

COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Courthouse • County Board Room
Monday, April 5, 2021 • 8:30 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)

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 Almekinder to approve the amended agenda for today's meeting. Second by Fisher. 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 Oettinger to approve the minutes from the March 1, 2021 committee meeting. 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, and blanket purchases orders prior to the meeting for review. Huber explained the large expenses for the committee.

Motion by Fisher to approve the blanket purchase orders and bills as presented. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried.

DEPARTMENT CELLPHONE REIMBURSEMENT

Huber provided a background on the use of cell phones by the department staff, staff are using their cell phone as walkie-talkies, to take pictures, when staff are on-call, and ITS has told staff that they will not provide computers as employees can their cell phone to access County email. Huber is asking that Buildings & Grounds staff receive reimbursement for their monthly cell phone costs in an amount to be determined by the committee. Kennedy reached out to other departments and provided information regarding their policies and procedures related to cell phone use. The committee is in support but would like Buildings & Grounds staff to check with Finance to see if a stipend can even be provided and Corporation Counsel regarding open records obstacles.

Committee recommends further research prior to approving and possible re-writing of County's Cell phone policy.

COURTHOUSE AIR CONDITIONING REPLACEMENTS CIP

- a. **REVIEW:** Huber provide background on the Courthouse air conditioners; the current units were installed in 1981. This project has already been approved as a 2021 Buildings & Grounds CIP (Capital Improvement Project). The budget for the project is \$145,000. Almekinder recommended checking with WPS to see if this project is eligible for energy rebates.

- b. **BID SPECIFICATIONS APPROVAL:** Motion by Fried to approve the bid specs and direct Buildings & Grounds staff to move forward with the bid process. Second by Krolczyk. All Committee members present voting 'Aye'. Motion carried.

SHREDDING REFUSE UPDATE

Kennedy updated the committee on the shredding refuse disposal. Buildings and Grounds staff transported the shredding to Solid Waste; from there the shredding was trucked to a recycling center in Madison. The cost was \$1,000 and paid by the Sheriff's Department.

Moving forward, Buildings and Grounds staff can load Gaylord boxes with three possibly four bags of shredding and bring to Solid Waste to be included with their recycling transport at no additional cost to the department.

Informational only.

SINGLE POINT OF ENTRY UPDATE

Huber provided the committee with a sketch of the proposed plan for the single point of entry located at door #1 of the Courthouse. Huber stated making Door #1 handicap accessible is being done through a CDBG (Community Development Block Grant) that was recently approved for the County and would include removing the front stoop, creating a flat platform with 1-2 steps and installing ramps and railings on the north and south side of the walkway. The plans have been submitted to the Historic Society for review and approval. Huber offered to provide a walkthrough of the area to the committee members for better understanding of the project.

Information only.

COURTHOUSE SIGNAGE COST APPROVAL

Kennedy stated the committee previously approved moving forward with the Courthouse signage update with a budget not to exceed \$7,000. Additional directories are needed to replace all the different signs throughout the Courthouse so Kennedy is requesting a slight increase in the project budget.

Motion by Fried to approve signage update to not exceed \$8,000. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried.

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:** Huber provided the committee with a sketch of the proposed plan for the stoop removal and ramp/railing installation at the front entrance of the Courthouse. The plans have been submitted to the Historic Society for review and approval.
- b. **ONEIDA COUNTY COURTHOUSE DOOR KNOB REPLACEMENT:** The Historic Society has requested additional information regarding the doorknob replacement project prior to approval. Kennedy has submitted the requested information and is waiting on notification of their determination.

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

- Single point of entry update
- Cellphone reimbursement information update
- Update on Skid steer purchase

FUTURE MEETING DATE(S)

Monday, May 3, 2021 at 8:30 a.m.

ADJOURNMENT

Fried adjourned the County Facilities meeting at 9:41 a.m.

/s/Billy Fried
Billy Fried, Chairman

05/03/2021
Date

/s/Lindsey Kennedy
Lindsey Kennedy, Recording Secretary

05/03/2021
Date