

COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Courthouse • County Board Room
Monday, August 4, 2025 • 8:15 a.m.

COMMITTEE MEMBERS PRESENT: Russ Fisher/Chairman, Robert Briggs, Billy Fried and Diana Harris

COMMITTEE MEMBERS ABSENT (excused): Robert Almekinder

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

PUBLIC COMMENT

No public present.

APPROVE MINUTES

Motion by Briggs to approve the minutes from the July 7, 2025 committee meeting. Second by Fried. All Committee members present voting 'Aye'. Motion carried.

REVIEW/APPROVE 2026 STAFFING REQUESTS

A. RECURRING LTE CLEANING TECHNICIAN

Kennedy stated that the department has one staffing request for 2026: the recurring LTE cleaning technician for the Health and ADRC facility. This position is essential, as the Public Health department operates a health clinic that requires a higher standard of cleanliness. Additionally, the ADRC operates a dining room and kitchen at the facility, both of which require increased cleaning attention. The duties performed by this technician cannot be absorbed by the existing cleaning staff without compromising overall cleanliness across facilities and increasing the risk of staff burnout.

Fried questioned the proposed 2026 wage for the position. Kennedy explained that the department recommended a \$0.75 per hour increase to align with the anticipated COLA adjustments being proposed for other staff. Fried noted that the 2.64% COLA equates to a \$0.57 increase and that \$0.75 is above that amount. Kennedy clarified that because LTE positions are not benefit-eligible, wage adjustments are left to the discretion of the department head, and the department opted to use a simple round number for the increase. Fried stated he supports the position itself but will revisit the proposed wage increase during budget hearings.

Motion by Harris to approve the 2026 staffing request as presented and forward to the Executive Committee. Second by Briggs. All Committee members present voting 'Aye'. Motion carried

DISCUSSION ON BUILDINGS AND GROUNDS STAFFING LEVELS FOR 2026

Huber explained that the department has heard discussions about selling the Koinonia Residential Treatment Center and potentially eliminating a position within the Buildings and Grounds department. He emphasized the importance of keeping this position, especially given the progress and improvements made by the new maintenance technician.

Kennedy added that many County Board members may not fully understand the broad scope of work the department handles. She noted that the department's responsibilities go far beyond delivering paper and setting up conference rooms. Staff maintain the Courthouse, LEC, Timber Drive, Koinonia, and Health and ADRC buildings. They also handle snow removal, lawn care, and generator and HVAC maintenance at the emergency management tower sites, as well as snow removal, lawn care, and general building maintenance at the shooting range and River Street storage building. In addition, they occasionally assist with maintenance requests at the Highway and Solid Waste facilities.

In addition to building maintenance, staff perform equipment maintenance, landscaping, remodeling, access control system maintenance and preventative maintenance on a variety of systems. While Cummins conducts annual preventative maintenance on the generators, Buildings and Grounds staff handle the monthly generator testing and other ongoing equipment needs.

Kennedy stated that she has asked all Buildings and Grounds staff to track their work over the next week so she can present the data if requested. Her goal is to clearly show that reducing staffing levels will result in lost services as there are only so many hours in a day, and the workload will exceed what reduced staffing levels can reasonably complete.

Fried asked why staff were concerned about the potential position cut. Huber explained that some County Board members may already be leaning in that direction, and the department wanted to get ahead of the conversation.

Informational Only.

REVIEW/APPROVE 2026 FURNITURE AND EQUIPMENT REQUESTS

A. SHERIFF'S OFFICE – WAITING AREA FURNITURE

Kennedy stated that the department received one furniture and equipment request for 2026 from the Sheriff's Office for new waiting area furniture. The Public Safety Committee has already approved the request. The existing furniture is original to the facility and is approximately 25 years old. The proposed replacement furniture is made of materials that are easy to sanitize, which is especially important in a high-traffic area like the Sheriff's Office. The Sheriff's Office worked with Office Enterprises Incorporated to obtain a quote. The total cost of the request is \$7,289.29. If approved, Buildings and Grounds will include the amount in the budget request for Executive Committee consideration.

Motion by Harris to approve the 2026 Furniture and Equipment Request as presented and forward to the Executive Committee. Second by Fried. All Committee members present voting 'Aye'. Motion carried

**Harris left the meeting at 9:15 a.m.*

2026-2028 DEPARTMENT CIP LIST

The department presented its 2026-2028 Capital Improvement Plan list and ranked the 2026 projects in the following order:

1. LEC Cooling Tower
2. Maintenance Plow Truck
3. Timber Drive Fire Panel Upgrade
4. Health and ADRC Facility Roof Replacement
5. Paint the Exterior of the Health and ADRC Facility

6. CTH Fire Panel Upgrade
7. LEC Fire Panel Upgrade
8. Health and ADRC Facility Fire Panel Upgrade
9. LEC Garage Floor Epoxy

The department explained that it received approval for the LEC Cooling Tower project last year but chose to defer it until 2026 to complete additional research and ensure the project moves forward with the right solution. The County has already set aside \$115,000 for this project.

Staff also explained that the total cost for the maintenance plow truck includes \$10,000 from the Buildings and Grounds Equipment continuing appropriations account and \$15,000 from a trade-in. This brings the requested amount from the general fund to \$45,000.

The department noted that the Finance Director recommended listing each fire panel upgrade as a separate CIP. In previous years, the department grouped all fire panel upgrades into one project. Staff expressed concerns about separating the upgrades by facility, since they do not want to install different systems at each location. They want to use a non-proprietary system that allows them to choose the vendors who service it. Staff stated they would support opening the first bid to any non-proprietary system, but want to base future bids on the selected product so all facilities use the same fire panel system. The committee agreed that this approach made sense.

Fried asked why the department could not submit all the fire panel upgrades in a single bid. Staff explained that the combined cost would be too high and likely would not receive approval. They also shared that the vendor who provided the estimate recommended staggering the work. Some systems, like those at Timber Drive and the Courthouse, need to be replaced sooner, while others are newer and can remain in place for now.

The committee reviewed and ranked only the 2026 CIP projects during this meeting, but staff also presented the proposed project lists for 2027 and 2028.

Motion by Fried to approve the CIP list as presented and ranked by staff and forward to the Executive Committee. Second by Briggs. All Committee members present voting 'Aye'. Motion carried

UPDATE ON BRIGHTLY ASSET MANAGEMENT SOFTWARE

Huber stated that he coordinated a software presentation with several departments, including Forestry, ITS, Highway, and Administrative Coordinator Hartman, because he believed the software offers features that would benefit multiple departments, not just Buildings and Grounds. Brightly Asset Management Software is a cloud-based tool that helps organizations manage buildings, equipment, and maintenance tasks. It allows staff to schedule repairs, manage work orders, and plan for future needs. By organizing all maintenance and asset information in one place, the software helps save time, reduce costs, and improve efficiency.

Other departments, such as Forestry and Highway, can also use the system to track trail and road maintenance, including work on culverts, signage, and other infrastructure. Fried noted the value of the software and encouraged keeping it on the County Board's radar.

Motion by Fried to amend the 2026 CIP list and to add the Brightly Management Software as #10 priority with a budget of \$25,000. Second by Briggs. All Committee members present voting 'Aye'. Motion carried.

WORKERS COMPENSATION REPORT

Kennedy stated that the department has not yet received the quarterly Workers' Compensation report for presentation to the committee. She noted that there are currently no active claims for the department and confirmed that the report will be shared as soon as it becomes available.

Information Only.

UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

- a. **FLOORING/CARPET REPLACEMENT:** Project complete.
- b. **KOINONIA REPAIRS:** Landscaping work has been completed.
- c. **COURTHOUSE WINDOWS REPLACEMENT:** Contractor scheduled to return August 7-8 to finish the remaining windows in the Branch II courtroom and complete punch list work.
- d. **DISPATCH FIRE SUPPRESSION SYSTEM REPLACEMENT:** Contractor has begun project with an estimated timeframe of 3-4 weeks for completion.

INVOICE PAID REPORT

Huber reviewed the July 2025 invoice paid reports and provided explanations for the larger purchases to the committee members.

Informational Only.

BUDGET/ACTUAL REPORT

Kennedy reviewed the year-to-date budget with the committee.

Informational Only.

NON-BUDGETED ITEM REQUEST

None.

ITEMS FOR NEXT AGENDA

- WC Quarterly Report
- Brightly Asset Management software

FUTURE MEETING DATE(S)

- Monday, September 8, 2025 at 8:15 a.m.

ADJOURNMENT

Fisher adjourned the County Facilities meeting at 9:38 a.m.

/s/Russ Fisher
Russ Fisher, Chairman

09/08/2025
Date

/s/Lindsey Kennedy
Lindsey Kennedy, Recording Secretary

09/08/2025
Date