

COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Courthouse • Committee Room 2
Monday, June 8, 2026 • 8:15 a.m.

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

COMMITTEE MEMBERS ABSENT (excused): Robert Briggs

ALSO PRESENT: Troy Huber, Lindsey Kennedy (Buildings & Grounds); Tracy Hartman (Administrative Coordinator)

CALL TO ORDER

Chairman Fisher called the County Facilities Committee to order at 8:15 a.m. in the Committee Room 2 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 Fried 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.

PUBLIC COMMENT

No public present.

APPROVE MINUTES

Motion by Kilbourn to approve the minutes of the May 4, 2026, committee meeting. Second by Fried. All Committee members present voting 'Aye'. Motion carried.

PRESENTATION OF 10 YEARS' SERVICE AWARD – SCOTT PEITSCH

Scott Peitsch was not in attendance at the meeting. The committee acknowledged the award in his absence.

Informational Only.

UPDATE ON THE REMOVAL AND INVENTORY OF HISTORIC ITEMS LOCATED IN THE COURTHOUSE CRAWLSPACE

Fisher requested this item be placed on the agenda. Huber reported that approximately 75 additional boxes remain in the crawlspace, with more located in the Buildings and Grounds office. The committee discussed storage options for items once reviewed.

Hartman acknowledged that she has not yet had time to go through the items and noted that per state law, the historical society must review any items older than 20 years before the county can destroy or give them away. The committee decided the items should be reviewed in sections. Huber agreed to check with staff to identify a potential storage location. Fisher noted that staff should not bring any additional items up from the crawlspace until they have addressed the items currently in the office, as the process is taking longer than initially anticipated. Almekinder expressed concern that the process is taking up a significant amount of employee time. Fisher stated the committee would keep this item on future agendas until the work is complete.

Informational Only.

2027 STAFFING REQUESTS

Kennedy presented two staffing requests for the 2027 budget. The first request was for the current LTE Cleaning Technician position at the Health and ADRC facility. Kennedy noted that the employee works four hours nightly at a facility that serves the public through the Public Health outpatient clinic and the ADRC, which provides activities and houses the Meals on Wheels packaging program, making both health and

cleanliness top priorities. The department requested a \$0.75 wage increase for the employee, noting that LTE positions are not on the wage schedule and do not receive cost of living or performance-based increases, making this the only opportunity to adjust compensation. Kennedy provided background on the importance of the position, noting that existing cleaning technicians do not have the capacity to absorb these duties without risk of burnout and a decline in service quality. Discussion was held regarding the classification of this position as LTE rather than part-time. Kennedy noted that HR Director Jennifer Lueneburg provided information outlining the benefits of the LTE classification and agreed to forward that communication to the committee.

The second request was for an additional LTE Cleaning Technician position, not to exceed 500 annual hours at a rate of \$25.00 per hour. This position would assist with coverage during vacations and vacancies, as well as special projects such as carpet shampooing that current staff rarely have time for outside of overtime. Discussion was held regarding PTO usage and the challenges staff face in taking time off when coverage is limited. Huber noted that relying on existing staff for coverage is not necessarily a cost savings, as it contributes to burnout and often results in overtime expenses. Kennedy acknowledged that creating additional positions is not taken lightly and that the decision ultimately rests with the committee, but stated the department feels the position is needed to support staff satisfaction, prevent burnout, and maintain cleaning standards.

Fried acknowledged the importance of the position but noted that managing coverage gaps is part of the responsibilities of department management. He also noted that while the cost of the position is relatively modest, the Executive Committee might look at LTE positions as a reduction option during the budget balancing process.

Motion by Fried to approve the staffing requests as presented and forward to the Executive Committee for review for the 2027 budget. Second by Kilbourn. All Committee members present voting 'Aye'. Motion carried.

IDENTITY INFRASTRUCTURE - COUNTY STANDARDS

Kilbourn provided an overview of a request to establish countywide communication and identity standards. A presentation packet including county code templates and logo samples illustrating how standards could be incorporated across departments was distributed to committee members as part of the meeting packet. Kilbourn noted that individual departments currently have their own identity and feel, and that a unified standard would save staff time and reduce confusion around which logos or images to use. He added that this committee was an appropriate starting point for the discussion, that the effort is intended to be cost neutral, and that it would not require a complete overhaul, as updates would be implemented on a rolling basis as needs arise.

Hartman suggested that department heads be consulted first to understand how a county-wide standard would affect each department, and that the topic be brought back for further discussion after that input is gathered.

Hartman will present this at the next department head meeting and report back to the committee.

LAW ENFORCEMENT CENTER WATER USAGE 2020-2025

Kennedy presented a review of Law Enforcement Center water usage from 2020 through 2025. The presentation highlighted significant water savings achieved following the installation of the ICON water savings system in the jail. Kennedy noted that the system has already paid for itself through reduced water consumption and the associated cost savings. The data showed a notable reduction in water usage over the tracked period, demonstrating the long-term value of the investment. Discussion was held regarding the effectiveness of the system and its impact on the county's operational costs.

Informational only.

ONEIDA COUNTY ENERGY ANALYSIS 2016-2025

Kennedy presented an energy analysis for Oneida County facilities covering 2016 through 2025. The presentation highlighted significant energy savings achieved through the conversion to LED lighting across county facilities, demonstrating the long-term value of that investment.

Discussion was held regarding increased gas usage across all facilities. Kennedy noted that the department makes every effort to keep individual offices comfortable, but that some offices have requested temperatures as high as 76 degrees, which contributes significantly to gas consumption. The department expressed that a formal policy or standard should be established, as the current approach is difficult to manage consistently across all locations. The committee agreed that a temperature standard should be set and that individuals will need to self-regulate accordingly.

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:** Truck received and final payment completed.
- d. **FIRE PANEL UPGRADES (MULTIPLE FACILITIES):** No new updates.
- e. **PH/ADRC ROOF REPLACEMENT:** Roof replacement complete.

INVOICE PAID REPORT

The committee was provided copies of the April and May 2026 invoices paid reports for review.

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

- Update on Items from Courthouse Crawlspace

FUTURE MEETING DATE(S)

- Monday, July 11, 2026 at 8:15 a.m.

ADJOURNMENT

Fisher adjourned the County Facilities meeting at 9:44 a.m.

/s/ Russ Fisher
Russ Fisher, Chairman

07/13/2026
Date

/s/ Lindsey Kennedy
Lindsey Kennedy, Recording Secretary

07/13/2026
Date