

COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Courthouse • County Board Room
Monday, May 2, 2022 • 8:00 a.m.

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

ALSO PRESENT: Troy Huber, Lindsey Kennedy, Luke Lee, Mike Nelson, Dave Cornelius (Buildings & Grounds)

PRESENT VIA ZOOM: Bob Thome (County Board Supervisor); Tom Jerow

CALL TO ORDER

Chairman Fisher called the County Facilities Committee to order at 8:00 a.m. in the County Board Room 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 Almekinder to approve the agenda for today's meeting, with the order of items at the Chair's discretion. Second by Fried. All Committee members present voting 'Aye'. Motion carried.

PUBLIC COMMENT

No public comment.

INTRODUCTIONS AND DEPARTMENT OVERVIEW

Huber introduced the Buildings & Grounds staff that were present and provided a brief overview of the department's duties and responsibilities.

ELECT VICE CHAIR

Fisher asks for nominations for Vice Chair of the County Facilities Committee. Almekinder nominated Fried as Vice Chair. No other nominations made.

Motion by Fisher to close nominations and elect Fried as Vice Chair. Second by Briggs. All Committee members present voting 'Aye'. Motion carried.

APPROVE MINUTES

Motion by Fried to approve the minutes from the April 11, 2022 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 to the committee.

Motion by Briggs to approve the bills and vouchers as presented. Second by Fried. All Committee members present voting 'Aye'. Motion carried.

JOURNAL ENTRY TRANSFER OF CONTINUING APPROPRIATIONS ACCOUNT FUNDS

Kennedy stated this housekeeping of continuing appropriations accounts based on the recommendation of Finance Director, Smigielski. The Journal entry will close continuing appropriation accounts that were established for CIPs (Capital Improvement Projects) and reallocate remaining funds to open continuing appropriation accounts.

Motion by Harris to approve the journal entry transfers as presented. Second by Briggs. All Committee members present voting ‘Aye’. Motion carried.

DISCUSS CREATION OF CLEANING TECHNICIAN POSITION

Kennedy presented a fiscal impact statement for the creation of a full time cleaning technician position and provided a brief history of the position that was eliminated in 2019. Huber stated since COVID the current cleaning staff are stretched thin and many duties such as carpet cleaning and window washing have been put off due to the amount of work currently being done. Kennedy added the department feels it is important to have a dedicated cleaning technician for the ADRC/Public Health Facility, as many individuals from the public utilizes the facility. Huber and Kennedy have met with Alex Hegeman, Highway Commissioner, to discussed the option of combining cleaning services with the Highway Department. Currently the Highway Department outsources their cleaning to Victory Janitorial for \$842/month. Victory cleans the Highway Department twice a week. Kennedy also reached out to Mary Rideout, ADRC Director, and Linda Conlon, Public Health Director, to see if there was grant funding options for the creation of a cleaning technician position. Rideout informed Kennedy there is not grant funding that would directly cover a cleaning technician position. There is an option to charge grants for “indirect” costs (building maintenance being one cost), Rideout added sometimes there is sufficient funding and the department receives reimbursement for those cost, and sometimes there is not. Those costs are billed through the County’s Indirect Cost Plan.

The committee directed the Huber and Kennedy to determine where saving would be gained by creating the position, such as overtime cost and mileage reimbursement and present at a future meeting.

LEC DISPATCH/SERVER ROOM AC REPLACEMENT

Huber presented a quote for the replacement of the air conditioning unit for the Law Enforcement Center dispatch area and ITS Server room. The two areas are on the same zone and it is causing issues. The Server room stores the ITS equipment which generates a lot of heat which causes the AC unit to run. This is causing the dispatch area to be cooled when it is not needed and creating an uncomfortable workspace for dispatch staff. The replacement of the unit with ductless split air conditioners will eliminate this problem. The quote provided by Tweet Garot list the project budget price of \$39,900.00. Huber stated the department will present this project to be considered for a 2023 CIP (Capital Improvement Project).

Information only.

LEC FIRE PANEL UPGRADES

Huber stated the fire panels at the LEC need to be replaced. There is a panel in the Jail and one in the Administration part of the Sheriff’s office. The quote provided by Johnson Controls to replace both panels is \$40,345.00 plus electrical installation cost if the County’s maintenance technicians cannot do the electrical work. The current fire alarms panels are obsolete and have not been in production for several year and parts to keep the system are no longer being produced. Huber stated the department will present this project to be considered for a 2023 CIP (Capital Improvement Project).

Information Only.

SALE OF BOSS SNOWPLOW

Huber stated the department has an unused Boss snowplow that is currently being stored in the LEC garage. The plow was for a truck that the department no longer owns. Huber feels a reasonable listing price is \$1,500-\$2,000. Funds from the sale will be deposited into the department’s sale of assets revenue line then at the end of the year finance will allocate to the department’s B&G Equipment continuing appropriations account.

Motion by Briggs to allow the Buildings and Grounds staff to post the Boss Snowplow for sale on Facebook Marketplace. Second by Harris. All Committee members present voting ‘Aye’. Motion carried.

UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

- a. **CIP - COURTHOUSE ELEVATOR UPGRADE:** No new updates since last committee meeting; brief overview of project provided for new committee members.
- b. **CIP - LEC CHILLER:** No new updates since last committee meeting; brief overview of project provided for new committee members.
- c. **CIP - DSS OFFICE REMODEL:** No new updates since last committee meeting; brief overview of project provided for new committee members.
- d. **CIP - LEC JAIL PLUMBING & I-CON SYSTEM:** Brief overview of project provided for new committee members. Resolution to use CLFF funds was approved by County Board; Material quote and purchase order signed and submitted to I-CON.
- e. **CIP - LEC JAIL SECURITY GLASS REPLACEMENT:** Brief overview of project provided for new committee members. Glass sample was received and approved by Jail Administration. Stronghold was notified and glass ordered.
- f. **CDBG PROJECT – COURTHOUSE FRONT STOOP REMOVAL:** Brief overview of project provided for new committee members. Bid documents being prepares; Grant Coordinator will review bid documents to ensure they are CDBG compliant.

NON-BUDGETED ITEM REQUEST

None

PUBLIC COMMENT

No public comment.

ITEMS FOR NEXT AGENDA

- Cleaning Technician Position

FUTURE MEETING DATE(S)

Monday, June 6, 2022 at 8:00 a.m.

ADJOURNMENT

Fisher adjourned the County Facilities meeting at 8:55 a.m.

Russ Fisher, Chairman

Date

Lindsey Kennedy, Recording Secretary

Date