

COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Courthouse • County Board Room
Monday, August 31, 2026 • 8:15 a.m.

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

ALSO PRESENT: Troy Huber, Lindsey Kennedy, Lucas Lee (Buildings & Grounds); Tracy Hartman (Administrative Coordinator); Matthew Young (Veteran's Services Officer)

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 Briggs to approve the minutes of the July 13, 2026, committee meeting. Second by Kilbourn. All Committee members present voting 'Aye'. Motion carried.

PRESENTATION OF 5 YEARS OF SERVICE AWARD – LUCAS LEE

Lindsey Kennedy presented Lucas Lee, Courthouse Maintenance Technician, with his five-year service award and recognized him for his dedication and contributions to Oneida County Buildings & Grounds over the past five years.

DISCUSSION ON VETERAN'S SERVICES OFFICE MURAL

Kennedy stated that Veteran's Services Director, Matthew Young, requested approval to have a mural painted on the wall in the Veteran's Services office to serve as a backdrop for the Memorial Cross used during the annual Memorial Day Service. The Memorial Cross currently remains stored in a closet when not in use, and Young felt the mural would provide a more appropriate way to display it throughout the year.

Kennedy presented a mock-up of the proposed mural for the Committee's review. Local mural artist, Lily Bielefeldt, would paint the mural. Kennedy stated that the request came before the County Facilities Committee because County Code assigns the Committee responsibility for maintaining County real property and approving modifications or improvements. Kennedy also stated that she reviewed the request with Corporation Counsel, who raised no objections and concurred that the request fell under the County Facilities Committee's authority. Administrative Coordinator Hartman also participated in the communications with Corporation Counsel regarding the mural.

Young confirmed that the mural would come at no cost to the County. He stated that he circulated the mock-up among Veterans and received positive feedback. Young also stated that Veteran's Services would like to display the names of fallen veterans on the opposing wall.

Motion by Almekinder to approve the Veteran's Services Office mural as presented. Second by Briggs. All Committee members present voting 'Aye'. Motion carried.

2027 FURNITURE AND EQUIPMENT REQUESTS

a. ASSISTANT DISTRICT ATTORNEY VARIDESK

Kennedy stated that Buildings and Grounds received one furniture and equipment request for 2027. The department received the request after the submission deadline, and the Public Safety Committee, the department's committee of jurisdiction, still needs to approve the request. Kennedy stated that if the County Facilities Committee approves the request, the motion should specify that the approval is contingent upon Public Safety's approval.

The request is for a Varidesk for Assistant District Attorney Ben Meyer. Kennedy confirmed that Buildings and Grounds does not have any Varidesks in storage, so the department would need to purchase the desk. The cost is \$525, and if approved, Buildings and Grounds would include the expense in its 2027 budget request.

Fried asked whether the State provides funding for furniture and equipment requests for Meyer because he is a state employee. Kennedy stated that she was unsure and would look into the matter.

Motion by Fried to approve the furniture request contingent on reaching out to the state and Public Safety approval. Second by Briggs. All committee members present voted "Aye." Motion carried.

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

Hartman reported that she is slowly reviewing the items and making progress. She reached out to local historian Kerry Bloedorn to see if he would like to review the materials as well but has not received a response. Hartman will continue to review the items.

No action taken. Informational only.

2027 BUILDINGS AND GROUNDS DEPARTMENT BUDGET REQUEST

Kennedy presented the 2027 Buildings and Grounds Department budget and noted increases in personnel expenses, utilities, and building maintenance.

Hartman questioned the minimal increase in personnel expenses based on the 2026 numbers and expressed concern that the increase may not be enough. Kennedy stated that she also noticed the small increase but used the wages workbook provided by Finance to determine the numbers. She explained that she had modify the workbook because Finance listed an hourly employee as salary. Kennedy stated that when she moved the employee's row in Excel, the change might have affected the formulas. Kennedy also noted that another possible explanation could be that the 2026 personnel expense numbers were inflated. She stated that she would review the numbers with Hartman and Marheine and make sure to present the correct numbers during the budget hearings.

Fried expressed strong concern and disappointment that the numbers presented may not be correct. Kennedy stated that the Committee has two options: increase the proposed 2027 personnel expenses or leave the numbers as presented and make any necessary adjustments after further review. Kennedy stated

that she would communicate any adjustments to the Committee and clarify the numbers during the budget hearing.

The Committee also made the following changes to the proposed budget:

- Reduced overtime from \$10,000 to \$5,000.
- Reduced printing and duplication from \$50 to \$0.
- Reduced cash in lieu of health insurance from \$2,400 to \$0.
- Increased prisoner revenue from \$90,000 to \$95,000.
- Reduced ergonomic equipment from \$5,000 to \$4,000.

Motion by Almekinder to approve the budget as presented with the committee changes. Second by Briggs. All Committee members present voting 'Aye'. Motion carried.

SEPTEMBER 11, 2026 – SERVICE OF REMEMBRANCE REQUEST ON COURTHOUSE LAWN

Kennedy reported that Meredith Albright, the priest at St. Augustine Episcopal Church, called and said that the Rhinelander Ministerial Association would like to hold a Service of Remembrance on the Courthouse lawn on Friday, September 11, at 10:00 a.m. for the 25th anniversary of the 9/11 attacks. Albright said they would not need any equipment from Buildings and Grounds but may have a few fire trucks outside on the street and a high school band. Kennedy informed Albright that the Courthouse is a public facility and that they are more than welcome to hold the event at the Courthouse. Kennedy said she would present the request to the County Facilities Committee as a courtesy.

No action taken. Informational only.

UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

- LEC COOLING TOWER REPLACEMENT:** No new updates.
- MONICO TOWER SITE GENERATOR REPLACEMENT:** Installation took place on 8/27, with the system back up and running.
- FIRE PANEL UPGRADES (MULTIPLE FACILITIES):** Contractor completed another on-site visit to confirm measurements and details. The start date is still expected to be in September.

INVOICE PAID REPORT

The committee reviewed the July 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, October 12, 2026 at 8:15 a.m.
- Monday, November 9, 2026 at 8:15 a.m.
- Monday, December 14, 2026 at 8:15 a.m.

ADJOURNMENT

Fisher adjourned the County Facilities meeting at 10:38 a.m.

Russ Fisher, Chairman

Date

Lindsey Kennedy, Recording Secretary

Date