

COUNTY FACILITIES COMMITTEE MINUTES
Oneida County Courthouse • Committee Room #1
Monday, December 11, 2023 • 8:15 a.m.

COMMITTEE MEMBERS PRESENT: Russ Fisher/Chairman, Billy Fried, Diana Harris, Bob Almekinder and Robert Briggs

ALSO PRESENT: Troy Huber and Lindsey Kennedy (Buildings & Grounds); Dan Hess and Jake Simkins (Sheriff's Department)

CALL TO ORDER

Chairman Fisher called the County Facilities Committee to order at 8:15 a.m. in Committee Room #1 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 Fried to approve the agenda for today's meeting, with the order of items at the chair's discretion. Second by Harris. All Committee members present voting 'Aye'. Motion carried.

PUBLIC COMMENT

No public comment.

APPROVE MINUTES

Motion by Fried to approve the minutes from the November 15, 2023 committee meeting. Second by Briggs. All Committee members present voting 'Aye'. Motion carried.

REVIEW/DISCUSS TOWER SITES MAINTENANCE

Huber stated that he would like direction from the committee regarding Communication Tower Maintenance and their major equipment replacement, such as generators or HVAC systems. In a previous meeting, the department requested the creation of a continuing appropriation account dedicated to major equipment replacement at the Communication Tower Sites, but the committee did not support it and stated that the Sheriff's department should fund those repairs. Huber expressed the need for clear direction from the committee to avoid ongoing discussions with the sheriff's office about responsibility for these purchases.

Hess recommended that the department present a 2025 CIP for the replacement of at least one generator and some of the tower sites' HVAC systems. The funds should carry forward for continued maintenance and repair costs. Additionally, Hess emphasized that Emergency Management is responsible for the maintenance of the radio communication systems, and Buildings and Grounds should be responsible for building maintenance, including generators and HVAC systems.

The committee requested additional information about the number of tower sites, which ones are maintained by Buildings and Grounds, and the equipment that needs replacement. This information is to be brought back to a future committee meeting.

REVIEW/DISCUSS ONEIDA COUNTY GENETEC ADVANTAGE RENEWAL

Huber stated that the Sheriff's, ITS, and Buildings & Grounds departments have discussed the renewal contract for the camera system, with all indicating that it is not their responsibility to pay for the contract. Buildings and Grounds would like direction from the committee regarding who is responsible. The contract pertains to the software required to maintain the camera system. The committee reached a consensus that it should be part of ITS's budget.

Motion by Fried to direct the Buildings and Grounds Department to pay the 5 year Advantage Renewal for \$21,931.98 and forward to the Administration Committee to determine funding. Second by Harris.

A brief discussion ensued. Kennedy stated that the replacement of the cameras is on the CIP list for 2026 and if we pay the 5-year renewal that will bring us to 2028.

Fried revised the motion to direct the Facilities Director to present a funding request for the contract to the administration committee with a recommendation for the 5-year renewal. Second by Harris. All Committee members present voting 'Aye'. Motion carried.

INVOICE PAID REPORT

Huber reviewed the invoices paid report for the month of November 2023.

Informational Only.

BUDGET/ACTUAL REPORT

The department provided the committee with a copy of the year-to-date budget for review.

Informational Only.

REVIEW/DISCUSS ADRC AND PUBLIC HEALTH FACILITY PLOWING

Huber expressed that the parking lot directly in front of the ADRC and Public Health Facility is owned by Trig's and is not maintained to his satisfaction. He has previously plowed and salted that lot, as well as the County-owned lots at the facility. Huber mentioned a fall incident in the lot a couple of years ago involving an individual utilizing the ADRC facility, and he wants to prevent any future accidents.

Chairman Fisher contacted Trig's general manager, who assured that the company Trig's has hired for snow removal will take care of the lot, and the County is not required to maintain it. This information was obtained after the agenda was posted, so there is no need for further direction or motion. The general manager advised Fisher to contact him if there are any concerns with the lot.

Informational Only.

REVIEW/DISCUSS COURTHOUSE FIRE HOSE REMOVAL

Huber informed the committee that the Rhinelander Fire Department recently conducted their annual fire inspection at the Courthouse and requested that the fire hoses be pressure tested annually. The department discussed with the Fire Department the option of decommissioning the fire hoses, and the Chief supported the idea as long as the pipes were capped off, the hoses were completely removed, and a notice was posted. Kennedy checked with Corporation Counsel and the County Clerk to see if there were any issues with the hose removal. The Clerk contacted the County's insurance company, and they did not identify any issues and would defer to the Fire Chief for any recommendations regarding the removal of the hoses.

Motion by Briggs to approve the decommissioning of the fire hoses at the Courthouse as advised by the Fire Chief. Second by Almekinder. All Committee members present voting 'Aye'. Motion carried.

DECEMBER 8, 2023 CIP MEETING UPDATE

Huber stated that the CIP committee met and discussed the Courthouse Window Replacement Project and funding options. Currently, the department is working on obtaining an energy-savings incentive grant that could possibly fund the entire project, but the grant will not be awarded until March 2024. The discussion of ARPA funding for the project occurred, but the CIP committee directed the department to explore grant funding first. Fried mentioned that the CIP committee would like to allocate any remaining ARPA funds by March.

Informational Only.

REVIEW/DISCUSS RESOLUTIONS TO RETURN CLFRF FUNDS – DSS REMODEL AND COURTHOUSE HVAC – PHASE I

Kennedy reported completion of the Courthouse HVAC – Phase I and Department of Social Services Remodel projects. Resolutions to return the unused \$23,090 funds for the HVAC project and \$1,665.15 for the Social Services Remodel to the ARPA contingency will be presented at the December 18th Administration meeting and the January County Board.

Informational Only.

UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES

- a. **COURTHOUSE HVAC UPGRADES – PHASE II (ARPA PROJECT):** Contractors have been on-site for several weeks; completion date TBD.
- b. **COURTHOUSE ANNEXED ROOF REPLACEMENT:** No new updates.

NON-BUDGETED ITEM REQUEST

None.

CLOSED SESSION

Motion by Harris, second by Briggs for the County Facilities Committee to go into closed session pursuant to Section 19.85(1) (c), Wisconsin Stats., “considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility” (Topic: Annual Performance Evaluation and Goals Setting for Facilities Director)

Roll call vote taken; all members voting in the affirmative. Motion carried. Committee went into closed session at 9:55 a.m.

Staff present in closed session: Huber

RETURN TO OPEN SESSION

Motion by Harris, second by Briggs to return to open session. Roll call vote taken; Fisher, Fried, Almekinder, Harris and Briggs voting in the affirmative. Motion carried. Committee returned to open session at 10:32 a.m.

ANNOUNCEMENT: Fisher reports that there were no motions made in the closed session.

PUBLIC COMMENT

No public comment.

ITEMS FOR NEXT AGENDA

- Courthouse Windows Grant Funding Update
- Prisoner Revenue
- Tower Site Maintenance

FUTURE MEETING DATE(S)

Monday, January 8, 2023 at 8:15 a.m.

ADJOURNMENT

Fisher adjourned the County Facilities meeting at 10:38 a.m.

/s/Russ Fisher
Russ Fisher, Chairman

01/08/2024
Date

/s/Lindsey Kennedy
Lindsey Kennedy, Recording Secretary

01/08/2024
Date