

COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Courthouse • Committee Room #1
Thursday, January 30, 2020 • 9:00 a.m.

COMMITTEE MEMBERS PRESENT: Billy Fried/Chairman, Lance Krolczyk and Russ Fisher

ABSENT: Greg Oettinger (excused); LuAnn Brunette (excused)

ALSO PRESENT: Troy Huber, Terry Dellenbach (Buildings & Grounds); Lindsey Kennedy (Labor Relations/Employee Services); Steve Schreier (County Board Supervisor)

CALL TO ORDER

Chairman Fried called the County Facilities Committee to order at 9:00 a.m. in Committee Room #1 at 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 AMENDED AGENDA

Motion by Fisher to approve the amended agenda for the County Facilities meeting. Second by Krolczyk. All Committee members present voting 'Aye'. Motion carried.

APPROVE MINUTES

Motion by Krolczyk to approve the minutes from the November 25, 2019 committee meeting. Second by Fisher. All Committee members present voting 'Aye'. Motion carried.

BILLS, VOUCHERS, BLANKET PURCHASE ORDERS, LINE ITEM TRANSFERS

Huber reviewed the bills, vouchers, blanket purchase orders and line item transfers with the committee members. Huber stated all is within budget there is nothing out of the ordinary to note. Brief discussion held.

Motion by Fried to approve the bills, vouchers, blanket purchase orders and line item transfers as presented. Second by Krolczyk. All Committee members present voting 'Aye'. Motion carried.

YEAR 2020 BLANKET PURCHASE ORDERS

Fried stated that the page the committee just signed with no amounts listed was the Blanket Purchase Orders for 2020. Fried clarified Blanket Purchase Orders must be signed by the committee annually.

Motion by Fried to approve the 2020 blanket purchase orders as presented. Second by Fisher. All Committee members present voting 'Aye'. Motion carried.

SERVICE AWARD – 20 YEAR AWARD TO TERRY DELLENBACH, CLEANING TECHNICIAN

Terry Dellenbach was introduced; Huber stated that Terry has been with the department for 20 years and has been an exceptionally employee. He is reliable and does excellent work. Terry is very even tempered and is a great trainer of new employees to the department.

Informational only. No motion needed.

SINGLE POINT ENTRY – UPDATE ON REQUEST FROM ONEIDA COUNTY COURT SECURITY COMMITTEE

Huber stated this has been forwarded to the Administration Committee for review and consideration. Huber added the Security Committee meets next month and more will be known after that meeting. Fried reviewed the history of the single point of entry study and timeline. The County Facilities Committee made their recommendations so there is nothing further the committee can do at this time.

Informational only. No motion needed.

HEALTH/ADRC FACILITY – ICE ACCUMULATION ON ROOF, AND REMOVAL OPTIONS

Huber stated Oneida Roof and Chimney recently steamed the ice accumulations on the Health/ADRC building roof near the air conditioning unit. This has been done twice this year already due to the weather; Huber added that this will most likely have to be done once more this year. Fried questioned the cost of the removal, Huber stated it is approximately \$400 each time. He added even though it has been done twice this winter season it was done in 2 different budget years so right now they are not concerned with the cost. Fried asked if there was anything the department could do to stop the ice accumulations; Huber stated they could possibly heat tape the area but sometimes heat tape makes it worse and creates larger icicles.

Informational only. No motion needed.

EMERGENCY HVAC REPLACEMENT AT THE HEALTH/ADRC FACILITY

Huber stated staff routinely test the heating units. During the December 2019 test of the Health/ADRC unit the co2 parts per million level was running approximately 90-95 parts. Huber stated that when that number reaches 100 the unit should be replaced to avoid carbon dioxide poisoning. Huber stated they are being proactive on this replacement and there has been no effect to the heating of the building. The cost of the project is within the Buildings and Grounds budget due to some carryover funds from last year's budget. The replacement will be done during operating hours but the units will be replaced one at a time so that there will be no gap in heating for the building. Wi-Fi thermostats will be installed and the approximate cost for materials is \$34,000 which includes 5 furnaces.

Informational only. No motion needed.

CONTRACTS

- a. **Refuse collections – all facilities:** Huber stated the refuse collection contract with Eagle Waste has been forwarded to the Administration Committee for approval as the County Facilities Committee already approved moving forward with the contract without making the changes recommended by Corporation Counsel.

Fried stated that at the last committee meeting there was a discussion regarding having the Oneida County Solid Waste Department do the refuse collection for the County. Huber stated he spoke with the Solid Waste Director and was informed that although the department would like to do this they do not have the proper equipment.

Informational only. No motion needed.

- b. **2019-2020 fire suppression system inspection renewal (courthouse – clean agent fire suppression system):** Huber stated this contract was also forwarded to the Administration Committee for approval as the County Facilities Committee already approved moving forward with the contract without making the changes recommended by Corporation Counsel.

Informational only. No motion needed.

**UPGRADE LAW ENFORCEMENT CENTER ROOF WARRANTY (WITH DURO-LAST)
FROM 15 YEARS TO 20 YEARS**

Huber stated this was also forwarded to the Administration Committee for approval as the County Facilities Committee already approved upgrading to the 20 year warranty.

Informational only. No motion needed.

**TRAVEL REQUEST: COURTHOUSE SECURITY CONFERENCE IN APPLETON, WI
(MARCH 3-5, 2020) - FRIED**

Fried requested this item be added to the agenda and stated at the Public Safety Committee meeting that a couple staff members, one from the courts and one from the Sheriff's office have requested to attend this conference. Fried stated he has an interest for either himself or a supervisor to attend the conference. He stated that after reviewing the topics he feels there are some valuable information being covered that would be beneficial for the County. Fisher added he is also on the Public Safety Committee and feels it would be beneficial for Fried to attend the conference.

Motion by Fisher to approve the travel requested for Billy Fried (Courthouse Security Conference in Appleton, WI March 3-5, 2020). Second by Krolczyk. All Committee members present voting 'Aye'. Motion carried.

UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

- a. **Timeline review:** Huber reviewed the progress of the current Buildings & Grounds projects:
- Branch I security upgrades is well underway.
 - Remodeling of LEC dispatch area has started.
 - LEC Camera project - Huber is going to meet with ITS and LEC staff to ensure the camera placements are satisfactory for everyone prior to installation.
 - LEC roof system installation over doorways – waiting for ideal weather for installation.
 - River Street building flooring – there was an issue with sealing the flooring so it had to be re-sanded prior to sealing. This was completed yesterday and now shelves can be built.
 - Staff borrowed the Forestry loader to move snow at the courthouse. By having the staff do this it will help with the snow removal budget as in previous years an outside vendor was hired to load and remove the excess snow.
 - LEC body scanner is going to be installed; Buildings and Grounds staff are building and wiring a room to house the scanner.

Informational only. No motion needed.

- b. UW Extension move update:** No new updates on the move. Questions and concerns have been submitted by Buildings & Grounds staff to the UW Extension staff and committee Chairman. At this time, Buildings & Grounds have not received a response.

Informational only. No motion needed.

NON-BUDGETED ITEM REQUEST

None

MAINTENANCE REPORT

Huber stated this was covered under the Updates/Actions on Buildings & Grounds projects/activities. Krolczyk asked if new handicap accessible buttons have been installed on door 12; Huber stated new buttons and controls were installed. Fisher asked what the update on the signage is, Huber stated there has not been progress on the signage.

PUBLIC COMMENT

Steve Schreier stated he is a member of the Transit Commission and would like to request the assistance of the Buildings and Grounds staff. The Transit Commission is interested in purchasing the Nicolet Staffing building to relocate the Northwoods Transit Connections. Huber stated he will schedule a walkthrough of the building and report his recommendations to the Commission.

Steve Schreier stated he is a member of a group to help promote walking and biking in Rhinelander. The group is working to improve the conditioning of walking areas throughout the city. One area of concern is the walking path by the Barely Used Store and AmeriGas in the Trig's parking lot is not lit. The group was informed that the lighting for the area is on the Health/ADRC building circuit. The Mayor and the Trig's both stated they would be willing to cover the cost to keep the lights on. Huber stated that they lights were turned off to save on the cost. Buildings and Grounds staff will work with all involved to come up with a reasonable solution to the problem.

CLOSED SESSION

Motion by Fisher, second by Krolczyk to adjourn into closed session pursuant to 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 – Performance evaluation review and goals setting for Facilities Director).

Roll call vote taken with all voting in the affirmative. Discussion held in closed session beginning at 9:37 a.m.

RETURN TO OPEN SESSION

Closed session ended at 10:07 a.m.

No announcements from closed session.

ITEMS FOR NEXT AGENDA

- Update on Health/ADRC building street lights
- Update on Buildings & Grounds projects

County Facilities Committee meeting
January 30, 2020

FUTURE MEETING DATE(S)

TBD

ADJOURNMENT

Fried adjourned the meeting at 10:11 a.m.

/s/ Billy Fried
Billy Fried, Chairman

03/10/2020
Date

/s/ Lindsey Kennedy
Lindsey Kennedy, recording secretary

03/10/2020
Date