

COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Courthouse • Committee Room #2
Monday, October 11, 2021 • 8:00 a.m.

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

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

CALL TO ORDER

Chairman Fried 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 Oettinger to approve the agenda for today's meeting. Second by Krolczyk. All Committee members present voting 'Aye'. Motion carried.

PUBLIC COMMENT

No public present to offer comment.

APPROVE MINUTES

Motion by Fried to approve the minutes from the September 13, 2021 committee meeting. Second by Oettinger. 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 for the committee. Kennedy noted an error on the line item transfer form, the transfer to and transfer from accounts were incorrectly transposed.

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

Motion by Fried to approve the corrected line item transfer. Second by Fisher. All Committee members present voting 'Aye'. Motion carried.

5 YEAR SERVICE AWARD – ERIK WHITESIDES

Huber introduced Erik to the committee members. Committee thanked Whitesides for his exceptional work and years of service to the County.

Informational only.

2022 BUDGET REVIEW

Kennedy updated the committee on the 2022 departmental budget changes that were made by the Administration Committee. The changes included decreasing the Major Maintenance/Minor Renovation

account line from \$50,000 to \$40,000 and reclassifying the rent for the Planning and Zoning Minocqua office to the Planning and Zoning budget for \$4,500.

Information only.

BOBCAT PURCHASE

a. REVIEW: Huber provided background on the department's old machine that was recently sold. The Bobcat was bought for \$10,500 approximately four years ago; maintenance technicians have spent a large amount of time repairing the machine over the last couple of years, which was taking time away from their other duties. The Sheriff's Office posted the machine on their Facebook page on behalf of the Buildings & Grounds Department and the machine was sold for \$19,000. That profit will go towards the purchase of the new Bobcat. Huber provided the committee with three different quotes and recommended going with the lowest of the three which was obtained from Swiderski Equipment, Inc. in the amount of \$40,391. Fried clarified that the County Facilities committee needs to provide approval prior to items being sold or purchased. For housekeeping purposes, Fried made a motion to approve the sale of the department Bobcat for \$19,000. Second by Fisher. All Committee members present voting 'Aye'. Motion carried.

b. APPROVAL: Motion by Fisher to approve the purchase of the Bobcat L28 small articulated loader including utility bucket, snow blower and angle broom in the amount of \$40,391 with money to come from the B&G Equipment continuing appropriations account. Second by Fried. All Committee members present voting 'Aye'. Motion carried.

In regards to the resolution to purchase the Bobcat L28 small articulated loader including utility bucket, snow blower and angle broom Kennedy stated she discussed with Corporation Counsel as to whether a resolution was needed to purchase and was advised that it may not be needed but that it would not hurt if a resolution was brought to County Board. Motion by Fried to approve the resolution as presented and to be placed on the consent agenda. Second by Fisher. All Committee members present voting 'Aye'. Motion carried.

ADRC AND PUBLIC HEALTH FACILITY ACCESS CONTROL SYSTEM

a. REVIEW: Huber stated the last big storm damaged the boards to the access card reader system at the ADRC and Public Health facility. A quote from System Technologies for the upgrade, installation and service agreement was presented to the committee. Discussion held on necessity of service agreement; Huber advised the committee that service agreements are necessary to maintain system upgrades, maintenance and usability for future years. Huber informed the committee that an insurance claim has been submitted for the damages caused by the storm but that reimbursement has not been finalized.

b. APPROVAL: Motion by Fried to approve the upgrade and purchase of the access control system for the ADRC and Public Health facility, minus the optional software agreement at this time, for a cost not to exceed \$12,000. Second by Almekinder. Fried directed Huber to work with System Technologies to try to obtain a software service agreement for all three facilities under one plan. All Committee members present voting 'Aye'. Motion carried.

COUNTY'S OBLIGATION TO UW EXTENSION CLARIFICATION

Kennedy provided the committee an explanation of the County Responsibilities to the UW Extension Department per the Contract between the two entities. The County is to “Provide travel and appropriate job expenses to the staff, office facilities and equipment, office supplies and demonstration materials, salary and fringe benefits for the clerical support staff, and other supporting budgetary items through regular county budgetary procedures in which funds are appropriated for such purposes under applicable Wisconsin law.” Fried directed Kennedy to clarify Nicolet College’s obligation to the UW Extension and if the department has suggestions for changes to the future Contract between Oneida County and the UW Extension to submit the recommendations to the County Facilities Committee at a future meeting.

Information only.

CLOSED SESSION

Motion by Almekinder, second by Oettinger to go into closed session pursuant to section 19.85 (1) (f) for considering financial, medical, social or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public, would likely have a substantial adverse effect on the reputation of the person referred to in such data.” (Topic: Cleaning Technician)

Roll call vote taken; all members voting in the affirmative. Motion carried. Committee went into closed session at 8:59 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 9:13 a.m.

No motion or announcements made from closed session discussion.

CLEANING TECHNICIAN VACANCY

- a. **OVERLAP TRAINING REQUEST AND APPROVAL:** Huber requested the department hire two cleaning technicians with the current recruitment due to the recent opening and a planned retirement of a long-term employee in December.

Motion by Fried to approve the request for overlap training for the impending retirement position and vacant position and forward to the appropriate committee, if necessary. Funding to come from the existing department budget. Second by Almekinder. All Committee members present voting ‘Aye’. Motion carried.

UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

- a. **PROJECT LISTS AND PROJECTED TIMELINE:** Huber updated the committee on the current department projects.

NON-BUDGETED ITEM REQUEST

None

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PUBLIC COMMENT

No public present.

ITEMS FOR NEXT AGENDA

- Card Reader Update
- CDBG Grant Projects
- 2022 CIP projects update

FUTURE MEETING DATE(S)

Monday, November 1, 2021 at 8:00 a.m.

ADJOURNMENT

Fried adjourned the County Facilities meeting at 9:18 a.m.

/s/Billy Fried
Billy Fried, Chairman

11/01/2021
Date

/s/Lindsey Kennedy
Lindsey Kennedy, Recording Secretary

11/01/2021
Date