

**COUNTY FACILITIES COMMITTEE MINUTES**  
**Oneida County Courthouse • County Board Room**  
**Monday, June 6, 2022 • 8:00 a.m.**

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

**COMMITTEE MEMBERS ABSENT (EXCUSED):** Bob Almekinder

**ALSO PRESENT:** Lindsey Kennedy (Buildings & Grounds); Steven Schreier, Moria King (County Board Supervisors)

**PRESENT VIA ZOOM:** Troy Huber (Buildings & Grounds)

**CALL TO ORDER**

Chairman Fisher called the County Facilities Committee to order at 8:02 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 Harris to approve the agenda for today's meeting, with the order of items at the 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 May 2, 2022 committee meeting. Second by Fried. 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. Kennedy explained the large expenses to the committee.

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

**NEW CLEANING TECHNICIAN POSITION ANALYSIS FORM**

- a. **REVIEW:** Kennedy presented the New Position Analysis form for a Cleaning Technician position the department would like created for the 2023 budget year. Kennedy noted when preparing the 2020 budget the County Board asked departments to look at ways to save money and reduce cost. Buildings and Grounds evaluated their budget and staff numbers and determined that saving could be gained by eliminating the Assistant Maintenance Technician position at the ADRC/PH Facility. In November 2019, the position was eliminated and those duties were distributed among the remaining staff. The three remaining Cleaning Technicians' work hours were increased from 37.5 to 40 hours a week, this increase was equivalent to an extra 1.5 hours per day (0.5 per Cleaning Technician) to clean the ADRC/PH Facility.  
Kennedy noted the overall increase in responsibilities as well as the increase of janitorial responsibilities related to COVID-19 has caused the current Cleaning Technicians to be overworked and certain duties and responsibilities have been neglected, such as washing windows, waxing floors and carpet cleaning. The current cleaning staff are working many hours of overtime just to complete their routine duties. The creation of this position would improve staff morale and allow the current staff to take needed vacations and days off and promote a health work-life balance. The creation of

the position would also meet the needs of the public and employees by ensuring that clean, safe facilities are maintained.

Kennedy provided a fiscal impact statement provided by the finance department noting the total cost for 2022 to create the position is \$58,011 (this estimate is not adjusted for 2023 rates). To offset that cost Kennedy provided the option to reduce the department overtime budget from \$25,000 (current overtime budget) to \$8,000 (2019 overtime budget-prior to the elimination of the assistant maintenance technician position) for a saving of \$17,000. The department also discussed with, Highway Commissioner, Hegeman taking over cleaning responsibilities at the Highway Facility. Current cleaning of the Highway facility is outsourced for \$842/month. Kennedy also stated she reached out to Solid Waste Director, Jolin, regarding the cleaning of the new Solid Waste facility and was informed that they do not pay anyone to clean their facility and that the department cannot afford to pay for cleaning services.

Fried asked if the position could be funded from within the department's current budget. Kennedy stated that would be an irresponsible decision as the cost of supplies, materials, utilities and gas are continually rising and the department will have difficulty maintaining with their current budget.

Schreier stated that the ADRC and Public Health Departments should be paying for the cleaning of their facility and that should not fall under the jurisdiction of the Buildings and Grounds Department; he added that those departments could receive grant reimbursements for building maintenance costs. Kennedy stated that she discussed this with Social Services Director, Rideout, and Rideout confirmed there is the option to charge grants for indirect cost (building maintenance being one cost) and sometimes there is sufficient funding and the department receives reimbursement and sometimes there is not.

Harris asked what other saving could be gained internally from the creation of the position. Kennedy stated that the department outsources very few projects but more painting project could be kept in-house for a saving to the department. Harris requested Kennedy present additional saving options at the next committee meeting.

Harris also asked if a statement could be requested from the staff at the ADRC/Public Health Facility regarding their input on the need for the position.

Briggs asked for a list of the Cleaning Technician duties and time required to complete the tasks. Kennedy to provide for the next Committee meeting.

Fried stated money is very tight with adjustments being made to the current County employees' wages and asking for "new" money for this position is something he finds difficult supporting.

Schreier stated back when the Assistant Maintenance Technician position was eliminated that the public was against the decision but was told by the department that there would be no lapse in services and now the department is saying that the work cannot be completed and it is frustrating.

Huber added that at the time, COVID was not an issue and the responsibilities were greater but doable. Schreier stated that people cannot just say that they have all these extra responsibilities because of COVID if they are not still doing the extra precautions just to justify the creation of the position.

The committee also directed Kennedy to get quotes from cleaning services for the ADRC/Public Health Facility as that may be a more cost effective option than hiring a new cleaning technician.

Fisher requested that final approval of this position be tabled until the July 11, 2022 committee meeting so additional information can be provided and all committee member can be present.

**b. APPROVAL:** No motion made.

### **2023 ANNUAL FURNITURE & EQUIPMENT MEMO**

Kennedy stated this memo is sent to departments annually as an opportunity to request needed furniture and equipment for the following budget year. If ergonomic assessments are needed, departments are instructed to complete the Workstation Assessment Request form and forward to Jenni Lueneburg in LRES for scheduling.

Schreier asked if this was the only time that staff could request ergonomic equipment. Kennedy stated no, employees can submit Workstation Assessment Request forms throughout the year and that the department has a separate continuing appropriations account specifically for ergonomic equipment. Schreier questions how much funding is allocated to the furniture and equipment account. Kennedy stated it varies by year and depends on how many requests are made. Schreier question the amount of funds available in the furniture and equipment continuing appropriations account; Kennedy was not sure of the exact amount but provided an estimate and clarified that funds from the account are also used for catastrophic failure of major photo copying equipment or other major electronic equipment failure.

Motion by Fried to approve the 2023 annual furniture & equipment memo as presented. Second by Harris. All Committee members present voting ‘Aye’. Motion carried.

### **SIDEWALK REPAIRS UPDATE**

Huber stated many of the sidewalks at the Courthouse, ADRC/Public Health Facility and Law Enforcement Center need to be repaired or replaced and are a hazard that is a liability for the County. Salt usage and the harsh winter weather have contributed to the breakdown leaving many areas crumbling and uneven. The department solicited for quotes for the repairs.

One quote from Fahrner was received for the repairs totally \$108,296.23. This far exceeds the department’s budget for sidewalk repairs. The quote includes for following repairs:

#### Courthouse

- Sidewalk Panels
- Driveway Panels
- ADA Ramp with Truncated Domes

#### ADRC and Public Health Facility

- Sidewalk Panels
- ADA Entrance Ramp

#### Law Enforcement Center

- Garage Approaches
- Door Apron Remove and Replace Partial Depth
- Sidewalk Addition

Huber stated he has been in communication with the City of Rhinelander Street Foreman, Smith, and was informed they are working with Chippewa Asphalt on their upcoming Oneida Avenue construction. Huber is meeting with a representative from Chippewa for an additional quote for the sidewalk repairs. Huber added that the repairs may have to be done in stages or in-house by the department’s maintenance staff. Schreier voiced concerns regarding the current sidewalks and ADA ramps at the ADRC/Public Health Facility and suggested the removal of the sidewalk entirely. Fried question whether any of the repairs could be included and funded by the CDBG Courthouse Front Stoop project; Huber stated he asked Fahrner if they were interested in providing a quote for the Front Stoop project and was informed that is not the type of masonry that they perform. Kennedy added the Front Stoop project is currently out for bid and if changes are made to the scope of the project the department would have to consult with the grant administrator and grant specialist to make sure CDBG guidelines are followed. Kennedy added the completion date for the CDBG Front Stoop project is October 31, 2022 and if the project is re-bid it may push the project too far back to complete by the deadline. King asked if since a quote has been received for the ADRC/Public Health ADA entrance ramp from Fahrner if the CDBG project could be switched to that location. Kennedy stated she would follow-up with the grant administrator and grant specialist to see if this is a possibility given the tight timeline for completion. The concern with this option is Fahrner may not even be interested in bidding on a CDBG project as there are very strict guidelines and a lot of paperwork for contractors.

Information Only.

**ANNUAL AUTOMATED LOGIC SERVICE CONTRACT**

Kennedy stated Automated Logic is the software system used for the Courthouse and Law Enforcement Center heating and cooling systems. The service contract includes servicing the system and monitoring equipment performance. The contract has been reviewed by Corporation Counsel and requested insurance language has been added.

Motion by Briggs to approve the annual Automated Logic service contract as presented. Second by Fried. All Committee members present voting ‘Aye’. Motion carried.

**ADRC/PH FIRE PANEL QUOTE**

Kennedy stated that a quote for the replacement of the ADRC/Public Health facility fire panel was received. At the previous committee meeting, quotes for the replacement of the two fire panels at the Law Enforcement Center was presented. The total cost for the replacement of the ADRC/Public Health facility fire panel is \$11,742.00. Kennedy stated the department would be submitting the replacement of all three panels together to be considered for a year 2023 Capital Improvement Project. The current fire panels are obsolete and have not been in production for several year and parts to keep the system are no longer being produced.

Information Only.

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

- a. **CIP - COURTHOUSE ELEVATOR UPGRADE:** No new updates since the last committee meeting.
- b. **CIP - LEC CHILLER:** CR Meyer has completed the door installation. The crane will be on-site the week of June 13, 2022 for the removal of the old boilers and chiller and the installation of the new boiler and chiller.
- c. **CIP - DSS OFFICE REMODEL:** Kennedy stated one bid for construction was received from S.D. Ellenbecker for \$72,645 and from Samuels Group for the cabinets and countertops for \$30,347. Kennedy added the project’s funding source is CLFRF (Coronavirus State Local Fiscal Recovery Funds) and if approved by the County Facilities Committee it will have to be forwarded to the Administration Committee and full County Board for final approval. Kennedy drafted a resolution for use of CLFRF funds in the amount of \$118,440.80 which includes a 15% contingency.

Motion by Briggs to accept the bid as presented contingent on resolution approval by the Administration Committee and County Board. Second by Harris. All Committee members present voting ‘Aye’. Motion carried.

- I. **RESOLUTION:** Motion by Fried to approve the resolution as presented and forward to the Administration Committee. Second by Harris. All Committee members present voting ‘Aye’. Motion carried.
- d. **CIP - LEC JAIL PLUMBING & I-CON SYSTEM:** The electronics were delivered the week of May 9, 2022; the stainless steel fixtures are currently set to ship on July 13, 2022. Installation by Buildings & Grounds staff will not begin until some of the other department projects are completed.
- e. **CIP - LEC JAIL SECURITY GLASS REPLACEMENT:** No new updates since the last committee meeting.
- f. **CDBG PROJECT – COURTHOUSE FRONT STOOP REMOVAL:** Solicitation for bids started, bid opening date set for June 30, 2022. Project must be completed by October 31, 2022 per CDBG guidelines. If no bids are received, the project will have to be re-evaluated at the July 11, 2022 County Facilities meeting.

**NON-BUDGETED ITEM REQUEST**

None

**PUBLIC COMMENT**

Schreier stated that Buildings and Grounds should follow-up with the city prior to repairs on the sidewalks as Oneida Avenue road repairs is planned for an upcoming year. Fisher stated Huber has been in communications with the city and is aware of the upcoming street work.

**ITEMS FOR NEXT AGENDA**

- New Cleaning Technician Position
- Continuing Appropriations Accounts
- Courthouse Front Stoop Update

**FUTURE MEETING DATE(S)**

Monday, July 11, 2022 at 8:00 a.m.

**ADJOURNMENT**

Fisher adjourned the County Facilities meeting at 9:32 a.m.

/s/Russ Fisher  
Russ Fisher, Chairman

07/11/2022  
Date

/s/Lindsey Kennedy  
Lindsey Kennedy, Recording Secretary

07/11/2022  
Date