COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Courthouse • County Board Room
Monday, July 13, 2026 • 8:15 a.m.

COMMITTEE MEMBERS PRESENT: Russ Fisher, Robert Briggs and Kyle Kilbourn

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

ALSO PRESENT: Troy Huber, Lindsey Kennedy (Buildings & Grounds)

CALL TO ORDER

Chairman Fisher called the County Facilities Committee to order at 8:15 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 Kilbourn. All Committee members present voting 'Aye'. Motion carried.

PUBLIC COMMENT

No public present.

APPROVE MINUTES

Motion by Kilbourn to approve the minutes of the June 8, 2026, committee meeting. Second by Briggs. All Committee members present voting 'Aye'. Motion carried.

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

Huber reported that Hartman continues to review and organize the historical items removed from the courthouse crawlspace. He noted that the process is time-consuming. Hartman provided the committee with an email update before the meeting that included some scanned historical documents. Hartman will continue reviewing the items as time allows. Buildings and Grounds staff moved several boxes to her office to support the review, and staff will not remove any additional materials from the crawlspace at this time.

No action taken. Informational only.

2027-2029 BUILDINGS AND GROUNDS CAPITAL IMPROVEMENT PROJECTS REQUEST

Huber reviewed the proposed 2027 Buildings and Grounds Capital Improvement Projects (CIPs) for committee consideration and ranking. Prior to the review, Kennedy provided an update from Corporation Counsel regarding the exterior painting project at the Health and ADRC facility.

Kennedy reported that the Wisconsin sealed bid threshold increased from $25,000 to $50,000, allowing the County to move forward with the project through the quote process. Lee's Painting provided the lowest project cost; however, the company did not submit a formal bid due to the sealed bid requirements and associated bid security requirements. The next lowest bid exceeded the $30,000 project budget, and the three received quotes ranged significantly higher, with the highest quote totaling $166,500. Due to uncertainty regarding future project costs, the 2027 CIP budget request reflects $166,500.

Corporation Counsel Lynch advised that the County may proceed with Lee's Painting by following the contract process, remaining within the approved project budget, and obtaining approval from the County Facilities Committee. The project does not require additional Executive Committee approval.

Motion by Fisher to move forward with the painting CIP as presented. Second by Briggs. All committee members present voted "Aye." Motion carried.

The committee reviewed the remaining 2027 Buildings and Grounds CIPs and ranked the projects in the following order:

1. Fire Panel Upgrade – Multiyear, Multi-facility Project
2. Courthouse Plaster Repair
3. Register of Deeds Office - Security Upgrades
4. LEC Bobcat
5. Timber Drive Facility Parking Lot Reconstruction
6. LEC Walk-in Freezer Mechanical Upgrades

The committee received the 2028 and 2029 Buildings and Grounds CIP requests for review. The committee did not review or rank the projects for those years at this time.

Motion by Kilbourn to forward the CIP requests to the CIP Committee as presented. Second by Briggs. All committee members present voted "Aye." Motion carried.

UPDATE ON IDENTITY INFRASTRUCTURE - COUNTY STANDARDS

Fisher reported that Hartman presented the information at the department head meeting, where there was general interest in the concept. Discussion focused primarily on implementation considerations.

Kilbourn discussed the potential to work with interested departments to explore available funding opportunities, including grants, and to develop supporting resources and tools. He also noted the opportunity to consider website improvements, including accessibility compliance, as part of the overall effort.

The committee agreed that the concept warrants further exploration. Kilbourn will continue researching potential funding opportunities and work with Hartman to evaluate next steps. The committee will receive an update at a future meeting.

No action taken. Informational only.

UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

a. **LEC COOLING TOWER REPLACEMENT:** No new updates.
b. **MONICO TOWER SITE GENERATOR REPLACEMENT:** The generator arrived last week. Huber will coordinate with Van Ert and Cummins to schedule the installation. The installation date remains pending.
c. **FIRE PANEL UPGRADES (MULTIPLE FACILITIES):** The contractor anticipates starting the Timber Drive fire panel upgrade in September. The contractor requested a 50% upfront payment to order materials, and the Facilities Director approved the request.

INVOICE PAID REPORT

The committee reviewed the June 2026 invoices paid reports.

No action taken. Informational only.

BUDGET/ACTUAL REPORT
The committee reviewed the 2026 year-to-date budget.

No action taken. Informational only.

NON-BUDGETED ITEM REQUEST
None.

ITEMS FOR NEXT AGENDA
- Update on Items from Courthouse Crawlspace

FUTURE MEETING DATE(S)
- Monday, August 31, 2026 at 8:15 a.m.

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

/s/Russ Fisher — 08/28/2026
Russ Fisher, Chairman — Date

/s/Lindsey Kennedy — 08/28/2026
Lindsey Kennedy, Recording Secretary — Date