

**COUNTY FACILITIES COMMITTEE MINUTES**  
**Oneida County Courthouse • Committee Room #2**  
**Monday, July 11, 2022 • 8:00 a.m.**

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

**COMMITTEE MEMBERS ABSENT (EXCUSED):** Diana Harris

**ALSO PRESENT:** Troy Huber, Lindsey Kennedy (Buildings & Grounds); Joel Gottsacker (ADRC)

**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 Meeting Law and complies 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 comment.

**APPROVE MINUTES**

Motion by Fried to approve the minutes from the June 6, 2022 committee meeting. Second by Briggs. All Committee members present voting 'Aye'. Motion carried.

**BILLS, VOUCHERS, BLANKET PURCHASE ORDERS, LINE ITEM TRANSFERS**

Kennedy emailed the committee members a list of the bills, voucher and blanket purchases orders prior to the meeting for review. Huber explained the large expenses to the committee.

Motion by Almekinder to approve the bills and vouchers as presented. Second by Briggs. All Committee members present voting 'Aye'. Motion carried.

**STAFFING REQUESTS**

Kennedy presented the information that was requested by the committee at the last meeting. Based on the information received and upon further discussion the department has decided to request an LTE Cleaning Technician position instead of a full time position. The LTE position would be funding from within the department's current budget. The pay rate would be \$20/hour and the total annual hours worked would be 1,040 (4 hours per day/Monday-Friday).

- a. **2022 LTE STAFFING REQUEST:** Motion by Almekinder to approve the 2022 LTE Staffing Request as presented. Second by Briggs. All Committee members present voting 'Aye'. Motion carried.
- b. **2023 LTE STAFFING REQUEST:** Motion by Almekinder to approve the 2023 LTE Staff Request as presented and forward to LRES. Second by Fried. All Committee members present voting 'Aye'. Motion carried.

**LEC AND ADRC/PUBLIC HEALTH FACILITY FIRE SPRINKLER SYSTEM INSPECTION CONTRACTS**

Huber presented the fire sprinkler system inspection contracts from Fire Protection Specialists for the Law Enforcement Center and ADRC and Public Health Facilities. The vendor agreed to 3-year contracts. The total yearly price for three (3) quarterly inspection and one (1) annual inspection for each facilities is \$2,025 for a total annual cost of \$4,050 for the inspections of both systems.

Motion by Fried to approve the fire sprinkler system inspection contracts as presented. Second by Almekinder. All Committee members present voting ‘Aye’. Motion carried.

**REVIEW OF BUILDINGS & GROUNDS CONTINUING APPROPRIATIONS ACCOUNTS**

Kennedy reviewed the Buildings & Grounds continuing appropriations account with the committee.

Informational Only.

**COURTHOUSE CHILLER UPDATE**

Huber stated the Courthouse chiller is currently leaking refrigerant. The replacement of the chiller has already been designated as a 2023 CIP to be funded through ARPA funding. Huber has received three quotes for the following:

- locate the leak and recharge with R-22 refrigerant - \$4,700
- locate the leak, remove and retain remaining R022, provide and install solenoids, compressor oil, new liquid line driers, service Schrader cores, 38# R-407 C refrigerant - \$5,800
- Installation of new Trane 90-Ton chiller - \$175,000

Huber asked the committee how they would like to proceed, if they would like to start the bid process for the chiller replacement or make the repairs to the current system.

Fisher asked that this item be discussed with the review of the 2023 Capital Improvement Projects and schedule.

**2023 CAPITAL IMPROVEMENT PROJECTS AND SCHEDULE**

Huber reviewed the department’s 2023 Capital Improvement Project list with the committee. The committee ranked the projects as follows:

1. Courthouse HVAC Upgrade – Phase I (Chiller Replacement)
2. Courthouse HVAC Upgrade – Phase II (Air Supply & Handling)
3. LEC & ADRC/PH Facilities Fire Panels Upgrades
4. County Facilities sidewalk Repairs
5. LEC Dispatch and IT Server Room AC Upgrade
6. Courthouse Flooring Replacement
7. Courthouse Annex Roof Replacement
8. Courthouse Window Replacement
9. ADRC/PH Facility Garage
10. LEC Water Softener Installation
11. LEC Cooling Tower Replacement
12. Courthouse Garage Project
13. LEC Kitchen Floor Replacement
14. LEC Garage Floor Epoxy
15. Courthouse 3<sup>rd</sup> Floor Renovation – Phase I

Motion by Fried to approve the 2023 Capital Improvement Projects as presented and forward to the CIP committee. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried.

### **DEPARTMENT TRUCK PURCHASE DISCUSSION**

Huber stated the department is looking at trading in the diesel Ford truck as there is not a need for a diesel truck and a gas vehicle will meet the department's needs. The truck is used daily by the Courthouse maintenance staff and used for plowing. Huber is having a hard time finding vendors that are currently offering government vehicles and rates; some sellers have also informed him that if vehicles are ordered they may not arrive for at least six months.

Informational Only.

### **DUMP TRAILER PURCHASE DISCUSSION**

Huber stated the department has discussed with the Forestry Department the joint purchase of a dump trailer. They also reached out to the Highway department but the Highway department did not feel they had a need for the equipment. Previously, one of the maintenance technician has used his personal trailer when it has been needed which is not ideal. Huber is working on obtaining quotes and the cost of the trailer will be approximately \$10,000. The Buildings and Grounds portion will come from the B&G Equipment account if approved.

Motion by Fisher to allow the department to pursue buying a dump trailer as long as forestry pays half and final approval is needed prior to purchase. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried.

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

- a. **CIP - COURTHOUSE ELEVATOR UPGRADE:** No new updates since the last committee meeting.
- b. **CIP - LEC CHILLER:** The old boilers and chiller have been removed; new chiller has been installed and is operational. The new back-up boiler has been placed; the contractor is waiting on a gas valve to finish the boiler installation then clean-up will begin.
- c. **CIP - DSS OFFICE REMODEL:** The resolution to use CLFRF funds was passed by County Board and bids accepted at the June 21, 2022 meeting. Notice of award documents were send and accepted by the contractors; projected is slated to start this winter.
- d. **CIP - LEC JAIL PLUMBING & I-CON SYSTEM:** Still waiting on fixture delivery. Buildings and Grounds staff have started the shower controls installation in the unoccupied dorm blocks.
- e. **CIP - LEC JAIL SECURITY GLASS REPLACEMENT:** The glass has been delivered; Stronghold started the installation the week of July 4, 2022.
- f. **CDBG PROJECT – COURTHOUSE FRONT STOOP REMOVAL:** No bid were received. Kennedy requested direction from committee on how to proceed; The CDBG project completion deadline is October 31, 2022 and re-bidding the project does not guarantee a bid will be received. The department has a quote for the masonry part of the project but the contractor does not want to go through the CDBG process due to the extensive paperwork and reporting requirements.

Motion by Almekinder to withdraw the Courthouse front stoop project from the CDBG projects and fund the project through the Major Renovation continuing appropriations account. Second by Briggs. All Committee members present voting 'Aye'. Motion carried.

### **NON-BUDGETED ITEM REQUEST**

None

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**PUBLIC COMMENT**

No public comment.

**ITEMS FOR NEXT AGENDA**

- Front stoop
- CTH Chiller Update

**FUTURE MEETING DATE(S)**

Monday, August 8, 2022 at 8:00 a.m.

**ADJOURNMENT**

Fisher adjourned the County Facilities meeting at 9:27 a.m.

/s/Russ Fisher  
Russ Fisher, Chairman

08/08/2022  
Date

/s/Lindsey Kennedy  
Lindsey Kennedy, Recording Secretary

08/08/2022  
Date