

**COUNTY FACILITIES COMMITTEE MINUTES**  
**Oneida County Courthouse • County Board Room**  
**Monday, February 1, 2021 • 8:30 a.m.**

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

**COMMITTEE MEMBERS ABSENT:** Greg Oettinger

**ALSO PRESENT:** Troy Huber, Lindsey Kennedy, Christian King (Buildings & Grounds), Lisa Charbarneau (LRES)

**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. Second by Krolczyk. All Committee members present voting 'Aye'. Motion carried.

**PUBLIC COMMENT**

No public present in the County Board Room or participating via Zoom.

**APPROVE MINUTES**

Motion by Almekinder to approve the minutes from the January 4, 2021 committee meeting. Second by Fisher. All Committee members present voting 'Aye'. Motion carried.

**YEAR 2021 BLANKET PURCHASE ORDERS**

Kennedy provided the committee a list of the Year 2021 Blanket Purchase Order vendors for review and approval.

Motion by Fried to approve to Year 2021 Blanket Purchase Order vendor list as presented. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried.

**BILLS, VOUCHERS, BLANKET PURCHASE ORDERS, LINE ITEM TRANSFERS**

Kennedy emailed the committee members a list of the bills, voucher, blanket purchases orders, and line item transfers prior to the meeting for review. Huber explained the large expenses to the committee.

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

**COURTHOUSE SIGNAGE UPDATE AND APPROVAL**

Kennedy updated the committee on the courthouse signage project and provided sample signs for consideration. The committee agreed to go with the laser cut (Arial font) reverse engraved in black acrylic for the office signage and for the large directories, the committee recommends going with the pine green backer and the window inserts with digital print text.

Motion by Fried to allow Buildings & Grounds to enter into contract with Schwaab Inc. for the purchase of wayfinding signage for the courthouse and not to exceed \$7,000 without further committee approval. Money to

come out of the Major Maintenance/Minor Renovation account. Second by Krolczyk. All Committee members present voting 'Aye'. Motion carried.

#### **REFUSE COLLECTION VENDOR UPDATE**

Huber informed the committee that effective January 1, 2021, Eagle Waste and Recycling is now part of the Republic Services Company. At this time, no interruptions in services or changes to the account will take place.

Information only.

#### **ADRC/PH FACILITY PEST CONTROL PRICE INCREASE**

Huber informed the committee of a slight increase to the monthly cost of pest control at the ADRC/Public Health facility. The price increase from \$54.50 to \$55.00 per month was implemented with the February 2021 services.

Information only.

#### **PUBLIC HEALTH VACCINATION CLINIC ASSISTANCE**

Huber stated the Public Health Department is having public COVID vaccination clinics at Grace Foursquare Church on Fridays and Saturdays and volunteers are needed to work the clinics. All county department heads were asked if they could provide some assistance for the clinics but any hours worked would have to come from the employee's department's budget. Christian King, maintenance technician, has volunteered to work Fridays at the clinic from 8 am – 2 pm.

Huber also stated the department is assisting with the snow removal at the church and providing sidewalk salt. The department is tracking the time worked and supplies used at the clinic so if additional COVID grant funds become available the department will submit for reimbursement.

Motion by Fried to recognize that the Facilities Director has presented the committee information regarding the assistance the Buildings & Grounds department is providing to the Public Health vaccination clinic. Second by Krolczyk. All Committee members present voting 'Aye'. Motion carried.

#### **WHEELCHAIR LIFT DEMONSTRATION**

Christian King, maintenance technician, provided a demonstration of the wheelchair lift. Krolczyk recommended providing training to local emergency personnel and county employees. The wheelchair lift will only be used for emergencies so it was recommended by Almekinder that monthly maintenance is completed and logged.

Fried would like training for local emergency personnel and county employees prior to approval for additional purchases.

#### **CDBG-CLOSE PROJECT LIST UPDATE**

Huber updated the committee of the progress of the approved Buildings & Grounds Community Development Block Grant Projects.

- a. **ONEIDA COUNTY COURTHOUSE STOOP REMOVAL:** \$25,000 allotted for this project. Fried recommends keeping a log of communications regarding both project.
- b. **ONEIDA COUNTY COURTHOUSE DOOR KNOB REPLACEMENT:** \$15,400 allotted for this project.

### **COURTHOUSE MAINTENANCE TECHNICIAN POSITIONS RECLASSIFICATION**

Kennedy presented the department's request to reclassify the courthouse maintenance technician positions from a Grade level H to a Grade level I. Currently the LEC maintenance technician positions are at a Grade level I. The requirement and work expectations are the same for all maintenance technicians and they all work at each of the County facilities. Kennedy worked with Charbarneau to rework the current job descriptions for the maintenance technicians' positions so that all duties and responsibilities were combined into one common job description.

Having highly skilled, knowledgeable maintenance technicians in-house is a huge cost saving to the County. The current employees are skilled in electrical, plumbing, HVAC, etc. and presently most projects have not been contracted out which has saving a lot of money.

Fried questioned Charbarneau if she recommended the reclassification; she stated this has been discussed with the previous Facilities Director and the systems at all facilities require the same skill and knowledge so she is in agreement with the reclassification. Currently the two courthouse maintenance technicians have the ability to code their timecards as Grade level I for work they do at the LEC, this reclassification would streamline the positions and ensure consistency for future recruitment and retention.

Motion by Fried to accept the presentation to move the (courthouse) maintenance technicians from grade H to grade I as presented and forward to LRES for their consideration. Second by Fisher. All Committee members present voting 'Aye'. Motion carried.

### **CLOSED SESSION**

Motion by Almekinder, second by Krolczyk to go into closed session pursuant to section 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee. (Topic: Cleaning Technicians compensation)

Roll call vote taken; all members present voting in the affirmative. Motion carried. Committee went into closed session at 9:35 a.m.

Staff and others present in closed session: Charbarneau, Huber and Kennedy

### **RETURN TO OPEN SESSION**

Motion by Fried, second by Almekinder to return to open session. Roll call vote taken with all members present voting in the affirmative. Motion carried. Committee returned to open session at 9:58 a.m. No motions were made in closed session.

Upon return to open session, the following motions were made:

Motion by Fried to move one cleaning technician position from Step 7 to Step 8 and the other position Step 5 to Step 6. Second by Almekinder. Roll call vote taken; all members present voting in the affirmative. Motion carried.

### **UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES**

- a. **PROJECT LISTS AND PROJECTED TIMELINE:** Huber reviewed the project list and projected timeline.

**NON-BUDGETED ITEM REQUEST**

None

**PUBLIC COMMENT**

No public present in the County Board Room or participating via Zoom.

**ITEMS FOR NEXT AGENDA**

- Update on Courthouse signage
- CDBG Project update
- Wheelchair lift training

**FUTURE MEETING DATE(S)**

Monday, March 1, 2021 at 8:30 a.m.

**ADJOURNMENT**

Fried adjourned the County Facilities meeting at 10:14 a.m.

/s/Billy Fried  
Billy Fried, Chairman

03/01/2021  
Date

/s/Lindsey Kennedy  
Lindsey Kennedy, Recording Secretary

03/01/2021  
Date