

COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Courthouse • County Board Room
Monday, July 6, 2020 • 8:30 a.m.

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

COMMITTEE MEMBERS PRESENT VIA ZOOM: Greg Oettinger

ALSO PRESENT: LuAnn Brunette (Buildings & Grounds); Lindsey Kennedy (LRES); Kathy Almekinder (Public)

CALL TO ORDER

Chairman Fried called the County Facilities Committee to order at 8:30 a.m. in the County Board Room 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 for today's meeting with the order of agenda items at Chair's discretion. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried.

PUBLIC COMMENT

No public comments.

APPROVE MINUTES

Motion by Krolczyk to approve the minutes from June 1, 2020 meeting. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried.

BILLS, VOUCHERS, BLANKET PURCHASE ORDERS, LINE ITEM TRANSFERS

- a. **2020 BUDGET REVIEW:** Brunette stated that at the last committee meeting she reviewed each line item of the 2020 budget with the committee in great detail. Brunette wanted to let the committee know that additional expenses have been incurred in the machinery and equipment repair account for the condensers in the Social Services department. Also the overage for the River Street Building CIP will be covered within the Buildings & Grounds sidewalk and asphalt repair account. Brunette added everything else is status quo with the budget.
- b. **REVIEW ADDITIONAL PRECAUTIONARY MEASURES TAKEN AND DEPARTMENTAL COSTS DUE TO COVID-19:** Brunette provided the committee members a handout listing the month's bills and provided an explanation for high and unusual expenditures. Brunette noted two large expenses were for the fabrication of barriers for the courtrooms and court related offices specifically related to COVID-19 based on guidelines recommended by the Wisconsin Court District Administrator. Brunette provided a photo of the plexiglass barriers that Buildings and Grounds staff installed in the courtrooms.

Most of the bills were normal with the exception of the Amazon bill; there were a number of COVID related items that were purchased throughout the month. Brunette noted, so far, COVID related costs for the year is approximately \$23,000. This includes air purifiers for the courtrooms, stickers for the floor to promote social distancing and additional cleaning products and supplies. Fried questioned whether COVID related cost will be reimbursed. Brunette stated she has submitted all

COVID related purchases to the finance director for review and the assumption is that all COVID related purchases will be reimbursed but there are no guarantees.

Motion by Fried to approve the bills as presented. Second by Fisher. All Committee members voting 'Aye'. Motion carried.

RELOCATION PLANS FOR UW-EXTENSION TO NICOLET

Brunette stated she received an email from Katherine, a UW-Extension representative from Madison, confirming the move is scheduled for the week of July 20, 2020. The UW has been working with the movers and the office team has been packing. The County will assist with the moving of ITS equipment and its installation. Nicolet College is prepared for the move to take place. Brunette stated she has not officially notified the Airport Manager of the move; Fried directed Brunette to notify the Airport Manager of the move and keep him up-to-date on possible alternative uses for the space. Fisher questioned what will happen to the office furniture and equipment that is currently being used at the UW Extension office at the airport; Brunette stated she was informed that Nicolet College has purchased all new furniture for the UW Extension so the office furniture and equipment will be kept for County use.

Informational only.

COURTHOUSE YARD

- a. **MEMORIAL TREES:** Brunette stated at a previous meeting supervisor Krolczyk offered the idea of having the public purchase memorial trees to help offset the County's cost for the replacement of trees that have been removed due to Emerald Ash Borer infestation. Currently there are no funds in the Buildings & Grounds budget to replace the trees. Brunette stated the current openness of lawn does allow for efficiency with mowing and watering but she will move forward with the policy recommendations made by the committee. Brief discussion held on the positives and negatives of offering a memorial tree option to the public.

The committee agreed to direct Buildings and Grounds staff to bring each individual memorial tree request to the committee for review and consideration as they are submitted.

SINGLE POINT OF ENTRY

Brunette reviewed the history of the single point of entry study and subsequent recommendations made to the committee. The estimated cost of the single point of entry at the front door including an ADA drop off, reforming the front stoop to be ADA compliant, installation of metal detectors and construction of a screening area inside the building was approximately \$180,000.

Brunette stated she filled out and submitted paperwork to finance for the project to be considered for the Community Development Block Grant Program closeout. The grant money is LMI (low to moderate income) specific so it is unknown at this time if this project will qualify. Brunette stated she believes the CIP (Capital Improvement Project) committee will be reviewing the requests at their next committee meeting. Fried provided a brief background on the Block Grant and selection process.

Fried stated he requested this item be added to the agenda as the County Facilities committee and Buildings and Grounds staff did the work that was asked of them; by having the single point of entry study completed and making recommendations based from the study. Fried stated in February he attended a courthouse security conference and feels this is a necessary upgrade the County needs to consider and added at a recent

Courthouse Security Committee meeting the judges voiced their support as well. The committee is in agreement with continuing to move forward with the single point of entry project. Brunette will keep the project on the future CIP list and Fried will request the item be added to the next Administration Committee agenda. Brunette stated it may be beneficial for the judges and the Courthouse Security committee to write letters in support of the single point of entry to submit to the Administration Committee. The committee directed Brunette to contact the judges and Courthouse Security committee members to request they submit letters of support for the single point of entry if they choose. Fried also directed Brunette to make sure the cost of the project is accurate and up-to-date.

YEAR 2021 BUDGET AND SCHEDULE

- a. **2021 FURNITURE AND EQUIPMENT REQUEST LETTER:** Brunette stated she is sending out the annual furniture and equipment request letter to all departments and asked that the requests be returned by July 31, 2020. Once the requests are submitted the County Facilities committee has until September 14, 2020 to review and approve the requests.
- b. **2021 CAPITAL IMPROVEMENT PROJECTS AND SCHEDULE:** Brunette stated the finance department has sent the 2021 CIP forms to all departments. All CIP requests must be reviewed by the County Facilities committee by September 12, 2020.

REVIEW 2020 CAPITAL IMPROVEMENT PROJECTS

- a. **LAW ENFORCEMENT CAMERA PROJECT:** Brunette stated at the last committee it was discussed that some Sheriff's department staff indicated there may be a need for additional cameras than what was approved for the project. Buildings and Grounds, ITS and Sheriff's department staff met again to go over the details of the project. The Sheriff's department staff now feel the number of camera will be adequate but if it is determined there is a need for additional cameras and storage the cost will come from the Sheriff's Department budget. The project has already been approved by the County Board and will still proceed as budgeted. If the Sheriff's department wants additional cameras and storage the additional cost come from their budget.

UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

- a. **TIMELINE REVIEW:** Brunette provided a department projects overview handout to the committee members and reviewed each project on the list.

NON-BUDGETED ITEM REQUEST

None

MAINTENANCE REPORT

Brunette wanted let the committee know the condensers in Social Services are being monitored regularly and hopefully they will last through the season.

PUBLIC COMMENT

No public comments.

ITEMS FOR NEXT AGENDA

- Updates on Capital Improvement Projects
- Update on Courthouse Signage

FUTURE MEETING DATE(S)

August 3, 2020 at 8:30 a.m.

ADJOURNMENT

Fried adjourned the meeting at 9:26 a.m.

Billy Fried, Chairman

Date

Lindsey Kennedy, Recording Secretary

Date

DRAFT