

**COUNTY FACILITIES COMMITTEE MINUTES**  
**Oneida County Courthouse • County Board Room**  
**Wednesday, July 14, 2021 • 8:00 a.m.**

**COMMITTEE MEMBERS PRESENT:** Billy Fried/Chairman, Russ Fisher, Greg Oettinger and Lance Krolczyk

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

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

**CALL TO ORDER**

Chairman Fried 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 AMENDED AGENDA**

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

**PUBLIC COMMENT**

No public present to offer comment.

**APPROVE MINUTES**

Motion by Fried to approve the minutes from the June 7, 2021 committee meeting. Second by Oettinger. 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, blanket purchases orders, and line item transfers prior to the meeting for review. Huber explained the large expenses for the committee.

Motion by Fisher to approve the bills, vouchers, blanket purchase orders, and line item transfers as presented. Second by Oettinger. All Committee members present voting 'Aye'. Motion carried.

**DEPARTMENT TOOL ALLOWANCE**

- a. **REVIEW:** Kennedy provided a spreadsheet with the information that was requested at the last committee meeting. Buildings and Grounds recommend that all nine employees receive the allotment and the 2021 cost will come from the department's existing budget. For 2022 and future years a designated account line would be created. Kennedy inquired with Finance how the allowance would be distributed to the employees; Finance informed Kennedy only the LRES Committee or County Board can formally modify employee compensation. Kennedy discussed compensation with Charbarneau and the topic will be discussed at the next LRES committee meeting.
- b. **APPROVAL:** Motion by Fried to confirm the information presented regarding the tool reimbursement of \$25/month to apply to nine employees in the Buildings and Grounds department and to move the process forward starting with the LRES committee. Second by Krolczyk. All Committee members present voting 'Aye'. Motion carried.

### **SINGLE POINT OF ENTRY UPDATE**

Huber stated at the last Security meeting the committee recommended presenting the Single Point of Entry plans to the Administration Committee for approval and funding options. The next Administration meeting is scheduled for Monday, August 9, 2021.

Information only.

### **AUTOMATED LOGIC SERVICE CONTRACT**

- a. **REVIEW:** Huber stated this is a renewal contract with Automated Logic for software maintenance/upgrades and building controls. The Automated Logic system is the computerized controls and monitoring system for the heating and cooling units at the Courthouse and LEC. This is a 1-year service contract with a cost of \$4,487.00.
- c. **APPROVAL:** Motion Fried to approve the Automated Logic contract as presented. Second by Oettinger. All Committee members present voting 'Aye'. Motion carried.

### **YEAR 2022 BUDGET AND SCHEDULE**

- a. **2022 FURNITURE AND EQUIPMENT REQUEST LETTER:** Kennedy stated the 2022 Furniture and Equipment request letter was sent to department heads on June 24, 2021. Requests are to be submitted to their committee of jurisdiction for approval and returned to Buildings and Grounds by July 31, 2021. The County Facilities committee will review the requests at the August meeting. The Land and Water Department has submitted a request for a new office chair for \$440.00.
- b. **2022 CAPITAL IMPROVEMENT PROJECTS AND SCHEDULE:** Kennedy stated the department is waiting to receive the Capital Improvement Project schedule and forms from Finance and does not have anything to present at this time.

### **CDBG-CLOSE PROJECT LIST UPDATE**

- a. **ONEIDA COUNTY COURTHOUSE STOOP REMOVAL:** Huber stated the department is working on obtaining the required three quotes for the masonry portion of this project as required for CDBG guidelines but is having a hard time obtaining quotes. The department will continue to reach out to area masons.
- b. **ONEIDA COUNTY COURTHOUSE DOOR KNOB REPLACEMENT:** The Historic Society approved this project but materials used must be sympathetic to the historic character of the courthouse. Appropriate hardware has been identified but cannot be purchased until the department credit card is received.

### **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

### **CLOSED SESSION**

Motion by Fried, second by Fisher to go into closed session pursuant to section 19.85 (1)(c) for purposes considering employment, promotion, compensation or performance evaluation data of any public employee (6 Month Performance Evaluation and Goals Setting for Facilities Director and 6 Month Performance Evaluation for Assistant Facilities Director).

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Roll call vote taken; all members voting in the affirmative. Motion carried. Committee went into closed session at 9:10 a.m.

Staff present in closed session: Huber.

**RETURN TO OPEN SESSION**

Motion by Fisher, second by Oettinger to return to open session. Roll call vote taken with all members voting in the affirmative. Motion carried. Committee returned to open session at 9:58 a.m.

No motions were made in closed session or upon return to open session.

**PUBLIC COMMENT**

No public present.

**ITEMS FOR NEXT AGENDA**

- Tool Allotment Update
- CIP List
- 2022 Furniture and Equipment Request

**FUTURE MEETING DATE(S)**

Monday, August 2, 2021 at 8:00 a.m.

**ADJOURNMENT**

Fried adjourned the County Facilities meeting at 10:02 a.m.

/s/Billy Fried \_\_\_\_\_  
Billy Fried, Chairman

08/02/2021 \_\_\_\_\_  
Date

/s/Lindsey Kennedy \_\_\_\_\_  
Lindsey Kennedy, Recording Secretary

08/02/2021 \_\_\_\_\_  
Date