

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

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

COMMITTEE MEMBERS PRESENT VIA ZOOM: Diana Harris

ALSO PRESENT: Troy Huber, Lindsey Kennedy (Buildings & Grounds); Steven Schreier, Moria King (County Board Supervisors)

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 July 11, 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, blanket purchases orders and line item transfers prior to the meeting for review. Huber explained the large expenses to the committee.

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

COURTHOUSE DURESS SYSTEM UPGRADE

Huber presented the quote from Pieper Electric for the upgrade to the Courthouse Duress System. The current system has outlived its life expectancy. Some call buttons do not work as they should and have triggered false alarm notifications. Buildings and Grounds staff have worked with Courthouse Security and Pieper Electric to customize a system specifically for the County. The total cost of the upgrade is \$24,517 and includes: 1 32 Zone receiver, 2 HI-Power repeaters, 32 wireless transmitters, 1 water detector with probe, 1 temp detector, 1 motion detector, 10 mobile pendants with locators and 8 hours of system training. If approved, funding for the upgrade would come for the Courthouse Security continuing appropriations account. The duress system will be integrated with the current Genetec system (Genetec is the new camera system software that was recently installed). Each workstation, dispatch, security office, and maintenance office will have a map of the courthouse, which will then show the location of a duress. The committee questioned if additional quotes were obtained. Huber stated that this system is very specialized and the only other vendor he knows that could possibly provide a quote is Tyco/Simplex Grinnell; but based off previous negative service interactions with that vendor Huber did not feel it was in the best interested for the County. Fried stated he would like the department to at least call other vendors and see if this price was reasonable for the system being purchased.

Motion by Almekinder to approve the Courthouse duress system upgrade as presented. Second by Briggs. Almekinder, Fisher, Harris and Briggs all voting 'Aye'. Fried voting 'Nay'. Motion carried.

DUMP TRAILER PURCHASE APPROVAL

Huber stated at the previous meeting the committee approved the purchase of a dump trailer as long as the Forestry Department pays for half and that the request was brought back to the County Facilities committee for final approval prior to purchase. The Forestry Committee has approved the joint purchase. Huber stated he shopped around and that The King Company came in the lowest at approximately \$10,500. The trailer will be kept at the River Street Storage building.

Motion by Almekinder to approve the purchase of a dump trailer with the Forestry Department not to exceed \$12,000. Second by Fried. All Committee members present voting 'Aye'. Motion carried.

YEAR 2023 CIP ADDITION – LEC COMMUNITY ROOM UPGRADE

Kennedy stated this request was submitted to the Buildings & Grounds Department from the Sheriff's Office. This project was initially approved for 2022 to be funded by ARPA relief funding but because it did not meet the recommended \$100,000 minimum project threshold, it was dropped. The project includes upgrading the furniture and seating in the LEC lobby and community room as well as new paint and carpet in the committee room. The community room is utilized by county departments, state agencies, and private organizations and utilized for community classes for Hunter's Safety, Water Safety, Snowmobile Safety, and ATV Safety. In addition, the room is designed as a Courtroom and was utilized multiple times during the pandemic for jury selection due to the size and ability to social distance.

Motion by Fried to approve and forward to the CIP Committee. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried.

YEAR 2023 BUDGET REVIEW

Huber reviewed the proposed 2023 Buildings & Grounds Department budget with the committee. Brief discussion held.

Motion by Fried to approve the 2023 Buildings & Grounds Department budget as presented and forward to the Administration Committee. Second by Harris. All Committee members present voting 'Aye'. Motion carried.

YEAR 2023 FURNITURE & EQUIPMENT REQUESTS

Huber stated the only 2023 Furniture & Equipment requests that have been received are for the replacement of the Rhinelander and Minocqua Planning & Zoning offices copiers. The previous finance directors were not in support of leasing equipment so in recent years copiers have been purchased outright. Kennedy stated the normal process when approving annual furniture & equipment request is funding is allocated from the general fund for the purchase but since the current balance in the furniture & equipment continuing appropriations account is \$42,749.79 the committee could approve using those funds to purchase or lease the copiers. Kennedy reached out to the current finance director, Tina Smigielski for input on the leasing option. Smigielski noted the pros of leasing are spreading the cost (payments) over the life of the equipment, flexibility in being able to up/downgrade the equipment if it isn't the right fit, maintenance/service is usually included in the lease payments vs. paying for unbudgeted service calls, and not having to deal with disposal at the equipment's end of life. The con is that you may end up paying more for the equipment due to interest, and there are some bothersome accounting issues relative to year-end. The committee is in support of leasing the copiers but Fried stated that he did not think it was appropriate to have a reoccurring expense deducted from a continuing appropriations account.

- a. **PLANNING & ZONING – RHINELANDER OFFICE COPIER:** The purchase price for the Rhinelander office RICOH IM C2500 copier is \$ 14,116.62 and 60 month lease agreement monthly price is \$296.45. An additional maintenance and service plan can be purchased for an additional \$275.00 per month. This includes 7,500 B\W pages per month. Overages will be billed at \$0.009400 per page. This includes 5,000 Color pages per month. Overages will be billed at \$0.040900 per page. Includes all parts, labor, travel, drums, and toner. Staples are not included.

- b. **PLANNING & ZONING – MINOCQUA OFFICE COPIER:** The purchase price for the Minocqua office RICOH IM C2500 copier is \$6,966.17 and 60 month lease agreement monthly price is \$146.29. An additional maintenance and service plan can be purchased for an additional \$22.44 per month. This includes 500 B\W pages per month. Overages will be billed at \$0.013000 per page. This includes 200 Color pages per month. Overages will be billed at \$0.079700 per page. Includes all parts, labor, travel, drums, and toner. Staples are not included.

Motion by Fried to move forward with leasing of the copiers contingent on approval from the Planning & Zoning committee and to work with finance on the accounting aspect of leasing the copiers. Second by Briggs. 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:** Contractor still waiting on venting and stack material to finish the boiler installation, CR Meyer is to return to seal the door and install vent.
- c. **CIP - DSS OFFICE REMODEL:** No new updates since the last committee meeting.
- d. **CIP - LEC JAIL PLUMBING & I-CON SYSTEM:** Fixtures have been delivered; BG staff continue with the installation but because the new fixtures are not the same size as the original they are running into issues with placement and the need for fabrication of additional piping covers.
- e. **CIP - LEC JAIL SECURITY GLASS REPLACEMENT:** Installers have completed the replacement of the glass in the dorm blocks; glass for the video courtroom has been ordered and replacement will be completed once received.
- f. **CDBG PROJECT – COURTHOUSE FRONT STOOP REMOVAL:** Local mason has been contracted for the project and BG staff will fabricate the handrails; project to start within the next month.

NON-BUDGETED ITEM REQUEST

None

PUBLIC COMMENT

No public comment.

ITEMS FOR NEXT AGENDA

- Planning & Zoning Copiers

FUTURE MEETING DATE(S)

Tuesday, September 6, 2022 at 8:15 a.m.

ADJOURNMENT

Fisher adjourned the County Facilities meeting at 9:28 a.m.

/s/Russ Fisher
Russ Fisher, Chairman

09/12/2022
Date

/s/Lindsey Kennedy
Lindsey Kennedy, Recording Secretary

09/12/2022
Date