

COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Courthouse • County Board Room
Monday, September 13, 2021 • 8:00 a.m.

COMMITTEE MEMBERS PRESENT: Billy Fried/Chairman, Russ Fisher, Bob Almekinder, Lance Krolczyk and Greg Oettinger

**Krolczyk arrived at 8:29 a.m.*

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

CALL TO ORDER

Chairman Fried called the County Facilities Committee to order at 8:00 a.m. in the County Board Room 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 Almekinder to approve the agenda for today's meeting. Second by Oettinger. All Committee members present voting 'Aye'. Motion carried.

PUBLIC COMMENT

No public present to offer comment.

APPROVE MINUTES

Motion by Fisher to approve the minutes from the August 2, 2021 committee meeting. Second by Almekinder. 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, and blanket purchases orders prior to the meeting for review. Huber explained the large expenses for the committee.

Motion by Fried to approve the bills and vouchers as presented. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried.

SINGLE POINT OF ENTRY UPDATE

Fried updated the committee on the status of the Courthouse Single Point of Entry. The Administration Committee approved three resolutions to forward to the September 21, 2021 County Board meeting for consideration. The resolutions are as follows: Create a single point of entry at door #1 of the Oneida County Courthouse, Create an ADA drop-off at door #1 of the Oneida County Courthouse and Create a full-time deputy position to staff the Single Point of Entry at the Oneida County Courthouse.

Information only.

TAX FORECLOSURE PROPERTY – TREE REMOVAL

Huber stated the Land Information Office requested the Buildings & Grounds Department's assistance regarding tree removal on a tax foreclosure property owned by the County. Buildings & Grounds staff

evaluated the tree and determined that they could not safely remove the tree with the equipment they have available and recommended hiring a professional tree service. The tree was hanging over a power line running from the road to the neighbor's house. Corporation Counsel was consulted and they recommended having the tree removed as soon as possible. Buildings & Grounds contacted a tree service and scheduled the removal for the week of September 6, 2021. The tree service was fitting the removal in their schedule, as they were booked out approximately 20 weeks. The Land Information office was informed of the scheduled tree removal and they asked that additional trees be removed and if the County Facilities Committee should be consulted prior to the actual removal. Since it was only requested that the tree service remove the tree above the power line they only provided a quote for that service. The tree service was contacted and the removal of the additional trees was also requested; due to this reschedule the tree service was unable to remove the trees the week of September 6, 2021 and the removal was added to their regular schedule which will delay the tree removal. The original tree removal was fitted in sooner as a favor to the Buildings & Grounds Department staff but with the request of additional services they were unable to fit the job in sooner than the next available appointment.

Information only.

UPDATE ON COURTHOUSE UPS (UNINTERRUPTIBLE POWER SUPPLY)

Huber stated the ITS Department needs to purchase a new UPS for the Courthouse as their current unit is insufficient for the Data Center. Currently, if the Courthouse loses power there is a brief moment from the time the generator kicks. The UPS is supposed to cover the gap of power to keep servers and systems up and running. A resolution to purchase a new UPS will be considered at the September 21, 2021 County Board meeting.

Information only.

DEPARTMENT'S CONTRACTUAL SPENDING REVIEW

Kennedy reviewed the Buildings and Grounds Contractual spending memorandum, which was requested by the Administration Committee from all County departments.

Information only.

YEAR 2022 BUDGET AND SCHEDULE

- a. **2022 FURNITURE AND EQUIPMENT REQUESTS:** Kennedy stated there were two furniture and equipment requests but that both requests were completed and will not be included in the 2022 budget. One request was for a new desk chair and that was provided with existing ergonomic funds. The other request was for filing cabinets and ones were transferred from another department that no longer needed them.
- b. **2022 DEPARTMENTAL BUDGET – DUE TO FINANCE SEPTEMBER 20, 2021:** Kennedy reviewed the proposed 2022 Buildings and Grounds budget with the committee. Motion by Fisher to approve the budget as presented and forward to Budget Hearings for consideration. Second by Krolczyk. All Committee members present voting 'Aye'. Motion carried.
- c. **2022 CAPITAL IMPROVEMENT PROJECTS:**
 - I. REVIEW:** Kennedy provided the committee an overview of the requested 2022 Buildings & Grounds Department Capital Improvement Projects.

II. RANKING: The committee ranked the CIPs as follows:

1. LEC Chiller
2. LEC Jail Plumbing Fixtures & I-CON System
3. Courthouse Replacement of Air Supply and Handling System
4. Courthouse Window Replacement
5. Courthouse Annex Roof Replacement
6. Courthouse Single Point Entry
7. DSS Offices Remodel (previously SS additional office spaces)
8. Courthouse Elevator Upgrade (previously CTH elevator-chair lift)
9. LEC Garage Floor Epoxy
10. Courthouse 3rd Floor Renovation – Phase I
11. Courthouse 3rd Floor Renovation – Phase II

Motion by Fried to approve the 2022 CIPs as presented and forward to CIP Committee for consideration. Second by Oettinger. All Committee members present voting ‘Aye’. Motion carried.

CDBG-CLOSE PROJECT LIST UPDATE

- a. **ONEIDA COUNTY COURTHOUSE STOOP REMOVAL:** No new updates.
- b. **ONEIDA COUNTY COURTHOUSE DOOR KNOB REPLACEMENT:** No new updates.

UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

- a. **PROJECT LISTS AND PROJECTED TIMELINE:** Fried instructed the committee members to review the project list handout on their own.

NON-BUDGETED ITEM REQUEST

None

CLOSED SESSION

Motion by Almekinder, second by Oettinger to go into closed session pursuant to section 19.85 (1) (c) for purposes considering employment, promotion, compensation or performance evaluation data of any public employee (Topic: Maintenance Technician compensation).

Roll call vote taken; all members voting in the affirmative. Motion carried. Committee went into closed session at 9:19 a.m.

Staff present in closed session: Huber and Kennedy

RETURN TO OPEN SESSION

Motion by Fisher, second by Oettinger to return to open session. Roll call vote taken with all members voting in the affirmative. Motion carried. Committee returned to open session at 9:33 a.m.

Motion by Almekinder to approve the additional step for the LEC maintenance technicians as presented and forward to LRES for consideration. Second by Krolczyk. All Committee members present voting ‘Aye’. Motion carried.

PUBLIC COMMENT

No public present.

ITEMS FOR NEXT AGENDA

- Timeline of projects
- UW Extension/County obligation.

FUTURE MEETING DATE(S)

Monday, October 11, 2021 at 8:00 a.m.

ADJOURNMENT

Fried adjourned the County Facilities meeting at 9:36 a.m.

/s/Billy Fried
Billy Fried, Chairman

10/11/2021
Date

/s/Lindsey Kennedy
Lindsey Kennedy, Recording Secretary

10/11/2021
Date