

**COUNTY FACILITIES COMMITTEE MINUTES**  
**Oneida County Courthouse • Committee Room #2**  
**Monday, April 17, 2023 • 8:15 a.m.**

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

**COMMITTEE MEMBERS ABSENT:** Russ Fisher/Chairman (excused)

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

**CALL TO ORDER**

Vice-Chairman Fried 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 AMENDED AGENDA**

Motion by Harris to approve the amended agenda for today's meeting, with the order of items at the vice-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 March 6, 2023 committee meeting. 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 explained the 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 WILLOW TOWER SITE PLOWING FOR 2023/2024 SEASON**

Huber stated the Town of Lynne send a letter informing the County they would no longer be plowing the Willow Tower Site. The tower site is approximately 50 minutes away and if the department takes on the responsibility of plowing it will be time consuming and increase snow removal costs. The committee directed Huber to research other options for snow plowing at the Willow Tower Site.

Information Only.

**REVIEW/APPROVE ADRC/PUBLIC HEALTH FACILITY GENERATOR REPLACEMENT**

Huber stated the generator that services the ADRC and Public Health Facility has outlived its life expectancy and recently had to be serviced because it would not start. The generator supports the facilities' emergency lighting and Public Health vaccination refrigerators. Facilities administration reached out to Linda Conlon, Public Health Director, regarding funding for the replacement. Conlon notified the department of a \$5,000 grant that could assist with the cost to replace the generator. Huber stated any additional funding needed could be covered within the building maintenance account line. Facilities administration is working on obtaining additional quotes.

Motion by Briggs to approve the replacement of the ADRC/Public Health Facility generator as presented. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried.

**OUT-OF-COUNTY TRAVEL REQUEST (FACILITIES DIRECTOR): WISCONSIN FACILITY MANAGEMENT ASSOCIATION MEETING IN MARINETTE COUNTY – APRIL 20, 2023**

Huber stated he would like to attend the Wisconsin Facility Management Association meeting in Marinette County on April 20, 2023. Any associated costs would be covered by the department's training and conference fee account line.

Motion by Fried to approve the out-of-county travel request for the Facilities Director as presented. Second by Briggs. All Committee members present voting 'Aye'. Motion carried.

**GENERAL FUND REQUEST FOR COURTHOUSE ELEVATOR PROJECT OVERAGE**

Kennedy stated the Courthouse elevator Capital Improvement Project budget has overrun by \$7,200. Brief discussion held.

Motion by Fried to allow Facilities Administration to draft a resolution to amend the 2023 budget to cover the overage and forward to the Administration Committee for approval. Second by Harris. All Committee members present voting 'Aye'. Motion carried.

**DISCUSS MEMORIAL COURTHOUSE BENCHES**

Huber stated he would like to replace the aluminum benches in front of the Courthouse with ones that match the aesthetic of the building. Benches are extremely expensive and the department has been discussing the option of memorial benches that could be purchased by the public with commemorative memorial plaques. Committee is in support and request this item be brought back once finalized.

Information Only.

**DISCUSS/APPROVE ADRC/PUBLIC HEALTH FACILITY SIDEWALK REPAIRS**

Huber stated the sidewalk at the ADRC and Public Health Facility are the department's top priority for repairs due to the population that utilizes the facility. There is currently \$14,689 in Sidewalks/Blacktop continuing appropriation account that can be dedicated toward the repairs. Quotes for the repairs were obtained in 2022 and average \$19,000. The shortfall can be covered within the ADRC and Public Health Building maintenance budget.

Motion by Fried to direct Facilities Administration to obtain updated bids for the sidewalk repairs and bring back to the committee for final approval. Second by Briggs. All Committee members present voting 'Aye'. Motion carried.

**REVIEW/AWARD BIDS**

- a. **COURTHOUSE HVAC – PHASE II:** Motion by Fried to award Tweet Garot the bid and forward to Administration Committee for approval. Second by Briggs. All Committee members present voting 'Aye'. Motion carried.
- b. **LEC DISPATCH AND I.T. SERVER ROOM COOLING REPLACEMENT:** Motion by Almekinder to award Tweet Garot the LEC Dispatch and I.T. Server Room Cooling Replacement project for \$47,800. Second by Harris. Harris, Briggs and Almekinder voting 'Aye'. Fried voting 'Nay'. Motion carried.
- c. **LEC WATER SOFTENER INSTALLATION:** Motion by Fried to award Advanced Water Solutions the LEC Water Softener Installation project as presented. Second by Briggs. All Committee members present voting 'Aye'. Motion carried.

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

- a. **DSS OFFICE REMODEL (ARPA PROJECT):** 4/13/23 – Additional hallway painting completed; flooring installation underway; cabinet installation almost complete.
- b. **LEC JAIL PLUMBING & ICON SYSTEM (ARPA PROJECT):** BG staff continue with the installation.
- c. **COURTHOUSE FRONT STOOP REMOVAL:** No new updates.

- d. **JAIL DORM POD FIRE SUPPRESSION SYSTEM REPLACEMENT (ARPA PROJECT):** No new updates.
- e. **COURTHOUSE HVAC UPGRADES – PHASE I (ARPA PROJECT):** 4/13/23 – update from contractor, anticipated chiller deliver update the week of 5/22/23.
- f. **COURTHOUSE HVAC UPGRADES – PHASE II (ARPA PROJECT):** Bid awarded to Tweet Garot. Resolution to request of \$546,720 in CLFRF funds to be presented at 5/8/23 Administration committee meeting and if approved will go to the 5/16/23 County Board for final approval.
- g. **LEC AND ADRC/PH FACILITIES FIRE PANELS UPGRADES:** Bid documents being prepared.
- h. **LEC DISPATCH AND IT SERVER ROOM A/C UPGRADE:** Bid awarded to Tweet Garot for \$47,800.
- i. **LEC WATER SOFTENER INSTALLATION:** Bid awarded to Advanced Water Solutions for \$47,129.40.

**NON-BUDGETED ITEM REQUEST**

None.

**PUBLIC COMMENT**

No public comment.

**ITEMS FOR NEXT AGENDA**

- Condensing of Contracts

**FUTURE MEETING DATE(S)**

Tuesday, May 2 at 8:15 a.m.

**ADJOURNMENT**

Fried adjourned the County Facilities meeting at 9:27 a.m.

/s/Billy Fried  
Billy Fried, Vice-Chairman

05/02/2023  
Date

/s/Lindsey Kennedy  
Lindsey Kennedy, Recording Secretary

05/02/2023  
Date