

Capital Improvement Program (CIP) Subcommittee
June 19, 2018
Minutes

Committee members present: Chairman Robb Jensen, Supervisor Billy Fried, Supervisor Jack Sorensen, Darcy Smith, Mike Romportl.

Call to order and Chairperson's announcements: Chairman Robb Jensen called the meeting to order at 10:00 a.m. in the First Floor Conference Room, first floor of the Oneida County Courthouse. The meeting was properly posted and mailed in accordance with the Wisconsin Open Meeting law and the facility is handicap accessible. Jensen thanked the committee for the work that has been completed in the past with capital improvement projects.

Approve agenda: Motion by Sorensen/Fried to approve today's agenda. All ayes; motion carried.

Capital Improvement Program (CIP) projects update

Smith handed out an update on open CIP Projects, which projects need to be left open due to not being completed and money that will be returned. Smith reported that the elevator does not need to be updated as planned and money from that project will be returned once the wheelchair lift is completed. The Law enforcement roof project will be coming in under budget and will have money returned. The highway department projects haven't started yet, with the exception of the road projects. The ITS projects are expected to use all funds allotted to them and the majority of them are expected to be completed by the end of the year. Further discussion regarding the current projects, projects that have been approved through the full county board, potential money that will be returned.

Closeout of completed projects

Smith reported that there are a few projects that came under budget and the money will be returned to the continuing appropriation accounts that were funding the projects. These projects are the Treasurer Counter Renovation (funds returned to continuing appropriation), the Courthouse Security Expansion-Physical Barriers in Offices (funds returned to continuing appropriation), the Law Enforcement Center - Jail re-coating of showers (over budget by \$1,112 and covered by Buildings and Grounds budget), the First Floor elevator Access (funds will be returned to the general fund) and County Roads projects.

Motion by Jensen/Sorensen to close out the 5 projects as presented and to transfer \$40,000 to the general fund. All aye; motion carried.

Discussion regarding 2018 projects that were closed through the administration committee. There were six projects that were closed out and \$72,234 was returned to the general fund.

2020 CIP project dates and guidelines.

Smith handed out a calendar giving the guidelines for submitted CIP Projects and requested feedback from the committee on the deadlines. The next meetings for the CIP Committee will be held on August 19th at 8:30 a.m., August 21st at 8:30 a.m. and August 26th at 8:30 a.m. Discussion regarding what will occur at each of the meetings, the CIP Staff project ranking and the forms that will be given to department heads to complete. Smith presented and explained a new form titled "2020 Capital Improvement Program – Committee Review Form". Discussion regarding the general fund and the potential amount that can be budgeted towards CIP projects.

Dates and items for future agenda/meetings. August 19th at 8:30 a.m., August 21st at 8:30 a.m. and August 26th at 8:30 a.m.

Jensen adjourned the meeting at 10:46 a.m.

Respectfully submitted,

Tracy Hartman, County Clerk

DRAFT