

COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Law Enforcement Center • Conference Room
Monday, June 7, 2021 • 8:00 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); Art Lersch (UW Extension); Grady Hartman (Sheriff)

CALL TO ORDER

Chairman Fried called the County Facilities Committee to order at 8:00 a.m. in the Conference Room at the Oneida County Law Enforcement Center. 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 Fisher to approve the agenda for today's meeting. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried.

PUBLIC COMMENT

No public comments.

APPROVE MINUTES

Motion by Almekinder to approve the minutes from the May 3, 2021 committee meeting. Second by Krolczyk. 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 Fried to approve the bills, vouchers and blanket purchase orders as presented. Second by Oettinger. All Committee members present voting 'Aye'. Motion carried.

U.W. EXTENSION OFFICE RENTAL LEASE AGREEMENT WITH NICOLET COLLEGE

- a. **REVIEW:** Kennedy stated that Tom Wiensch with Corporation Counsel drafted a lease agreement with Nicolet College and the County for the U.W. Extension office for July 1, 2021 – December 31, 2021. The lease agreement was reviewed and signed by Nicolet College's representative.

A total of \$9,000 (\$1,500/month for 6 months) was allocated to the 2021 Buildings and Grounds budget for U.W. Extension rent expenses. Since Buildings & Grounds no longer provides maintenance or equipment to the U.W. Extension, Fried recommended that moving forward the lease agreement should be handled directly by the U.W. Extension Committee and funding for rent allocated directly to the U.W. Extension budget instead of Buildings and Grounds. Art Lersch, U.W. Extension Director, agreed with this recommendation. The Buildings and Grounds committee agreed this will be the recommendation for the 2022 budget.

- b. **APPROVAL:** Motion by Fried (to approve the U.W. Extension office rental lease agreement) contingent on review by the U.W. Extension committee. Second by Oettinger. All Committee members present voting 'Aye'. Motion carried.

DEPARTMENT STAFFING UPDATE

- a. **COURTHOUSE MAINTENANCE TECHNICIAN VACANCY:** Huber informed the committee interviews for the Courthouse Maintenance Technician position were conducted last Thursday. The department selected Lucas Lee to fill the position with an anticipated start date of July 12, 2021. Lee has a strong background in construction and heating/cooling experience.

Informational only.

LAW ENFORCEMENT CENTER CHILLER UPDATE

Huber stated the Law Enforcement Center chiller is currently working with the repairs that have been made but will need to be replaced. Tweet Garot Mechanical provided an estimate for the project. The budget proposal provided is \$350,000.00. The proposal includes:

- Removed and properly dispose of the existing Carrier water cooled chiller.
- Provide and install a new Trane 150-ton water cooled chiller.
- Remove and properly dispose of the existing (3) Bryan boilers.
- Provide and install (1) new Aerco Benchmark 2500 boiler.
- Remove all related, unused piping in mechanical room.
- Remove all unused combustion air and venting from old boilers.
- Install galvanized, insulated covers in all wall openings.
- Subcontract CR Meyer to open side wall in mechanical room, install an insulated rollup door, remove old boilers and chiller, and install new chiller and boiler through new opening.
- Subcontract insulator to cover all new piping.
- Subcontract electrician for all electrical work.
- Subcontract control contractor for the boiler and chiller controls.
- Provide all piping to connect the new boiler and chiller to the existing systems.
- Provide all venting and combustion air piping for the new boiler.
- Startup of the systems and check for proper operation.

Huber stated that this project will be recommended by the department as a 2022 CIP (Capital Improvement Project) and added that the project may be able to be considered under an infrastructure improvement grant. The committee directed the department to start the bidding process for the project even if it is not completed until next spring.

Information only.

DEPARTMENT CELLPHONE REIMBURSEMENT

- a. **REVIEW:** Fried would like this to be called a tool allotment as the committee has agreed the department uses their cell phones as a tool to complete their duties.
- c. **APPROVAL:** Motion by Fried to approve a \$300 annual stipend to employees for the tool required to do their job but for the department to come back to the committee for final approval of where the money will be coming from, who is eligible and how the reimbursement will be granted. Second by Krolczyk. All Committee members present voting 'Aye'. Motion carried.

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.

ITEMS FOR NEXT AGENDA

- Tool Allotment Approval
- Single Point of Entry
- CDBG Update

FUTURE MEETING DATE(S)

Monday, July 12, 2021 at 8:00 a.m.

TOUR OF LEC DISPATCH CENTER AND MECHANICAL ROOM MEZZANINE

The committee, Buildings and Grounds staff, and Sheriff Hartman toured the Law Enforcement Center facility.

ADJOURNMENT

Fried adjourned the County Facilities meeting at 9:20 a.m.

/s/Billy Fried
Billy Fried, Chairman

07/14/2021
Date

/s/Lindsey Kennedy
Lindsey Kennedy, Recording Secretary

07/14/2021
Date