

COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Courthouse • Committee Room #2
Monday, August 2, 2021 • 8:00 a.m.

COMMITTEE MEMBERS PRESENT: Billy Fried/Chairman, Russ Fisher, Bob Almekinder, Lance Krolczyk and Greg Oettinger

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

CALL TO ORDER

Chairman Fried 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 AMENDED AGENDA

Motion by Fisher to approve the amended agenda for today's meeting. Second by Oettinger. All Committee members present voting 'Aye'. Motion carried.

PUBLIC COMMENT

No public present to offer comment.

APPROVE MINUTES

Motion by Fisher to approve the minutes from the July 14, 2021 committee meeting. Second by Oettinger. 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 for the committee.

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

DEPARTMENT TOOL ALLOWANCE UPDATE

Huber stated the Labor Relations/Employee Services committee approved the tool allowance for all full-time Buildings and Grounds employees. The \$25/month allowance will be added to the first paycheck of the month starting with the August 13, 2021 paycheck. Funding for the tool allowance will come from the existing department budget.

Information only.

COURTHOUSE GENERATOR UPDATE

Huber stated the Courthouse lost power on the night of Monday, July 26, 2021. This was most likely because the generator turned over too long because of old fuel that drained the battery. The department staff came in and got the generator working and power back on but the outage caused issues with the computer system and automatic door locking system. Hicks Fuel and Oil was called and they tested the fuel and re-fueled the tank. The generator does automatic test runs once a month and there were no issues

with the last test. The generator's battery was five years old and was replaced. Almekinder asked if the fuel could be rotated out with the Highway Department; Huber stated he is reviewing all his options and that rotating the fuel has been considered but pumping the fuel out of the tank is difficult and it is costly to transport.

Information only.

DEPARTMENT RELIEF FUNDING REQUESTS REVIEW

Huber reviewed the projects that Buildings & Grounds has submitted for consideration for Coronavirus State and Local Fiscal Recovery Funds (SLFRF). The department submitted 18 projects to be considered. The projects include:

1. COVID19 Expenditure Reimbursement
2. Premium Pay for Buildings and Grounds Staff
3. Law Enforcement Center HVAC System Upgrade
4. Courthouse Single Point of Entry
5. Courthouse Elevator Upgrade
6. Courthouse Window Replacement
7. Courthouse Annex Roof Replacement
8. Law Enforcement Center Jail Stainless Steel Plumbing Fixtures/I-CON System
9. Department of Social Services Offices Remodel
10. Courthouse Replacement of Air Supply & Handling
11. Replace Original Flooring throughout Law Enforcement Center
12. ADRC Flooring Replacement
13. Courthouse Annex Flooring Replacement
14. Public Health Flooring Replacement
15. Law Enforcement Center Garage Floor Epoxy
16. Law Enforcement Center Door Replacement
17. District Attorney's Office Carpet & Paint
18. ADRC/Public Health Sidewalk Repair

The list has been submitted to Tina Smigielski, Finance Director, for review and modification before going to the Funding Opportunities Committee for consideration and priority ranking.

Information only.

SINGLE POINT OF ENTRY UPDATE

Huber stated there is no new updates since the last committee meeting. The Courthouse Security Committee recommended presenting the Single Point of Entry plans to the Administration Committee for approval and funding options. The next Administration meeting is scheduled for Monday, August 9, 2021. If approved by the Administration Committee the plans will be forwarded to the full County Board for consideration.

Information only.

YEAR 2022 BUDGET AND SCHEDULE

- a. **2022 FURNITURE AND EQUIPMENT REQUEST LETTER:** Kennedy stated departments were asked to submit their 2022 furniture and equipment requests to Buildings and Grounds by July 31, 2021. Corporation Counsel wants to submit a request for conference room furniture for their office but their committee of jurisdiction does not meet until August 12, 2021 so they were granted an extension to submit their request. The County Facilities committee will review the requests at the September meeting.
- b. **2022 CAPITAL IMPROVEMENT PROJECTS AND SCHEDULE:** Kennedy stated the Buildings and Grounds 2022 capital improvement projects would be ready for review and ranking at the September 13, 2021 meeting.

CDBG-CLOSE PROJECT LIST UPDATE

- a. **ONEIDA COUNTY COURTHOUSE STOOP REMOVAL:** Huber stated the department has received two quotes for the masonry portion of the project and are working on obtaining the required three quotes.
- b. **ONEIDA COUNTY COURTHOUSE DOOR KNOB REPLACEMENT:** The committee discussed the lack of guidance for departments with the CDBG process. Fried to meet with County Board Chairman, Hintz, to discuss concerns.

UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

- a. **PROJECT LISTS AND PROJECTED TIMELINE:** Huber reviewed the project list and projected timeline.

NON-BUDGETED ITEM REQUEST

None

CLOSED SESSION

Motion by Krolczyk, second by Almekinder to go into closed session pursuant to section 19.85 (1) (c) for purposes considering employment, promotion, compensation or performance evaluation data of any public employee (Performance Evaluation Reviews for Facilities Director and Assistant Facilities Director).

Roll call vote taken; all members voting in the affirmative. Motion carried. Committee went into closed session at 8:40 a.m.

Staff present in closed session: Huber.

RETURN TO OPEN SESSION

Motion by Oettinger, second by Almekinder to return to open session. Roll call vote taken with all members voting in the affirmative. Motion carried. Committee returned to open session at 9:05 a.m.

No motions were made in closed session or upon return to open session.

PUBLIC COMMENT

No public present.

ITEMS FOR NEXT AGENDA

- UW Extension/County obligation.
- CIP Requests
- Furniture and Equipment Requests

FUTURE MEETING DATE(S)

Monday, September 13, 2021 at 8:00 a.m.

ADJOURNMENT

Fried adjourned the County Facilities meeting at 9:09 a.m.

/s/Billy Fried
Billy Fried, Chairman

09/13/2021
Date

/s/Lindsey Kennedy
Lindsey Kennedy, Recording Secretary

09/13/2021
Date