

COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Courthouse • County Board Room
Monday, December 13, 2021 • 8:00 a.m.

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

COMMITTEE MEMBERS PRESENT VIA ZOOM: Greg Oettinger

ALSO PRESENT: Troy Huber, Lindsey Kennedy (Buildings & Grounds); Traci Running (Clerk of Courts); Eric Rady, Tanya Tischendorf (Forestry); Kyle Franson (ROD); Mike Romportl (LIO); Tina Smigielski (Finance); Patti Finlan (Branch II); Rebekah Meier (DA)

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 AGENDA

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

PUBLIC COMMENT

No public comment.

APPROVE MINUTES

Motion by Fisher to approve the minutes from the November 1, 2021 committee meeting. Second by Almekinder. 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, and blanket purchases orders prior to the meeting for review. Huber explained the large expenses for the committee.

Motion by Fried to approve the bills and vouchers as presented. Second by Fisher. All Committee members present voting 'Aye'. Motion carried.

COURTHOUSE SINGLE POINT OF ENTRY

Due to calls and emails from staff concerning recent security concerns at the Courthouse, Fried asked that the Courthouse Single Point of Entry be added to the agenda to allow staff to voice their concern to the committee.

Mike Romportl, Kyle Franson, and Rebekah Meier all spoke in support of reconsidering the Single Point of Entry. Kennedy also read emails from staff voicing their support of the Single Point of Entry.

Besides implementing a Single Point of Entry, the need for additional safety training and drills was discussed. Krolczyk stated many people are surprised that we do not have a single point of entry as most public facilities already have heightened security. Krolczyk added that it sounds like most staff are in

support of having a single point of entry and that it should be reassessed. Romportl added it might be beneficial to have the County Risk Managers involved.

Committee directed Buildings and Grounds staff to compile a list of the emails and concerns discussed at today's meeting regarding the Courthouse Single Point of Entry and present to the Administration committee, Courthouse Security committee and the next Department Head meeting for reconsideration.

SNOWMOBILE COUNCIL MEETINGS

Eric Rady, Assistant Forestry Director, forwarded an email from Jim Wendt, Oneida County Snowmobile Council President regarding concerns he had with the move of afterhours meeting to the Law Enforcement Center. His concerns included having to wait in the lobby for LEC staff to unlock the doors for entrance, configuration of the table and chairs and the acoustics of the meeting room. Rady stated it is nice to hold the meetings in the County Board room as there are a few council members that come in early to meet in his office to go over the concerns. Approximately 15 members attend the monthly meetings. Which are held for seven months starting in September and held on the first Wednesday of the month. When the meetings were held at the Courthouse a door was prompted open and allows entry to anyone, which they understand, is a concern. Huber stated that by allowing this council to meet afterhours at the Courthouse it would encourage other groups to make the request. Almekinder added that the committee was just discussing a single point of entry and now talking about not securing the courthouse afterhours, which is contradictory.

The committee stated since this was the first meeting at the Law Enforcement Center it is understood that there would be some kinks to work out. Fried stated he would reach out to Wendt for discussion. Huber agreed to work with Rady and the IT department to get a laptop and adjust the sound system concerns. The Buildings and Grounds department will also assist with rearrangement of the room to better meet the needs of the council. If the council's concerns persist, they were instructed to report back to a future County Facilities meeting.

2022 BUILDINGS & GROUNDS LONG RANGE PLAN

Huber and Kennedy reviewed the 2022 Buildings & Grounds Long Range Plan handout with the committee members.

Motion by Fisher to approve the 2022 Buildings & Grounds Long Range Plan as presented. Second by Fried. All Committee members present voting 'Aye'. Motion carried.

COURTHOUSE AIR CONDITIONER REPLACEMENT FOCUS ON ENERGY REIMBURSEMENT

Kennedy stated a focus on energy reimbursement check for the Courthouse air conditioner replacement CIP was received for \$1,931.25. That reimbursement will offset the \$499.67 overage of the project. When the project was originally bid, the Buildings & Grounds department had an on staff electrician but prior to the project, he took another position so Tweet Garot had to subcontract an electrician for an additional cost.

Informational only.

ADRC/PH FACILITIES CARD READER UPDATE

Huber stated the damaged card readers have been replaced and the system is now operational.

Information only.

STORM DAMAGE INSURANCE CLAIM UPDATE

Kennedy stated Buildings & Grounds along with the IT Department received insurance recoveries for \$9,257.55 for damages caused by storms earlier this year. There was a \$5,000 deductible. The total amount claimed was \$14,257.55. \$2,575.20 for a replacement VFD (variable-frequency drive) for the LEC Kitchen stove hood; \$1,305.08 for 2 replacement boards for card readers at Courthouse; \$7,939.77 Replacement of the damaged card reader system at the ADRC/PH Facility and IT had \$2,437.50 in claims. Of the total reimbursed, Buildings & Grounds received \$7,660.86.

Information only.

BUILDINGS & GROUNDS EQUIPMENT UPDATE

Huber stated the Bobcat that was previously approved for purchase is still in production status. The vendor has provided a loaner machine to use until the new one is delivered. The expected delivery date is the end of January 2022 and with the recent snowfall, a machine was needed.

Information only.

CDBG PROJECTS UPDATE

- a. **FRONT STOOP:** Finance Director Smigielski provided a background on the CDBG process and history. Smigielski stated that she is going to submit a request for proposal for the administrative costs for the CDBG projects. She has been in communication with the Department of Administration and the County has not met some of the required deadlines. Smigielski stated that having an administration consultant will help ensure the deadline and required forms are completed accurately and timely. Smigielski stated the cost for the consultant cannot be funded by CDBG funds but that it can possibly be covered with relief money otherwise it would have to come from each participating department's budget. Smigielski stated she would have more information once the proposals are received. Informational only.
- b. **DOOR KNOB REPLACEMENT:** Previously the committee agreed with the department's recommendation to discontinue the project. Smigielski stated that a public hearing must be done to not proceed with this project. The department was instructed to work with Smigielski to ensure proper procedure is followed to discontinue this project.

ARPA APPROVAL PROCESS

Kennedy stated during the budget process Buildings and Grounds was approved for a number of projects to be funded with ARPA money. The projects include the LEC Chiller, DSS remodel and Jail plumbing. Finance has developed a new process for approval of ARPA funded projects. The projects will be bid as normal, the committee of jurisdiction will award a bid and then the bid will be presented to the Administration Committee for final approval via resolution. It does add an extra step but will be beneficial for some of the department's projects as updated quotes that have been received are coming in much higher than what was approved during the budget process.

Informational only.

CLEANING TECHNICIAN VACANCY UPDATE

Huber stated both vacant cleaning technician positions have been filled. David Cornelius has filled the vacant position at the Law Enforcement Center and Joanne Lawrence has filled the position at the Courthouse. The department has already received praise from other departments regarding their work and the transition has been smooth.

Informational only.

5 YEAR SERVICE AWARD – TODD DELLENBACH

Huber stated Todd Dellenbach; one of the department’s cleaning technicians has earned his 5-year service award but declined attending the meeting to be presented the award. The department and committee would like to recognize Todd for his dedication to the county and his exceptional work over the years.

Informational only.

UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

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

NON-BUDGETED ITEM REQUEST

None

PUBLIC COMMENT

No public present.

ITEMS FOR NEXT AGENDA

- Snowmobile Council Meeting
- Single Point of Entry
- CDBG

FUTURE MEETING DATE(S)

Monday, January 10, 2022 at 8:00 a.m.

ADJOURNMENT

Fried adjourned the County Facilities meeting at 9:34 a.m.

/s/Billy Fried
Billy Fried, Chairman

01/10/2022
Date

/s/Lindsey Kennedy
Lindsey Kennedy, Recording Secretary

01/10/2022
Date