

COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Courthouse • Committee Room #2
Monday, January 9, 2023 • 8:15 a.m.

COMMITTEE MEMBERS PRESENT: Russ Fisher/Chairman, Bob Almekinder, Robert Briggs, Diana Harris and Billy Fried

ALSO PRESENT: Lindsey Kennedy (Buildings & Grounds)

CALL TO ORDER

Chairman Fisher called the County Facilities Committee to order at 8:16 a.m. in Committee Room #2 at the Oneida County Courthouse. This meeting has been properly posted in accordance with the Wisconsin Open Meetings Law and complies with the Americans with Disabilities Act.

APPROVE AGENDA

Motion by Harris to approve the agenda for today's meeting, with the order of items at the Chair's discretion. Second by Briggs. All Committee members present voting 'Aye'. Motion carried.

PUBLIC COMMENT

No public comment.

APPROVE MINUTES

Motion by Briggs to approve the minutes from the December 12, 2022 committee meeting. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried.

YEAR 2023 BLANKET PURCHASE ORDERS APPROVAL

Kennedy presented the year 2023 blanket purchase orders vendor list and provided a brief explanation.

Motion by Fried to approve the year 2023 blanket purchase orders as presented. Second by Harris. All Committee members present voting 'Aye'. Motion carried.

BILLS, VOUCHERS, BLANKET PURCHASE ORDERS, LINE ITEM TRANSFERS

The committee was provided a list of the bills, vouchers, blanket purchases orders and line item transfers prior to the meeting for review. Kennedy provided a brief explanation of the expenses.

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

MINOCQUA PLANNING & ZONING OFFICE FLOORING REPLACEMENT UPDATE

Kennedy stated the Minocqua Planning & Zoning office carpet replacement has been completed. The existing counter needed to be demolished to be removed. Buildings and Grounds staff got approval from the Planning and Zoning Director to remove the counter. The Planning and Zoning department will be submitting a furniture and equipment request to their committee of jurisdiction for the replace of the counter.

Informational Only.

BAIRD STREET ADDITIONAL LIGHTING REQUEST

Kennedy stated that the department received a request from Social Services Director, Rideout, for additional lighting on Baird Street. Rideout stated there is little lighting on that side of the courthouse and during the winter months when staff leave in the evening it is quite dark and they feel it is a safety concern. Kennedy stated there is street lighting on the corner of Dahl and Baird Streets as well as the corner of Baird Street and Court Park on the church parking lot side. There is also pot lights on the east side of the courthouse but they do not offer much lighting for the sidewalk. The cost for additional street lighting is approximately \$35 per month per light. It is the recommendation

of the Buildings and Grounds department to install additional lighting for the door 7 stairwell that can be done by maintenance staff and reevaluate the request if needed. The committee is in support of this recommendation.

Informational Only.

ARPA FUNDING REQUEST – COURTHOUSE ANNEX ROOF REPLACEMENT

Kennedy stated that during the 2023 CIP process the Courthouse Annex Roof replacement project was postponed for another year. The Buildings and Grounds department wanted input from the committee as to whether they should request ARPA funding for this project, as there was discussions that there may be additional ARPA funding available. The department received a quote from Nasi Roofing. Nasi provided a quote of \$293,400.00 with the recommendation to include \$25,000 contingency funds. This quote does not include the lower ground level paver system roof by door 4. Huber is working on obtaining a quote for this section of the roof, as he would like the both areas completed together for this project.

Motion by Fried to allow the Buildings and Grounds Department to pursuit funding options for the annex roof replacement. Second by Briggs. All Committee members present voting ‘Aye’. Motion carried.

DEPARTMENT TRUCK AND PLOW SALE AND PURCHASE UPDATE

Kennedy updated the committee on the purchase of a department work truck. A 2022 Ram 2500 Tradesman crew cab 4x4 was purchased from Van Horn Chrysler Dodge Jeep Ram of Plymouth, Wisconsin. The purchase price was \$49,278.50. Laona Equipment was contacted and the plow that was ordered originally was for a Chevrolet but there was no issues with switching the plow to a Ram undercarriage. Kennedy stated the remaining balance of the B&G Equipment Continuing Appropriations account is \$6,321.58.

Informational Only.

JAIL DORM POD FIRE SUPPRESSION SYSTEM REPLACEMENT UPDATE

Kennedy stated Jon Gorges from Fire Protection Specialist send an email update stating they are still waiting on shipment of the equipment needed to complete this project. As soon as they have a ship date, they will be onsite to demo the pod and prep for the new install.

Informational Only.

NEW EMERGENCY OPERATIONS CENTER UPDATE

Kennedy stated that the Buildings and Grounds department is assisting Emergency Management with the creation of a new emergency operations center at the Law Enforcement Center. Emergency Management will cover all expenses for the project. Buildings and Grounds staff will be assisting with the electrical and framing of the space as well as coordinating contractors and this project will be a revenue source for the department.

Informational Only.

COURTHOUSE LOADING DOCK REPLACEMENT

Kennedy stated this item was discussed at the November 2022 County Facilities meeting. The department identified that the current courthouse loading dock is not operational but the department could wait until the 2023 budget year to have it replaced. The department received one quote from K & K Material Handling, Inc. for \$11,500.00. Fisher consulted a colleague that informed him that Rite Hite is the leading brand for loading docks, followed by Kelley and then Blue Giant. The quote from K & K was for a Kelley loading dock. The committee directed the department to obtain additional quotes, have the concrete around the existing loading dock inspected for structural issues and refer with Facilities Director, Huber, on any plans to change the loading dock area.

The committee would like this item presented at the next meeting with the additional information requested.

COURTHOUSE GARAGE DOOR REPLACEMENT UPDATE

Kennedy stated all components for the courthouse garage door replacement have arrived and the installation is scheduled for Friday, January 13, 2023, weather permitting.

Informational Only.

UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

- a. **CIP – COURTHOUSE ELEVATOR UPGRADE:** Otis’ portion of the project completed 01/06/2023. The state inspection is scheduled for the week of 01/09/2023; after the final inspection, new carpet will be installed and the elevator will be up and running.
- b. **CIP – DSS OFFICE REMODEL (ARPA PROJECT):** The project was started on 01/03/2023. Demo was completed early and the steel stud installation started 01/05/2023.
- c. **CIP – LEC JAIL PLUMBING & ICON SYSTEM (ARPA PROJECT):** No new updates.
- d. **COURTHOUSE FRONT STOOP REMOVAL:** No new updates.
- e. **CIP – COURTHOUSE HVAC UPGRADES – PHASE I (ARPA PROJECT):** Project consists of installing a new Trane 90-ton chiller, new water pump and all new piping material. Solicitation for bid process completed; Tweet Garot was the awarded bidder; new chiller was ordered in the fall of 2022 with an approximate 40-week production timeline.
- f. **CIP – COURTHOUSE HVAC UPGRADES – PHASE II (ARPA PROJECT):** Project consists of upgrading and replacing the existing HVAC air supply and handing system in the historic portion of the courthouse.
- g. **CIP – LEC AND ADRC/PH FACILITIES FIRE PANELS UPGRADES:** Project consists of upgrading the obsolete fire panels at the Law Enforcement Center (2) and the ADRC/Public Health (1) facilities.
- h. **CIP – LEC DISPATCH AND IT SERVER ROOM A/C UPGRADE:** Project consists of replacing the air conditioning units in the Law Enforcement Center dispatch center and IT server room.
- i. **CIP – LEC WATER SOFTENER INSTALLATION:** Project consists of upgrading the water softener system at the Law Enforcement Center. The current system only treats the hot water. This new system will ensure longevity for the jail kitchen equipment as well as the newly installed ICON water saving devices.

NON-BUDGETED ITEM REQUEST

None.

PUBLIC COMMENT

No public comment.

ITEMS FOR NEXT AGENDA

- Snowmobile Council meeting update
- Facilities Director annual performance evaluation

FUTURE MEETING DATE(S)

Monday, February 13 at 8:15 a.m.

ADJOURNMENT

Fisher adjourned the County Facilities meeting at 9:19 a.m.

/s/Russ Fisher
Russ Fisher, Chairman

02/13/2023
Date

/s/Lindsey Kennedy
Lindsey Kennedy, Recording Secretary

02/13/2023
Date