

COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Courthouse • County Board Room
Monday, May 3, 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)

PRESENT VIA ZOOM: Steven Schreier (County Board member)

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

PUBLIC COMMENT

No public present in the County Board Room; no comments from participants via Zoom.

APPROVE MINUTES

Motion by Almekinder to approve the minutes from the April 5, 2021 committee meeting. Second by Fisher. 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 Oettinger. All Committee members present voting 'Aye'. Motion carried.

Motion by Fried to approve the line item transfer from the Cap outlay – Land Information to the Cap outlay - ergonomic equipment for \$700. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried.

LAWNMOWER PURCHASE

- a. **REVIEW AND FUNDING OPTIONS DISCUSSION:** Huber stated the department would like to trade in their current lawnmower for a different machine that has more power and ability to meet the needs of the department. The current lawnmower needed the frame repaired because it did not have enough power to pull the supply trailer. Huber provided the committee with a quote sheet from Bob's Power Center for three different mower options. Huber would like to go with the Pro Turn 152-22 HP Kawasaki, 52-inch deck, 3400 pumps. The government price for this model is \$7,782.40 and Bob's would give the department \$2,000 trade-in value on the current lawnmower. Fried asked if quotes were obtained from other vendors; Huber stated that no other vendors were contacted and recommended going with this option, as the current lawnmower accessories the department owns fit this machine. Brief discussion held.

- b. **APPROVAL:** Motion by Almekinder to approve the purchase of option #3 (Pro Turn 152-22 HP Kawasaki, 52-inch deck, 3400 pumps) and funding to come from option 1 (Take \$5,782.40 from the B&G Equipment – Continuing appropriations account). Second by Fisher. All Committee members present voting ‘Aye’. Motion carried.

Oettinger asked that in the future, the department obtain two or more quotes, if possible, from area vendors for purchases needing committee approval. Huber and Kennedy agreed to this process moving forward.

DEPARTMENT STAFFING UPDATE

- a. **CLEANING TECHNICIAN VACANCY:** Huber informed the committee that the LEC/ADRC cleaning technician put her notice in and her last day as a full-time employee will be Wednesday, May 5, 2021. She has agreed to stay on as an LTE employee until the position is filled and will assist with training of the new hire.

Informational only.

LAW ENFORCEMENT CENTER CHILLER UPDATE

Huber stated the board on the Law Enforcement Center Chiller lost its memory, it was send in for repairs. It was discovered that another board was bad but they do not make replacement parts anymore. A used replacement board was purchased from E-Bay to get the unit operational. Huber stated the chiller is currently working but recommends its replacement be considered as a future CIP project. There is an issue with access to second floor of the building to replace the unit. A hole will have to be cut in a wall to remove the current chiller and to place the new unit. When the upper area was built, the replacing of units was not considered. Fried questioned when the Law Enforcement Center was built, Huber stated late '90s, early 2000s. Fried voiced concerns regarding the purchase of used boards from E-Bay and why replacement parts for a 20-year building are not available. Huber stated Carrier was contacted and they do not make replacement part for that chiller anymore. Huber added the chiller is dated 1998 and new parts are no longer made or able to be purchased. The technician from Tweet/Garot Mechanical that serviced the unit found the replacement board on E-Bay. Huber requested a quote from Tweet/Garot for a replacement chiller and a quote to rebuild the current chiller. Fried asked Huber if he is 100% positive that there is no way to get the old chiller out and new chiller in without removing a wall; Huber stated that he is positive and that they are cement block walls. He added that there was an area that was previously open and must have been how they were installed originally but has since been blocked in and electrical panels have been installed in that area. Almekinder stated technology changes so fast these days the average life expectancy of these units are no more than 15 years.

Information only.

DEPARTMENT CELLPHONE REIMBURSEMENT UPDATE

Kennedy stated she is working with Lisa Charbarneau from LRES to develop a Buildings and Grounds Department Cell Phone policy. Kennedy presented the committee with a draft copy of the policy. Almekinder asked how the County is going to control private cell phones as it related to open records requirements and the erasing of information by employees on their personal cell phones. Kennedy stated that County email is archived by the ITS department whether it is accessed from a County issued device or personal cell phone. Almekinder questioned how personal calls or emails from personal accounts would be monitored. Huber stated the proposed policy included a notification to employees that information transmitted for County proposes are subject to the right to discovery. Almekinder asked what would stop employees from deleting records from their personal cell

phones; Kennedy stated that nothing can stop the employee but Huber added there is the ability to recover deleted items if needed.

Fried stated this should be forwarded to the LRES committee for review and stated the cell phone policy developed by Kennedy should be used as a countywide policy not specific to the Buildings & Grounds department. Fried added that education regarding open records should be provided to all employees prior to implementation of any new policy.

Huber and Fried previously discussed a department cell phone reimbursement be included as part of a department tool allowance account. As the cell phone is currently being used as a tool by the Buildings & Grounds staff: used for research, to take pictures, to document serial numbers, used as walkie-talkies, when on-call, etc. Fried stated that would be a better route for the department to work on classifying an annual tool allowance account for the department and let LRES work on developing a countywide policy.

The committee directed Huber and Kennedy to present at the next committee meeting a recommended reimbursement amount; numbers on cost of cell phone insurance and which account the reimbursement would come out of for this year's budget.

COURTHOUSE AIR CONDITIONING REPLACEMENTS CIP

- a. **REVIEW:** Huber stated only one bid was received from Tweet/Garot Mechanical, Inc. in the amount of \$139,240.00 for the replacement of 2 air conditioning units at the Courthouse. This was an approved 2021 CIP project with a budget of \$145,000.00.
- b. **AWARD OF BID:** Motion by Fisher to approve the CIP bid from Tweet/Garot for \$139,240.00. Second by Almekinder. Roll call vote taken; all members voting in the affirmative. Motion carried.

SINGLE POINT OF ENTRY UPDATE

Huber stated there are no updates on this project. The Courthouse stoop removal project must be completed before moving forward.

COURTHOUSE SIGNAGE UPDATE

Kennedy stated the signs have been delivered and staff have started hanging the signs. There is a lot of repair and painting that needs to be done as old sign are removed and new signs installed.

CDBG-CLOSE PROJECT LIST UPDATE

Kennedy stated the Historic Society has approved both projects and provided an email stating the projects will have no adverse effect on historic properties providing the following conditions are met:

- a. **ONEIDA COUNTY COURTHOUSE STOOP REMOVAL:** An expansion joint must be used to separate the granite foundation from any new concrete. New material and railings must be sympathetic to the historic character of the courthouse. High-resolution JPEG images of the existing entryway must be provided to document these aspects of the building prior to the start of the project.
- b. **ONEIDA COUNTY COURTHOUSE DOOR KNOB REPLACEMENT:** The existing escutcheon plates should be retained. The original doorknobs should be saved and stored. High-resolution JPEG images of the original door hardware must be provided to document these aspects of the building prior to the start of the project. Photo of a new door handle installed with one of the original escutcheon plates will be provided to ensure that it is sympathetic to other historic features of the door.

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

- Cell phone reimbursement
- Next committee meeting at the LEC and tour of LEC mezzanine

FUTURE MEETING DATE(S)

Monday, June 7, 2021 at 8:30 a.m. at the LEC

ADJOURNMENT

Fried adjourned the County Facilities meeting at 9:30 a.m.

/s/Billy Fried
Billy Fried, Chairman

06/07/2021
Date

/s/Lindsey Kennedy
Lindsey Kennedy, Recording Secretary

06/07/2021
Date