

**COUNTY FACILITIES COMMITTEE MINUTES**  
**Oneida County Courthouse • Committee Room #2**  
**Monday, February 12, 2024 • 8:15 a.m.**

**COMMITTEE MEMBERS PRESENT:** Russ Fisher/Chairman, Billy Fried, Diana Harris, Bob Almekinder and Robert Briggs

**ALSO PRESENT:** Lindsey Kennedy (Buildings & Grounds)

**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 AMENDED AGENDA**

Motion by Briggs to approve the amended agenda for today's meeting, with the order of items at the chair's discretion. Second by Harris. All Committee members present voting 'Aye'. Motion carried.

**PUBLIC COMMENT**

No public comment.

**APPROVE MINUTES**

Motion by Almekinder to approve the minutes from the January 8, 2024 committee meeting. Second by Briggs. All Committee members present voting 'Aye'. Motion carried.

**INVOICE PAID REPORT**

Kennedy reviewed the invoices paid report for the month of January 2024. The committee questioned an Amazon invoice and requested that the purchase details be clarified then forwarded to the committee.

Informational Only.

**BUDGET/ACTUAL REPORT**

The department provided the committee with copies of the 2023 and 2024 year-to-date budgets for review.

Informational Only.

**REVIEW/AWARD BID**

**a. CONSTRUCTION OF TWO (2) ONEIDA COUNTY GARAGES**

Kennedy stated four bids were received for the garage construction project:

- Teschendorf and Shrock Inc.      \$249,000
- Northern Living, LLC                \$242,600
- SD Ellenbecker, Inc.                \$187,300
- The Boldt Company                  \$449,338

The earmarked budget for the project is \$200,000. Due to budget constraints, the project was bid out as a design and build project, preventing the creation of architecturally drawn plans. SD Ellenbecker, Inc. is the lowest bidder and they have recently completed the Department of Social Services remodel. While there were some items on the punch list that required attention, they proved cooperative and promptly addressed all requested changes. Almekinder requested to review the bid submitted by Ellenbecker to ensure no unforeseen expenses could be anticipated.

Motion by Fried to approve the lowest bid (SD Ellenbecker, Inc.) contingent on review of the bid documents (By Almekinder). Second by Harris. All committee members present voting 'Aye'. Motion carried.

**REVIEW/APPROVE DEPARTMENT SHELL CREDIT CARD**

Kennedy stated that the County previously had Shell Fleet cards overseen by the finance department. In 2022, the finance department closed the County’s account and provided information for departments to establish their own accounts. At that time, Buildings and Grounds chose not to set up a Shell account. Instead, they opted to have staff use the department credit card to purchase fuel for the Bobcat. However, this process has been deemed inadequate for the department's needs. Currently, staff must sign out the card, which proves to be more time-consuming and less productive than having a card readily available for refueling. The Bobcat is utilized for snow removal at the Courthouse and ADRC/Public Health facility. While the department possesses a Kwik Trip fuel cards through the Sheriff’s department, it is not efficient, in terms of time or cost, to drive the Bobcat to a Kwik Trip for refueling. Staff members already have Home Depot and vehicle Kwik Trip cards, mitigating any potential issues. The finance department provided an employee credit card agreement form for completion, which the department will retain on file. There are three options for Shell Fleet cards, and the department recommends opting for the Shell Fleet Plus card. This card entails no fees and offers rebates of up to 6¢ per gallon, depending on the total number of gallons purchased in a billing cycle.

Motion by Harris to approve the department’s request to open a Shell credit card. Second by Almekinder. All Committee members present voting ‘Aye’. Motion carried.

**REVIEW/APPROVE JAIL KITCHEN TILE CLEANING CONTRACT**

Kennedy stated that the jail kitchen is included in the 2024 Flooring CIP, and the contract up for approval is with ServiceMaster Recovery for the tile cleaning of the jail kitchen floor. There are areas in the kitchen where re-grouting is needed, and tiles are broken. The initial step is for the floor to be thoroughly cleaned so the contractor can determine which areas need repair. The contract has been reviewed by Corporation Counsel, who noted that standard insurance language is requested as an addition to the contract. The contractor has provided their certificate of liability insurance, and their coverage limits meet those requested by Corporation Counsel. Corporation Counsel also requests that the contractor include the County as an additional insured, which is noted on ServiceMaster’s certificate of liability insurance. The contract amount for the cleaning is \$3,555.55, and the work will have to be done after hours per jail administration. Buildings and Grounds staff will need to adjust their work schedule, as they will be required to be onsite during the cleaning to assist with moving the kitchen equipment. The repairs will be scheduled for another date and will entail an additional cost.

Motion by Briggs to approve the jail kitchen tile cleaning contract as presented. Second by Almekinder. All Committee members present voting ‘Aye’. Motion carried.

**REVIEW/APPROVE SOCIAL SERVICES DATA CENTER MINI SPLIT A/C UNIT REPLACEMENT**

Kennedy stated that the department has been delaying this project until the new budget year. The current air conditioning unit servicing the Social Services data center requires replacement. The system is outdated and has incurred costly repairs. Additionally, the system utilizes R22 refrigerant, which is being phased out due to its negative environmental impact. The cost for this project is \$13,285 and will be covered by the department’s major maintenance/minor renovation account line. Fried questioned why there is a separate data center for Social Services than the main data center in the basement and whether the two can be combined. The committee also questioned if the same A/C unit could service both rooms.

Motion by Fried to approve the Social Services Data Center Mini Split A/C unit replacement as presented contingent on review of the questions requested by the committee. Second by Harris. All Committee members present voting ‘Aye’. Motion carried.

**STATUS OF ADRC/PUBLIC HEALTH FACILITY ROOF**

Kennedy stated that Oneida Roof and Chimney evaluated the roof at the ADRC/Public Health Facility last week and discovered that the roof is in rough shape. The ridge cap has been blown off, exposing the attic trusses, and sections of the roof by the vent have rotted plywood underlayment, with only the shingles providing protection. Huber

contacted the Clerk's office to inquire if this could be submitted to our insurance, and he was informed that there is a \$5,000 deductible. He does not believe that the repairs will cost that much, but if they do a claim will be submitted. Oneida Roof is scheduled to start the repairs as soon as possible. The ADRC/Public Health Facility roof replacement is on the department's 2025 CIP list.

Informational Only.

**REVIEW/DISCUSS LEC GARAGE/SALLY PORT GALVANIZED PIPE REPLACEMENT**

Kennedy provided an overview of the Law Enforcement Center Garage and Sally Port sprinkler system galvanized pipe replacement project. Kennedy noted that in late November 2023, Fire Protection Specialists (FPS), the vendor servicing the facilities' sprinkler system, was contacted for a service call to repair a leak in the LEC Garage. During the repairs, the technician discovered massive corrosion buildup in the piping. This is attributed to the water having microbiologically influenced corrosion (MIC), caused by active microorganisms in the water, as confirmed by corrosion laboratory testing results. Galvanized piping, due to this factor, has a short lifespan. FPS recommended a complete investigation of the piping.

The inspection took place during the second week of January, and it was determined that the extent of the corrosion was extremely severe. The department received a quote to replace the piping, totaling \$23,900. The Clerk consulted with the County's insurance, and it was determined that the repair costs are ineligible to be covered by insurance. Chairman Fisher discussed the problem with County Board Chair Holewinski, who requested that the topic be added to the January 12<sup>th</sup> CIP committee meeting to discuss funding options, as the department could not cover the repair costs within their operations budget.

During the CIP committee discussion, it was determined that the project did not qualify to be funded by ARPA funds, as the repairs were time-sensitive. Therefore, the CIP committee directed Buildings and Grounds to have the request added to the January 15<sup>th</sup> Administration committee meeting to secure funding.

The Administration committee approved \$23,900 to be transferred from contingency to the Buildings and Grounds operational budget to fund the project.

The project has since been completed. Jon Gorges, with Fire Protection Specialists, informed Buildings and Grounds that in his communications with Engineered Corrosion Solutions, they have a service that saturates a sprinkler system with nitrogen, which, according to them, would stop interior corrosion of the pipe. Gorges noted that the service is quite pricey, but Huber directed Gorges to obtain pricing that could be presented at a future meeting.

Informational Only.

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

- a. **COURTHOUSE HVAC UPGRADES – PHASE II (ARPA PROJECT):** Contractors have been on-site for several weeks; completion date TBD.
- b. **COURTHOUSE ANNEXED ROOF REPLACEMENT:** No new updates – Project on hold until spring.
- c. **COURTHOUSE AND ADRC/PUBLIC HEALTH FACILITIES GARAGES:** County Facilities committee to award bid at 02/12/2024 meeting.
- d. **FLOORING/CARPET REPLACEMENT:** Wisconsin Coating to start epoxy of the Jail kitchen entry. County Facilities committee to approve tile cleaning contract at 02/12/2024 committee meeting.
- e. **SIDEWALK IMPROVEMENTS:** Solicitation for bid started, bid opening date set for 03/01/2024.
- f. **COURTHOUSE WINDOWS REPLACEMENT:** Department applying for grants to fund the project. Grants will be awarded in March 2024.

**NON-BUDGETED ITEM REQUEST**

None.

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**PUBLIC COMMENT**

No public comment.

**ITEMS FOR NEXT AGENDA**

- Award Sidewalk Improvements Bid
- Update on garage construction

**FUTURE MEETING DATE(S)**

Tuesday, March 19, 2024 at 8:00 a.m.

**ADJOURNMENT**

Fisher adjourned the County Facilities meeting at 9:19 a.m.

/s/Russ Fisher  
Russ Fisher, Chairman

03/19/2024  
Date

/s/Lindsey Kennedy  
Lindsey Kennedy, Recording Secretary

03/19/2024  
Date