

**COUNTY FACILITIES COMMITTEE MINUTES**  
**Oneida County Courthouse • Committee Room #2**  
**Monday, August 7, 2023 • 8:00 a.m.**

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

**COMMITTEE MEMBERS ABSENT:** Bob Almekinder (excused)

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

**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 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 comment.

**APPROVE MINUTES**

Motion by Briggs to approve the minutes from the July 13, 2023 committee meeting. Second by Fried. All Committee members present voting 'Aye'. Motion carried.

**INVOICE PAID REPORT**

Prior to the meeting, the committee was provided a list of the invoices paid in the month of July 2023. Huber reviewed the larger expenses paid.

Informational Only.

**BUDGET/ACTUAL REPORT**

The committee was provided a copy of the department's year to date budget for review; Kennedy explained the overdrawn accounts and CIP/ARPA account lines.

Informational Only.

**COURTHOUSE LOADING DOCK REPLACEMENT UPDATE**

Huber stated Arbon Equipment replaced the courthouse loading dock and it is now operational.

Informational Only.

**ADRC AND PUBLIC HEALTH FACILITY GROUNDS MAINTENANCE UPDATE**

Huber stated a local landscaper was hired to reseed the lawn where the sidewalks were removed at the ADRC and Public Health Facility and Buildings and Grounds staff having installed the edging. Buildings and Grounds staff will also be painting the curbs. Huber also met with city forester, Tom Jerow, to discuss ideal vegetation options.

Informational Only.

**REVIEW/DISCUSS TREASURER OFFICE REQUEST**

Huber stated Tara Ostermann, Treasurer, has made a request for an enclosed office for herself. Huber is going to meet with Ostermann to discuss and determine a budget then Ostermann will present her request to her committee of jurisdiction for approval and determine funding options.

Informational Only.

**REVIEW/APPROVE AUTOMATED LOGIC CONTRACT**

Huber stated this is the annual service contract for the Automated Logic software. This software is used to control the heating and cooling at the Courthouse and Law Enforcement Center. The annual contract cost is \$7,456.

Motion by Briggs to approve the Automated Logic contract as presented. Second by Fried. All Committee members present voting ‘Aye’. Motion carried.

**REVIEW/APPROVE 2024 PAGER PAY INCREASE**

Huber stated the current pager pay is \$20 for weekdays and \$40 for weekends and holidays. The department is requesting an increase to \$25 for weekdays and \$50 for weekends and holidays. The 2024 annual increase would be \$2,395.00; Huber stated that amount was added to the proposed 2024 budget that will be reviewed later on the agenda. Fried asked if the increase could be covered in the department’s current budget, Huber stated that it could not. Brief discussion held.

Motion by Harris to approve the paper pay increase as presented and forward to the LRES committee for approval. Second by Fried. All Committee members present voting ‘Aye’. Motion carried.

**REVIEW/APPROVE 2024 FURNITURE AND EQUIPMENT REQUESTS**

Kennedy stated three furniture and equipment requests were submitted for 2024. The requests are:

Department	Item	Amount
Forestry	Lift desk, counter, filing cabinets	\$2,000
Sheriff’s Office	Office chairs	\$1,500
Branch II	Courtroom chairs	\$4,000

Kennedy stated the requested items are not available in storage and the department feels these are reasonable requests. The total cost for the three requests was added to the proposed 2024 budget that will be reviewed later on the agenda.

Motion by Fried to approve the 2024 furniture and equipment requests as presented. Second by Briggs. All Committee members present voting ‘Aye’. Motion carried.

**REVIEW/APPROVE 2024-2026 CIP REQUESTS**

Huber presented to department’s years 2024-2026 CIP requests. The requests are:

Project	Year	Estimated Cost
Carpet/Flooring Replacement (Multiple Locations)	2024	TBD
Garages (Courthouse and ADRC/Public Health Facilities)	2024	\$284,500.00
Sidewalk Repairs (Courthouse and LEC)	2024	\$96,750.00
ADRC/PH Facility Roof Replacement	2025	\$300,000.00
Courthouse Windows Replacement	2025	\$1,000,000.00
LEC Garage Floor Epoxy	2025	\$125,000.00
Courthouse Security Camera System Upgrade	2026	TBD
DSS Front Reception Security Enhancement Remodel	2026	TBD

Fire Panel Upgrades (Multiple Locations)	2026	TBD
LEC Cooling Tower	2026	\$125,000.00
Paint the exterior of the ADRC/PH Facility	2026	\$29,750.00

Fried asked Huber to rank the department’s 2024 requests in the order of importance. Huber stated 1) Sidewalk Repairs, 2) Garages, 3) Carpet/Flooring Replacement.

Motion by Fried to approve the 2024-2026 CIP requests as presented and forward to the CIP committee for consideration. Second by Harris. All Committee members present voting ‘Aye’. Motion carried.

**REVIEW/APPROVE 2024 DEPARTMENT BUDGET REQUEST**

Kennedy presented the proposed 2024 department budget. The department is requesting increases in a number of account lines including, but not limited to, the following accounts: natural gas, gasoline and motor oil, major maintenance/minor renovation, communication tower maintenance, buildings maintenance, housekeeping and janitorial. The department reduced the refuse collection account line for all three facilities. Fried questioned if there was room for reducing the amounts allocated to the continuing appropriations accounts if the proposed CIPs were approved; the department cautioned against reducing the amount too much to avoid falling behind on funds needed for facility upkeep. The committee directed the department to add \$48,000 in prisoner revenue to their budget.

Motion by Fried to approve the proposed 2024 department budget with the recommended changes and forward to the Administration committee. Second by Briggs. All Committee members present voting ‘Aye’. Motion carried.

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

- a. **COURTHOUSE FRONT STOOP REMOVAL:** No new updates.
- b. **COURTHOUSE HVAC UPGRADES – PHASE II (ARPA PROJECT):** Components ordered.
- c. **LEC DISPATCH AND IT SERVER ROOM A/C UPGRADE:** Project completed.
- d. **COURTHOUSE ANNEXED ROOF REPLACEMENT:** Project anticipated to start in August 2023.

**NON-BUDGETED ITEM REQUEST**

None.

**PUBLIC COMMENT**

No public comment.

**ITEMS FOR NEXT AGENDA**

- Treasurer’s office request
- Dane County inmate revenue clarification

**FUTURE MEETING DATE(S)**

Tuesday, September 5 at 8:30 a.m.

**ADJOURNMENT**

Fisher adjourned the County Facilities meeting at 9:46 a.m.

/s/Russ Fisher  
Russ Fisher, Chairman

09/05/2023  
Date

/s/Lindsey Kennedy  
Lindsey Kennedy, Recording Secretary

09/05/2023  
Date