

**COUNTY FACILITIES COMMITTEE MINUTES**  
**Oneida County Courthouse • Committee Room #2**  
**Monday, February 13, 2023 • 8:15 a.m.**

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

**ALSO PRESENT:** Troy Huber and Lindsey Kennedy (Buildings & Grounds); Heidi Chavez - *Zoom*, Joel Gottsacker (Social Services); Steven Schreier (County Board Supervisor)

**CALL TO ORDER**

Chairman Fisher called the County Facilities Committee to order at 8:15 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 Almekinder. All Committee members present voting 'Aye'. Motion carried.

**PUBLIC COMMENT**

No public comment.

**APPROVE MINUTES**

Motion by Briggs to approve the minutes from the January 9, 2023 committee meeting. Second by Harris. All Committee members present voting 'Aye'. Motion carried.

**YEAR 2023 BLANKET PURCHASE ORDERS APPROVAL**

Kennedy explained the Year 2023 Blanket Purchase Orders approval was put back on the agenda as after the last meeting Finance clarified the process so the new approval form includes annual estimates for 2023 and descriptions.

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. Huber provided a brief explanation of the larger expenses. Kennedy reviewed the year end line item transfers.

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

**DISCUSS/APPROVE RESOLUTION TO MODIFY REQUESTED CLFRF FUNDS FOR THE DSS OFFICE REMODEL PROJECT**

Huber stated Social Services Director, Rideout, made a request to have the carpets replaced throughout the hallways of the department along with painting the hallways walls. A resolution to amend the amount of CLFRF funds for the DSS Office Remodel project was drafted requesting an additional \$40,000 for additional improvements, bringing the total CLFRF allocation to \$158,400.80. Along with new paint and carpet throughout the hallways, the additional funds would be used to purchase furniture, toys and books for the visitation room and a refrigerator for the multipurpose room. Fried voiced concerns with approving the request prior to knowing all the other projects the county may want to fund with CLFRF monies.

Motion by Briggs to approved the resolution as presented and forward to administration committee for consideration. Second by Harris. All Committee members present voting 'Aye'. Motion carried.

**DISCUSS/APPROVE COURTHOUSE LOADING DOCK REPLACEMENT**

Huber reviewed the three quotes the department received to replace the courthouse loading dock. The committee was provided a handout with the following information:

Vendor	Brand	Cost	Max Gross Load	Lead Time	Warranty	Notes
Arbon Equipment Corporation	Rite-Hite	\$13,403.10	15,000	30 weeks	Rite-Hite warranties are based on material handling gross weights and frequency of use. 10-Year non-prorated warranty (based on DLIG - Dock Leveler Investment Guide) Up to 20-Year limited money back-warranty (based on DLIG).	On-site evaluation completed; quote includes concrete work-rear angle replacement
Hero Inc. Industrial Equipment	Blue Giant	\$11,479.00	15,000	8-10 weeks	Tried to access warranty information online and was unable to obtain any information.	Didn't do on-site evaluation; doesn't have crane on truck so we would have to forklift the old dock out and place the new one
K & K Material Handling, Inc.	Kelley	\$11,500.00	30,000	4 weeks	Limited Warranty: Limited parts & labor warranty on all components under normal use for a 1-year "Base Warranty Period" beginning on the completion of installation or the sixtieth (60th) day after shipment, whichever is earlier. Additional limited 4-year parts only warranty on main springs. Limited prorated 10-year structural warranty available upon engineering approval of written application.	On-site evaluation completed; BG staff evaluated leveler that was installed last year at a local facility and it has already started to rust.

Huber recommended going with Arbon even through it was the highest quote; noting Rite-Hite is the leading brand of loading docks and an on-site visit was completed. The replacement cost would come from the department's major maintenance/minor renovation account.

Motion by Almekinder accept the quote from Arbon Equipment Corporation for \$13,403.10 as presented. Second by Briggs. All Committee members present voting 'Aye'. Motion carried.

**DISCUSS/APPROVE COURTHOUSE 2ND FLOOR ANNEXED HALLWAYS AND COMMITTEE ROOM #2 PAINTING CONTRACT**

Huber stated that agenda items 9 and 10 should be discussed together. Huber noted if the carpet installation was approved it would be ideal to have the hallways painted first. The walls in the second floor annexed hallways and committee room #2 have not been painted in approximately 20 years. The committee questioned whether Buildings and Grounds staff could paint the spaces; Huber noted that it is an extremely large project and the department is currently down one maintenance technician so at this time it is not possible for Buildings and Grounds staff to paint the spaces. The cost would come from the department's major maintenance/minor renovation account.

Motion by Fried to approve the painting contract with Lee's painting for \$10,278 as presented. Second by Briggs. All Committee members present voting 'Aye'. Motion carried.

**DISCUSS/APPROVE COURTHOUSE 1ST AND 2ND FLOOR ANNEXED HALLWAYS CARPET INSTALLATION CONTRACT**

Huber stated this project was submitted for consideration as a 2023 CIP but was pulled by the department as it was determined it could be completed with funds from the Buildings and Grounds flooring continuing appropriations account. This project consists of installing carpet tiles in the annexed hallways of the first and second floors of the courthouse. Brief discussion held. Fried asked for clarification on total square footage.

Motion by Almekinder to approve the carpet installation contract with Carpetiers for \$24,626.47 as presented. Second by Briggs. All Committee members present voting 'Aye'. Motion carried.

**DISCUSS ADRC/PUBLIC HEALTH FACILITY GENERATOR REPLACEMENT**

Huber stated the generator at the ADRC/Public Health Facility was not starting and the unit had to be serviced. The technician noted the generator is very old and is a single cylinder unit that is not ideal for cold weather and recommends upgrading to a dual cylinder generator. This generator is very important as it services both the ADRC and Public Health Departments including the vaccination refrigerators. The department is working on obtaining quotes for the replacement.

Informational Only.

**DISCUSS/APPROVE MINOCQUA PLANNING & ZONING OFFICE MONTHLY RUG SERVICE REQUEST**

Huber stated the Planning and Zoning department recently had the carpet replaced in their Minocqua office and they are requesting a monthly rug service. The monthly cost is \$26.75 and can be covered within the Buildings and Grounds Housekeeping account line.

Motion by Fried to approved the Minocqua Planning & Zoning office monthly rug service request as presented. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried.

**DISCUSS/APPROVE SNOWMOBILE COUNCIL MEETINGS REQUEST**

Huber stated the Snowmobile Council met at the Courthouse for their January and February meetings with no concerns to note. Buildings and Grounds does not have any concerns with allowing their March meeting at the Courthouse. The committee is in agreement with allowing the March meeting at the Courthouse but would like the Snowmobile Council to use the 4 months break to explore other meeting venues. The committee still has concerns regarding the security of the facility. There is also concerns regarding other departments or organizations making similar requests that would not have a security/recreation officer in attendance.

Motion by Fried to approve allowing the Snowmobile Council to meet at the Courthouse for their March meeting but request the council come back to the County Facilities August meeting to make a new request for next season. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried.

**REVIEW 2022 YEAR END WORKER'S COMPENSATION REPORT**

Kennedy stated Buildings and Grounds did not have any 2022 claims but LRES asked that departments share the report with their respective committee of jurisdiction.

Informational Only.

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

- a. **COURTHOUSE ELEVATOR UPGRADE:** Elevator is operational and passed inspection. Otis to return on a date TBD to replace interior door panel to match new wall panels. BG staff working on patch and paint work.
- b. **DSS OFFICE REMODEL (ARPA PROJECT):** Drywall and mechanical rough-ins completed, doors and frames anticipated delivery for week of February 27, 2023. Cabinet installation scheduled to start the week of March 27, 2023 with an estimated installation timeframe of 2-3 weeks. Flooring will be completed after the cabinets are installed.
- c. **LEC JAIL PLUMBING & ICON SYSTEM (ARPA PROJECT):** 1/26/23 updated from BG Staff: plan is to have sinks done on dorm side by end of May, toilets done by end of July and urinals end of October. Extra projects, snow removal and being down a person has pushed the completion date back. If hired out for installation would have been an approximate \$50,000 increase to the project budget.
- d. **COURTHOUSE FRONT STOOP REMOVAL:** Project on hold until spring when landscaping can be completed.

- e. **JAIL DORM POD FIRE SUPPRESSION SYSTEM REPLACEMENT (ARPA PROJECT):** 1/25/23 update from contractor: Fan testing and enclosure integrity test have already been completed. Currently waiting on the actuator and solenoid for the new system and it is a vital part. Demo will take place shortly before the new install, but only when all equipment is in our possession.
- f. **COURTHOUSE HVAC UPGRADES – PHASE I (ARPA PROJECT) :** 1/31/23 update from contractor: anticipated chiller delivery date pushed back from March to May
- g. **COURTHOUSE HVAC UPGRADES – PHASE II (ARPA PROJECT):** Bid documents being prepared.
- h. **LEC AND ADRC/PH FACILITIES FIRE PANELS UPGRADES:** Bid documents being prepared.
- i. **LEC DISPATCH AND IT SERVER ROOM A/C UPGRADE:** Bid documents being prepared.
- j. **LEC WATER SOFTENER INSTALLATION:** Bid documents being prepared.

**CLOSED SESSION**

Motion by Harris, second by Briggs for the County Facilities Committee to go into closed session pursuant to Section 19.85(1) (c), Wisconsin Stats., “considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility” (Topics: Assistant Facilities Director Compensation and Annual Performance Evaluation and Goals Setting for Facilities Director)

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

Staff present in closed session: Huber

*\*Fried left the meeting at 9:55 a.m.*

**RETURN TO OPEN SESSION**

Motion by Briggs, second by Harris to return to open session. Roll call vote taken; Fisher, Almekinder, Harris and Briggs voting in the affirmative. Fried absent. Motion carried. Committee returned to open session at 10:03 a.m.

ANNOUNCEMENT: Fisher reports no motions were made in closed session. Motion by Fisher to approve an additional step for the Assistant Facilities Director with funding to come from the Buildings and Grounds budget and forward to the LRES Committee for consideration. Second by Harris. All Committee members present voting ‘Aye’.  
Motion carried.

**NON-BUDGETED ITEM REQUEST**

None.

**PUBLIC COMMENT**

No public comment.

**ITEMS FOR NEXT AGENDA**

- ADRC/Public Health Facility Generator Replacement

**FUTURE MEETING DATE(S)**

Monday, March 6 at 8:15 a.m.

**ADJOURNMENT**

Fisher adjourned the County Facilities meeting at 10:06 a.m.

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Russ Fisher, Chairman

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Date

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Lindsey Kennedy, Recording Secretary

\_\_\_\_\_  
Date