

COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Courthouse • County Board Room
Monday, November 1, 2021 • 8:00 a.m.

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

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

CALL TO ORDER

Chairman Fried 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 AMENDED AGENDA

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

PUBLIC COMMENT

No public comment.

APPROVE MINUTES

Motion by Almekinder to approve the minutes from the October 11, 2021 committee meeting. Second by Fisher. 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 Fried to approve the bills, vouchers and line item transfer as presented. Second by Krolczyk. All Committee members present voting 'Aye'. Motion carried.

CLEANING TECHNICIAN VACANCY UPDATE

Huber stated interviews were recently conducted and two candidates were selected, one to fill the vacant LEC Cleaning Technician position and the other to fill the upcoming vacancy in December due to a retirement. The Labor Relations/Employee Services office is working with the candidates to finalize the details prior to the individuals starting.

Informational only.

ADRC AND PUBLIC HEALTH FACILITY ACCESS CONTROL SYSTEM UPGRADE UPDATE

Kennedy stated the contract with Pieper Electric for the access control system upgrade at the ADRC and Public Health Facility was reviewed by Corporation Counsel and changes were approved by Pieper. The material and equipment have been ordered; once the equipment is received, the project will be started.

Huber consulted with the IT Department regarding having the system software of the County server so that only one software program could be purchased resulting in a cost savings for software services agreement for the program. Currently, if each facility has their own individual software program, they each would need their own individual software services agreement. The software services agreement includes free version upgrades, version upgrade assistance, discount optional professional services. Currently none of the programs have software services agreements and have not been approved by committee due to the cost. A 3-year software services agreement for one program cost \$3,317.87. The IT Department does not recommend putting the software on the County server because of security concerns which would not allow for a single software program for all three facilities.

Information only.

AFTERHOURS MEETINGS

Kennedy stated the department would like the committee's support in recommending all afterhours meetings be scheduled at the Law Enforcement Center. There are several reasons this recommendation is being made - such as this will maintain the security of the courthouse rather than leaving an unmonitored door unlocked and there are no courthouse security on-site afterhours. The current process for afterhours meetings is that the cleaning technicians prop a door open for the duration of the meeting. The open door is unmonitored and anyone has the ability to enter the building.

The Sheriff is in support of having afterhours meetings held at the Law Enforcement Center but did add that if their department already has a meeting scheduled it will take precedence. In those cases, it is understood that the meetings can be held at the Courthouse.

Motion by Fried to instruct Buildings & Grounds administration to offer a change of policy for afterhours meeting that the first choice should be to go to the Law Enforcement Center. Second by Oettinger. Fried recommended to check with Corporation Counsel and see if there needs to be formal policy written. All Committee members present voting 'Aye'. Motion carried.

ASSET INVENTORY

Kennedy provided a background on the asset inventory process and asked for guidance from the committee on which process should be used moving forward. Earlier in the year, finance made the recommendation that the old asset tracking process in AS400 can be retired and that for auditing purposes they will keep a spreadsheet of items valuing \$25,000 or more.

The committee discussed the process and made the recommendation that each department will track their individual department assets in a database software of their choice, such as Access or Excel. As items are purchased or disposed of the lists will be updated as needed. Assets will no longer have to be scanned every other year. It is the responsibility of each department to track their assets. New assets will not have tags (stickers) at this time as those were generated with the AS400 system.

SINGLE POINT OF ENTRY

Fried asked that this item be added back onto the agenda because the 2022 County budget finalization is coming up and he said that after speaking with Chairman Hintz if the project could be completed with ARP relief money it might want to be reconsidered. Fried did not feel confident in bringing the project

back to the full County Board for reconsideration and wanted to get the County Facilities Committee's input. The committee was in agreement with not reconsidering the single point of entry at this time.

Information only.

2022 CIPs AND OTHER PROJECTS REVIEW

Kennedy updated the committee on the five Capital Improvement Projects scheduled for 2022 if approved at the November County Board meeting. The projects include the ADRC/Public Health garage, Courthouse elevator upgrade, Law Enforcement Center Chiller, Social Services offices remodel and the Law Enforcement Center Jail plumbing & ICON system update.

Information only.

CDBG PROJECTS UPDATE

- a. **FRONT STOOP:** Huber noted no updates on this project.
- b. **DOOR KNOB REPLACEMENT:** The Buildings and Grounds Department made the recommendation to cancel the replacement of the doorknobs to ADA compliant handles. This recommendation was made because the SHPO (State Historic Preservation Office) gave the department very specific guidelines to follow to maintain the building's historic designation. The use of the existing escutcheon plates with the replacement of the knobs was creating a product that did not look pleasing and would not last over time. The committee was in agreement with canceling this project as no ADA complaints have been received and if any are made they can be addressed on an individual basis.

CLOSED SESSION

Motion by Almekinder, second by Oettinger to go into closed session pursuant to section 19.85 (1) (f) for considering financial, medical, social or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public, would likely have a substantial adverse effect on the reputation of the person referred to in such data." (Topic: Buildings and Grounds Director)

Roll call vote taken; all members voting in the affirmative. Motion carried. Committee went into closed session at 8:59 a.m.

Staff present in closed session: Huber and Kennedy

RETURN TO OPEN SESSION

Motion by Oettinger, second by Fisher to return to open session. Roll call vote taken with all members voting in the affirmative. Motion carried. Committee returned to open session at 9:10 a.m.

No motion or announcements made from closed session discussion.

UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

- a. **PROJECT LISTS AND PROJECTED TIMELINE:** Huber updated the committee on the current department projects.

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NON-BUDGETED ITEM REQUEST

None

PUBLIC COMMENT

No public present.

ITEMS FOR NEXT AGENDA

- Microphones in County Board Room

FUTURE MEETING DATE(S)

Monday, December 13, 2021 at 8:00 a.m.

ADJOURNMENT

Fried adjourned the County Facilities meeting at 9:13 a.m.

Billy Fried, Chairman

Date

Lindsey Kennedy, Recording Secretary

Date