

**JOINT MEETING OF CAPITAL IMPROVEMENT PROGRAM SUBCOMMITTEE/
PLANNING AND DEVELOPING COMMITTEE/ADMINISTRATION COMMITTEE
MONDAY, AUGUST 19, 2019
Minutes**

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

Call to order and Chairperson's announcements: Chairman Robb Jensen called the meeting to order at 8:30 a.m. in Committee Room 2, second 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.

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

Approve minutes: Motion by Sorensen/Jensen to approve the minutes of the June 19, 2019 meeting. All aye; motion carried.

Review of 2020 Capital Improvement Program Project Process and Requests: Smith presented an overview on the 2020 Capital Improvement Program project process and requests. There are 23 Capital Improvement Program projects being presented for consideration. The total cost of the 23 projects is \$7,986,615 with \$7,382,230 to come from the general fund. The estimate for 2020 projects during the 2019 budget process was \$4,498,491. Ten of the 23 projects are new to the Capital Improvement Program and have not been presented to the CIP Committee previously. Smith presented a handout for review with a list of all the 2020 CIP projects requests. The Department Heads that have 2020 CIP requests met earlier in the week to rank the projects in the order of priority.

Department Presentations:

1) Social Services

- a) **Automobile Purchase** - Mary Rideout was present and discussed the need for a vehicle. Rideout reported that historically social services has had employees use their own personal vehicles, however, there have been some concerns within the past year and they have been looking at purchasing a vehicle to help alleviate the personal use. Rideout reported that this is a high priority for her department and if CIP funding isn't approved she will be going to her committee to look at a lease option. Rideout stated that they are looking at a minivan for this year and would like to look at another one for next year. Discussion regarding the need for the vehicle and future purchase needs.
- b) **Social Services and Buildings & Grounds – Additional Office Spaces** – Rideout reported that they would like to create additional office space and another meeting room for staff. The space is already designated as office/storage space, however, they would like to have more permanent/larger walls to create privacy. Rideout reported that after reviewing this there may be other changes they would like to have made and she would be open to having this moved to 2021. Committee agreed to move the project to 2021.

2) ITS

- a) **Board Member Tablets** – Rhodes reported that this wasn't presented last year but has been approached again this year a number of times. Rhodes reported that this hasn't been a priority in the past and the committee of jurisdiction didn't feel that this rated very high for 2020. Discussion regarding the need for this and the cost.

- b) **Hardware Refresh** – Rhodes reported that this will be to replace any PC's that are 7 years or older. Rhodes reported that there are about 13 laptops and 10 pc's that need to be replaced and this will be an annual request as hardware ages. Discussion regarding this being a CIP project versus this being in the IT operating budget.
- c) **Infrastructure Upgrade** – Rhodes reported that this is a continuation of a 2019 CIP project. Rhodes reported that it is necessary to continue this CIP as it has already been started and can't be stopped partway through.
- d) **Camera Infrastructure – Storage** – Rhodes reported that this is a joint project with Buildings and Grounds. There are approximately 60 new cameras being installed at the Sheriff's Office and this would be for the storage, servers and switches to support the camera usage. This project is combined with a buildings and grounds project and the total project cost is \$242,290 (\$208,000 for Video Surveillance Upgrade and \$34,290 for ITS). LuAnn Brunette reported that they are looking at replacing some cameras and adding some new cameras in order to continue to house the state prisoners and meet statutory requirements. They would also like to add some cameras to the ADRC/Health Department. Discussion regarding the need for this in 2020 versus 2021 and the need to have the entire system replaced.
- e) **Server/Storage Upgrade** – Rhodes reported that this would be to replace the five oldest servers with up to date hardware and software. Smith reported that this is another item that would normally be in the operating budget, however, with levy limits over time this has been moved out of operating and into CIP. Rhodes reported that this is also another project that is an ongoing project.
- f) **Video Conferencing** – Rhodes reported that this is new for this year. There has been some video conferencing equipment that has been purchased by other departments and it is not compatible with the network. Rhodes would like to have a room setup at each location for video conferencing. Discussion regarding what types of things video conferencing would be used for. Jensen reported that he would like to see some more information regarding how this would be used, by what department and if there would be a cost savings to the county.

3) **Planning & Zoning/Register of Deeds/Treasurer/Land Information**

- a) **Real Property Listing, Tax Application, permitting and sanitary hardware/software replacement** – Romportl reported that this is a continuation of a project that was begun this year and this is the funding for the remainder of the project. Romportl reported that this is a large project that includes a number of departments and needs to happen to get off of the AS 400 system which will no longer be supported in a few years. Discussion regarding the ongoing maintenance cost of this project and other projects that are being presented.
- b) **Impervious Surface Mapping from Aerial Imagery** – Romportl reported that this is a new request, however, the majority of the project will be coming from department funds with \$10,000 coming from CIP. Discussion regarding how this will be used by Planning and Zoning and the need for impervious surface mapping. Jennrich reported that this would help with some of the recent mandates from the state. Discussion regarding how state mandates impact the budget. Romportl indicated the Land Records Committee did not approve the request but Planning & Development Committee did.

4) **Buildings and Grounds**

- a) **Courthouse 3rd Floor Renovation – Phase 1** – Brunette reported that they would like to roll Phase 1 forward to 2020 and move Phase 2 to 2021. There has already been \$100,000 set aside for Phase 1 in a 2019 CIP, however, they don't want to complete Phase I until Phase II is approved.
- b) **Courthouse ADA Access and Stoop Removal** – Brunette reported that this is to eliminate the out of code step that is at door one and create an ADA accessible walkway and drop-off. Brunette believes that she will be able to fund \$20,000 from a department fund balance and she would recommend that the remaining \$50,000 be moved to a 2021 CIP project. Discussion

regarding moving this to 2021 or being done in 2020. Decision to leave this in 2020 and discuss again during rankings.

- c) **Courthouse Replacement of Air Supply and Handling System** – Brunette reported that this is to replace the air supply and handling system that services the historic area of the courthouse. Brunette reported that the current system has outlived its expected life and there is a concern that the current system could fail causing damage to the historic architecture. Discussion regarding the cost, need and potential damage that could occur if this isn't completed.
- d) **LEC Video Surveillance Upgrade and Health/ADRC Facility Implementation** – Brunette reported that this is the hardware for the video surveillance system that was discussed under the ITS projects. Dan Hess reported that the system is old and it becoming unfixable.

5) Sheriff's Office

- a) **Body Scanner** – Hess reported that this is a body scanner for the jail. There has been an increase in items being brought into the jail through peoples body cavities. In 2016 there were 3 incidents, in 2017 there were 5 incidents, in 2018 there were 18 incidents and in 2019 there have been 9 so far. Discussion regarding the type of equipment and options that are available. Hess reported that this is standard equipment across jails/prisons throughout the state and nation.
- b) **Retro Fit Property Room for Body Scanner** – This is combined with the above item.
- c) **Squad Car Mobile Radio** – Hess reported that this was originally going to be completed in 2018, however, it has been pushed off to coincide with another project that is occurring. Hess reported that the current radios are starting to fail and need to be replaced. There are approximately 30 radios that will need to be replaced.
- d) **LEC/911 Center Furniture and Flooring/Public Safety Radio Infrastructure Replacement** - Brunette reported that this would be to update the 911 center furniture and flooring. This is part of a Sheriff's office project to update the infrastructure of the 911 center. Discussion regarding the need to replace the furniture and flooring. Hess reminded the committee that the furniture in the dispatch center was replaced in 2006 and the furniture is beginning to fail after continuous use. Korten Hof reported that this included the replacement of the current microwave system, public safety two-way radio equipment, E911 center radio console, call taking, furniture and flooring updates. Discussion regarding the need for this and the difference between NextGen 911 and radio infrastructure. Korten Hof reported that this is an ongoing project and will need to continue to be done. Korten Hof reported that we are at a band-aid stage with the current towers and equipment.
- e) **Taser Replacement** – Hess reported the current tasers are at end of life. This includes the tasers for patrol and the jail. Discussion regarding the need for tasers.

6) Highway Department

- a) **Brine Building and Storage Building** – Stefonek reported that this is for providing the infrastructure for brining. Stefonek reported that the State purchased a high capacity brine maker for Oneida County, however, in the current facility they are not able to use it to its full capacity. If they build a new building they would be able to use the brine maker at its full capacity which would allow the County to brine more routes in Oneida County. Discussion regarding brine usage, cost and benefit to the County.
- b) **County Highway Reconstruction** – Jensen reported that this is an annual project with \$100,000 coming from the tax levy and \$610,000 coming from the general fund in 2020 (\$260,000 more than 2019). Jensen reported that this will help get the reconstruction of county highways on a 25 year replacement plan. Jensen reported that currently \$100,000 comes from the tax levy, however, the funding opportunities committee has looked at using the money to fund the Carlson Dettman Study or it may be needed to be returned to Social Services.

- c) **Fuel System Upgrade** – Stefonek reported that there are two options, bring the fuel system up to code (\$93,000) or replace the fuel system (\$300,000). Discussion regarding the need of the highway department to have their own fueling station and the benefit to replacing the fuel system.
- d) **Patrol Truck Purchase** – Jensen reported that up to this point in time the purchase of patrol trucks has been funded completely through department funds. Stefonek reported that they would like to replace two trucks in 2020 and one of the trucks will be bought through department funds. Discussion regarding the need for the patrol truck and why the equipment fund won't cover the need.
- e) **Vehicle Service Bay Exhaust** – Jensen reported that this is the next step to upgrading the highway department. Discussion regarding the continuous upgrades needed at the highway facility instead of building new.

Public comment/communications:

None

Dates and items for future agenda/meetings:

The next CIP meeting will be August 21, 2019 at 8:30 a.m.

Adjourn:

Jensen adjourned the meeting at 12:01 p.m.

Respectfully submitted,

/s/tracy Hartman

Tracy Hartman
County Clerk

/s/ robb jensen

Robb Jensen, Chair