

COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Courthouse • Committee Room #1
Monday, November 25, 2019 • 9:00 a.m.

COMMITTEE MEMBERS PRESENT: Billy Fried/Chairman, Russ Fisher and Greg Oettinger

COMMITTEE MEMBERS ABSENT: Lance Krolczyk

ALSO PRESENT: Troy Huber, Erik Whitesides, Christian King (Buildings & Grounds); Lindsey Kennedy (Labor Relations/Employee Services); Jean McNaughton (Tri-County Council on Domestic Violence/Sexual Assault); Kayla Houp (Lakeland Times)

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.

Chairman Fried announced Bob Metropulos is no longer on the County Board or the County Facilities committee as he has moved out the of the district that he was representing.

APPROVE AMENDED AGENDA

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

APPROVE MINUTES

Motion by Oettinger to approve the minutes from the October 21, 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 and provided explanations for the high cost items on the list. Brief discussion held.

**Krolczyk arrived at 9:02 a.m.*

Motion by Fried to approve the bills and vouchers as presented. Second by Oettinger. All Committee members present voting 'Aye'. Motion carried.

REQUEST FROM TRI-COUNTY COUNCIL ON DV/SA FOR A SPACE FOR PRESENCE IN THE COURTHOUSE

Jean McNaughton introduced herself and gave an overview of the services provided by Tri-County Council on Domestic Violence and Sexual Assault. McNaughton is requesting a private area within the courthouse to meet with victims or law enforcement personnel; she clarified that an office is not necessarily being requested just a private meeting space. Huber stated the proposed space is a room connected to the back side of the hearing room on the 1st floor. The space is secure area and would require entrance near the Veteran's Service and Medical Examiner's offices with an access key card. Tri-County Council is also requesting to set up an informational table in the rotunda area of the courthouse. The table would have informational brochures and the Tri-County Council staff contact cards. Brief discussion held. Tri-County Council is non-profit and would not be able to offer rent for the space.

Motion by Krolczyk to accept the request for Tri-County Council for courthouse space/meeting area as presented contingent on Corporation Counsel's review. Second by Oettinger. All Committee members present voting 'Aye'. Motion carried.

DEMONSTRATION OF MOISTURE SENSOR/ALERT SYSTEM FOR USE IN COURTHOUSE

King and Whiteside provided a demonstration of the moisture sensor/alert system for use in the courthouse. The system will alarm when the humidity level is about the indicated level set by staff. The alert system will send text and email alerts to the Buildings and Grounds staff and there is also an audible alert on the system itself. Each unit is approximately \$70 and there is no monthly fee for the app. The parameters can be adjusted for the season to avoid unnecessary alarms.

Informational only. No motion needed.

PROPOSED RELOCATION OF UW-EXTENSION DEPARTMENT FROM LOWER LEVEL OF RHINELANDER-ONEIDA COUNTY AIRPORT TO NICOLET COLLEGE

- a. **Review of action taken at budget hearings:** Huber stated the UW Extension would like to change the move to January 1st, 2020, currently the move was to happen in April 2020. The County's 2020 budget has approved funding the UW Extension which includes \$4,500 for rent.
- b. **Cost associated with proposed relocation:** The County has \$4,500 set aside to help pay the rent but not necessarily to pay for the move.
- c. **Use of moving company versus staff:** Huber stated the UW Extension would like Buildings and Grounds staff help with the move but the department does not recommend using their staff for the move. The Buildings and Grounds department does not have the time nor overtime budget to accommodate the move.
- d. **Authority to work with Nicolet College and UW:** Huber stated that once a contract is drafted it should be determined who would have authority to work on the equipment (County Staff or Nicolet Staff).
- e. **Contract with Nicolet College:** There has not yet been a formal contract submitted to the county. Huber stated when the move does take place there should be a contract established regarding County furniture being returned to the County if the UW Extension ever chooses to move from Nicolet.

The estimated rent that would be paid to Nicolet College is \$18,000 annually but will be only \$4,500 for the first year due to some funding coming from the state and Nicolet making some considerations. After year 1 the annual rent would go to \$18,000. The County's 2020 budget has approved funding the UW Extension which includes \$4,500 for rent. At the same time the county is committed to the \$40,000 to the airport even if the space is vacant. Fried stated if the UW Extension does move from the airport the County may want to consider using the space as an additional option for public meetings.

Fried stated, if the committee agrees, the formal response to Steve Nelson, UW Area Extension Director, is that the County is not ready to support the UW Extension move at this time and the following concerns need to be addressed:

- Identifying which items (furniture and office equipment) the UW is proposing be included in the move to Nicolet and to make sure that the County agrees with UW's request.
- All committee members agree their position is to direct the UW to hire an independent moving company for the move and that Buildings and Grounds staff will not be used.

- Before the move can take place a contract between the County, UW Extension and Nicolet needs to be approved and signed by all parties involved. The contract should include who will be responsible for maintenance and ITS services.
- Other committees, including the Administration and LRES committees, should be consulted prior to the move and contract finalization.

Motion by Fried that the Buildings and Grounds (County Facilities) Committee, at this time, is denying the proposed move by January 1st for the UW Extension and consideration of the move cannot be done until a contract with the County is formally in place. Second by Oettinger. All Committee member present voting ‘Aye’. Motion carried.

COURTHOUSE SIGNAGE

Huber presented a handout of the preliminary updated courthouse signage for the committee members to review. Huber stated the updated signage will be beneficial for the public as the current signage is out of date and not easy to navigate. Huber added the preliminary budget is \$3,000-\$4,000 and would be available in the 2020 Buildings and Grounds budget. Fried instructed Huber to present the finalized cost and design at a future meeting.

Informational only. No motion needed.

SINGLE POINT ENTRY

Fried stated that he requested this item be added to the agenda because there has not been any progress on this topic since the study was done. He felt that the county should have a test day where they have everyone enter from the main entrance (recommended single point of entry location) and see what the impact would be and what areas need improvement. Brief discussion held. Fried stated that if the committee give their approval he will bring this topic back to the Administration Committee for further discussion; the committee is in support.

Informational only. No motion needed. Fried will bring this topic back to the Administration Committee for further discussion.

CONTRACTS

- Refuse collections – all facilities:** Huber stated the County is switching from Waste Management to Eagle Waste. Huber stated his has to speak with Eagle Waste and make sure they will agree to the recommended contract changes from Corporation Counsel. Huber added Lisa Jolin, Solid Waste Director, left him a message and stated that their department may be able to provide the County’s refuse collection needs. Huber is going to follow up with Jolin but feels it may be too late in the year to make the change. Huber is concerned that the contact with Waste Management needs to be cancelled to avoid an automatic renewal. Huber wants to make sure the County avoids any unnecessary fees or charges.

Informational only. No motion needed.

- b. 2019-2020 fire suppression system inspection renewal (courthouse – clean agent fire suppression system):** Huber stated Corporation Counsel had recommended some changes to the contract with Ahern. This vender has agreed to previous recommended changes so Huber feels there should not be an issue with this contract.

Informational only. No motion needed.

- c. Rug service – all facilities:** Huber stated that Aramark will not approved the contract with the recommended changes from Corporation Counsel and added the County has been working with Aramark for the last twenty year and have a good working relationship.

Motion by Fried to allow Buildings and Grounds staff to sign and approve the contract with Aramark as presented. Second by Oettinger. All Committee members present voting ‘Aye’.
Motion carried.

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

Huber stated Corporation Counsel agrees that the 20 year warranty with Duro-Last is a better warranty for the county but they have requested some language changes for both warranties. The warranty includes labor and parts. Their standard warranty is for 15 years and that is free, the 20 year warranty cost \$17,000 so that is for basically the cost for the last 5 years.

Motion by Fried to take the recommendation from the Buildings and Grounds department to take the extended 20 year warranty with Duro-Last in the amount of \$17,152 with monies to come from cost allotted for the project. Second by Fisher. 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.

Informational only. No motion needed.

NON-BUDGETED ITEM REQUEST

- a. Health department – chairs for immunization clinic (no funds requested)** Huber stated chairs for the immunization clinic at the Public Health department have been purchased with grant funds.

Informational only. No motion needed.

MAINTENANCE REPORT

Huber stated nothing major to report at this time.

PUBLIC COMMENT

None

ITEMS FOR NEXT AGENDA

- Update on UW Extension move
- Single Point of Entry
- Public Meeting Areas policy
- Signage Update

FUTURE MEETING DATE(S)

Monday, December 16, 2019 at 9:00 a.m.

ADJOURNMENT

Fried adjourned the meeting at 10:16 a.m.

/s/Billy Fried
Billy Fried, Chairman

01/30/2020
Date

/s/Lindsey Kennedy
Lindsey Kennedy, recording secretary

01/30/2020
Date