

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

**COMMITTEE MEMBERS PRESENT:** Russ Fisher/Chairman, Diana Harris and Robert Briggs

**COMMITTEE MEMBERS ABSENT (excused):** Billy Fried and Robert Almekinder

**ALSO PRESENT:** Troy Huber, Lindsey Kennedy (Buildings & Grounds); Tyler Young (Sheriff's Department); Linnaea Newman, Steven Schreier (County Board Supervisor)

**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 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 Harris to approve the minutes from the March 19, 2024 committee meeting. Second by Briggs. All Committee members present voting 'Aye'. Motion carried.

**UPDATE ON THE KOINONIA FACILITIES BUILDING MAINTENANCE**

Tyler Young, Chair of the County Transition Oversight Panel, stated that he and Huber conducted a site visit and facility condition walkthrough at the Koinonia facility on March 25, accompanied by Scott Holewinski and Grady Hartman. They identified numerous areas of concern, including the exterior siding, roof, flooring throughout, and deteriorated bathroom facilities. They agreed that the most appropriate course of action would be to commission an extensive facility assessment by an external engineering firm. One quote for this assessment has been obtained from Hunter Engineering & Design, Inc., with a cost of \$7,500. Huber is currently working on securing additional quotes.

The detailed report resulting from the assessment will provide crucial information for the county to determine the priority repair list and associated costs. The objective is to address all necessary repairs at Koinonia before it is returned to Oneida County. The plan is to utilize existing funds earmarked for Human Service Center building maintenance, supplemented by rent received from Koinonia, to cover the expenses.

Young has requested that Huber and the Buildings and Grounds Department oversee all repair and maintenance projects. However, it should be noted that the County Facilities committee currently lacks jurisdiction to make determinations regarding repairs or funding. The decision-making bodies responsible for authorizing repairs and funding will be the County Transition Oversight Panel and the Human Service Center board. Members of the County Facilities committee present have agreed to this process.

Informational Only.

**COURTHOUSE REPAIRS UPDATE**

Huber reported that the recent snow and rainstorm caused significant leaking in the historic portion of the courthouse. He noted the roof has never undergone replacement. Although the roof receives annual repairs to address leaks that occur during the spring thaw, the current leaks are more severe than usual. Oneida Roof and Chimney evaluated the copper-plated roof and are currently drafting a proposal to replace it with PVC material. Huber is also obtaining additional quotes for comparison. The project will undergo review by the State Historic Preservation Office. Funding

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for the project would come from the department’s Major Renovation Continuing Appropriations account. However, since the anticipated cost will likely exceed \$25,000, the County Board will need to approve it via resolution.

Informational Only.

**INVOICE PAID REPORT**

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

Informational Only.

**BUDGET/ACTUAL REPORT**

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

Informational Only.

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

- a. **COURTHOUSE ANNEXED ROOF REPLACEMENT:** No new updates – Project on hold until spring.
- b. **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.
- c. **FLOORING/CARPET REPLACEMENT:** ServiceMaster cleaned the kitchen floors on 3/20 – outcome not satisfactory, ServiceMaster returning 4/4 to redo floors.
- d. **SIDEWALK IMPROVEMENTS:** Potrykus Construction awarded bid for \$106,467. BG to request additional funding at 4/8 CIP meeting. Project to start after 6/8 (Art on the Courthouse Lawn).
- e. **COURTHOUSE WINDOWS REPLACEMENT:** The department has been awarded \$75,000 from the Rural Energy Startup Program Grant. However, there is still a pending grant determination for the Energy Innovations Grant Program, with requested grant funds totaling \$700,000.

**NON-BUDGETED ITEM REQUEST**

None.

**ITEMS FOR NEXT AGENDA**

- Update on garage construction
- Koinonia repairs update
- Award CTH historic Roof replacement bid

**FUTURE MEETING DATE(S)**

Monday, May 20, 2024 at 8:15 a.m.

**ADJOURNMENT**

Fisher adjourned the County Facilities meeting at 9:15 a.m.

\_\_\_\_\_  
Russ Fisher, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lindsey Kennedy, Recording Secretary

\_\_\_\_\_  
Date