

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

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

**COMMITTEE MEMBERS ABSENT (excused):** Billy Fried

**ALSO PRESENT:** Troy Huber, Lindsey Kennedy (Buildings & Grounds); Tracy Hartman (Administrative Coordinator)

**CALL TO ORDER**

Chairman Fisher called the County Facilities Committee to order at 8:16 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 Almekinder. All Committee members present voting 'Aye'. Motion carried.

**PUBLIC COMMENT**

No public present.

**APPROVE MINUTES**

Motion by Briggs to approve the minutes from the August 4, 2025 committee meeting. Second by Harris. All Committee members present voting 'Aye'. Motion carried.

**2026 BUILDINGS AND GROUNDS BUDGET**

Kennedy reviewed the 2026 Buildings and Grounds budget request with the committee and answered questions. The committee recommended reducing the overtime budget from \$10,000 to \$8,500. Kennedy explained that, due to the resignation of an employee with single insurance coverage, she budgeted for family insurance for the replacement employee since the coverage election is unknown at this time. She added that if the position is filled before the budget is finalized, she would work with Finance to make any necessary adjustments. Kennedy also reviewed the department goal, the 2025 year-end estimate narrative, the non-mandated form, and the headcount chart with the committee. Following this review, the committee provided feedback on both the goal and the non-mandated form.

Motion by Harris to approve the amended budget request and forward on to the budget hearings. Second by Briggs. All Committee members present voting 'Aye'. Motion carried.

**2026-2028 BUILDINGS & GROUNDS CIP LIST**

Kennedy stated that although the committee reviewed and ranked the department's 2026–2028 CIP list at the last meeting, the department would like to add two projects. After clarification from Finance, the department also wants to list the Fire Panel Updates for all facilities under one CIP.

The Fire Panel Updates (Multiple Facilities) project has a total budget of \$550,000. Bidding the work together will prevent issues with different systems across facilities and will make maintenance more efficient by avoiding the need for staff to learn multiple systems. This approach will also streamline services and preventive maintenance. The department noted that because of the size of the project, it would likely take several years to complete, with the most troublesome systems replaced first.

The department also reported that the Brightly Asset Inventory software might not meet GASB requirements. At the last meeting, the committee approved adding it to the 2026 CIP list with a \$25,000 budget, but the department believes this may not be appropriate under GASB guidelines. They will follow up with Finance for clarification.

The two additional CIP projects are as follows:

- Monico Tower Site Generator Replacement (2026): Although the department plans to fund this project through continuing appropriation funds, the total cost exceeds \$25,000, which requires it to go through the CIP process. The department requested this project be considered for 2026 and listed as the #2 priority.
- Courthouse Service Elevator Update (2028): During the last inspection, the technician noted the elevator was leaking hydraulic fluid. While not critical at this time, the department recommended adding the project to the CIP list so it is on the County's radar. The quote received for the update was \$50,000, and the department recommended scheduling it for 2028.

The department recommended a revised 2026 CIP priority list as follows:

1. LEC Cooling Tower
2. Monico Tower Site Generator Replacement
3. Maintenance Plow Truck
4. Fire Panel Upgrades (Multiple Facilities)
5. Health and ADRC Facility Roof Replacement
6. Paint the Exterior of the Health and ADRC Facility
7. LEC Garage Floor Epoxy
8. Brightly Asset Inventory Software Implementation

Motion by Harris to approve the revised CIP list and forward to the Executive Committee. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried

### **UPDATE ON COURTHOUSE MAINTENANCE TRUCK REPAIRS**

Huber updated the committee on the 2015 Ford Diesel maintenance truck. He noted that replacement of the truck is included on the department's 2026 CIP list due to numerous costly repairs. Most recently, the truck was leaking DEF fluid. The department wanted to keep the committee informed of the repair costs, emphasizing that the truck is essential to the day-to-day operations of the courthouse maintenance technicians, and that having a reliable vehicle is critical.

Informational Only.

### **WORKERS COMPENSATION REPORT**

Kennedy noted that she was incorrect at the last committee meeting when she stated the department did not have any workers compensation claims. She presented the quarterly workers' compensation report, noting that the department had one claim, which is now closed. The total cost was \$1,756.15 and was related to an employee sustaining a back injury while loading bags of salt into the Bobcat salt spreader.

Information Only.

### **UPDATE ON JAIL DOORS PROJECT**

Huber stated that the department is still waiting on the parts list from the contractor, and the total cost of the mechanical portion of the project will not be known until the contractor completes the repairs. He stated that the County earmarked \$500,000 for the project, and the IT costs are still unknown.

Informational Only.

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

- a. **KOINONIA REPAIRS:** No new updates.
- b. **COURTHOUSE WINDOWS REPLACEMENT:** The Facilities Director is compiling a punch list for this project prior to issuing final payment to the contractor. All windows have been installed and are operational, with only minor items remaining to be addressed. To date, \$708,537.17 has been expended, leaving a budget balance of \$17,461.83. The department is still processing reimbursement for the \$75,000 Rural Energy Startup Grant. The final invoice to the contractor will be \$61,473.81, which will result in a budget overage of \$44,011.98 if the grant reimbursement is not received.
- c. **DISPATCH FIRE SUPPRESSION SYSTEM REPLACEMENT:** The project is complete, and the system is operational.

### **INVOICE PAID REPORT**

Huber reviewed the August 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**

- Updated on Buildings and Grounds Projects/Activities

### **FUTURE MEETING DATE(S)**

- Monday, October 13, 2025 at 9:00 a.m.

### **ADJOURNMENT**

Fisher adjourned the County Facilities meeting at 9:54 a.m.

/s/Russ Fisher  
Russ Fisher, Chairman

10/13/2025  
Date

/s/Lindsey Kennedy  
Lindsey Kennedy, Recording Secretary

10/13/2025  
Date