. Motion carried.

APPROVE MINUTES

Motion by Fisher to approve the minutes from the December 17, 2018 committee meeting. Second by Fried. All Committee members present voting 'Aye'. Motion carried.

BILLS, VOUCHERS, BLANKET PURCHASE ORDERS, LINE ITEM TRANSFERS, ADDITIONAL 2019 BPO's (BLANKET PURCHASE ORDERS)

Brunette provided the committee members with the January 2019 Blanket Purchase Order expenditures vendor list for review. Fried questioned why Oneida County is using Hodag Mobil for their vehicle fuel vendor and the Oneida County Sheriff's office is using Kwik Trip and which vendor is offering the best pricing to the county. Huber stated that Hodag Mobil pricing is better but the Sheriff's office uses Kwik Trip as they are a nationwide vendor that can be used in many cities; the deputies patrol the entire county, not just Rhinelander. Brief discussion held. Motion by Fried to approve the January 2019 Blanket Purchase Order expenditures vendor list. Second by Metropulos. All Committee members present voting 'Aye'. Motion carried.

Brunette provided a handout of the bills, vouchers and blanket purchase orders for the committee members to review and provided a brief overview of the items on the list. All the items on the list are within budget or monies can be transferred from other accounts to cover the difference and stay within budget. Brunette states that bundled in the Amazon Capital Services expenditure is the cost of materials needed for an experiment at the LEC to isolate an area with a sink and toilet in the jail. The water bills at the LEC are extremely high and the inmates are able to use the water from the toilets and sinks at will and some inmates are continually running the water. Maintenance is going to install meters on the isolated sink and toilet fitted with plastic valves that will reduce the water flow and on a sink and toilet without the water conservation fixture to determine the potential cost saving at the LEC if the water conservation devices were installed to all the plumbing fixtures at the LEC. Brunette will update the committee of the results of the experiment. Brief discussion held. Motion by Fried to approve the bills, vouchers and blanket purchase orders as presented. Second by Oettinger. All Committee members present voting 'Aye'. Motion carried.

CLOSED SESSION

Motion by Oettinger, second by Krolczyk to adjourn into closed session pursuant to section 19.85(1)(d), “Considering strategy for crime detection or prevention” (Topics - courthouse security concerns and impact on third floor renovation, courthouse single point entry, health & aging security); Section 19.85(1)(f), “Considering financial, medical, social or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public, would likely have a substantial adverse effect on the reputation of the person referred to in such data.” (Topic - building and grounds staffing issues – anticipated vacancies); and 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.” (Topic - Buildings & Grounds Director performance review).

Roll call vote taken with all voting in the affirmative. Discussion held in closed session beginning at 9:40 a.m.

Staff present in closed session: LuAnn Brunette, Troy Huber, Lisa Charbarneau and Lindsey Kennedy.

RETURN TO OPEN SESSION

Closed session ended at 10:57 a.m.

No announcements from closed session.

PURCHASE OF EQUIPMENT AS PLANNED ON BUILDINGS & GROUNDS EQUIPMENT REPLACEMENT SCHEDULE

Brunette provided a background on the Buildings & Grounds equipment replacement schedule. In 2012 Buildings and Grounds put together an equipment replacement schedule and listed for 2019 was the replacement of the Kubotas. The Kubotas were purchases approximately 20 years ago for snow removal at the LEC. Huber stated that after getting staff input the department purchased a 60 horse skid steer outfitted with a rotary brush and fork and bucket for \$10,000 instead of purchasing new Kubotas for \$30,000-\$40,000. They will keep the current Kubotas and continue to use them with snow blower attachments for snow removal when needed. Huber stated that the only problem with this plan is that the skid steer that was purchased needs to be sent back because it was discovered that the frame was cracked. Staff did examine the equipment prior to purchase but it was being used on a farm and covered in manure so the crack was not discovered until staff started to clean and do the initial maintenance on the skid steer. The dealer that the skid steer was purchased from has agreed to an exchange for a machine with similar hours on it. Buildings and Grounds staff are in negotiation with the dealer.

REQUEST FOR REIMBURSEMENT OF COST OF PRESCRIPTION EYE GLASSES

Brunette stated Leonard Allen, maintenance technician, damaged his eye glasses while working and got a deep scratch in the lens. Allen got replacement pricing from Shopko Optical, the retailer where he purchased the original eye glasses. The cost of replacing the frame and lenses is \$661.47 or \$735.00 just for the lenses. Metropulos asked what Allen paid for the damaged glasses, Huber stated he paid around \$600. Brief discussion held. Fried asked Brunette what she would like to do, Brunette stated she would like to reimburse Allen for the cost of replacing the glasses through Wal-Mart Optical in the amount of \$400. Brunette stated the money would come from the Buildings and Grounds uniform budget.

Motion by Metropulos to approve the reimbursement to Leonard Allen for the cost of Wal-Mart glasses in the amount of \$400. Second by Fisher. All Committee members present voting ‘Aye’. Motion carried.

UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

- a. **Project list and projected timeline:** Brunette presented an overview and update on each additional project on the list.
 - i. **Update on site visit by representative from GARAVENTA LIFT** Huber presented an overview on the lift project for the front stairwell that is needed during the elevator update and renovation. The lift will ensure the courthouse is ADA accessible. A representative from Garaventa Lift came for a site visit to take measurement of the stairway to submit to their engineers to ensure that the lift is a viable option. The cost estimate is approximately \$42,000. The lift will stop at each floor, is wheelchair accessible and has a weight capacity of 600 lbs. The lift is going to be used as a back-up for the elevator and will be a permanent fixture even after the elevator renovation is complete.

NON-BUDGETED ITEM REQUEST

None

PUBLIC COMMENT

None

ITEMS FOR NEXT AGENDA

- Award of law enforcement center roof bid
- Update on lift price

FUTURE MEETING DATES

Monday, February 25, 2019 at 9:30 a.m.

ADJOURNMENT

Fried adjourned the meeting at 11:18 a.m.

Billy Fried, Chairman

Date

Lindsey Kennedy, recording secretary

Date