

**JOINT COUNTY FACILITIES, LABOR RELATIONS & EMPLOYEE SERVICES,  
ADMINISTRATION, PUBLIC WORKS AND PLANNING & DEVELOPMENT  
COMMITTEE MINUTES**

**Oneida County Courthouse • County Board Room**

**Monday, December 14, 2020 • 8:30 a.m.**

**LRES COMMITTEE MEMBERS PRESENT:** Ted Cushing/Chairman, Billy Fried/Vice Chairman, and Dave Hintz, Scott Holewinski and Sonny Paszak

**COUNTY FACILITIES COMMITTEE MEMBERS PRESENT:** Billy Fried/Chairman, Russ Fisher/Vice Chairman, Lance Krolczyk, Bob Almekinder; Greg Oettinger via Zoom

**ALSO PRESENT:** Lisa Charbarneau, Jenni Lueneburg (LRES); Darcy Smith (Finance); Grady Hartman (Sheriff); Richard Moore (media)

**CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS**

Chairman Cushing called the LRES Committee to order at 8:30 a.m. in the County Board Room of the Oneida County Courthouse.

Chairman Fried called the Facilities Committee to order at 8:30 a.m. in the County Board Room of the Oneida County Courthouse.

The joint meeting has been properly posted in accordance with the Wisconsin Open Meeting Law, and complies with the Americans with Disabilities Act.

**APPROVAL OF AGENDA**

Motion by Holewinski to approve today's agenda for the LRES Committee. Second by Hintz. All Committee members voting 'Aye'. Motion carried.

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

Cushing clarified that each Committee has a quorum present and would be represented as follows:

County Facilities Committee: Fried, Almekinder, Fisher, Krolczyk and Oettinger (via Zoom)

LRES Committee: Cushing, Hintz, Paszak and Holewinski

**PUBLIC COMMENTS**

No public present in the County Board Room for comments; no public comments offered by participants on Zoom.

**BUILDINGS & GROUNDS REORGANIZATION**

Fried reviewed previous discussions held by the LRES Committee regarding the restructuring of the Buildings and Grounds department, including concerns about the restructure voiced by Holewinski. The current restructure proposal moves around the duties between the Facilities Director and Facilities Assistant Director positions, changes the Director position to 2080 annual hours, moves the Assistant Director, Troy Huber to the Director position and moves Lindsey Kennedy/LRES Employee Services Assistant to the Assistant Director position. Both Huber and Kennedy were designated Interim Director and Interim Assistant Director consecutively at the last

LRES Committee meeting, however both Huber and Kennedy have been performing the tasks of these positions for quite a while. Fried states that the Facilities Committee is in support of using Huber and Kennedy to fill the vacancies and notes that their previous knowledge of the department has helped them to run the department efficiently the last few months. Fried discussed Holewinski's suggestions to conduct an external recruitment for both positions. Fried feels recruiting externally when qualified staff are available internally would cost money, delay filling the positions further and possibly bring in a new person that would take much longer to get trained. Overall, Fried says the Facilities Committee feels promoting from within and realigning duties based on employee strengths will bring the most benefit to the county. Charbarneau discussed the realignment of the job descriptions and addition of contract management duties to both job descriptions. Fisher further discussed the benefits of using existing staff with departmental knowledge to fill the positions. Holewinski voiced his concerns about changing job descriptions to fit employees moving into the positions and feels it's a bad practice to move existing employees into vacancies rather than recruiting externally first. Fried says Holewinski had commented in the past about the County Facilities department running smoothly, with Fried noting that this was partially due to Huber and Kennedy's past knowledge and training on the department's operations. Holewinski says he feels some duties are not getting done but this is largely due to the vacancies in the department and agrees that overall, things have been running well. Holewinski feels the job descriptions provided are confusing. Fried notes that many years ago, the department wasn't running smoothly with the current Director and the Committee reorganized the job description in order to promote existing Buildings & Grounds employee Luann Brunette to the Director position. Brunette's knowledge and previous experience in the department helped to get the department organized and running more efficiently much quicker. Fried agrees that promoting from within isn't always the best path to take but when qualified candidates are available internally, moving up existing employees is good for the organization and for employee morale. Fried also notes that using existing staff gives the Committee the ability to know the existing employee's strengths and weaknesses and to move forward more efficiently with proper training to strengthen the employees much quicker. Holewinski clarified that he isn't saying that Huber and Kennedy aren't qualified for the positions proposed in the new job descriptions, he just disagrees with changing the job descriptions to fit the employees. Charbarneau provided further input on the time and money spent by the county each year to recruit and train new staff and promoting employees from within when available saves on these costs and time. Charbarneau also notes that before Brunette was the Director, the proposed job duties structure was in place for many years. Cushing provided additional comments in support of promoting well qualified employees into higher positions, noting that the private sector does internal promoting of highly qualified employees all the time. Almekinder and Paszak concurred and reiterated the importance of internal promotion on employee morale. Hintz feels if there is training needed, this should be a priority. Motion by Cushing that the Committee accept the Buildings & Grounds reorganization proposal as presented by the County Facilities Committee and forward to the County Board for review. Second by Paszak. Charbarneau says the Committee of Jurisdiction would review the updated job descriptions and approve if appropriate. Discussion held regarding moving the Director position to 2080 annual hours and placement of Huber in his new grade level. Holewinski proposed moving Huber to the start of the new grade level; Charbarneau says this would create compression issues within the department. Further discussion with Charbarneau clarifying that determining the wage would be at the discretion of the LRES Committee. In-depth discussion held on the benefits and drawbacks of the 1950 versus 2080 annual hours calculations used for positions.

*Paszak was excused from the meeting at 9:32 a.m.*

Roll call vote on motion; Holewinski voting 'Nay' and Cushing and Hintz voting 'Aye'. Motion carried. Motion by Holewinski to keep the Director position at 1950 annual hours and move the Assistant Director position to 1950 annual hours. Fried provided comments about his understanding that it was the goal of the LRES Committee to move employees to 2080 annual hours when the opportunity arises at a cost neutral or cost savings.

Charbarneau agrees that the LRES Committee should continue this goal, and notes that even if the Director and Assistant Director were at 2080 annual hours, a cost savings would still be found. Further discussion held. Second by Hintz on motion. All Committee members voting 'Aye'. Motion carried.

Motion by Holewinski to move the Facilities Director to Grade N, Step 4. Second by Cushing. All LRES Committee members voting 'Aye'. Motion carried.

Motion by Holewinski to set the Assistant Facilities Director to Grade K, Step 1. Second by Hintz. All Committee members voting 'Aye'. Motion carried.

### **CLOSED SESSION**

No closed session was held by the Committees.

*At 9:45 a.m., the Joint Committees adjourned, took a 5-minute break, and then moved to separate meetings. Huber and Kennedy joined the County Facilities meeting.*

### **APPROVE MINUTES**

Motion by Almekinder to approve the minutes from the November 2, 2020 committee meeting. Second by Krolczyk. 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 prior to the meeting for review. Fried asked Huber to explained the large expenditures to the committee.

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

Motion by Fried to approve the line item transfer purchases totaling \$31,064.00. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried.

- a. **2020 BUDGET REVIEW:** Huber reviewed the 2020 Buildings and Grounds budget with the committee, noting account lines that are overdrawn. Most overdrawn accounts are due to COVID expenditures and will be reimbursed through the Routes to Recovery Grant.
- b. **REVIEW ADDITIONAL PRECAUTIONARY MEASURES TAKEN AND DEPARTMENTAL COSTS DUE TO COVID-19:** Committee was provided a list of COVID expenditures prior to the meeting for review. Item not discussed in detail.

### **DISCUSS UPCOMING CUSTODIAN VACANCY**

- a. **RECRUITMENT:** Huber stated the current custodian (cleaning technician) at the Law Enforcement Center has put her notice in and her last day is January 8, 2021. Huber has found a replacement and would like to get her hired as soon as possible so that she can get trained before the current custodian leaves.
- b. **TRAINING:** The new hire will have to be trained that the Law Enforcement Center, Courthouse and the Health and ADRC buildings so Huber is asking to hire her as an LTE (Limited Term Employee) for overlap training with a start date December 21, 2020. Huber noted her wages can be covered within the current Buildings & Grounds wages budget line.

Motion by Fried to approve the overlap training of the new custodian contingent upon approval by H.R. and money to come from the Buildings & Grounds budget. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried.

#### **UW EXTENSION VACANCY OF AIRPORT UPDATE**

**a. REVIEW AND APPROVAL OF WRITTEN NOTICE TO AIRPORT:** Kennedy stated a verbal notification of the lease termination was given to the airport but Corporation Counsel reviewed the original lease and it stated a six month written termination of the lease was required. Corporation Counsel drafted a lease termination agreement waiving the six month written notice and making the termination effective January 1, 2021; the lease termination agreement needs signatures from County representatives (Fried and Hintz) and Airport Commission members.

Motion by Fisher to approve Fried signing the lease termination agreement. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried.

**b. COUNTY FAIR OFFICE UPDATE:** Huber stated that he spoke with Bob Mott, UW Extension chair, and has been assured that the County Fair office will be vacated by the end of the year. The Fair Committee has arranged to move to another office space outside of the airport facility.

**c. STORAGE UPDATE:** Huber stated no County entity will be storing any equipment at the airport effective January 1, 2021.

**d. FURNITURE & EQUIPMENT UPDATE:** Huber stated all furniture and equipment that was left at the airport has either been put in storage, disposed of or moved to another County department.

#### **COURTHOUSE COMPUTER ROOM INSPECTION**

**a. REPORT:** Huber updated the committee on the Halon Fire Suppression System inspection of the Courthouse computer room.

**b. PILOT HOSE REPLACEMENT:** The inspection determined the need to replace a pilot hose. Huber has not yet received a quote from Ahern for the cost of the replacement. Previous replacement of the hose was approximately \$800 but Huber will update the committee on the exact cost when the quote is received.

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

**a. COURTHOUSE SIGNAGE:** A walkthrough with Kathleen Wondolkowski, Schwab sales representative, has been postponed twice due to COVID complications. Kennedy will notify committee members when the walkthrough has been rescheduled. A handout with signage options was provided to the committee members present. The Committee would like to know the cost of the project and how it will be funded; Huber will present a proposal to the committee after the walkthrough for approval. Committee members provided ideas for signage options.

**b. COUNTY BOARD ROOM SOUND SYSTEM UPGRADE:** Huber stated the individual doing the installation is on vacation for two weeks and will return on Wednesday to complete the project. Once completed, training will need to take place to ensure people are using the microphones correctly so they can be heard clearly while using Zoom. Additional modifications need to be made to the sound system controls in the other committee rooms to ensure the connection is terminated during closed session meetings.

- c. **UV LIGHTS/CARES ACT PURCHASE:** Huber stated UV lights have been installed in all the duct work at the Courthouse, Law Enforcement Center and ADRC/Public Health buildings.
- d. **WHEELCHAIR LIFT**
- I. **REVIEW:** Huber said he spoke with Smith, Finance Director, regarding the purchase of the wheelchair lift. She stated this CIP project was approved 2 years ago and if we would like to move forward she will take the request to the Administration Committee for approval. It was explored that this project may be funded through an Economic Development grant but that funding option did not go through. Huber stated he would ultimately like to purchase 4 wheelchair lifts but would like to start with one to ensure it meets the needs of the county.
- II. **APPROVAL:** Motion by Fried to direct Troy to work with finance on getting approval for the purchase of, initially, one wheelchair lift as presented and if it is what we hope it is that we would like to purchase 4 instead of doing the stairwell project. Second by Fisher. All Committee members present voting 'Aye'. Motion carried.
- e. **COURTHOUSE UV ROBOT PURCHASE:** Huber stated the Courthouse robot has been received. There are two robots at the Law Enforcement Center and one at the Courthouse. Buildings & Grounds staff have been trained to use the robot. Fried questioned if the UV light has caused any damage to County property; Huber stated not at this time and that UV damage is sustained after extended exposure.
- f. **REPLACEMENT OF CARPET AT THE LAW ENFORCEMENT CENTER**
- I. **REVIEW:** Huber stated the carpet in the administrative offices at the Law Enforcement Center needs to be replaced. He received a bid from Carpetiers in the amount of \$17,329.69. There is money in the Buildings & Grounds continuing appropriations account for the replacement. Brief discussion held on local carpet vendors.
- II. **APPROVAL:** Motion by Fried to approve the request for the replacement of the carpet at the Law Enforcement Center and money to come from the Buildings & Grounds Continuing Appropriations account for carpeting. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried.

#### **NON-BUDGETED ITEM REQUEST**

- a. **ADRC REFRIGERATOR/FREEZER REPLACEMENT FOR KITCHEN (FUNDS TO COME FROM ADRC BUDGET)** Huber provided background on the current refrigerator/freezer at the ADRC stating that it is pretty old and needs Freon recharging every six months. The ADRC has funds within their budget for the purchase of a new refrigerator but it would be ordered by the Buildings & Grounds department; the cost is \$5,580.00. Information only, no motion needed.

#### **PUBLIC COMMENT**

No public present in the County Board Room for comments; no public comments offered by participants on Zoom.

#### **ITEMS FOR NEXT AGENDA**

- Update on Courthouse signage
- Update on department budget
- Update on Airport vacancy

#### **FUTURE MEETING DATE(S)**

Monday, January 4, 2020 at 8:30 a.m.

**ADJOURNMENT**

Fried adjourned the County Facilities meeting at 10:07 a.m.

/s/Billy Fried  
Billy Fried, Chairman

01/04/2021  
Date

/s/Lindsey Kennedy  
Lindsey Kennedy, Recording Secretary

01/04/2021  
Date