

**COUNTY FACILITIES COMMITTEE MINUTES**  
**Oneida County Courthouse • Committee Room #2**  
**Monday, November 14, 2022 • 8:15 a.m.**

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

**COMMITTEE MEMBERS ABSENT (EXCUSED):** Bob Almekinder and Robert Briggs

**ALSO PRESENT:** Troy Huber, Lindsey Kennedy (Buildings & Grounds); Steven Schreier (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 Harris to approve the agenda for today's meeting, with the order of items at the Chair's discretion. Second by Fried. All Committee members present voting 'Aye'. Motion carried.

**PUBLIC COMMENT**

No public comment.

**APPROVE MINUTES**

Motion by Fried to approve the minutes from the October 10, 2022 committee meeting. Second by Harris. All Committee members present voting 'Aye'. Motion carried.

**BILLS, VOUCHERS, BLANKET PURCHASE ORDERS, LINE ITEM TRANSFERS**

The committee was provided a list of the bills, vouchers, blanket purchases orders and line item transfers prior to the meeting for review. Huber and Kennedy provided a brief explanation of the expenses and transfers.

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

**COURTHOUSE LOADING DOCK REPLACEMENT**

Huber stated the current courthouse loading dock is old and cannot be operated properly. The department obtained one quote and it seems a bit high; the department is working on obtaining additional quotes. The department recommends the loading dock be replaced in 2023.

Informational Only.

**JAIL DORM POD FIRE SUPPRESSION SYSTEM REPLACEMENT UPDATE**

Huber stated the initial testing of the room has been done so that proper equipment and supplies can be ordered. Huber provided a brief overview of the area the suppression system protects and the risks involved. The committee requested to be email updated when the project starts.

Informational Only.

**COURTHOUSE ANNEX ROOF STATUS**

Huber stated Oneida Roof and Chimney was on-site a couple of weeks ago to evaluate a leak in the roof over the annexed section of the courthouse. The roofer reports the rubber membrane has become permeable and cannot be replaced or repaired anymore. The breakdown of the rubber has caused the underlying insulation board to absorb water and become sponge-like. This project was withdrawn for consideration as a 2023 CIP as the department thought temporary repairs could be made for another year. The department strongly recommends the Courthouse Annex Roof Replacement be designated as a 2024 CIP.

Informational Only.

**SNOWMOBILE COUNCIL AFTERHOURS MEETINGS RELOCATION REQUEST**

Eric Rady, Assistant Forestry Director, stated the Snowmobile Council would like to move their meetings back to the Courthouse, noting the meeting room at the LEC is large and difficult for the members to hear. The group is approximately 15 people and they leave the space neat and orderly so there should not be additional duties for the cleaning staff if the request is approved. Rady feels it is inefficient to have the meetings at the LEC as they do not have access to their computers, files and maps. Rady stated that the Oneida County recreation officer, Elisha Williams, attends the meetings and is able to secure the building and let council members in during a designated timeframe. The committee has concerns with granting this request as it may encourage other organizations or departments to make a similar request.

Fisher asked that this item be tabled until the December County Facilities meeting so that all committee members can be present.

**PLANNING & ZONING MINOCQUA OFFICE FLOORING UPDATE**

Kennedy stated she emailed Town of Minocqua representatives informing them that the committee would only be in support of cost sharing for the flooring replacement if it would offset or serve as a credit toward rent paid but no response was received.

Informational Only.

**WISCONSIN FACILITY MANAGEMENT ASSOCIATION MEETING OVERVIEW**

Huber updated the committee on the information shared at the Wisconsin Facility Management Association meeting he attended in Waupaca County on October 21, 2022. No vendors attended this meeting, as it was the first one since COVID.

Informational Only.

**DEPARTMENT TRUCK SALE AND PURCHASE UPDATE**

Huber stated the department's 2008 Chevrolet Silverado plow truck has been posted on Facebook Marketplace with a sale price listing of \$13,000 but there has been little interest. An offer was received for \$8,000 and Huber would like the committee's approval to accept the offer. Approximately five years ago, the truck was purchased for \$6,000 but did not include the plow.

Motion by Harris to accept the offer of \$8,000. Second by Fried. All Committee members present voting 'Aye'. Motion carried.

**CLOSED SESSION**

Motion by Fried, second by Harris for the County Facilities Committee to go into closed session pursuant to section 19.85 (1) (c) Considering strategy for crime detection or prevention (Topic: Courthouse Security) and Section 19.85 (1) (f) 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: Staffing Update).

Roll call vote taken; all members voting in the affirmative. Motion carried. Committee went into closed session at 9:03 a.m.

Staff present in closed session: Huber and Kennedy

**RETURN TO OPEN SESSION AND ANNOUNCEMENTS FROM CLOSED SESSION**

Motion by Fried, second by Harris to return to open session. Roll call vote taken with all members voting in the affirmative. Motion carried. Committee returned to open session at 9:14 a.m.

Motion by Fried to approve the replacement of the garage door with funding to come from the Courthouse Security continuing appropriations account. Second by Harris. All Committee members present voting 'Aye'. Motion carried.

Motion by Fried to move the LEC Cleaning Technician to Maintenance Technician as needed at the discretion of the Facilities Director at the wage presented. Second by Harris. All Committee members present voting ‘Aye’. Motion carried.

*\*9:16 a.m. – Harris left the meeting. Schreier served as substitute committee member beginning at 9:16 a.m. in accordance with Oneida County Code §2.31(4) (b).*

**UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES**

- a. **CIP - COURTHOUSE ELEVATOR UPGRADE:** Project slated to start 11/28/2022.
- b. **CIP - LEC CHILLER:** Project completed 11/08/2022.
- c. **CIP - DSS OFFICE REMODEL:** Projected timeline from contractor: demolition: 01/03/23 - 01/06/23; steel stud install: 01/9/23 - 01/13/23; drywall install and mechanical rough-ins: 01/16/23 - 01/27/23; should be ready for cabinets the 1<sup>st</sup> week in February.
- d. **CIP - LEC JAIL PLUMBING & I-CON SYSTEM:** No new updates.
- e. **CIP - LEC JAIL SECURITY GLASS REPLACEMENT:** Project completed 10/05/2022.
- f. **COURTHOUSE FRONT STOOP REMOVAL:** Mason completed ramps and entrance concrete work. Buildings & Grounds staff fabricating the handrails and installing the push button door openers.

**NON-BUDGETED ITEM REQUEST**

None

**PUBLIC COMMENT**

No public comment.

**ITEMS FOR NEXT AGENDA**

- Department Truck Purchase
- Snowmobile Council Meeting
- PZ Flooring

**FUTURE MEETING DATE(S)**

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

**ADJOURNMENT**

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

\_\_\_\_\_  
Russ Fisher, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lindsey Kennedy, Recording Secretary

\_\_\_\_\_  
Date