

COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Courthouse • 1st Floor Conference Room
Monday, September 12, 2022 • 8:15 a.m.

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

COMMITTEE MEMBERS ABSENT (EXCUSED): Robert Briggs

ALSO PRESENT: Troy Huber, Lindsey Kennedy (Buildings & Grounds); Lisa Charbarneau (LRES); Tracy Hartman (County Clerk)

CALL TO ORDER

Chairman Fisher called the County Facilities Committee to order at 8:15 a.m. in 1st Floor Conference 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 Harris to approve the amended agenda for today's meeting, with the order of items at the Chair's discretion. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried.

PUBLIC COMMENT

No public comment.

APPROVE MINUTES

Motion by Fried to approve the minutes from the August 8, 2022 committee meeting. Second by Harris. 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, vouchers, and blanket purchases orders prior to the meeting for review. Huber explained the large expenses to the committee. Harris requested in the future that payment amounts made to the same vendor be broken down and listed separately for projects and other expenses/service calls. Kennedy acknowledged the request.

Motion by Fried to approve the bills, vouchers and line item transfers as presented. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried.

CLOSED SESSION

Motion by Harris, second by Fried for the County Facilities Committee to go into closed session pursuant to section 19.85(1) (c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee (Topics: LTE Cleaning Technician Vacancy and Separation Survey Review).

Roll call vote taken; all members voting in the affirmative. Motion carried. Committee went into closed session at 8:20 a.m.

Staff present in closed session: Huber, Kennedy and Charbarneau

RETURN TO OPEN SESSION AND ANNOUNCEMENTS FROM CLOSED SESSION

Motion by Harris, second by Almekinder to return to open session. Roll call vote taken with all members voting in the affirmative. Motion carried. Committee returned to open session at 8:29 a.m.

Fisher reports no announcements from nor motions made in closed session.

DUMP TRAILER PURCHASE UPDATE

Fisher stated the dump trailer has been purchased jointly with the Forestry Department. The trailer will be stored at the River Street Storage buildings.

Informational Only.

2023 ARPA PROJECT – COURTHOUSE HVAC UPGRADES – PHASE I

Kennedy stated prior to the start of the 2023 CIP meetings the Buildings & Grounds department was under the assumption that the Courthouse Chiller Replacement project was already slated as a 2023 ARPA project based on the Relief Funding Plan but has since been made aware that the plan was never adopted by County Board.

The department put the project out for bid, with bids due August 9, 2022. The department would like to accept the submitted bid from Tweet Garot for \$174,496.00. This would allow for the material and equipment to be ordered so the system could be replaced prior to the 2023 summer season. The vendor noted an approximate 40-week production timeline for the chiller so the department did not want to delay on the bid process.

The department is looking for direction from the committee if the received bid can be accepted and forwarded to the Administration Committee and County Board now or if the department has to wait until after the 2023 budget hearings and re-bid the project. Fried stated that Solid Waste has also moved forward with the bid process and resolution drafting for the Trash Compactor purchase due to the same issues with production timelines and increasing equipment costs and feels it is appropriate for Buildings and Grounds to move forward with the bid award on this project.

- a. **BID AWARD:** Motion by Almekinder to accept the bid from Tweet Garot for \$174,496.00. Second by Harris. All committee members present voting 'Aye'. Motion carried.
- b. **RESOLUTION FOR USE OF ARPA FUNDS:** Motion by Fried to approve the resolution and forward to the Administration Committee for consideration. Second by Almekinder. All committee members present voting 'Aye'. Motion carried.

COUNTY FACILITIES REFUSE COLLECTION VENDOR OPTIONS

- a. **REVIEW:** Huber stated the department requested quotes for refuse/recycling collection for the County Facilities as the current contract is set to expire on March 8, 2023, and the current rates are quite high. Three quotes were received meeting the following criteria: 3-year locked contract price, facility specific dumpster specifications, weekly pick-up, maximum fuel charge not to exceed 5% and no additional charges for dumpster delivery and set-up. The monthly rate provided by Republic Services (current vendor) for all facilities was \$2,041.61, Waste Management was \$1,135.00 and GFL was \$1,017.70. The department recommends going with GFL. Fried questioned why the County is not using Solid Waste for their refuse collection needs. The department has discussed the idea with the Solid Waste Director, Lisa Jolin, but at this time, Solid Waste does not have the resources (dumpsters, pick-up vehicles or personnel) to provide the services needed.
- b. **APPROVAL:** Motion by Fried to approve the recommendation by the Buildings and Grounds Department to move forward with the 3-year contract with GFL. Second by Harris. Committee members present voting 'Aye'. Motion carried.

YEAR 2023 FURNITURE & EQUIPMENT REQUESTS

Kennedy stated both the County Facilities and Planning and Development committees made the motion to move forward with leasing the machines but did not provide instruction on which department was responsible for making those payments and also where the funding was to come from. After speaking with the sales representative for EO Johnson she verified that the maintenance and service plan is not included with the leasing cost of the machines and that would be an additional charge. Kennedy provided a cost breakdown on purchase vs. leasing. The total cost to purchase both machines outright is \$21,082.79. The total cost to lease both machines for 60 months is \$26,564.40.

The monthly cost for the maintenance and service plan for the Rhinelander copier is \$275.00 and \$22.44 for the Minocqua copier. The total 60-month cost to lease both copiers and carry the maintenance and service plan is \$44,410.80. Kennedy stated it is the recommendation that the machines be purchased outright and if Planning and Zoning chooses to carry the maintenance and service plan on the copiers, they can include that in their department budget.

Fried wanted input from County Clerk Hartman on what they are paying for their copier and what their contract includes.

Chairman Fisher called a 5-minute recess. Fried left the meeting to request Hartman join the meeting; both Fried and Hartman returned to the meeting.

Clerk Hartman stated the copier that her department oversees was leased but she does not recall the lease details. She will review her files and provide a copy to Kennedy to present at the next County Facilities Committee meeting. Based on Clerk Hartman's recollection it was determined that it was more financially beneficial for the county to lease the copier based on the amount of copies printed. Fried requested Kennedy obtain the annual copy data reports for the Planning and Zoning copiers and present at the next County Facilities meeting.

- a. **PLANNING & ZONING – RHINELANDER OFFICE COPIER:** Item tabled until the next committee meeting; committee directed Kennedy to obtain the annual copy data reports for the Planning and Zoning copiers and the County Clerk's copier lease agreement.
- b. **PLANNING & ZONING – MINOCQUA OFFICE COPIER:** Item tabled until the next committee meeting; committee directed Kennedy to obtain the annual copy data reports for the Planning and Zoning copiers and the County Clerk's copier lease agreement.

UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

- a. **CIP - COURTHOUSE ELEVATOR UPGRADE:** No new updates since the last committee meeting. Fried requested the department develop a formal plan in writing that can be forwarded to all departments for when the elevator is down.
- b. **CIP - LEC CHILLER:** Contractor will be on-site the week of September 12, 2022 to complete project.
- c. **CIP - DSS OFFICE REMODEL:** No new updates since the last committee meeting.
- d. **CIP - LEC JAIL PLUMBING & I-CON SYSTEM:** No new updates since the last committee meeting. Buildings & Grounds staff continue with the installation.
- e. **CIP - LEC JAIL SECURITY GLASS REPLACEMENT:** Stronghold to return the week of September 26, 2022 to replace the remainder of glass.
- f. **CDBG PROJECT – COURTHOUSE FRONT STOOP REMOVAL:** No new updates since the last committee meeting. Huber stated the mason plans to start the project in October.

NON-BUDGETED ITEM REQUEST

None

PUBLIC COMMENT

No public comment.

ITEMS FOR NEXT AGENDA

- LEC Water Softener Project
- Planning and Zoning Copiers

FUTURE MEETING DATE(S)

Monday, October 10 at 8:15 a.m.

County Facilities Committee meeting
September 12, 2022

ADJOURNMENT

Fisher adjourned the County Facilities meeting at 9:24 a.m.

Russ Fisher, Chairman

Date

Lindsey Kennedy, Recording Secretary

Date

DRAFT