

**COUNTY FACILITIES COMMITTEE MINUTES**  
**Oneida County Courthouse • County Board Room**  
**Monday, January 4, 2021 • 8:30 a.m.**

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

**COMMITTEE MEMBERS PRESENT VIA ZOOM:** Greg Oettinger and Lance Krolczyk

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

**CALL TO ORDER**

Chairman Fried called the County Facilities Committee to order at 8:30 a.m. in the County Board Room of 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 present in the County Board Room or participating via Zoom.

**APPROVE MINUTES**

Motion by Krolczyk to approve the minutes from the December 14, 2020 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 and blanket purchases prior to the meeting for review. Fried asked Huber to explain the large expenses to the committee.

Motion by Fried to approve the bills, vouchers and line item transfers as presented at today's meeting. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried.

**LEC CLEANING TECHNICIAN POSITION UPDATE**

Huber stated Ashley Briske, LEC Cleaning Technician, has started full time this week. She is fitting in really well, assisting the mechanics when she can and overall doing a great job. Lisa King, the employee Briske is replacing, changed to an LTE employee (Limited Term Employee) until her employment with the County is done at the end of the week. Fried asked who will supervise Briske at the LEC, Huber confirmed that he would be her direct supervisor.

**UW EXTENSION VACANCY OF AIRPORT UPDATE**

Huber stated one of the maintenance technicians did a walkthrough with the airport director to ensure everything has been removed and all the needed repairs have been made. Fried asked if the formal written lease termination notice is completed and all furniture removed, Huber confirmed the lease termination agreement is complete and all county property and furniture has been removed.

**FLOOR SCRUBBER PURCHASE**

Huber stated he purchased a new floor scrubber for the Law Enforcement Center with funds available in the department's budget. The current unit is 20 years old and needs constant repairs. The cost of the new scrubber is \$4,669.00. Fried clarified the committee should be consulted prior to large purchases such as this in the future.

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

- a. **COURTHOUSE SIGNAGE:** On December 22, 2020, Kennedy and Fisher did a walkthrough with Kathleen Wondolkowski, Schwab sales representative. Wondolkowski provided input on signage options that would be ADA compliant. The estimate provided by Schwab to update all the signs is \$6,004.24. Brief discussion held. Fried would like a sample sign provided to have a better idea of the product possibly being purchased; Kennedy to follow-up with Wondolkowski to obtain a sample. The committee also directed Kennedy and Huber to contact other vendors to receive additional quotes.
- b. **COUNTY BOARD ROOM SOUND SYSTEM UPGRADE:** Huber stated the upgrade is complete; the maintenance technicians still need to make outlet covers and organizing the cords and wires. A switch was installed in the sound system panel so that the sound from the County Board can be turned off to the other committee rooms. The person running the meeting will have a key to the panel to be able to turn the switch on and off. Brief discussion held.
- c. **WHEELCHAIR LIFT:** Huber stated he ordered one wheelchair lift and it is supposed to arrive on January 14, 2021. Fried asked if he clarified where the money was coming from; Huber stated funds are coming from the CIP project that was previously approved. Huber stated that if the wheelchair lift is a good asset there is funding from the CIP to purchase three additional lifts.
- d. **REPLACEMENT OF CARPET AT THE LAW ENFORCEMENT CENTER:** Huber stated the replacement starts tomorrow, the offices have been cleaned out and painted.

**NON-BUDGETED ITEM REQUEST**

None

**PUBLIC COMMENT**

No public present in the County Board Room or participating via Zoom.

**ITEMS FOR NEXT AGENDA**

- Update on Courthouse signage
- Update on Wheelchair lift

**FUTURE MEETING DATE(S)**

Monday, February 1, 2021 at 8:30 a.m.

**ADJOURNMENT**

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

/s/Billy Fried  
Billy Fried, Chairman

02/01/2021  
Date

/s/Lindsey Kennedy  
Lindsey Kennedy, Recording Secretary

02/01/2021  
Date