COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Courthouse • County Board Room
Monday, September 28, 2026 • 11:00 a.m.

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

COMMITTEE MEMBERS ABSENT (EXCUSED): Robert Briggs

ALSO PRESENT: Lindsey Kennedy (Buildings & Grounds); Tracy Hartman (Administrative Coordinator); Jennifer Lueneburg (Human Resources Director); Scott Holewinski (County Board Chairman)

CALL TO ORDER

Chairman Fisher called the County Facilities Committee to order at 11:00 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 Fried 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 Kilbourn to approve the minutes of the August 31, 2026, committee meeting. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried.

FACILITIES DIRECTOR RECRUITMENT

Human Resources Director Lueneburg presented a proposed recruitment timeline for the Facilities Director position and recommended opening the posting to both internal and external applicants. The proposed application deadline is October 12, 2026, with interviews tentatively scheduled for the week of October 19, 2026.

The committee discussed the recruitment timeline, interim operations, and the appropriate timing of any departmental restructuring. Hartman noted that restructuring recommendations would be best brought forward by an incoming department head for consideration, and that position elimination discussions would be more appropriately addressed during budget hearings.

The committee agreed to proceed with the proposed recruitment timeline. The interview panel will include the County Facilities committee members, County Board Chair Holewinski, Administrative Coordinator Hartman and Human Resources Director Lueneburg. Committee members were asked to submit any suggested revisions to the Facilities Director job description to Lueneburg by end of day.

Informational Only.

COURTHOUSE EXTERIOR REPAIRS

Kennedy reported that a limestone corbel above Door 2 at the Courthouse has crumbled and fallen and that the adjacent corbel is cracked. Kennedy provided photographs of the damaged area. The department is actively working with a contractor to address the issue.

The committee expressed serious concern regarding the safety risk and directed that Door 2 be closed until repairs are completed. The committee directed Kennedy to engage a structural engineer to identify the root cause of the damage, noting that patching alone will not resolve the underlying water infiltration issue. The committee also requested a full evaluation of all corbels on the historic section of the building and directed staff to install a temporary brace to prevent further damage. Kennedy noted that she is in the process of submitting the project to the Wisconsin Historical Society and does not anticipate the historic designation will create obstacles given the safety concern.

The committee directed Kennedy to coordinate with Buildings and Grounds staff to install temporary bracing, engage a structural engineer, and provide an update at the next meeting.

UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

a. **LEC COOLING TOWER REPLACEMENT:** Project is currently planned to begin in October, with the exact start date to be confirmed. Contractor will be onsite week of 9/28 to complete a scan to determine the piping configuration needed for the project.
b. **FIRE PANEL UPGRADES (MULTIPLE FACILITIES):** The Timber Dr upgrade is expected to begin the first full week of October. An interior staging area has been identified, and Human Services staff have been notified of the upcoming work. Key fobs and access arrangements are being coordinated as needed.

INVOICE PAID REPORT

The committee reviewed the August 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

- Courthouse Exterior Repairs

FUTURE MEETING DATE(S)

- Tuesday, November 3, 2026 at 10:00 a.m.
- Monday, December 14, 2026 at 8:15 a.m.

ADJOURNMENT

Fisher adjourned the County Facilities meeting at 11:59 a.m.

/s/Russ Fisher	11/02/2026
Russ Fisher, Chairman	Date
/s/Lindsey Kennedy	11/02/2026
Lindsey Kennedy, Recording Secretary	Date