

**COUNTY FACILITIES COMMITTEE MINUTES**  
**Oneida County Courthouse • Committee Room #2**  
**Monday, February 14, 2022 • 8:00 a.m.**

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

**ALSO PRESENT:** Troy Huber, Lindsey Kennedy (Buildings & Grounds)

**OTHERS PRESENT VIA ZOOM:** Steven Schreier (County Board)

**CALL TO ORDER**

Chairman Fried called the County Facilities Committee to order at 8:02 a.m. in Committee Room #2 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.

**APPROVE AGENDA**

Motion by Krolczyk to approve the agenda for today's meeting. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried.

**PUBLIC COMMENT**

No public comment.

**APPROVE MINUTES**

Motion by Fisher to approve the minutes from the January 10, 2022 committee meeting. Second by Krolczyk. 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 for the committee.

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

**2021 YEAR-END LINE ITEM TRANSFERS AND BUDGET REVIEW**

Kennedy reviewed the 2021 year-end line item transfers and explained the overages for specific account lines.

Motion by Fisher to approve the year 2022 line item transfers as presented. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried.

**BUILDINGS & GROUNDS EQUIPMENT UPDATE**

Huber informed the committee that the new Bobcat has arrived and staff are training on the new machine. Huber also informed the committee that the new UPS (Uninterruptible Power Supply) has arrived and technicians are on-site and have started the installation.

Informational only.

**ADRC & HEALTH FACILITY ZONE CONTROL REPLACEMENT**

Huber updated the committee on the heating concerns at the Public Health facility. A large number of employees are using space heaters to heat their offices. Huber provided a quote for the installation of new Honeywell True Zone components (control panels, actuators, thermostats and bypass dampers) for the five existing furnaces. This upgrade will improve the temperature controls and eliminate the need for space heaters. The cost of the upgrade is \$13,200.00 and would come for the department's existing major maintenance/minor renovation account.

Motion by Almekinder to approve the replacement of the zone controls at the Public Health facility as presented. Second by Fisher. All Committee members present voting 'Aye'. Motion carried.

**MAINTENANCE TECHNICIAN LEAD PAINT CERTIFICATION CLASS RESCHEDULE**

Kennedy stated the committee previously approved, maintenance technician, Lucas Lee's lead paint certification. The class in Wausau scheduled on February 2, 2022 was cancelled and two other options were offered. Kennedy wanted to update the committee, as the other locations were in Sun Prairie and Appleton, which would result in a higher cost for mileage, meal and lodging reimbursement.

Motion by Fried to allow the Facilities Director to approve the training, as he deems appropriate. Second by Krolczyk. All Committee members present voting 'Aye'. Motion carried.

**MAINTENANCE TECHNICIAN PEPPER SPRAY REQUEST**

Kennedy stated the courthouse maintenance technicians have requested to carry pepper spray. As outlined in the Courthouse Crisis Plan, All available maintenance personnel will assist in securing the public areas of the courthouse and directing individuals to the designed meeting location. The maintenance staff are the first ones in the building in the morning and they are the ones that lock the doors during emergency lockdowns without security staff accompaniment. The maintenance staff are requesting a specific pepper spray dispensing device. Krolczyk stated that the device used should be what the maintenance technicians will feel most comfortable using.

Sheriff Hartman, Chief Deputy Hess, HR Director Charbarneau and Corporation Counsel Fugle have reviewed the request. All voicing support of the request with proper equipment, training and approval by County Board to change the ordinance.

Committee would like to table this item and discuss at the next committee meeting.

**CONTRACT CHAINSAW TRAINING**

Kennedy stated Highway Commissioner, Hegeman, and Forestry Director, Fiene, reached out to see if the department would like to send maintenance staff to chainsaw training. Price is contingent on number of participants. Huber added the department would like to send two maintenance technicians to the training as the other two have already attended.

Motion by Fried to allow the Facilities Director to approve the training, as he deems appropriate. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried.

**REQUEST TO INCREASE THE LIMIT OF COMP TIME SAVED TO 80 HOURS FOR HOURLY EMPLOYEES**

Kennedy stated currently full-time hourly staff can bank up to 37.5 hours of comp time. Recently the highway hourly staff were approved this increase and Buildings & Grounds staff feel their positions would also benefit from the increase. Kennedy reviewed the Pros and Cons for the increase. Fried stated that the LRES committee

was going to consider the increase to 80 hours for all hourly County employees and that the Buildings and Grounds request may prompt that discussion sooner.

Motion by Almekinder to approve increasing the limit of comp time saved to 80 hours for hourly Buildings & Grounds employees and forward to LRES for approval. Second by Krolczyk. All Committee members present voting 'Aye'. Motion carried.

### **REVIEW AND AWARD OF BIDS**

- a. **PUBLIC HEALTH/ADRC FACILITY GARAGE – GENERAL FUND:** Huber stated two bids were received, one from KSW Construction for \$126,905.00 and the other from S.D. Ellenbecker for \$110,173.00. Both bids far exceed the \$50,000 budgeted amount for the project. Huber recommended pulling the Public Health/ADRC Facility Garage project from the 2022 CIP list.

Motion by Fried to support the department head's direction of pulling the Public Health garage project from 2022 CIP and to contact (Public Health Director, Linda) Conlon with the update. Motion modified by Fried to include denying all bids received for the Public Health garage project. Second by Fisher. All Committee members present voting 'Aye'. Motion carried.

- b. **COURTHOUSE ELEVATOR UPGRADE – GENERAL FUND:** Huber stated only one bid was received from Otis Elevator for \$123,448.00. Otis did not complete the required County bid documents and stated their legal team would have to review and verify all pre bid signature documents. Corporation Counsel, Fugle, stated it would be best to re-bid the project and get a firm date that Otis' legal team would be able to submit the proper bid documents. Kennedy updated Otis' account manager of Corporation Counsel's recommendation. Otis inquired if there was a way for the County to use Otis' documents and mark their requested changes; stating Otis has been in business for around 170 year and has a very strong reputation throughout the world and without protecting/delivering for their customers, they would not have that reputation. Fugle stated that since Otis was the sole respondent, the committee could deem their submission acceptable and proceed with a contract although this is not ideal, as there is still a slight risk to the County.

Motion by Fried to approve the bid as presented by Otis and to not re-bid the project. Otis' proposal should be submitted to Corporation Counsel for review. Second by Oettinger. All Committee members present voting 'Aye'. Motion carried.

- c. **LEC JAIL SECURITY GLASS REPLACEMENT – ARPA FUNDS:** Huber stated two bids were received for the Law Enforcement Center Jail Security Glass Replacement. One from Stronghold Industries for \$99,500.00 and the other from Omni Glass for \$207,000.00. Kennedy stated that she had concerns regarding the large price difference and reached out to Stronghold Industries to make sure that the correct glass and amount was quoted. The glass specification sheets were reviewed and the glass quoted in both bids was comparable. The bids and glass specification sheets were reviewed with Jail Administrator, Mark Neuman and Chief Deputy, Dan Hess. Both were in agreement with going with Stronghold Industries, Hess recommended contacting the references listed by Stronghold Industries. Kennedy did reference checks and all were very good, noting that Stronghold was great to work with and very responsive. Stronghold also had done work in a number of other Law Enforcement Centers. Kennedy added this project is to be funded by relief funds and will also have to be approved by the Administration Committee and full County Board prior to moving forward with the project.

Motion by Fisher to award the bid to Stronghold as presented and forward to the Administration Committee. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried.

**REFUSE COLLECTION RATE INCREASE**

Huber reviewed the refuse collection rate increase for 2022; initial increase was 25% but Kennedy contacted Republic Services and had the increase reviewed and it was reduced to the 7.5% CPI increase. Fisher recommended writing the contract termination request letter now for March 2023 so that it is on file with Republic Services as they require a 90 day written contract termination request letter. Fisher added that if the department chooses to stay with Republic Services that is an option but by submitted the letter now the deadline would not be missed if the department decided to go with another refuse collection vendor.

Informational Only.

**DEPARTMENT PROJECT REQUEST PROCESS**

Huber stated the department would like to implement a process for departments to follow when requesting Buildings and Grounds projects with a projected cost of \$2,000 or more. Projects would include painting, new flooring, doors, windows, etc. The process would include departments completing a Non-Budgeted Item Request Form, reviewing and getting approval from their committee of jurisdiction then forwarding to the County Facilities committee for review and approval.

The committee is in support of this process and instructed Huber to present the new process at the next Department Head meeting.

**COURTHOUSE SECURITY AND SINGLE POINT OF ENTRY UPDATE**

Huber stated the next Department Head meeting is scheduled for February 17, 2022. The committee directed Huber to inform the Department Heads that the County Facilities Committee and the Buildings & Grounds Department will no longer pursue the single point of entry and if department heads feel strongly they should bring their concerns to their committee of jurisdiction. If departments would like security training refreshers, they should also bring their request to their committee of jurisdiction.

**LAW ENFORCEMENT CENTER FIRE SUPPRESSION ANNUAL RENEWAL CONTRACT**

This contract is for the annual inspection of the fire suppression system at the Law Enforcement Center. Kennedy stated the contract has been reviewed by Corporation Counsel and Ahern made the changes to the terms and conditions Corporation Counsel requested.

Motion by Fried to approve the law enforcement center fire suppression annual renewal contract as presented. Second by Almekinder. All Committee members present voting ‘Aye’. Motion carried.

**CDBG PROJECT UPDATE – ONEIDA COUNTY COURTHOUSE STOOP REMOVAL**

Kennedy stated the County hired a grand administrator to assist with the CDBG process. Kennedy is working with Grant Coordinator, Elizabeth Shumate, to complete the environmental review for the project. This review must be completed prior to the start of the project.

Informational Only.

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

- a. **PROJECT LISTS AND PROJECTED TIMELINE:** Huber updated the committee on the current department projects.

**NON-BUDGETED ITEM REQUEST**

None

**CLOSED SESSION**

Motion by Oettinger, second by Almekinder 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 over which this body has jurisdiction or responsibility. (Topic: Annual Performance Evaluation and Goals Setting for Facilities Director)

Roll call vote taken; all members present voting in the affirmative. Motion carried. Committee went into closed session at 9:25 a.m.

Staff present in closed session: Huber

**RETURN TO OPEN SESSION**

Motion by Fisher, second by Krolczyk 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 10:05 a.m. No motions were made in closed session.

Upon return to open session, Fried reports no motions or announcement from closed session.

**PUBLIC COMMENT**

No public comment.

**ITEMS FOR NEXT AGENDA**

- Maintenance Technician Pepper Spray
- Increase in Comp Time Bank

**FUTURE MEETING DATE(S)**

Monday, March 7, 2022 at 8:00 a.m.

**ADJOURNMENT**

Fried adjourned the County Facilities meeting at 10:07 a.m.

/s/Billy Fried  
Billy Fried, Chairman

03/07/2022  
Date

/s/Lindsey Kennedy  
Lindsey Kennedy, Recording Secretary

03/07/2022  
Date