

**COUNTY FACILITIES COMMITTEE MINUTES**  
**Oneida County Courthouse • County Board Room**  
**Monday, May 4, 2026 • 8:15 a.m.**

**COMMITTEE MEMBERS PRESENT:** Russ Fisher, Robert Almekinder, Robert Briggs, Billy Fried and Kyle Kilbourn

**ALSO PRESENT:** Troy Huber, Lindsey Kennedy (Buildings & Grounds); Steven Schreier, Kerry Bloedorn (Public)

**CALL TO ORDER**

Chairman Fisher called the County Facilities Committee to order at 8:16 a.m. in the County Board Room at the Oneida County Courthouse. The County properly posted the meeting in accordance with Wisconsin Open Meetings Law and ensured compliance 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 Almekinder. All Committee members present voting 'Aye'. Motion carried.

**ELECT VICE CHAIRMAN**

Almekinder nominated Fried for Vice Chairman, seconded by Briggs. No one submitted additional nominations. Nominations closed. Motion carried unanimously.

**PUBLIC COMMENT**

Schreier and Bloedorn agreed to provide their public comments during the discussion regarding the removal of the historic items located in the crawlspace.

**APPROVE MINUTES**

Motion by Almekinder to approve the minutes of the April 13, 2026, committee meeting. Second by Fried. All Committee members present voting 'Aye'. Motion carried.

**DISCUSSION AND ACTION ON THE REMOVAL AND INVENTORY OF HISTORIC ITEMS LOCATED IN THE COURTHOUSE CRAWLSPACE**

Huber provided background on the request to remove historic items from the crawlspace for inventory and review.

Schreier stated that the Wisconsin Historical Society provides guidance on historic item retention and preservation, and that the goal of this effort is not to dispose of items, but to preserve and properly assess any historically significant materials.

Bloedorn expressed interest in assisting with the project, including entering the crawlspace. Huber and committee members raised concerns regarding non-employees accessing the crawlspace, including liability and safety considerations. The committee agreed that the priority is to remove the items, complete an inventory, and determine appropriate preservation efforts.

The committee directed staff to consult with Corporation Counsel and the Clerk's Office regarding access, liability concerns, and next steps. Fisher requested staff place the matter on a future agenda for further review once staff makes progress.

**REVIEW AND APPROVAL OF ANNUAL FURNITURE AND EQUIPMENT REQUEST MEMO**

Kennedy stated that the department distributes this memo annually in preparation for the upcoming budget process. The purpose is to determine whether requested items are already available in storage, whether the

request falls under the ergonomic assessment process, and to help direct staff through the appropriate purchasing procedure.

Kilbourn commented that informing department heads of available storage items before they obtain quotes and seek committee approval might improve efficiency. Kennedy agreed and stated that staff will provide that information accordingly.

Motion by Briggs approve the annual furniture and equipment request as presented. Second by Kilbourn. All Committee members present voting 'Aye'. Motion carried.

### **WISCONSIN COUNTIES FACILITIES DIRECTORS MEETING RECAP AND KEY UPDATES BY FACILITIES DIRECTOR**

Huber provided an update on the Wisconsin Counties Facilities Directors meeting, noting discussions with various vendors and other counties regarding current facility and project challenges.

Huber stated that many counties are experiencing issues with architects, change orders, and rising project costs, which has led some counties to increase contingency funding for larger projects. He noted this is something Oneida County may need to consider for future major projects.

Additional topics included equipment, maintenance practices, and vendor products. Huber also requested sample contracts and bid documents from other counties for review and potential improvements to Oneida County's current bidding documents.

Dodge County hosted the meeting and provided a tour of its nursing home facility.

Informational Only.

### **REVIEW AND DISCUSSION OF ISSUES WITH THE JAIL KITCHEN INDOOR WALK-IN FREEZER**

Huber reported that the interior walk-in freezer at the jail was not holding temperature properly, but a contractor has since serviced the unit and it is currently operating as intended.

Huber brought this forward because the County included the freezer and cooler mechanical systems updates as a proposed 2027 CIP. He stated that compressor failure would result in significant replacement costs, and the contractor advised that refrigerant changes could prevent the current system from aligning with the planned mechanical upgrades. Committee members expressed concern regarding the projected cost of the full project.

Information only. The committee requested continued updates.

### **REVIEW AND DISCUSSION ON COURTHOUSE PLASTER REPAIRS**

Huber stated that he requested additional information from the vendor regarding the quote but has not yet received a response. Almekinder expressed concerns about the vagueness of the proposal, and Fried questioned whether insurance could cover any portion of the project.

Kennedy noted that, at the previous meeting, Fried requested submission of the project for Opioid Settlement funding consideration; however, Corporation Counsel determined that the project does not qualify. Kennedy also stated that the County submitted the project to the Wisconsin Historical Society for review and currently awaits approval.

Fisher stated that the committee should take no action until it receives adequate answers to its questions. The committee agreed to postpone further discussion until next month.

**UPDATE ON REPAIR TIMELINE AND FUNDING FOR TIMBER DRIVE FACILITY PARKING LOT REPLACEMENT**

Huber reviewed the condition of the Timber Drive parking lot, noting significant winter deterioration and concerns about vehicle damage. He stated that spring thaw improved conditions, but repairs remain recommended. Buildings and Grounds placed gravel in the back corner of the lot where frost heave caused the most severe damage.

Kennedy stated that she submitted a request for Opioid Settlement funding for review, but Corporation Counsel determined that the project does not qualify. The project remains on the 2027 CIP list for consideration.

Fried questioned converting the lot entirely to gravel. Kennedy stated that while the committee can consider that option, the department does not recommend it due to maintenance, plowing, and striping concerns.

Information Only.

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

- a. **LEC COOLING TOWER REPLACEMENT:** No new updates.
- b. **MONICO TOWER SITE GENERATOR REPLACEMENT:** No new updates.
- c. **MAINTENANCE PLOW TRUCK:** New ETA for truck is 04/24–05/12.
- d. **FIRE PANEL UPGRADES (MULTIPLE FACILITIES):** No new updates.
- e. **PH/ADRC ROOF REPLACEMENT:** Department received notice the contractor will start project the week of May 4, 2026.

**INVOICE PAID REPORT**

Kennedy stated that Finance provided a February invoice paid report instead of the April report. Kennedy will present the April invoices paid report at the next committee meeting.

Informational Only.

**BUDGET/ACTUAL REPORT**

The committee reviewed the 2026 year-to-date budget.

Informational Only.

**NON-BUDGETED ITEM REQUEST**

None.

**ITEMS FOR NEXT AGENDA**

- Items from Courthouse Crawlspace
- Courthouse Plaster Repairs

**FUTURE MEETING DATE(S)**

- Monday, June 8, 2026 at 8:15 a.m.

**ADJOURNMENT**

Fisher adjourned the County Facilities meeting at 9:41 a.m.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

DRAFT