

COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Courthouse • Committee Room #2
Tuesday, March 19, 2024 • 8:00 a.m.

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

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

CALL TO ORDER

Chairman Fisher called the County Facilities Committee to order at 8:00 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 Briggs to approve the 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 Fried to approve the minutes from the February 12, 2024 committee meeting. Second by Briggs. All Committee members present voting ‘Aye’. Motion carried.

UPDATE ON THE HUMAN SERVICE CENTER AND KOINONIA FACILITIES BUILDING MAINTENANCE

Huber stated that Bruce Decorah, Director of Options Counseling Services, the vendor leasing the Koinonia facility from the Human Service Center, contacted him regarding necessary repairs at the facility because his requests to the Human Service Center were not being addressed. Both facilities are owned by Oneida County, but the Human Service Center leases the Koinonia building for \$14,000 a month to Options Counseling Services and is responsible for the building's maintenance. Koinonia is a residential treatment center that serves northern Wisconsin.

Huber and Kennedy met with Decorah and conducted a facilities maintenance walkthrough. The facility needs many repairs, including a new roof, siding, updates to the bathroom facilities, updated flooring and paint, and evaluation and maintenance of the AC units. Huber wanted to update the committee and ensure that these repairs were addressed prior to the County potentially taking over maintenance of the facility, if possible, using existing Human Service Center building maintenance funds.

Motion by Almekinder to approach Corporation Counsel on the legal direction to get the needed repairs done to the Koinonia facility. Second by Briggs. All committee members voting ‘Aye’. Motion carried.

REVIEW/AWARD BID

a. SIDEWALK IMPROVEMENTS

Huber stated four bids were received for the sidewalk improvements project:

- Utility Traffic & Restoration LLC \$96,730.00
- Potrykus Construction LLC \$106,467.00
- Chippewa Concrete Services \$109,989.22
- BMD Concrete Innovations \$128,611.70

The committee received a handout outlining the breakdown of each bid. Despite Utility Traffic & Restoration LLC submitting the lowest bid, their proposal only included the approximate estimates provided for the project, rather than the total number of units needing replacement, as determined during the mandatory February 14, 2024 project walkthrough. Potrykus Construction LLC presented the most comprehensive bid, encompassing all necessary sidewalk repairs.

Kennedy mentioned that during the 2024 CIP planning, the department initially requested a budget of \$130,000 for the project, but that amount was reduced to \$80,000. If the committee awards the bid to Potrykus for \$106,467, it will result in a shortfall of \$26,467. Currently, the Buildings and Grounds department holds \$15,000 in their sidewalks and blacktop continuing appropriations account. However, these funds were originally allocated for repairs to the parking lots at the courthouse and LEC. Even with the utilization of these continuing appropriations funds, there would still be a shortfall of \$11,467, significantly straining the department's current budget. Potrykus did include \$5,628 for curb, gutter, and pans, but Huber confirmed with the city that these repairs fall under the city's responsibility and can thus be removed from the total bid. Kennedy stated she did reference checks on Potrykus with the City of Wausau and City of Wisconsin Rapids and both were positive noting good workmanship, responsiveness and time management.

Motion by Almekinder to award the bid to Potrykus Construction and send to the April 8, 2024 CIP meeting to request additional funds. Second by Harris. All committee members present voting 'Aye'. Motion carried.

REVIEW/APPROVE FACILITIES DIRECTOR AND ASSISTANT FACILITIES DIRECTOR TRAVEL REQUEST TO ATTEND THE SPRING WISCOFMA MEETING APRIL 24-25, 2024 IN MARATHON COUNTY

Huber stated this travel request is for Kennedy and himself to attend the Spring Wisconsin Facilities Management Association meeting in Marathon County. Kennedy noted they would drive down on April 24th and she would only be attending the one day. Depending on the information provided on the second day, Huber may attend on the 25th as well. These meetings have provided crucial contacts for the departments such as I-CON and Samuels Group. They also offer small session on HVAC, Project planning, Custodial, Maintenance, etc.

Motion by Fried to approve the travel request as presented. Second by Briggs. All Committee members present voting 'Aye'. Motion carried.

REVIEW/APPROVE RIVER STREET STORAGE BUILDING GARAGE DOORS REPLACEMENT CONTRACT

Huber provided three quotes for the replacement of the garage doors and an opener at the River Street Storage building:

- DoorWorks \$10,440
- Northland Overhead \$10,340
- Badgerland Overhead \$11,270

Huber stated that although DoorWorks is \$100 more than Northland Overhead, he recommends going with DoorWorks. DoorWorks has completed numerous projects for Oneida County and has been great to work with; they have been responsive and quick with repairs. He noted that the County previously worked with Northland Overhead and did not have the same positive experience.

Motion by Almekinder to approve the contract from DoorWorks for the garage doors replacement. Second by Harris. All Committee members present voting 'Aye'. Motion carried.

UPDATE ON RESOLUTION TO RETURN CORONAVIRUS LOCAL FISCAL RECOVERY FUND (CLFRF) BACK TO ONEIDA COUNTY AMERICAN RESCUE PLAN ACT (ARPA) CONTINGENCY WHICH WERE PREVIOUSLY ALLOCATED IN RESOLUTION #58-2023 FOR THE PURPOSE OF THE COURTHOUSE HVAC UPGRADES – PHASE II PROJECT

Kennedy stated the Courthouse HVAC Upgrades – Phase II project has been completed and a resolution to return the unused funds will be presented at today's County Board meeting (03/19/2024). \$83,296.47 in CLFRF funds will be returned to the ARPA Contingency for future allocation.

Informational Only.

INVOICE PAID REPORT

Kennedy reviewed the invoices paid report for the month of February 2024.

Informational Only.

BUDGET/ACTUAL REPORT

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

Informational Only.

UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

- a. **COURTHOUSE HVAC UPGRADES – PHASE II (ARPA PROJECT):** Project completed; resolution to return unused ARPA funds (\$83,296.47) drafted for 03/19/24 County Board.
- b. **COURTHOUSE ANNEXED ROOF REPLACEMENT:** No new updates – Project on hold until spring.
- c. **COURTHOUSE AND ADRC/PUBLIC HEALTH FACILITIES GARAGES:** S.D. Ellenbecker, Inc. awarded the bid for \$187,300; project to start as soon as foundation can be poured.
- d. **FLOORING/CARPET REPLACEMENT:** Wisconsin Coating have completed epoxy of Jail kitchen entry. ServiceMaster scheduled to clean kitchen tile on 03/20/2024. Public Health Flooring bid documents being prepared.
- e. **SIDEWALK IMPROVEMENTS:** County Facilities Committee awarded Potrykus the bid.
- f. **COURTHOUSE WINDOWS REPLACEMENT:** Waiting for grant funding results; to be awarded in spring 2024.

NON-BUDGETED ITEM REQUEST

None.

ITEMS FOR NEXT AGENDA

- Update on garage construction
- Koinonia repairs update

FUTURE MEETING DATE(S)

Tuesday, April 2, 2024 at 8:15 a.m.

ADJOURNMENT

Fisher adjourned the County Facilities meeting at 9:08 a.m.

/s/Russ Fisher
Russ Fisher, Chairman

04/02/2024
Date

/s/Lindsey Kennedy
Lindsey Kennedy, Recording Secretary

04/02/2024
Date