

Capital Improvement Program Subcommittee
June 29, 2015
Minutes

Committee members present: Chair Robb Jensen, Billy Fried, Karl Jennrich, Jack Sorensen and Margie Sorenson.

Others present: Kerri Ison, recording secretary.

Call to order: Chairman Robb Jensen called the meeting to order at 1:03 p.m. in the First Floor Conference Room 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 Fried/Sorenson to approve today's agenda with the order of items at the Chair's discretion. All ayes; motion carried.

Approve minutes: Motion by Fried/Sorenson to approve the minutes of 6/12/15 and 6/17/15 as presented. All ayes; motion carried.

Capital Improvement Program review and evaluation: Committee reviewed the CIP requests as listed on the updated summary provided by Sorenson.

- Discussion was held regarding the Almon Park parking lot paving project. Currently the request is for \$28,000 over the next five years to patch and repave a portion of the parking lot. Some committee members voiced concern over liability issues due to current condition of the lot and suggested completing the entire project in 2015, thus requesting \$112,000 from the general fund. Discussion continued.
- Discussion was held regarding replacement of the Sheriff's Department portable radios. Question was raised regarding need to replace in 2016 as replacement cycle of seven years is only a recommendation. Committee would like a better cost estimate and specifications by budget time.
- Discussion was held regarding funding for highway construction/maintenance. It was suggested reducing the Social Services tax levy by \$250,000 and allocating \$250,000 from the general fund to help fund the project(s).
- Sorenson suggested creating a Major Maintenance/Renovation account for Buildings and Grounds Department and include items such as replacement of steel frame door, LEC chiller maintenance, LEC Radio Room fire detection/suppression. She suggested allocating the \$50,000 earmarked for the third floor renovation and Health/Aging HVAC studies to this account. Also include funds from the flooring account (\$15,000) which is currently tax levy. Discussion followed.
- Discussion was held regarding the Health and Aging HVAC project. Fried indicated they are still trying to determine if flooring issue is a result of the HVAC system. It was agreed that a better cost estimate is needed.
- Discussion was held regarding the re-coating of the jail showers, holdings cells and bull pen. A cost-saving can be realized by doing all three areas at once.
- Discussion followed regarding UW-Extension renovation. Buildings and Grounds Committee has agreed to use \$40,000 towards air quality issues and \$60,000 for renovation. It was felt air quality issues should be addressed first. Lengthy discussion followed.

- Discussion was held regarding installation of eye wash facilities and a bathroom in the LEC garage. Employee safety, liability and security are concerns with current conditions.
- Discussion was held regarding the expansion of the Social Services waiting area. Square footage is available, using former Family Court hearing room. Currently the counter is not ADA accessible and the project fits into future security plans.
- Discussion was held regarding expansion of the County Clerk's office into the former Veteran's Service Office. Issues discussed include future security plans, ADA compliance, privacy for marriage licenses, etc. Lengthy discussion followed.
- Discussion followed regarding ITS projects. An updated, prioritized list of ITS projects was provided. It was noted the incoming ITS Director may make changes to priorities, but it won't happen quickly.

Sorensen was excused at 2:37 p.m.

The project summary was reviewed and the Subcommittee made recommendations for funding in 2016. Original requests were reviewed in detail; some projects were postponed to 2017 and beyond.

TAX LEVY

PROJECT	2016 ALLOCATION	COMMENTS
Almon Park – shelters	6,000	2016 & 2017
Almon Park – parking lot	28,000	2015-2019
Tablets for Supervisors	3,495	14,255 allocated (2015) to carry forward
CH replace steel door frames	10,120	Major maint/minor renov acct (B&G)*
LEC Chiller Maintenance	10,000	Major maint/minor renov acct (B&G)*
County Clerk expansion	16,000	Major maint/minor renov acct (B&G)*
H&A flooring repair	25,000	Flooring acct (B&G) – Committee recommends continuation of the continuing appropriation account.
		*50,000 in 2015 budget for H&A HVAC study and CH 3 rd floor renovation study. Recommendation to place in continuing appropriation account for Maintenance/Renovation Projects.

GENERAL FUND

PROJECT	2016 ALLOCATION	COMMENTS
Email Archival Appliance	12,548	
Folder/stuffer/sealer machine	12,316	
Instant Recovery Server	23,924	
SD Microsoft App Server	23,924	
Netmotion Software Upgrade	12,000	
CH Microsoft App Server	23,924	
Redundant Core Data Switch	23,331	
Mobile computers-squad cars	14,330	2016-2018
SAN Data Repository	20,000	
Wireless Access points – CH	14,000	

Postage machine	25,000	
Medical Examiner vehicle	38,000	
Phase III Radio	200,000	Firmer estimate/specs prior to budget
HVAC @ Health & Aging	200,000	Firmer estimate/specs prior to budget
UWEX Renovation	40,000	Air quality issues. 60,000 for additional renovations in 2017
H&A parking lot	35,000	Moved to 2017
LEC Radio Rm – fire det/sup	24,000	
CH ITS Cooling/dehumidifier	60,000	Emergency fund – took to Admin 2015
LEC jail coating showers, etc	120,000	64,000 to complete in 2017
LEC Eye wash stations and bathroom	20,000	
SS waiting area expansion	22,000	
Highway – Road construction	250,000	Anticipate additional \$250,000 by reducing SS budget (tax levy)

CONTINUING APPROPRIATION/DEPARTMENT FUND BALANCES

PROJECT	2016 ALLOCATION	COMMENTS
ROD Electronic Rec. software	24,000	
CH Security expansion	136,237	
CH repair – exterior façade	120,000	
CH- Door #2 entry way	10,000	Major restoration account

Discussion followed regarding the general fund balance, noting the 2016 CIP requests total approximately \$1,259,300. Sorenson stressed the excess in the general fund accumulates much slower than expenditures going out.

Committee noted that, although funding is approved in 2016 for a continuing project, future funding is not guaranteed. Department Heads should be notified as such.

Motion by Fried/Jennrich to move the 2016 Capital Improvement Program requests forward to the Administration Committee, contingent upon the Committee’s review prior to sending to Administration Committee. Discussion followed. Sorenson and Jensen will work together on a summary list for the Administration Committee to review. All ayes; motion carried.

Public comment: None.

Adjournment: Motion by Jennrich/Fried to adjourn at 3:20 p.m. All ayes; motion carried.

Respectfully submitted,

 Kerri Ison, Recording Secretary

 Robb Jensen, Chair