COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Courthouse • County Board Room
Tuesday, November 3, 2026 • 10:00 a.m.

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

ALSO PRESENT: Lindsey Kennedy, Erik Whitesides (Buildings & Grounds); Jennifer Lueneburg (Human Resources Director); Linnaea Newman (County Board Supervisor)

CALL TO ORDER

Chairman Fisher called the County Facilities Committee to order at 10:01 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 Almekinder. All Committee members present voting 'Aye'. Motion carried.

PUBLIC COMMENT

No public present.

APPROVE MINUTES

Motion by Almekinder to approve the minutes of the September 28, 2026, committee meeting. Second by Kilbourn. All Committee members present voting 'Aye'. Motion carried.

PRESENTATION OF SERVICE AWARDS

a. **ERIK WHITESIDES – 10 YEARS**
   Kennedy presented Erik Whitesides with a 10-year service award in recognition of his 10 years of service to Oneida County. The Committee acknowledged Erik's dedication and contributions to the Buildings & Grounds Department.

b. **DAVID CORNELIUS – 5 YEARS**
   Kennedy recognized David Cornelius for his five years of service to Oneida County and presented his 5-year service award in his absence. David is retiring from the County on November 16, 2026. The Committee acknowledged his contributions to the Buildings & Grounds Department and thanked him for his years of service.

RESOLUTION TO APPOINT COUNTY FACILITIES DIRECTOR

Lueneburg presented the resolution recommending the appointment of Carl Spittlemeister as Facilities Director. Lueneburg stated that interviews had been completed and the resolution would be presented to the County Board on November 10, 2026.

Kilbourn questioned the proposed step progression and whether the associated compensation increases were included in the department's budget. Lueneburg clarified that the resolution provides for an initial hire rate of Grade N, Step 2, with eligibility to advance to Step 3 after six months of employment, contingent upon a satisfactory performance evaluation. Advancement to Step 4 would be eligible on or after November 10, 2027, also contingent upon a satisfactory performance evaluation.

Lueneburg explained that the primary difference in projected costs would be health insurance, as the previous incumbent had a lower-cost health insurance plan than Spittlemeister. The department had already budgeted for family health insurance coverage.

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Kilbourn asked whether departmental goals would be established to help measure performance and determine eligibility for the proposed step increases. Lueneburg clarified that establishing departmental goals is not a requirement upon hire. Kilbourn expressed that having established goals would provide a clearer way to evaluate progress and performance.

Fisher stated that departmental goals could be discussed at a future committee meeting, with the intention of addressing them at the December meeting.

Fried questioned the proposed step increase process.

Motion by Almekinder to approve the resolution as presented and forward to the full County Board for approval. Second by Fried. All Committee members present voting 'Aye'. Motion carried.

UPDATE ON COURTHOUSE EXTERIOR REPAIRS

Kennedy reported that the structural engineer completed an on-site inspection of the exterior of the historic section of the Courthouse. The engineer is preparing a report outlining his findings and recommendations, which Kennedy will share with the Committee once received. The engineer's initial comments indicated that the balcony may need to be completely removed and reconstructed due to the way its base extends from and connects to the building. He also indicated that repairs likely cannot be completed before winter and will need to be addressed next year.

Fried had previously questioned whether the County could consider removing the balcony rather than replacing it due to the potential cost. Kennedy stated that the Committee and the State Historic Preservation Office (SHPO) would need to determine whether removal is an option. Kennedy will submit the structural engineer's report to SHPO for review and recommendations, as requested by their office.

Almekinder recommended removing the balcony before winter due to safety concerns. Fisher suggested contacting the historical society. Fried stated that the County should proceed with removal rather than wait for historical review due to the safety concerns.

Motion by Fried to direct the Buildings & Grounds Department to investigate removing the balcony near Door #2 due to safety concerns. Second by Briggs. All Committee members present voting 'Aye'. Motion carried.

Further discussion held. Fisher stated that he would contact Greg Oettinger regarding balcony removal, noting that removal may be the safest option, would allow continued use of Door #2, and would maintain the door's availability as an emergency fire exit.

UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

a. **LEC COOLING TOWER REPLACEMENT:** Materials are beginning to arrive, and the staging area established.
b. **FIRE PANEL UPGRADES (MULTIPLE FACILITIES):** Contractor has started the Timber Drive facility fire panel upgrade the week of November 2, 2026.

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INVOICE PAID REPORT
The committee reviewed the September 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
- Goal Setting for Facilities Director

FUTURE MEETING DATE(S)
- Monday, December 14, 2026 at 8:15 a.m.

ADJOURNMENT
Fisher adjourned the County Facilities meeting at 10:31 a.m.

_____ _____
Russ Fisher, Chairman Date

_____ _____
Lindsey Kennedy, Recording Secretary Date

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