

COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Courthouse • Committee Room #2
Monday, October 10, 2022 • 8:15 a.m.

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

ALSO PRESENT: Troy Huber, Lindsey Kennedy (Buildings & Grounds); Mike Fugle (Corporation Counsel)

PRESENT VIA ZOOM: Linnaea Newman (County Board Supervisor)

CALL TO ORDER

Chairman Fisher called the County Facilities Committee to order at 8:15 a.m. in Committee Room #2 at the Oneida County Courthouse. This meeting has been properly posted in accordance with the Wisconsin Open Meetings Law and complies with the Americans with Disabilities Act.

APPROVE AGENDA

Motion by Almekinder 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 Harris to approve the minutes from the September 12, 2022 committee meeting. Second by Briggs. 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. Kennedy explained the large expenses to the committee.

Motion by Almekinder to approve the bills, vouchers, and blanket purchase orders as presented. Second by Fried. All Committee members present voting 'Aye'. Motion carried.

LTE CLEANING TECHNICIAN VACANCY UPDATE

Kennedy updated the committee on the status of the new LTE cleaning technician at the ADRC and Public Health Facility.

Informational Only.

SALE OF DEPARTMENT PLOW TRUCK AND PURCHASE OF NEW TRUCK

Huber stated the department would like to replace the two department trucks at the Law Enforcement Center. The trucks are old and starting to rust. The trucks are used for snow removal, carrying the SaltDogg salt spreader and regular department duties (picking up supplies and transportation to tower sites). Huber would like to start with selling one of the trucks included the plow then use the profit from the sale along with funds from the department's equipment account for the purchase of a "new" used truck but ultimately he would like to replace both trucks.

Motion by Almekinder to approve up to \$40,000 for the purchase of a new department plow truck and plow and the sale of department plow truck as presented. Second by Briggs. All Committee members present voting 'Aye'. Motion carried.

CLOSED SESSION

Motion by Briggs, second by Harris for the County Facilities Committee to go into closed session pursuant to section 19.85 (1) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (Topic: ADRC fall claim).

Roll call vote taken; all members voting in the affirmative. Motion carried. Committee went into closed session at 8:32 a.m.

Staff present in closed session: Huber, Kennedy and Fugle

RETURN TO OPEN SESSION AND ANNOUNCEMENTS FROM CLOSED SESSION

Motion by Harris, second by Briggs to return to open session. Roll call vote taken with all members voting in the affirmative. Motion carried. Committee returned to open session at 8:43 a.m.

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

REQUEST OF MAJOR RENOVATION CONTINUING APPROPRIATIONS FUNDS FOR COURTHOUSE CHILLER REPAIR COSTS

Huber stated the Courthouse chiller replacement has been approved as a 2023 ARPA funded project but the department currently has invoices for \$6,864.96 for repair costs to keep the system up and running. The department cannot cover these expenses within their current operations budget and are requesting funds be used from the major renovation continuing appropriations account.

Motion by Briggs to approve funds not to exceed \$7,000 from the major renovation continuing appropriations account to cover the Courthouse chiller repair costs. Second by Harris. All Committee members present voting 'Aye'. Motion carried.

JAIL POD FIRE SUPPRESSION SYSTEM REPLACEMENT

Huber informed the committee that the jail dorm pod fire suppression system has failed and the vendor is unable to get replacement parts. The cost to replace the system is \$52,135.00 and does not include demo cost, fan test and enclosure integrity. This cost cannot be cover within the department's current budget so a request from the general fund is being made. The project was not put out for bid and the department needs direction from the committee as how to proceed.

Motion by Fried to approve resolution drafting for use of ARPA funds for the project and forward to Administration committee and County Board for approval. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried. Committee directed Kennedy to follow up with Finance and Corporation Counsel regarding project eligibility for use of ARPA funds and bidding requirements.

OUT-OF-COUNTY TRAVEL REQUEST (FACILITIES DIRECTOR): WISCONSIN FACILITY MANAGEMENT ASSOCIATION MEETING IN WAUPACA COUNTY - OCTOBER 21, 2022

Huber is requesting to attend the Wisconsin Facility Management Association meeting on October 21, 2022 in Waupaca. Huber stated this will be the first face-to-face meeting since COVID and added the information he has gained at these meeting has been extremely valuable to the County.

Motion by Harris to approve the out-of-county travel request as presented. Second by Fried. All Committee members present voting 'Aye'. Motion carried.

PLANNING & ZONING MINOCQUA OFFICE FLOORING REQUEST

Kennedy stated Planning & Zoning staff have complained for several years that the carpet in their Minocqua office is a trip hazard and requested it be replaced. Kennedy has been working with City of Minocqua staff to fulfill the request and during communications with the City; the idea of cost sharing was discussed. Kennedy told City of Minocqua staff that she would submit the request to the County Facilities committee for consideration.

The committee agrees that they would only be in support of cost sharing for the flooring replacement if it would offset or serve as a credit toward rent paid by the County. Kennedy to follow-up with the City of Minocqua.

**YEAR 2023 FURNITURE & EQUIPMENT REQUESTS UPDATE - PLANNING & ZONING OFFICES
COPIERS**

Kennedy stated that during the budget hearing it was determined that the ITS Department should oversee the purchase of copiers so this request was transferred to the ITS Department including the transfer of available funds to the ITS budget.

Informational Only.

UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

- a. **CIP - COURTHOUSE ELEVATOR UPGRADE:** Otis has provided an anticipated start date of 11/28/2022.
- b. **CIP - LEC CHILLER:** Boiler start-up scheduled for 10/19/2022.
- c. **CIP - DSS OFFICE REMODEL:** No new updates since the last committee meeting.
- d. **CIP - LEC JAIL PLUMBING & I-CON SYSTEM:** Buildings & Grounds staff continue with the installation but the process is slow; they are doing additional maintenance, such as changing lights and painting, while the inmates are relocated from the cellblocks.
- e. **CIP - LEC JAIL SECURITY GLASS REPLACEMENT:** Project completed 10/05/2022.
- f. **CDBG PROJECT – COURTHOUSE FRONT STOOP REMOVAL:** Mason started the project 10/10/2022.

NON-BUDGETED ITEM REQUEST

None

PUBLIC COMMENT

No public comment.

ITEMS FOR NEXT AGENDA

- Update on LEC Fire Suppression
- PZ Flooring
- Department Truck Purchase

FUTURE MEETING DATE(S)

Monday, November 14 at 8:15 a.m.

Monday, December 12 at 8:15 a.m.

ADJOURNMENT

Fisher adjourned the County Facilities meeting at 9:25 a.m.

/s/Russ Fisher
Russ Fisher, Chairman

11/14/2022
Date

/s/Lindsey Kennedy
Lindsey Kennedy, Recording Secretary

11/14/2022
Date