

COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Courthouse • Committee Room #2
Tuesday, June 6, 2023 • 8:15 a.m.

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

COMMITTEE MEMBERS ABSENT: Robert Briggs (excused)

ALSO PRESENT: Troy Huber and 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 AGENDA

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

PUBLIC COMMENT

No public comment.

APPROVE MINUTES

Motion by Almekinder to approve the minutes from the May 2, 2023 committee meeting. Second by Fried. All Committee members present voting 'Aye'. Motion carried.

BILLS, VOUCHERS, BLANKET PURCHASE ORDERS, LINE ITEM TRANSFERS

The committee was provided a list of the bills, vouchers and blanket purchases orders prior to the meeting for review. Huber provided a brief explanation of the larger expenses.

Motion by Fried to approve the bills, vouchers and blanket purchase orders as presented. Second by Harris. All Committee members present voting 'Aye'. Motion carried.

ADRC/PUBLIC HEALTH FACILITY GENERATOR REPLACEMENT UPDATE

Huber updated the committee on the replacement of the ADRC/Public Health Facility generator; stating the installation is complete and the unit is operational.

Informational Only.

ADRC/PUBLIC HEALTH FACILITY SIDEWALK REPAIRS

Huber stated he obtained an additional quote for the sidewalk repairs at the ADRC/Public Health Facility but it was much higher than the previous quotes. Huber is working with Chippewa Concrete Services to get an updated quote, as they were the lowest of the three quotes obtained last year. Chippewa also stated they would be able to make the repairs in 2023.

Informational Only.

REVIEW/APPROVE ONGOING LTE CLEANING TECHNICIAN POSITION ANALYSIS FORM

Huber presented the 2024 staffing request form for the department's on-going LTE Cleaning Technician position. Huber stated this position is at the ADRC/Public Health Facility and the current employee is doing an exceptional job so an hourly wage increase of \$1.00 is being requested for 2024.

Motion by Fried to approve the on-going LTE Cleaning Technician staffing request as presented and forward to the LRES Committee. Second by Harris. All Committee members present voting 'Aye'. Motion carried.

REVIEW/APPROVE COURTHOUSE MEMORIAL BENCHES APPLICATION FORM

Kennedy stated that at the last committee meeting, the idea of memorial benches was discussed but additional information was needed prior to approval. Kennedy drafted an application form and spoke with Tina Smigielski, Finance Director, and Mike Fugle, Corporation Counsel. Fugle has concerns regarding the possibility of potential donors wanting to dedicate a bench to an undesirable individual and if the County declines the application it could possibly put the County at risk for a discrimination lawsuit. The committee recognized Fugle's concerns. Smigielski said that donated funds should be deposited into a separate account and that we could possibly set up a separate 501c3 but it is not necessary. She added her department could issue a letter for tax return purposes. Smigielski recommended doing a resolution to set up the program. The committee agreed that they did not feel a resolution was needed.

Motion by Almekinder to approve the memorial bench program as presented. Second by Harris. All Committee members present voting 'Aye'. Motion carried.

REVIEW/AWARD COURTHOUSE ANNEXED ROOF REPLACEMENT BID

Huber stated the Courthouse annexed roof replacement project was put out for bid and the bid opening was June 2, 2023. One bid was received from Nasi Roofing in the amount of \$301,000 for the flat roof and \$51,000 for the paver roof for a total of \$352,500. County Board approved a budget of \$375,000 for the project; Huber recommended requesting the entire \$375,000 to include contingency to account for any time and material work that may be encountered with wet insulation that was not discovered with the core samplings.

Motion by Fried to accept the bid from NASI roofing as presented and forward to the Administration Committee. Second by Fisher. All Committee members present voting 'Aye'. Motion carried.

DISCUSS CREATION OF CONTINUATION APPROPRIATION ACCOUNTS FOR:

- a. **MAJOR MAINTENANCE/MINOR RENOVATION:** Committee requested additional information prior to approval.
- b. **TOWER SITE MAINTENANCE:** Committee requested additional information prior to approval.

Huber stated in an attempt to be able to better plan and fund scheduled and unscheduled projects in the future the department would like to establish continuing appropriation accounts for Major Maintenance/Minor Renovations and Tower Site Maintenance. The committee is in support of giving the department the tools needed to do their job but would like additional information such as what the funds will be used for, what are future projects and can some continuing appropriation accounts be combined. Fried stated the rental revenue from the tower sites should go toward tower maintenance and asked what is currently being done with the revenue. Building and Grounds staff was unsure which department budget the tower site rental revenue goes to but it is not part of the Buildings and Grounds budget.

DISCUSS/APPROVE DEPARTMENT'S PARTICIPATION IN PROJECT SEARCH PROGRAM

Kennedy provided a brief explanation of the program and asked that this item be tabled until the next meeting, as additional information is being obtained.

Informational Only.

2024 ANNUAL FURNITURE & EQUIPMENT MEMO

Kennedy stated this is the annual memo sent out to all departments regard the next budget year's furniture and equipment request. This process is useful as it allows for a screening of requests to ensure the needed equipment is not already available in storage. Kennedy clarified that this request is different from ergonomic equipment requests that can be purchased anytime throughout the budget year based on need and funding availability.

Motion by Fisher to approve the 2023 Annual Furniture & Equipment memo request as presented. Second by Fried. All Committee members present voting 'Aye'. Motion carried.

UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

- a. **DSS OFFICE REMODEL (ARPA PROJECT):** Samuels Group scheduled to finish warranty work 06/19-06/20; S.D. Ellenbecker working on punch list.
- b. **LEC JAIL PLUMBING & ICON SYSTEM (ARPA PROJECT):** Additional plumbers hired to complete this project (cost covered by contingency); jail administration is requesting this project be completed ASAP due to the increase in state inmates; Plumbers to be on-site starting the week of 6/5.
- c. **COURTHOUSE FRONT STOOP REMOVAL:** Landscaping complete; additional lighting to be installed.
- d. **JAIL DORM POD FIRE SUPPRESSION SYSTEM REPLACEMENT (ARPA PROJECT):** 5/4 update from contractor: the estimated ship date for the pilot actuation components for the system is June 23.
- e. **COURTHOUSE HVAC UPGRADES – PHASE I (ARPA PROJECT):** Chiller installed and operational.
- f. **COURTHOUSE HVAC UPGRADES – PHASE II (ARPA PROJECT):** Components ordered.
- g. **LEC AND ADRC/PH FACILITIES FIRE PANELS UPGRADES:** Project postponed until 2024.
- h. **LEC DISPATCH AND IT SERVER ROOM A/C UPGRADE:** Air conditioning units expected to be delivered early June; Tweet to schedule upgrade after all components have arrived.
- i. **LEC WATER SOFTENER INSTALLATION:** Advanced Water to be on-site week of June 5 to start installation.
- j. **COURTHOUSE ANNEXED ROOF REPLACEMENT:** Solicitation for bid started, bid opening date set for 06/02/2023. Solicitation for bid process completed; Nasi Roofing only bidder. Bid amount \$301,500 for flat roof and \$51,000 for paver roof. If County Facilities committee approves at 6/6 meeting, a resolution to request \$375,000 in CLFRF funds will be presented at the 6/12 Admin. Committee meeting and if approved will go to 6/20 County Board for final approval.

NON-BUDGETED ITEM REQUEST

None.

PUBLIC COMMENT

No public comment.

ITEMS FOR NEXT AGENDA

- ADRC/PH Facility Sidewalks
- Continuing Appropriations Accounts
- Project Search Program

FUTURE MEETING DATE(S)

Tuesday, July 11 at 8:00 a.m.

ADJOURNMENT

Fisher adjourned the County Facilities meeting at 9:32 a.m.

/s/Russ Fisher
Russ Fisher, Chairman

07/13/2023
Date

/s/Lindsey Kennedy
Lindsey Kennedy, Recording Secretary

07/13/2023
Date